



**The Corporation of the City of Stratford
Planning and Heritage Sub-committee
Open Session
AGENDA**

Date: Thursday, May 30, 2019

Time: 4:30 P.M.

Location: Council Chamber, City Hall

Sub-committee Present: Councillor Ingram - Chair Presiding, Councillor Ritsma - Vice Chair, Councillor Bunting, Councillor Clifford, Councillor Vassilakos

Staff Present: Jeff Leunissen - Manager of Development Services, Jodi Akins - Council Clerk Secretary, Quin Malott - Manager of Parks, Forestry and Cemetery

Pages

1. Call to Order

The Chair to call the meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

.....

3. Delegations

None scheduled.

4. Report of the Manager of Parks, Forestry and Cemetery

4.1 Tree Cutting By-law on Private Property (PLA19-021)

5 - 10

Motion by _____

Staff Recommendation: THAT Sub-committee receive this report on the Tree Cutting By-law on Private Property for information.

5. Report of the Manager of Development Services

5.1 Planning Application Fees Review (PLA19-017)

11 - 24

Motion by _____

Staff Recommendation: THAT the attached draft pre-planning application consultation by-law and proposed amendment to By-law 190-2018, Fees and Charges By-law, be received for information;

THAT staff consult with interested parties and obtain feedback on the attached draft pre-application consultation by-law and the proposed amendment to the Fees and Charges By-law;

THAT, following consultation, in accordance with the *Planning Act* and in conformity with the Official Plan, staff submit to Council a pre-planning application consultation by-law for approval which requires applicants to consult with the City prior to submitting Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications;

THAT following consultation, in accordance with Section 69 of the *Planning Act*, staff submit to Council an amendment to Schedule "B" of By-law 190-2018, Fees and Charges By-law, to revise of fees for the processing of applications made in respect of planning matters;

AND THAT following consultation and an amendment to Schedule "B" to By-law 190-2018, Fees and Charges By-law, By-law 25-2004, a by-law to establish a tariff of fees for the processing of applications made in respect of planning matters be repealed.

5.2 City of Stratford Heritage Conservation District Standards Update (PLA19-018)

25 - 28

Motion by _____

Staff Recommendation: THAT the Heritage Stratford resolution to update the Heritage Conservation District Standards be referred to the 2020 budget discussions;

And that Staff explore grant opportunities to fund, or partially fund, any update to the Heritage Conservation District Standards.

6. Report of the Town and Gown Advisory Committee

6.1 Request to Add Stratford Chefs School as Voting Member (PLA19-019) 29 - 30

Motion by _____

Staff Recommendation: THAT the recommendation from the Stratford Town & Gown Advisory Committee to add an administrative representative from the Stratford Chefs School as a voting member, be approved.

7. Report of the Heritage Stratford Committee

7.1 Update By-law to Increase the number of Heritage Stratford members on the Heritage Review Committee (PLA19-020) 31 - 35

Motion by _____

Staff Recommendation: THAT By-law 133-2004 as amended, be further amended to increase the composition of the Heritage Review Committee to five (5) members of Heritage Stratford, from the current three (3) members;

AND THAT quorum for reviews by the Heritage Review Committee would be a minimum of three (3) members.

8. Project Update

The Manager of Development Services to provide a verbal update on ongoing projects in the City.

9. Advisory Committee/Outside Board Minutes 36 - 54

The following Advisory Committee/Outside Board minutes are provided for the information of Sub-committee:

Heritage Stratford Committee minutes of January 8, March 12 and April 9, 2019

10. Next Sub-committee Meeting

The next Planning and Heritage Sub-committee meeting is June 27, 2019 at 4:30 p.m. in the Council Chamber, City Hall.

Councillor Vassilakos has provided regrets for this meeting.

11. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

Sub-committee Decision: THAT the Planning and Heritage Sub-committee meeting adjourn.



MANAGEMENT REPORT

Date: May 30, 2019
To: Planning and Heritage Sub-committee
From: Quin Malott, Manager of Parks, Forestry and Cemetery
 Jeff Leunissen, Manager of Development Services
Report#: PLA19-021
Attachments: None

Title: Tree Cutting By-law on Private Property

Objective: To report back to Council on the resolution that staff review the current tree cutting by-law and by-laws from other municipalities.

Background: On December 12, 2016, Council resolved the following:

That the request from the Hamlet Heritage Community Association to enact a comprehensive tree protection By-law be referred to staff and the Planning and Heritage Sub-Committee, that the City of Stratford current tree by-laws be reviewed as well as tree by-laws from other municipalities for further discussion and modification for a private property tree by-law.

A similar resolution to review the Tree By-law was adopted on September 22, 2104. In response, staff prepared a report that was submitted to Sub-committee in November 2014. Ultimately, that review resulted in Council adopting the following on February 23, 2015:

That staff make the necessary arrangements to amend By-law 1-2006, a By-law to prohibit or regulate the destruction or injury of trees in woodlands, to add the following provision:

“Where there is a *Planning Act* application involving an approval, all trees upon any property in the City shall be protected from injury or destruction from any site alteration, until the issuance of a permit and/or the receipt of final approval of any applicable *Planning Act* application.”

No action was taken at that time to include provisions to regulate the injury or destruction of trees on private property.

Analysis: For the 2015 review, staff was able to find three tree cutting models which differed from Stratford's. Stratford's By-law and the other three by-laws are summarized below.

Stratford By-laws

Two By-laws are currently in effect which deal with the cutting of trees on private property and they are: the "Stratford Street Tree By-law", By-law No. 5-2003 (adopted in 2003), and the Trees in Woodlands By-law, By-law No. 1-2006 (adopted in 2006). The Stratford Street Tree By-law regulates trees, all or part of which, are located above or below a public highway. In essence, this By-law gives the City the right to trim or cut trees on private property if they affect a public highway. The second By-law is the Trees in Woodlands By-law and it applies to "woodlands". The By-law defines woodlands as:

- 1,000 trees of any size per hectare;
- 750 trees measuring 5 cm diameter per hectare;
- 500 trees measuring 12 cm diameter per hectare; or
- 250 trees measuring 20 cm diameter per hectare.

No person shall destroy or cause to be destroyed any tree located in woodlands in the City of Stratford. Further, the By-law prohibits the injury or destruction of any tree if the site is involved in a Planning Act application. Exceptions to these regulations may be granted by Council.

Summary of 2014 Findings

- By-laws which regulate tree cutting on all private properties. The City of Toronto requires a permit to injure, destroy, remove or permit the injury of a tree which has a diameter of 30 cm or greater 1.4 m in height above ground.
- By-laws which regulate tree cutting on properties above a certain size. The City of Ottawa's By-law contains a set of regulations that applies to properties greater than 1 ha in size and a different set of regulations for properties less than 1 ha in size. For properties less than 1 ha in size, a permit is required to injure or destroy a "distinctive" tree; and a "distinctive tree" is a tree with a diameter of 50 cm or greater. The City of Kitchener exempts the requirement to obtain a permit for properties that are less than 0.4 ha (1 ac) in size.
- By-laws which regulate tree cutting within identifiable features. At the time, the City of London regulated the cutting of trees within an "Environmental Protection Area". Environmental Protection Areas were defined as areas designated as Open Space and/or Environmental Review in the Official Plan and/or those lands zoned as Environmental Review and/or Open Space (OS5) in the City's zoning by-law. (The City of London has since amended its By-law and the revised By-law is reviewed below.)

At the time of the 2014 review, the City of London By-law most closely resembled the City of Stratford's By-laws. Stratford prohibits the cutting of trees on private property only where the lands are considered a "woodlot". "Woodlots" are defined by the By-law as having certain number of trees of a certain diameter within a prescribed area.

2019 Review of Other Municipalities

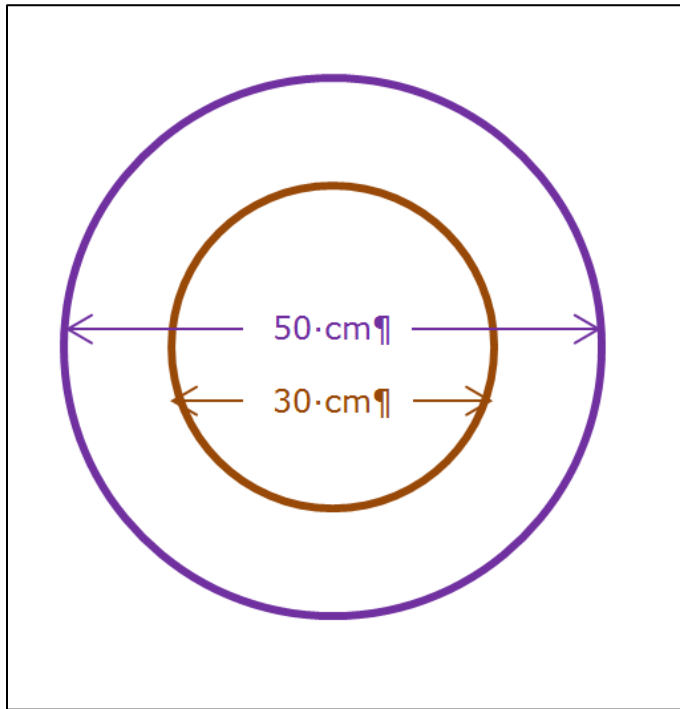
- The City of London now requires a permit to cut or injure a tree within a "tree protection area" and for "distinctive trees" within their Urban Growth Boundary. "Tree protection areas" include parks, open space areas and other environmental features; and "distinctive trees" are trees with a diameter equal or greater than 50 cm 1.4 m above ground.
- St Thomas has enacted a By-law which prohibits the injury or destruction of a tree having a trunk diameter of greater than 30 cm diameter at breast height (DBH) without a permit. If the tree is a dead or severely diseased tree, a hazard tree, a tree on property owned by a not-for-profit corporation, or a tree owned by an individual living below the Low Income Cut Off (LICO), as determined by Statistics Canada, the fee is waived.

St. Thomas adopted its private property tree By-law in October 2017. In 2018, the first full year it was in effect, 89 applications were received with 66 being approved.

- City of St. Catharines is considering a tree cutting by-law on private property which distinguishes between deciduous and coniferous trees. A permit is required to injure or destroy a deciduous tree 30 cm or greater at breast height and for a coniferous tree 20 cm or greater at breast height. St. Catharines is also considering requiring a permit if the tree is an identified species and if it is a significant tree. Council would determine whether the tree is considered a significant tree.

The City of London requires a permit to injure or destroy a tree on private property if it has a diameter of 50 cm or greater while the cities of St. Thomas and St. Catharines require a permit for trees 30 cm or greater in diameter. (St. Catharines is proposing a permit be required for coniferous trees 20 cm or greater in diameter.) The illustration below shows the difference between a tree with a diameter of 50 cm and a diameter of 30 cm.

Comparison between 50 cm diameter and 30 cm diameter



As is evident from a review of other municipalities' by-laws, there is a broad range of approaches taken by municipalities in Ontario on how to regulate the injury or removal of trees on private property.

Where a municipality has enacted a tree cutting by-law on private property, they have all required the applicant to submit the following:

- An application form
- An application fee – while fees vary considerably, from \$0 to over \$743.21 (if the permit is located on the boundary between two properties and it is being removed because of construction), many are \$100.

In addition to the above submission requirements, all the tree cutting by-laws reviewed contain provisions requiring, or requiring at the discretion of the individual authorized to issue a permit, the following:

- A report identifying location, species, size, and condition of tree, often prepared by an arborist or other qualified individual;
- Written consent of the owner if the tree is located on multiple properties;
- A tree protection plan, if there are nearby trees intended to be preserved, and
- The ability to issue an approval on conditions. Possible conditions include the requirement to plant a tree or trees in place of the tree proposed to be removed.

Should Council wish to proceed with a by-law which prohibits the destruction or injury of trees on private property, the scope of consideration should include:

- What main goal or objective is the by-law intended to achieve? Is the by-law intended to maintain the City's canopy cover, is there a canopy coverage the City is working to achieve, is it to protect residential neighbourhoods or is it to boost the image of the City?
- On which model should any by-law be drafted, should it apply to all properties, should it apply to trees above a certain diameter and what would that diameter be, should it exempt certain species and should it apply only to areas near parks and other open space areas?
- What information/material would be required to be submitted with an application? Is an arborist's report required with all applications, at the discretion of the permit issuer or not at all?
- What would be the costs to the municipality? Each application would need to be verified through a site visit by someone qualified to review the submitted material? Does the application fee cover 100% of the cost of the program or is it partially subsidized through general tax revenue?
- What would be the cost to the property owner? Currently, a property owner is responsible to cover the cost of the tree removal. Additional costs would include the application fee, possible cost of an arborist's report, possible cost of planting a replacement tree or paying cash-in-lieu of planting a tree.
- Establishing a process for reviewing applications such as criteria, timelines, appeal process and enforcement.

While staff would not want to pre-determine the outcome of any review, staff believe any by-law should be based on the following principles:

- A report of some sort would be required to support the application. This would minimize the time municipal staff spend on the review and approval of applications.
- The program should be 100% self-funding. Budgets are stretched and are not able to absorb additional programs.
- In almost all circumstances, permits would be issued conditionally upon the planting of a tree or upon the payment of cash-in-lieu of planting a tree. If there is no desire to plant a replacement tree, why regulate the injury or destruction of trees.
- While the by-law may include an appeal process, most applications should be dealt with at the staff level. Preparation of reports to sub-committee is time consuming and preparing numerous reports would impact service levels in other areas.

Financial Impact: A financial analysis would be completed should Council which to proceed with any by-law.

Staff Recommendation: THAT Sub-committee receive this report on the Tree Cutting By-law on Private Property for information.



Quin Malott
Manager of Parks, Forestry and Cemetery



Jeff Leunissen
Manager of Development Services



Rob Horne, Chief Administrative Officer

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MANAGEMENT REPORT

Date: May 30, 2019
To: Planning and Heritage Sub-Committee
From: Jeff Leunissen, Manager of Development Services
Report#: PLA19-017
Attachments: Draft By-laws

Title: Planning Application Fees Review

Objective: To update Planning Act Application fees

Background: Section 69(1) of the *Planning Act* allows municipalities to establish a tariff of fees for the processing of applications made in respect to planning matters. The fees shall be designed to meet only the anticipated costs of processing each type of application. Cross-subsidization of fees is not permitted. For example, fees collected from minor variance applications cannot subsidize costs incurred in the processing of site plan applications.

The last major review of *Planning Act* fees was conducted in the 2004 and resulted in By-law 25-2004. The By-law does allow for an annual increase by the percentage increase in the Consumer Price Index.

Since that time Council has reviewed fees on an as needed basis, primarily when it was determined the costs of processing a particular type of application was out of sync with the application fee. These reviews included 2007, 2009, and the most recently, 2012 when a fee was instituted for review and approval of a minor amendment to an approved site plan (Section 8.3.3. approval).

There have been considerable changes to the planning regime in Ontario since the mid 2000's and more are proposed. Pre-application consultation, complete applications, replacement of the OMB with the LPAT, shorter processing times, secondary suites, inclusionary zoning, mandatory dispute resolution, and consideration of a Council decision by the adjudicating body have all come into being since the 2004 fees review and further changes are expected.

Many of these changes to the planning regime have resulted in increased responsibilities for municipal Councils and staff. With increased responsibilities, comes increased time and expertise being placed on municipalities to review and reach a decision on planning applications. A greater emphasis is now placed on a municipal Council's decision and on public input. More information is being submitted with applications and municipal Councils are required to consider this information when making a decision. This translates in more in depth reports to municipal Councils and more staff time to synthesize information and include such information in reports.

While the existing Fees By-law does contain a provision to adjust the fees as per the Consumer Price Index, this has not accounted for the increased costs borne by the City. The costs for processing Planning Act applications should be borne by applicants and the existing fees are not covering municipal costs.

The review of *Planning Act* applications is an interdisciplinary task involving City of Stratford staff, (Development Services, Engineering Services, Clerks, Fire Prevention and Community Services), Festival Hydro, InvestStratford and the Upper Thames River Conservation Authority. Accordingly, costs incurred by these other departments and affiliated agencies are included in the cost calculations.

While an applicant may have to pay a fee to the Upper Thames River Conservation Authority to review an application or report, the City pays an annual fee to the UTRCA to provide floodplain and natural heritage management services. These UTRCA costs are indirect costs.

Analysis: Methodology

The City of Kingston recently went through a planning application fees review and they engaged Watson and Associates Economists Ltd. to undertake this review. While the actual costs to process applications will differ between Stratford and Kingston, the methodology used by Watson and Associates for determining cost was "activity-based costing" and this approach is considered appropriate for Stratford's fee's review. Activity-based costing uses processing efforts and associated costs from all municipal departments in service categories to determine costs. Since Planning is an interdisciplinary function which involves staff from a number of departments and divisions, costs from Development Services, Engineering Services, Clerks, Community Services, Festival Hydro and InvestStratford are included in the calculations. Activity-based costing includes direct and indirect costs. An example of an indirect cost would be IT support or rent for building space.

Direct costs for processing applications include the following:

- Wages and benefits of all City staff involved in an application (Development Services, Engineering Services, Clerks, etc.)
- Employee costs – conferences, mileage and education
- Administrative costs – photocopying, postage, newspaper advertising, office supplies
- Consultation with the City's solicitor

Cost for the decision maker (per diem for Committee of Adjustment)
 Membership Registration costs
 Other miscellaneous costs

Indirect costs for processing applications include the following:

Heat
 Hydro
 IT support
 Rent
 Maintenance and custodial costs
 Upper Thames River Conservation Authority annual fees

The Watson and Associates Report¹ indicates that indirect costs generally witnessed in Ontario range between 20-25%. Instead of spending considerable staff resources to investigate the portion of heating, hydro costs allocated to Development Services, costs for IT support, and the portion of maintenance and custodial costs applicable to Development Services staff, this review assumes indirect costs to be 23% of direct costs. When undertaking their review of planning fees in Kingston, Watsons and Associates took a similar approach.

Types of Applications

Below is a list of Planning Act applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision
- Plan of Condominium
- Part Lot Control
- Extension of a Temporary Use
- Removal of a Holding Provision
- Site Plan Applications (new, amendments, minor amendments)
- Pre-consultation
- Minor Variance
- Consent
- Municipal Numbering
- Miscellaneous Reports

In addition to the types of applications listed above, it is common that applications are modified or revised in process, prior to a decision. These revisions may require recirculation of the application. The existing fee schedule does include a fee for recirculation of a minor variance or consent, but not an Official Plan Amendment, Zoning By-law Amendment or Plan of Subdivision. It is common for an Official Plan Amendment Application, Zone Change

¹ Planning Application Fees Review - City of Kingston, Watson & Associates Economists Ltd. October 11, 2018, page 9.

Application or Plan of Subdivision Application to be revised through the process to the point that a new circulation is required. This additional circulation does have a cost which should be reflected in the fee schedule.

- Recirculation of Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision
- Recirculation of a Minor Variance or a Consent
- Change of a Condition to a Minor Variance or Consent

Some applications are commonly processed concurrently, while others involve multiple applications on the same property. Examples of concurrent and multiple applications on the same property include the following:

- Minor variance/consent applications
- Official Plan/zone change applications
- Multiple consents on the same property
- Multiple parcels created through removal of part lot control

Costs associated with concurrent and multiple applications are often less than the combined cost of both applications because there may only be one planning report, one public meeting, a combined notice in the newspaper or duplicate conditions of provisional approval. New to the fee schedule for planning applications include fees for concurrent and multiple applications.

Pre-consultation

For several years, the City has encouraged pre-planning application consultation, often referred to as pre-consultation, on Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications for no fee. Since 2016 when this program was initiated, almost 60 projects have been reviewed through this voluntarily process. Applicants voluntarily submit material for pre-consultation because they believe it is in their interests to do so. Without having to prepare detailed drawings and engineering studies, applicants are able to obtain feedback from staff on critical issues which may be associated with their proposal. It also provides staff an opportunity to provide a list of background information/studies necessary for a speedier review of their application.

The *Planning Act* allows municipalities to require pre-application consultation if such a policy exists in their Official Plan; and the City's Official Plan, as amended by Official Plan Amendment No. 21, does contain policies requiring pre-application consultation for Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans. In accordance with the policies of the Official Plan, staff recommends pre-application consultation be mandatory for Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications and has attached a draft by-law to that effect.

It is recognized in some instances, pre-application consultation may be of limited value. The draft by-law does contain a provision which allows the pre-application consultation to be waived by City of Stratford staff. Staff foresees this provision only being used where an application would not require a planning justification, background studies or engineering drawings.

Plans of Subdivision and Condominium

After reviewing the application fees for plans of subdivision and condominium, staff believes it should be adjusted to reflect the costs at the particular stage of approval. Currently, fees for plans of subdivision and condominium are \$9,167 (\$10,999 if greater than 50 lots) and \$1,222 to prepare the agreement. These two fees combined (\$10,389 for less than 50 lots and \$12,221 for subdivisions greater than 50 lots) only cover a portion of the costs associated with these types of applications. Further it has resulted in many subdivision applications with numerous drawing submissions.

To address the issue of poor or numerous submissions of engineering drawings, staff propose to reduce the base subdivision application fee to \$4,700, as it better reflects the actual costs to draft approval, maintain a fee for more than 50 lots and blocks, and revising the preparation of an agreement fee to a variable fee. Variable based on both the number of lots/blocks and the number of submissions. The base fee to prepare an agreement would be \$4,100, plus a fee of \$50 per lot and \$100 per block per submission of engineering drawings. This approach encourages fewer drawing submissions. For example, the fee with the first submission to prepare an agreement for a ten lot single detached dwelling subdivision would be \$4,600 (\$4,100 base fee + (number of lots x \$50 fee per lot)). With each successive engineering drawing submission, the fee would be \$500.

The fee with the first set of engineering drawings for a 50 lot subdivision with 5 multi-family blocks would be \$7,100 ((\$4,100 base fee + \$1,000 fee for greater than 50 lots/blocks + (number of lots x \$50 fee per lot) + (number of blocks x \$100 fee per block)). With each successive submission, the fee would be \$3,000 (number of lots x \$50 fee per lot) + (number of blocks x \$100 fee per block)).

Below is a comparison of the total existing and proposed fees for a 50 lot and 5 block subdivision and requiring 3 submissions of engineering drawings.

Existing Fee	
Pre-application Consultation (voluntary)	\$0
Application Fee	\$10,999
Preparation of Subdivision Agreement	\$1,222
Final Approval	\$612
Total	\$12,833
Proposed Fee	
Pre-Application Consultation	\$0
Application Fee	\$4,700
Additional fee for greater than 50 lots	\$1,000
Submission of First Set of Engineering Drawings	\$7,100
Submission of First Set of Engineering Drawings	\$3,000
Submission of First Set of Engineering Drawings	\$3,000
Final Approval	\$612
Total	\$19,412

Generally, the larger the subdivision or the greater number of lots or blocks, the more complex the issues, and more time is needed to resolve issues.

The proposed fee structure recommended for subdivisions and condominiums allots the fee to the stage of approval; it encourages fewer submissions of engineering drawings, and is variable based on size and complexity of the application.

Summary

Overall, planning costs have risen since the last review and the recommended fees are shown in the attachment. (Existing fees are also shown in the table.) There will be instances where fees will decrease if multiple consents are submitted for the same property at the same time or Official Plan Amendments and Zoning By-law Amendments are processed concurrently.

Planning fees are set by by-law and the current by-law to establish fees for the processing of planning applications is By-law 25-2004. By-law 25-2004 only deals with planning fees. Should Council amend planning fees in the future, it is recommended By-law 25-2004 be repealed and the fees be incorporated into the Fees and Charges By-law – By-law 190-2018 – not 25-2004.

Financial Impact: It is difficult to predict the financial impact the revisions to planning fees will have on total fees collected. Based on an “average” year, total Planning fees collected are expected to increase by 20% or approximately \$28,000.

Staff Recommendation: THAT the attached draft pre-planning application consultation by-law and proposed amendment to By-law 190-2018, Fees and Charges By-law, be received for information;

THAT staff consult with interested parties and obtain feedback on the attached draft pre-application consultation by-law and the proposed amendment to the Fees and Charges By-law;

THAT, following consultation, in accordance with the *Planning Act* and in conformity with the Official Plan, staff submit to Council a pre-planning application consultation by-law for approval which requires applicants to consult with the City prior to submitting Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications;

THAT following consultation, in accordance with Section 69 of the *Planning Act*, staff submit to Council an amendment to Schedule "B" of By-law 190-2018, Fees and Charges By-law, to revise of fees for the processing of applications made in respect of planning matters.

AND THAT following consultation and an amendment to Schedule "B" to By-law 190-2018, Fees and Charges By-law, By-law 25-2004, a by-law to establish a tariff of fees for the processing of applications made in respect of planning matters be repealed.



Jeff Leunissen, Manager of Development Services



Ed, Dujlovic, Director of Infrastructure and Development Services



Rob Horne, Chief Administrative Officer

BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD

BEING a By-law to require applicants to consult with
the City of Stratford prior to submission of a
development application (Pre-consultation By-law).

WHEREAS sections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, provides that municipalities may, by by-law, require applicants to consult with the municipality prior to the submission of development applications;

AND WHEREAS the City of Stratford Official Plan contains provisions requiring pre-application consultation for Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it appropriate to require pre-application consultation with applicants submitting development applications;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. Definitions:

“act” shall mean the Planning Act, as amended.

“applicant” shall mean: to:

- (a) a person or public body requesting Council to amend the Official Plan of the Corporation of the City of Stratford under section 22 of the Act;
- (b) a person or public body requesting Council to amend the Zoning By-law of the Corporation of the City of Stratford under section 34 of the Act
- (c) a person or applying for approval of plans and drawings under section 41 of the Act;
- (d) an owner of land applying for approval of a plan of subdivision under section 51 of the Act;

- (e) a person who owns the freehold or leasehold estate of the land described in the description, applying for approval of a plan of condominium applying under section 9 of Condominium Act, as amended.

"Record of Consultation" shall mean:

- (a) the date, or dates, that the Consultation Meeting or is held;
- (b) a copy of a written summary of the proposed application to amend the Official Plan Amendment, to amend the Zoning By-law, to obtain Draft Plan of Subdivisions and Condominiums approval and Site Plans Approval, as the case may be;
- (c) a copy of a written statement identifying the information and materials from Section 8.3.1 of the Official Plan that may be needed to with an application.

2. The Manager of Development Services and his or her designate(s) are authorized to:
 - (a) conduct pre-application consultations for Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans;
 - (b) identify the information and material necessary for processing Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans,
 - (i) prior to submission and
 - (j)
 - (k) acceptance of a development application, as items necessary for the application to be deemed complete under the *Planning Act* and City of Stratford Official Plan; and,
 - (ii) during the processing of development applications in cases where information and materials cannot reasonably be provided at the time of submission of the application.
 - (c) waive the requirement for a pre-application consultation when, in his/her opinion, it has been deemed to be unnecessary for a complete review of the application.
3. Applicants shall pre-consult with municipal staff prior to submission of an Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plan application in order to identify the information necessary to the processing of an application
4. The Manager of Development Services, or his or her designate shall prepare a Record of Consultation and deliver it to the applicant within thirty (30) days of the date of the last consultation meeting

5. This by-law may be referred to as the "Pre-consultation By-law".
6. This by-law shall come into force and take effect upon the final passing thereof.

Read a FIRST, SECOND AND THIRD TIME AND

FINALLY PASSED this the xxth day of xxxxxxxx 2019.

Mayor – Daniel B. Mathieson

Clerk – Joan Thomson

PROPOSED AMENDMENT TO
SCHEDULE "B" OF FEES AND CHARGES BY-LAW
BY-LAW 190-2018

enacted this ____ day of _____, 2019.

* These rates shall come into effect on ____, 2019

* These rates shall automatically increase and be rounded to the nearest dollar on the first day of January (commencing in 2020) in each year by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) published by Statistics Canada during the 12-month period ending on October in the year immediately proceeding the rate increase date.

Service	Comments	Proposed Fee	Existing Fee
PLANNING FEES	In addition to the application fees listed below in sections A) to G), where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City's actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.		
A) Application Fees	i) Applications for an Amendment to the Zoning By-law	\$4,350	\$2,689
	ii) Applications for an Amendment to the Official Plan	\$5,300	\$4,890
	iii) Concurrent Applications for an Amendment to the Official Plan and Zoning By-law	\$5,850	\$7,579
	iv) Applications for an Amendment to the Official Plan and/or Zoning By-law requiring recirculation	\$1,100	currently no fee

Service	Comments	Proposed Fee	Existing Fee
	v) Applications to the Committee of Adjustment for minor variance from By-laws passed pursuant to the <i>Planning Act</i> : a) If an application requires a recirculation	\$1,200 \$675	\$918 \$582
	vi) Applications to the Committee of Adjustment for consent for one lot/easement (severance): a) Each additional lot/easement (severance) b) If an application requires a recirculation	\$1,350 \$200 \$700	\$977 \$977 \$582
	vii) Applications to the Committee of Adjustment for a change to conditions of approval	\$500	\$366
	viii) Concurrent Applications to the Committee of Adjustment for consent and minor variance	\$1,600	\$1,895
	viii) Applications for the passing of a Part-Lot Control exemption by-law: a) For each additional new part created:	\$1,400 \$100	\$244 \$123
	ix) Applications for the removal of a Holding provision	\$1,850	\$700
	x) Applications to extend a Temporary Use	\$1,350	currently no fee
	xi) Application for Pre-Application Consultation	\$0	currently no fee
B) Site Plan Application	i) Applications for site plan approval: a) An additional fee will be added if building or addition is equal to or greater than 3,716 m ² or 40,000 sq.ft. or greater than 50 units	\$3,200 \$1,000	\$3,145 \$1,165

Service	Comments	Proposed Fee	Existing Fee
	ii) Applications for an amendment to a site plan agreement	\$2,150	\$1,222 or \$918
	iii) Applications for a minor amendment to a site plan agreement (Section 8.3.3.)	\$400	\$134
	iv) Applications for site plan approval for infill developments	\$1,700	\$3,145
	v) Letter of conformity relating to site plan agreement compliance	\$89	\$89
C) General	i) Letters of conformity (other than By-law 92-75) – with survey	\$89	\$89
	ii) Letters of conformity – without survey	\$74	\$74
	iii) Letters of conformity without survey – 2 business day response time	\$135	\$135
	iv) Letters of conformity with survey – 2 business day response time	\$152	\$152
	v) Full size registered plans, plans of condominium, city street maps	\$20	currently no fee
	vi) Custom Plots	\$40	currently no fee
	iv) Change of Municipal address	\$140	\$123
D) Development, Subdivision and Condominium Servicing Agreements:	i) Administrative fees for preparation and registration of an agreement (applicable with the first submission only):	\$4,100 plus variable fee	\$1,222
	a) variable fee per single detached dwelling lot per submission	\$50	
	b) variable fee per block per submission (excluding road widening and reserve blocks)	\$100	
	ii) Lot releases:		
	a) for the first lot:	\$123	\$123
	b) for each additional lot in the same application:	\$11	\$11

Service	Comments	Proposed Fee	Existing Fee
E) Plan of Subdivision, Vacant Land Condominium & Common Element Plans of Condominium	i) Up to 50 development lots/blocks/units:	\$4,700	\$9167
	a) An additional fee will be added if greater than 50 units is proposed	\$1,000	
	ii) More than 50 development lots/blocks/units		\$10,999
	ii) Revisions to draft conditions of approval (recirculation required)	\$1,100	\$1,222
	iii) Revisions to draft conditions of approval (no recirculation required)	\$400	\$1,222
	iv) Registration of final plan	\$612	\$612
	v) Extension of Draft Approval:		
	a) Recirculation required	\$1,100	currently no fee
	b) No recirculation required	\$400	
F) Standard, Amalgamated, Phased and Leasehold Condominium	i) Up to 50 units	\$4,100	\$5,043
	c) An additional fee will be added if greater than 50 units is proposed	\$1,000	
	ii) More than 50 units		\$7,486
	ii) Revisions to draft conditions of approval (recirculation required):	\$1,100	\$1,222
	iii) Revisions to draft conditions of approval (no recirculation required)	\$400	\$1,222
	iv) Registration of final plan	\$612	\$612
	v) Condominium Exemption	\$1,218	\$1,218
G) Miscellaneous Reports	i) Deeming Application	\$1,000	\$2,55



MANAGEMENT REPORT

Date: April 25, 2019
To: Planning and Heritage Sub-Committee
From: Jeff Leunissen, Manager of Development Services
Report#: PLA19-018
Attachments: None

Title: City of Stratford Heritage Conservation District Standards Update

Objective: To provide background information to the Planning and Heritage Sub-Committee in order to consider the Heritage Stratford resolution of September 11, 2018 to review and update the City of Stratford Heritage Conservation District (HCD) Standards.

Background:

On September 11, 2018, Heritage Stratford resolved the following:

That the City reviews and updates the Heritage Conservation District Standards.

At the February 25, 2019 Regular Council meeting, City Council adopted the following recommendation of the Planning and Heritage Committee:

THAT the Heritage Stratford resolution to update the Heritage Conservation District Standards be referred to staff for a report.

History

On October 27, 1997, Council passed By-law No. 173-97 which established the downtown core as a Heritage Conservation District under Section 41 of the Ontario Heritage Act. Also on October 27, 1997, Council passed By-law No. 174-97, a By-law to establish certain guidelines for the implementation of the Heritage Conservation District. This By-law established the process for which alterations and demolitions in the Heritage Conservation District would be considered; it does not contain recommendations on how to maintain the character of buildings in the downtown core. (The most recent amendment to By-law No. 174-97 was in 2014.)

Council has adopted standards to protect and enhance the building stock in the downtown core. The City of Stratford Heritage Conservation District Standards were adopted by Municipal Council resolution on February 24, 2003. The Standards were the product of the Heritage District Committee, an eleven member committee consisting of one Councillor and 10 members of the community that was formed in 1998. The purpose of the Standards is that they are to be used by staff and the Municipal Heritage Committee to review proposed alterations.

In 2005, the Province of Ontario amended the Ontario Heritage Act. When new Heritage Conservation Districts are adopted by a municipality, they are to include the following:

- A Statement of Objectives,
- A Statement of the District's Cultural Heritage Value or Interest,
- A Description of the Heritage Attributes, and
- Policy Statements and Guidelines.

There are currently 132 Heritage Conservation Districts in the Province. Roughly half of all the Heritage Conservation Districts were created prior to the 2005 amendment to the *Ontario Heritage Act* and less than 5 of the pre-2005 approved Heritage Conservation Districts have been updated since 2005.

The need to update the Heritage Conservation District is recognized in the City of Stratford Official Plan. Section 3.5.4 i) of the Official Plan indicates the Heritage Conservation District is to be reviewed and revised as necessary, as soon as possible, to ensure it complies with the Ontario Heritage Act.

Analysis: In 2015, staff, at the request of Planning and Heritage Sub-committee and in consultation with the Permit Review Committee of Heritage Stratford, created a Heritage Alteration Evaluation Form. There were multiple reasons why an evaluation form was created: to ensure alteration permits were evaluated against the Council adopted Standards, to better track application recommendations, and to maintain consistency (as staff and members of the Permit Review Committee change over time). While the Evaluation Form has succeeded in meeting its objectives, it has brought to light some of the shortcomings of the By-laws and Standards.

Stratford's Heritage Conservation By-laws delineate the HCD area and set out a process to review and approve (or refuse) alteration and demolition permits, but it does not contain overall objectives, a statement of the areas heritage value, a description of heritage attributes or guidelines. While components of these elements are contained in the Council adopted Standards, without clear objectives it is sometimes difficult to evaluate a proposal when it does not exactly match the Standards. Without a description of the heritage attributes, it is challenging to know which architectural elements must be protected.

The Heritage Conservation District Standards play a significant role in the character of the City of Stratford. Perhaps it is stated best in the Official Plan: "In large measure, the Downtown core defines the City of Stratford, establishing the identity and image of the City

for both residents and visitors.” To maintain this identity and image, Section 4.4.4., of the Official Plan, states the City should use the legislation available to maintain the distinctive character of the Downtown and to ensure the design, form and scale of new development and of redevelopment, respects and ideally enhances the established character of the downtown.

The Standards are used by numerous groups in the City. Staff and Heritage Stratford use the Standards to evaluate alteration applications. Property owners use the Standards when considering development and maintenance of their properties, and building professionals use the Standards when preparing concepts and permit applications.

Planning staff are not heritage specialists. In order to ensure any review or update fulfills the requirements of the Ontario Heritage Act and also meet the needs of property owners, members of Heritage Stratford and staff; staff are of the opinion that expertise from outside the organization is required. Staff recommends a qualified heritage consultant should be retained to assist in the creation of new or revised standards.

Staff has consulted other municipalities who have updated their Heritage Conservation Districts (Kingston and Goderich), the Ministry of Culture, and a heritage consultant and found the cost to update a Heritage Conservation District can vary greatly. Cost to update a Heritage Conservation District will vary depending on the scope of public consultation, the inventory of existing buildings, and the number of properties. Updates across the province have ranged from \$30,000 for a relatively minor revision to \$200,000 for a detailed update which includes undertaking an inventory of buildings and public consultation. Goderich updated its Heritage Conservation Districts in 2014 at a cost of just under \$90,000. Funding for the Town of Goderich Heritage Conservation District Study was provided by the Ontario Ministry of Tourism, Culture and Sport, Creative Community Prosperity Fund.

Whether the cost to update the standards is on the low end of the range outlined above, or more in line with costs experienced by Goderich, the costs to update the Heritage Conservation District and/or Standards should be weighed against other priorities of the City. For this reason, staff recommend this request should be referred to the 2020 budget discussions.

Financial Impact: None. This request should be referred to the 2020 budget discussions.

Staff Recommendation: **THAT the Heritage Stratford resolution to update the Heritage Conservation District Standards be referred to the 2020 budget discussions.**

AND THAT Staff explore grant opportunities to fund, or partially fund, any update to the Heritage Conservation District Standards.

A handwritten signature in black ink, appearing to be 'J. Leunissen', with a stylized, flowing script.

Jeff Leunissen, Manager of Development Services

A handwritten signature in blue ink, appearing to be 'Ed Dujlovic', with a stylized, flowing script.

Ed Dujlovic, Director of Infrastructure and Development Services

A handwritten signature in black ink, appearing to be 'Rob Horne', with a stylized, flowing script.

Rob Horne, Chief Administrative Officer



MANAGEMENT REPORT

Date: May 30, 2019
To: Planning and Heritage Sub-committee
From: Town & Gown Advisory Committee
Report#: PLA19-019
Attachments: No

Title: Request to Add Stratford Chefs School as Voting Member

Objective: To update the Terms of Reference to include a new voting position for the Stratford Chefs School.

Background: The Stratford Chefs School has attended the last few Town & Gown Committee meetings and has expressed that they would be interested in having a position on Town & Gown. The committee members have previously discussed that having the Chefs School as part of the committee would be beneficial, as they host many students at the school each year.

Recommendation: That the Stratford Town & Gown Advisory Committee requests Council add a representative from the Stratford Chefs School as a voting member of the Town & Gown Advisory Committee. Carried.

Analysis: Stratford City Council established the Stratford Town and Gown Advisory Committee to serve as a forum for the exchange of information on issues and initiatives involving post-secondary institutions vis-à-vis The Corporation of the City of Stratford and the community, and recommends potential responses related thereto.

MANDATE:

The mandate of the Advisory Committee is the following:

- to provide a multi-disciplinary forum for open discussion;
- to facilitate communication among constituent groups;
- to assist in developing solutions to problems of common interest; and
- to promote and support activities to ensure a safe and healthy community.

It was clarified that the representative from the Stratford Chefs School would be an administrative representative and not a student representative. The Advisory Committee meeting times conflict with student activities in the late afternoon.

Financial Impact: None identified with establishing this additional position. All expenses of the Advisory Committee are paid from their annual operating budget approved by City Council.

Staff Recommendation: **THAT the recommendation from the Stratford Town & Gown Advisory Committee to add an administrative representative from the Stratford Chefs School as a voting member, be approved.**



Joan Thomson, City Clerk



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer



MANAGEMENT REPORT

Date: April 25, 2019
To: Planning and Heritage Sub-committee
From: Heritage Stratford Advisory Committee
Report#: PLA19-020
Attachments: By-law 133-2004 as amended

Title: Update By-law to Increase the number of Heritage Stratford members on the Heritage Review Committee

Objective: Heritage Stratford would like to increase the number of committee members on their permit review committee to ensure there is always three members available to participate in the reviews.

Background: Currently, there are three members of Heritage Stratford required to sit on the Heritage Review Committee as per the By-law. The By-law states that:

"The Heritage Review Committee shall consist of the Heritage Stratford Chair and two other members."

Due to busy schedules, it is not always possible to have all three members of the review committee available on short notice to do reviews. It would be beneficial to add two more members for a total of five committee members, increasing the availability of at least three members to meet to do the reviews.

Heritage Stratford Advisory Committee Recommendation: That Council update the current by-law that states the Heritage Review Committee consists of three members and expand it to five members.

Analysis: The recommendation of Heritage Stratford to increase the composition of the Heritage Review Committee should assist the Committee in scheduling and completing the required permit reviews. Quorum for conducting reviews would be a minimum of three (3) of the five (5) members of the Heritage Review Committee.

Financial Impact: There is no impact on the Heritage Stratford budget regarding this proposed change.

Staff Recommendation: THAT By-law 133-2004 as amended, be further amended to increase the composition of the Heritage Review Committee to five (5) members of Heritage Stratford, from the current three (3) members;

AND THAT quorum for reviews by the Heritage Review Committee would be a minimum of three (3) members.



Joan Thomson, City Clerk



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer



**BY-LAW NUMBER 133-2004
OF THE CORPORATION OF
THE CITY OF STRATFORD**

BEING a By-law to establish a municipal heritage committee to be known as Heritage Stratford and to outline the advisory role of Heritage Stratford.

WHEREAS section 28 of the *Ontario Heritage Act R.S.O. 1990, chapter O.18 as amended*, provides that the council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating Part IV and Part V matters and such other heritage matters as the council may specify by by-law;

AND WHEREAS the Council of The Corporation of the City of Stratford enacted By-law 70-81 to establish a local architectural conservation advisory committee (LACAC);

AND WHEREAS the Council of The Corporation of the City of Stratford has amended By-law 70-81 since its enactment, as deemed necessary;

AND WHEREAS the Council of The Corporation of the City of Stratford, upon the advice of the Stratford Municipal Heritage Committee, deems it in the public interest to change the name to Heritage Stratford and to enact a by-law related to the advisory role of Heritage Stratford;

NOW THEREFORE BE IT ENACTED as a By-law of The Corporation of the City of Stratford as follows:

1.
 - a) A committee to be known as Heritage Stratford is hereby established. Heritage Stratford is a committee of concerned citizens appointed by the Council of The Corporation of the City of Stratford to advise Council on heritage issues (under the *Ontario Heritage Act*), and helps to ensure the citizens of Stratford that plans for change and progress are developed in a manner which recognizes the historical continuity of our community.
 - b) Members of the committee shall be appointed by Stratford City Council and shall continue in office until their term has expired, or until a successor has been appointed by City Council, or the member resigns.
2.
 - a) The committee shall consist of 9 members concerned with the aims of heritage conservation as follows: one of whom shall be a member of Council, one member shall be a representative of the Stratford and Area Builders Association (SABA) and 7 citizens. The citizens and SABA representative shall be eligible electors of Stratford knowledgeable in architecture, art, local history, and interested citizens. Members shall serve without remuneration.
 - b) The committee shall be supplied with a recording secretary from the Office of the City Clerk, with meeting rooms, with office supplies and stationary and such other materials as might be necessary. The committee shall establish an estimate of its Operating Budget for each year and submit it to the Director of Corporate Services as directed, for consideration by City Council during the annual budget process. City Council may approve or modify or add to such estimate before establishing the annual budget for the use of Stratford Heritage.

3. The committee shall be primarily concerned with providing advice and assistance to owners and occupants of Stratford properties:
 - a) Buildings primarily, but not necessarily within the Heritage Conservation District of the City of Stratford as defined by By-law and buildings in the Heritage Areas and Corridors identified in the Official Plan.
 - b) Designation of potential heritage buildings and other significant properties and offering advice in matters established by the Architectural Conservancy of Ontario, and the renovation of existing buildings, or the construction of new buildings, in order that their design be consistent with the general atmosphere and appearance of the area surrounding, especially at City Hall. To this end, the committee may request Council to designate an area of historical or architectural value or interest and may request of council to:
 - i) acquire property in the City;
 - ii) to take steps to prohibit demolition, destruction, or alterations of such buildings without the approval of Council.
 - c) Long term planning
 - d) Advocacy for heritage conservation
4. The Chief Building Official or designate is delegated the following powers in accordance with the *Ontario Heritage Act*:
 - a) Power to consent to alterations.
 - b) Power to issue permits for alterations.
- 4.1 On receipt of any information indicating:
 - a) an application for a Demolition Permit concerning:
 - i) properties designated under Part IV of the *Ontario Heritage Act*,
 - ii) properties in the Heritage Conservation District (HCD) of the City of Stratford as defined by By-law; and
 - iii) all properties identified on the Inventory of Stratford's Significant Buildings,
 - b) an application for a Building Permit concerning:
 - i) properties designated under Part IV of the *Ontario Heritage Act*, that, in the opinion of the Chief Building Official or designate, will likely affect any of the property's heritage attributes.
 - ii) the exterior facades of properties in the Heritage Conservation District of the City of Stratford as defined by By-law, that, in the opinion of the Chief Building Official or designate will not or may not conform with the Heritage Conservation District Standards,
 - c) an application for an Addition or Erection Building Permit concerning:
 - i) properties designated under Part IV of the *Ontario Heritage Act*
 - ii) the exterior facades of properties in the Heritage Conservation District of the City of Stratford as defined by by-law,
 - d) an application for a Sign Permit concerning:
 - i) properties in the Heritage Conservation District of the City of Stratford as defined by Bylaw, that, in the opinion of the Chief Building Official or designate will not or may not comply with the requirements of the City of Stratford Sign By-law and an application for sign by-law variance is submitted

- ii) properties designated under Part IV of the *Ontario Heritage Act*, that, in the opinion of the Chief Building Official or designate, will likely affect any of the property's heritage attributes,

the Chief Building Official or designate shall notify each member of Heritage Stratford's Heritage Review Committee of such information. The Heritage Review Committee shall consist of the Heritage Stratford Chair and two other members.

The Heritage Review Committee shall review the information received, the Committee may contact the owner of the subject property to offer advice and assistance. The Heritage Review Committee, within 5 working days of receipt of the information, shall provide comments to the Chief Building Official or designate.

The Chief Building Official or designate may issue consent or permit for alterations in accordance with the *Ontario Heritage Act* if the Heritage Review Committee finds the information submitted:

1. is not detrimental to any heritage attribute
2. the owner is in agreement with any conditions the Heritage Review Committee proposes
3. is not detrimental to the building façade, or,
4. no comments from the Heritage Review Committee are received within 5 working days.

In all other cases Council shall issue or refuse consent and issue or refuse permits in accordance with the *Ontario Heritage Act*.

5. The Committee shall meet monthly, unless determined otherwise by the Chair of the Committee and copies of its minutes shall be distributed by the City Clerk to members of Council and department heads as required.
6. The Committee shall be governed by Procedural By-law 216-2002, as applicable, or any successor by-law thereto, and by the Policy on Council Appointed Advisory Committees and any other applicable policies, procedures or guidelines of the City.
7. The Committee shall be charged with the preparation of a building inventory.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 30th day of August, 2004.

"Daniel Mathieson"
Mayor – Daniel B. Mathieson

"Joan Thomson"
Clerk – Joan Thomson



A meeting of the **Heritage Stratford Committee** was held on the above date at 7:00 p.m., City Hall Annex (Avon Room), 82 Erie Street, Stratford ON

Present: Patrick O'Rourke, Cambria Ravenhill, Jacob Vankooten, Amanda Langis, Howard Shubert, Jayne Trachsel, Robin Thornrose, *Councillor Danielle Ingram

Staff Present: Jeff Leunissen –Manager of Development Services, Rachel Tucker – Planner, *Jonathan DeWeerd – Chief Building Official, Casey Riehl–Recording Secretary

Also Present: *Thor Dingman, Allan Tye

Absent: Robbin Hewitt

MINUTES

1.0 CALL TO ORDER

Patrick O'Rourke called the meeting to order at 7:00 p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

3.0 INTRODUCTIONS

Members, staff and guests introduced themselves.

4.0 DELEGATE: Jonathan DeWeerd – Draft Demolition Control By-law

Jonathan DeWeerd discussed the draft demolition control by-law with committee members. He reviewed the management report and highlighted the main areas of the by-law and the proposed updates/changes. The intent is to not lose housing stock within the City of Stratford.

Jayne Trachsel inquired if a new house must be lived in by the two year deadline. Mr. DeWeerd explained that an occupancy permit would have to be issued by the end of the two years.

Howard Shubert inquired if there were any regulations in place prior to this draft by-law. Mr. DeWeerd noted that there were not regulations for control of demolition. They followed the building code act, unless it was a designated building.

*Councillor Danielle Ingram now present (7:20 p.m.)

Mr. DeWeerd explained that the next steps will be to receive any formal feedback and comments from Heritage Stratford and compile a report back to Council. Pending any changes or concerns, staff will be sending the recommended by-law to Council in February for their approval. Once the set fines are approved, the by-law will come into effect.

Patrick O'Rourke suggested that instead of reading "a permit may be subject to the following conditions..." perhaps it should read "a permit will be subject to the following conditions..."

Patrick O'Rourke also suggested that Heritage Stratford review the demolition permit and the proposed new building at the same time. A process needs to be put into place to include Heritage Stratford as a whole committee for the reviews.

Members inquired if a project is going to take longer than the two year time limit, is there an option to apply for a possible extension depending on circumstances? Mr. DeWeerd will include this comment for consideration. Jeff Leunissen noted that the Planning Act states the project must be complete within two years. Two years is the maximum time frame allowed by the provisions in the Act.

Staff asked members to please forward all comments regarding content and process to the recording secretary by the end of January, so that they can be included for consideration.

*Jonathan DeWeerd no longer present (7:30 p.m.)

5.0 ADOPTION OF PREVIOUS MINUTES – November 20, 2018

Motion by Cambria Ravenhill, seconded by Amanda Langis to adopt the minutes dated November 20, 2018 as printed. Carried.

6.0 ELECTION OF 2019 CHAIR & VICE-CHAIR

Staff declared nominations for the 2019 Chair of the Heritage Stratford Advisory Committee Open.

Cambria Ravenhill nominated Patrick O'Rourke.

Staff asked if there were any further nominations. No further nominations were made.

Motion by Councillor Ingram, seconded by Amanda Langis to close nominations for the 2019 Chair of the Heritage Stratford Advisory Committee. Carried.

Patrick O'Rourke indicated that he would allow his nomination to stand.

Motion by Councillor Ingram, seconded by Cambria Ravenhill to elect Patrick O'Rourke as the 2019 Chair of the Heritage Stratford Advisory Committee. Carried.

Staff declared nominations for the 2019 Vice-Chair of the Heritage Stratford Advisory Committee Open.

Amanda Langis nominated Cambria Ravenhill.
Cambria Ravenhill nominated Amanda Langis.

Staff asked if there were any further nominations. No further nominations were made.

Motion by Councillor Ingram, seconded by Jacob Vankooten to close nominations for the 2019 Heritage Stratford Advisory Committee Vice-Chair. Carried.

Cambria Ravenhill indicated that she would not allow her nomination to stand.
Amanda Langis indicated that she would allow her nomination to stand.

Motion by Councillor Ingram, seconded by Cambria Ravenhill to elect Amanda Langis as the 2019 Vice-Chair of the Heritage Stratford Advisory Committee. Carried.

7.0 BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Update on Heritage Stratford Brochures

Jayne Trachsel has volunteered to look at re-producing digital copies of the heritage brochures. Patrick O'Rourke will provide hard copies of the brochures to Ms. Trachsel.

(b) Update on Auditorium Photographs – Patrick O'Rourke

Patrick O'Rourke reported that the last four photographs have been framed and he will arrange with staff to get them hung up in the Auditorium at City Hall. Mr. O'Rourke and Amanda Langis will work on a map/guide cataloging the placement of the photographs around the Auditorium.

Mr. O'Rourke noted that during the process of gathering the last four photographs of the designated properties, he came across approximately 8-10

interesting photographs of old buildings and properties, such as the old Waterloo Street skating rink and the old YMCA building. He suggested that these photographs are very interesting to see and wondered if they could be displayed somewhere. Councillor Ingram suggested that perhaps at the Rotary Complex, on one of the walls outside the rinks or the halls. She will contact the Director of Community of Services to inquire if he would be interested in displaying them.

(c) Heritage Inventory Update – Rachel Tucker

Rachel Tucker updated the committee that she is working on a draft management report to outline the process to be followed for the properties on the non-designated list. She hopes to send the report to Council in February. She will forward both the designated and non-designated lists to all members so everyone has the most up to date versions.

(d) Update on Heritage Alteration Permit Application & Permit Review Sub-committee Evaluation Form – Rachel Tucker

Rachel Tucker reported that staff has completed the heritage alteration permit application. She will circulate the draft to committee members. They are now beginning to work on the evaluation form. Their goal is to try and pair it with the Part V properties and HCD standards, to make it easier to follow.

(e) Update on Heritage Conservation District Standards – Jeff Leunissen

This request is to go to the Planning & Heritage Sub-committee to request that Infrastructure & Development Services investigate the cost of hiring a consultant to review the standards. Patrick O'Rourke inquired if this project could be split up into steps? Step one being a review of the existing standards. He inquired if this might be a project that Margaret Rowell would be interested in. Rachel Tucker will inquire with Ms. Rowell to see if this is a project that she would be interested in undertaking.

(f) Update on James Anderson Award

Staff reported that so far there has only been one nomination received. The deadline for nominations is January 31, 2019. Staff will inquire if Mike Beitz will post the information on social media again. Nomination forms are available for pick up at the Clerk's office and online.

8.0 DESIGNATION UPDATES

Stratford Fairground Gates – Rachel Tucker reported that Clerk's staff has posted the intent to designated by-law in the newspaper last week.

Land Registry – No new update.

9.0 DEVELOPMENT SERVICES REPORT (January 2019) – Rachel Tucker

Rachel Tucker circulated and reviewed the January building and sign permits. Robin Thornrose inquired if impact assessments are available for HS members to review. Ms. Tucker stated that they are available and she will forward any requested H.I.A.'s to members.

Howard Shubert inquired if minor variances are requested, are they site-specific? Staff noted that they are site-specific. Jeff Leunissen noted that not all minor variances or consent applications will require a heritage impact assessment. This is a new requirement for Stratford as part of the recently updated Official Plan. If you are adjacent to a heritage property or the HCD, an analysis must be done to state how it will impact the designated heritage property.

Members discussed that there is nothing stated in the heritage guidelines referencing accessibility requirements. It is something that the review sub-committee must balance between preserving heritage and meeting accessibility needs.

10.0 BLUE PLAQUE UPDATE

A draft management report has been prepared for the Clerk for Council's information regarding a blue plaque for Dr. Robert Salter. The current property owners inquired if they sell their property, would the new owners have the option of removing the plaque if they choose to do so. Members agreed that that would be the right of the property owner to request it be removed.

The Blue Plaque sub-committee will work on an updated description that better explains the program to post on the City's website.

11.0 NEW BUSINESS

(a) Wayfinding Study – Patrick O'Rourke

Patrick O'Rourke reported that a consultant has been hired by the city to conduct a wayfinding study. There will be a public open house held and the committee hopes that HS can possibly be consulted at some point in the process. Jeff Leunissen assured the committee that the HCD is at the forefront of considerations during the process.

(b) Heritage Day Proclamation (February 18, 2019) – Patrick O'Rourke

Patrick O'Rourke suggested that Heritage Stratford could request that Council declare February 19, 2019 as Heritage Day in Stratford.

Motion by Cambria Ravenhill, seconded by Amanda Langis that the Heritage Stratford Advisory Committee requests Council hereby proclaim February 18, 2019 as Heritage Day in the City of Stratford in celebration of our past and our future, and to inspire Canadians to embrace, explore and enjoy our enduring heritage. Carried.

(c) Budget Presentation – Patrick O'Rourke

Patrick O'Rourke updated the committee that he will be doing a budget presentation to the Finance & Labour Relations Sub-committee on Saturday, January 12, 2019 to support the HS annual report and 2019 budget request.

(d) Annual Review of HS Terms of Reference

The committee has reviewed their terms of reference and have determined that there are no updates or changes required at this time.

(e) Heritage Stratford Sub-Committees

With the change in committee members now on HS, the four sub-committees will need to be updated with additional members. Further discussion at the February meeting.

Permit Review: Pat O'Rourke, Jacob Vankooten, Robbin Hewitt

Designations: Amanda Langis, Cambria Ravenhill + 1 new member

Awards: Amanda Langis, Robbin Hewitt + 1 new member

Blue Plaque: Cambria Ravenhill, Pat O'Rourke + 1 new member

(f) Architectural Conservancy of Ontario – Thor Dingman

Thor Dingman, president of the ACO, addressed the Heritage Committee to discuss keeping in touch with HS in the future on heritage issues going on in Stratford. The ACO has been hearing from the public lately regarding demolition concerns in the city. During Heritage Week, the ACO is holding an information session on February, 21, 2019 in the City Hall Auditorium. The event is called Streets, Trees and Infill with guest speaker Wes Kinghorn. Mr. Dingman has invited HS members to attend.

12.0 NEXT MEETING DATE – Tuesday, February 12, 2019 at 7:00 p.m. – Avon Rm.

13.0 ADJOURNMENT

Motion by Cambria Ravenhill, seconded by Jacob Vankooten to adjourn the meeting. Carried.

Time: 9:15 p.m.



A meeting of the **Heritage Stratford Committee** was held on the above date at 7:00 p.m., City Hall Annex (Avon Room), 82 Erie Street, Stratford ON

Present: Patrick O'Rourke – Chair Presiding, Jacob Vankooten, Amanda Langis, Jayne Trachsel, Robin Thornrose, *Councillor Danielle Ingram, Robbin Hewitt

Staff Present: Jeff Leunissen –Manager of Development Services, Rachel Tucker – Planner, Casey Riehl–Recording Secretary

Also Present: *Galen Simmons - Beacon Herald, *Michael Wilson – Wilson Architects, *Rita Osypa, *Paul Veldman – Urbanistyc, *Dwight Nelson – Minister, Knox Church, *Douglas de Gannes, *Members of Knox Church congregation

Absent: Howard Shubert, Cambria Ravenhill

M I N U T E S

1.0 CALL TO ORDER

Patrick O'Rourke called the meeting to order at 7:00 p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

3.0 ADOPTION OF PREVIOUS MINUTES – January 8, 2019

Motion by Robin Thornrose, seconded by Jayne Trachsel to adopt the minutes dated January 8, 2019 as printed. Carried.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Heritage Stratford Sub-Committees/Working Groups

Members discussed the various sub-committees that Heritage Stratford has and who would like to volunteer on any of them. Updated list below.

*Councillor Danielle Ingram now present (7:05 p.m.)

Permit Review: Pat O'Rourke, Jacob Vankooten, Robbin Hewitt,
(Alternates: Amanda Langis, Robin Thornrose)

Designations: Amanda Langis, Cambria Ravenhill, Robin Thornrose

Awards: Amanda Langis, Robbin Hewitt, Jayne Trachsel

Blue Plaques: Cambria Ravenhill, Pat O'Rourke, Danielle Ingram

Patrick O'Rourke discussed with members the idea of adding two more permanent positions on the permit review committee. With holidays and conflicts of interest, sometimes it is difficult to have enough members available to do the review. If the members were increased from three to five, the likelihood of having three or more people available to do a review would be better. Staff will include the alternates in the e-mails moving forward.

Motion by Councillor Danielle Ingram, seconded by Amanda Langis that the Heritage Stratford Advisory Committee requests Council update the current by-law that states the Heritage Stratford Permit Review Sub-committee consists of three members and expand it to five members. Carried.

(b) Updated HS Brochure – Jayne Trachsel

Jayne Trachsel has completed the upgraded HS brochure. She has simplified the brochure and formatted it to resemble an old fashioned heritage post card. She has used the information contained in the old brochure and pared it down. The new style will be much more cost-effective to print. Ms. Trachsel will research some printing costs for next meeting and present a few different versions with different fonts, etc.

*Delegates and members of the public now present (7:25 p.m.)

5.0 DELEGATE – Michael Wilson – Knox Church Renovations/Addition

Dwight Nelson, current minister at Knox Church, provided the committee with some background information on how the church congregation has worked over the last two years to design the current concept. Michael Wilson explained the design concepts that would incorporate the adjacent property to the north, which would house the new addition of a residential condominium development. With the new residential project, Knox church would have additional use of some public areas. The existing church would undergo interior renovations, such as addressing accessibility issues. The architects have used colour, material and design elements to marry the two buildings as best as possible. Douglas de Gannes shared with the committee some examples of how other churches have done similar renovations and additions. Mr. de Gannes added that places of worship all over the province are at risk of demolition. It is their hope that this is not the case for Stratford's Knox Church and the carefully thought out plans will ensure the congregation can continue to worship in the existing church.

sanctuary long into the future and the community will benefit from the new auditorium spaces.

Some questions raised by Heritage Stratford members are if there are plans to incorporate green space on the grounds of the new and existing development. Mr. Wilson explained they have designed a courtyard; however it is hardscaped and doubles as an alley through to Ontario Street. They would be open to trying to incorporate some plantings/vines/trees on the pedestrian level.

Members inquired about how they intend to visually join the two buildings to make them look like they belong together. The design will see the front façade of the existing church get an upgrade with some glazing to look warm and inviting and the new addition will incorporate some of the church design, such as stained glass windows. Members are empathetic to the design dilemma of combining modern and traditional.

Jayne Trachsel inquired if the house beside the church is designated and if the church is not able to purchase it, what happens? Mr. Wilson noted that the house itself is not designated, however it is in a designated district, which is Part V. The church does have the property under contract to purchase, however, if something were to change and they could not purchase it, the entire project would be compromised. Once purchased, the church intends to relocate the house to another property within Stratford. Rachel Tucker inquired if the Architects had researched if the house could be designated under Part IV at its new location? Patrick O'Rourke stated that this could maintain heritage protection for the building in a different form, in a different location. They have not inquired about this option, but will do so and send the information to staff. Jeff Leunissen noted that they may be required to confirm the new location prior to doing so. Michael Wilson suggested that the simple fact of moving the house to the new location is a significant event in history and that alone would be a reason for designating it.

Councillor Ingram inquired if the underground parking levels are above the water table. Michael Wilson noted that they are not certain at this point about the third level, however they are above Victoria Lake. If the third level is an issue, the plan can eliminate this lower level. Geotechnical studies will determine if the third level is an option.

Councillor Ingram inquired with staff how they determine height. Do they determine it at the ground floor level or the average finished grade as the building meets the street? Rachel Tucker explained it is at the finished grade. Councillor Ingram noted that this then makes the new structure closer to a 75ft. building, not 65 ft. The new portion of the building will be higher than the existing church. The architects will request the applicable permits to address the height of the building.

Councillor Ingram inquired if a design element could be incorporated for the blank side of the new addition facing Stratford Place and Cobourg Street. All the other sides of the new addition have interesting design features, however this side is very large and blank. Designers will look into a possible solution.

Jeff Leunissen stated that the process will begin with a plan for the proper permits being applied for and secured, heritage approvals, Council approvals, re-zoning and minor variance considerations. Staff will work with the architects to prepare a road map of different approvals and options required. Heritage Stratford will continue to work with the architects along the way, with ongoing permit reviews when required.

*Michael Wilson and members of Knox congregation no longer present (8:20 p.m.)

6.0 DELEGATE: Paul Veldman – 230 Ontario Street (former Baptist Church)

Paul Veldman shared updated exterior design drawings of the new condo development, incorporating suggestions from Heritage Stratford, which include a lower height, additional glass and lighter brick. They have been working with Development Services staff on the site plan process, including a shadow study, and have initiated the minor variance application for the property. They have received feedback from neighbours of the property and other citizens. With this feedback they have altered their minor variance application to reflect the removal of the protrusion that required the minor variance. They have been able to take into consideration many of the suggestions, with the exception of a neighbouring property with a dual access driveway. It is far beyond the financial means of the congregation to repair the church and maintain the building. The developers found it challenging to re-develop the building for an alternate use, leaving demolition as the path to move forward. The church congregation will still maintain a small assembly space to gather within the new development. Mr. Veldman shared with the committee a sample of the lighter red brick they are proposing to use. Developers are hoping to start the project this fall, with a projected 16-month process from start to finish. They have completed the geotechnical and environmental studies for this property. They are also continuing to work on parking solutions.

Councillor Ingram inquired if it was possible to salvage the bricks from the church to use on the new condominiums? Mr. Veldman stated that they researched this idea, however due to many unknown variables, this option is not economically feasible. She also inquired if some of the bricks could be salvaged and used on part of the tower of the new building. Mr. Veldman stated that this is a more viable option, however the concrete in the tower anchors the concrete on the lower part of the building. He noted that it could perhaps be used in some other capacity.

Patrick O'Rourke thanked Mr. Veldman for taking into consideration the previous feedback and suggestions that Heritage Stratford provided them in moving forward with the development.

*Paul Veldman no longer present (8:55 p.m.)

BUSINESS ARISING FROM PREVIOUS MINUTES - CONTINUED

(c) James Anderson Award Update

The committee received five nominations for the 2018 James Anderson Award. The packages will be reviewed by the awards sub-committee and a recommendation will be discussed at the next Heritage Stratford meeting. Patrick O'Rourke noted that this year marks the 25th Anniversary of James Anderson's death. Sub-committee members may make arrangements to visit some of the sites of the built nominees. The committee plans to hold the ceremony in June. Danielle Ingram will insure the 2017 recipients are added to the website.

*Galen Simmons no longer present (9:07 p.m.)

(d) Update on Auditorium Photographs – Patrick O'Rourke

Patrick O'Rourke updated the committee that the four new photographs are framed and now hanging in the auditorium. Mr. O'Rourke and Amanda Langis are working on mapping the pictures and creating a list. Mr. O'Rourke provided Rachel Tucker with the electronic high-resolution file of all the properties.

After discussion at the previous Heritage Stratford meeting, Mr. O'Rourke has completed framing the remaining two photographs from the archives of old buildings throughout Stratford. These photographs will be displayed at the Rotary Complex.

Motion by Amanda Langis, seconded by Councillor Ingram that Heritage Stratford spends \$57.40 to complete the framing of the photographs to be displayed at the Stratford Rotary Complex. Carried.

(e) Heritage Inventory Update – Rachel Tucker

Rachel Tucker has completed the report regarding the non-designated heritage inventory for Sub-committee outlining the importance of the list and the process involved. Staff is recommending holding a public open house to inform property owners what the register is and how the process works. The feedback from the open house is beneficial for staff to work towards a smooth process with property owners, as well as other citizens who might be interested in getting their property on the list.

(f) Update on Heritage Alteration Permit Application & Permit Review Sub-Committee Evaluation Form – Rachel Tucker

Rachel Tucker and Russell Harley are close to completing the heritage alteration permit application updates and are now focusing on the evaluation form revisions.

(g) Update on Heritage Conservation District Standards – Jeff Leunissen

Jeff Leunissen updated the committee that the recommendation to update the standards was referred to staff by Sub-committee. He has contacted other municipalities who have updated their standards and the fees and costs involved were very high. They range anywhere from \$80,000.00 to \$200,000.00 for the update. He also reported that most municipalities have not updated their heritage standards. He will continue to reach out to municipalities to gain some background information on the best way to move forward with this project. The final step in the process will ultimately be budget approval in the 2020 budget.

7.0 DESIGNATION UPDATES

Stratford Fairground Gates – Rachel Tucker reported that Council has designated the Fairgrounds Gates. The designation sub-committee will complete their process now; which includes taking a picture to include in the auditorium collection, order the plaque and have it mounted and to hold a small ceremony to commemorate it. Members agreed that the best location for the plaque would be to mount it directly on the stone gates.

8.0 DEVELOPMENT SERVICES REPORT (February/March 2019) – Rachel Tucker

Rachel Tucker circulated and reviewed the list of permit and sign applications.

9.0 BLUE PLAQUE UPDATE

The blue plaque sub-committee will have the plaque ordered and write up a media release once a date has been confirmed for the installation on the property. Patrick O'Rourke asked if the sub-committee would continue to work towards updating the description of the blue plaque program and nomination form.

10.0 NEW BUSINESS

(a) Wayfinding Study – Patrick O'Rourke

Patrick O'Rourke and Jayne Trachsel attended the wayfinding session. The main focus on the initial session was on aesthetics. There will be future sessions held to address additional aspects.

- (b) **Heritage Day Proclamation (February 18, 2019) – Patrick O'Rourke**
Council proclaimed February 18, 2019 as Heritage Day in Stratford at the February 11, 2019 meeting.
- (c) **Heritage Stratford – Speaking Event – Patrick O'Rourke**
Patrick O'Rourke was contacted by a local seniors group to see if Heritage Stratford would be available to attend their April 9th meeting to speak about heritage matters in Stratford. Jayne Trachsel has volunteered to attend with Patrick O'Rourke. They will also reach out to other Heritage Stratford members not present at the meeting tonight to see if they would like to participate.
- (d) **Ontario Heritage Conference (May 30-June 1, 2019)**
Patrick O'Rourke reported that this year's conference is being held in the Goderich/Bluewater area. There is a budget for members to attend conferences and he encouraged anyone who is interested in attending to visit the website. The early-bird registration date is not until after the April Heritage meeting. At that point members can confirm who will be attending.
- (e) **Stratford & District Historical Society – Jayne Trachsel**
Jayne Trachsel updated the committee that a new group has submitted their application to become the Stratford & District Historical Society. The purpose of the society is to advance education by improving the public understanding and awareness of the history of Stratford and surrounding areas. Their hope is to organize special events to highlight interesting historical people and events. They will also work closely with Stratford Tourism.
- (f) **Architectural Conservancy of Ontario (ACO) – Stratford-Perth Branch Streets, Trees and Infill Event**
Jeff Leunissen reported that he attended the recent event organized by the ACO. It was well attended and informative. The speaker's view of a Heritage Conservation District was more of a focus on the people, rather than the actual buildings. The ACO plans on advocating for infill development, saving trees, sidewalks, etc.

11.0 NEXT MEETING DATE – Tuesday, April 9, 2019 at 7:00 p.m. – Avon Rm.

12.0 ADJOURNMENT

Motion by Councillor Ingram, seconded by Jacob Vankooten to adjourn the meeting. Carried.

Time: 9:50 p.m.



A meeting of the **Heritage Stratford Committee** was held on the above date at 7:00 p.m., City Hall Annex (Avon Room), 82 Erie Street, Stratford ON

Members Present: Patrick O'Rourke – Chair Presiding, *Jacob Vankooten, Jayne Trachsel, *Robin Thornrose, *Councillor Danielle Ingram, Robbin Hewitt, Howard Shubert, Cambria Ravenhill

Staff Present: Jeff Leunissen –Manager of Development Services, Rachel Tucker – Planner, Casey Riehl–Recording Secretary

Also Present: *Michael Wilson – Wilson Architects, *Paul Veldman – Urbanistyc Inc.

Absent: Amanda Langis

M I N U T E S

1.0 CALL TO ORDER

Patrick O'Rourke called the meeting to order at 7:00 p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

3.0 ADOPTION OF PREVIOUS MINUTES – March 12, 2019

Motion by Jayne Trachsel, seconded by Cambria Ravenhill to adopt the minutes dated March 12, 2019 as printed. Carried.

*Michael Wilson now present (7:05 p.m.)

4.0 DELEGATES: MICHAEL WILSON & PAUL VELDMAN – 42 Waterloo St. S.

Paul Veldman shared with the committee an architects report outlining the preliminary historical analysis of the property at 42 Waterloo Street South and the reasons for eligibility for Part IV designation. Mr. Veldman stated the building can be relocated and will provide a confirmation report once he received it. Michael Wilson shared a preliminary sketch of the proposed new property and how the building will sit on the lot. Robbin Hewitt stated that it is exciting to see the prospect of relocating and preserving this building and not demolishing it.

*Robin Thornrose now present (7:15 p.m.)

Mr. Veldman and Mr. Wilson are looking for support from Heritage Stratford to keep moving forward with their development plans at the Knox Church.

Robbin Hewitt stated it is her opinion that the height of the new building facing Cobourg Street is a concern for her. Mr. Veldman noted that they will work with staff to obtain the proper permits to be approved for the height and work on the design to make it more appealing. Mr. Wilson suggested they might consider terracing the condominiums on that side to lessen the look of the height.

Jayne Trachsel noted that areas of the building appear vary dark in colour and possibly windows could be extended to lighten it up. Mr. Wilson explained that there is a building code requirement for spacial separation, but perhaps a lighter colour could be explored.

Jeff Leunissen explained that the next step will be for the developers to do a formal consultation with staff and solidify plans. Staff will direct them on the zone change application, heritage impact assessment, design briefs, planning justification report, and ensure that all the proper studies are complete. The zone change application will be circulated to Heritage Stratford for feedback. The final decision for the zone change will be made by Council. The second step will be to complete a site plan and concurrent demolition permits and heritage alteration permits, which will also require Council approval.

Rachel Tucker will e-mail the plans to Heritage Stratford members.

Patrick O'Rourke explained that once there is a site plan and final design drawings, Heritage Stratford will at that point be able to provide feedback on the project.

*Michael Wilson and Paul Veldman no longer present (7:35 p.m.)

Howard Shubert inquired if moving the 42 Waterloo Street property sets precedence for moving buildings in Stratford. Mr. O'Rourke stated that the original plan was to demolish the residence; moving it is the alternative, and does not feel it sets a precedence. Members do agree that they are open to the proposed design of the adaptive re-use for the church, as opposed to demolishing it.

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Updated HS Brochure – Jayne Trachsel

Jayne Trachsel has obtained some quotes to print the Heritage Stratford postcards. She will work on having three proofs for the committee to review for the next meeting. Once one is chosen, staff will have it reviewed by the City

Clerk and the Accessibility Coordinator. At that point, the committee can decide how many they would like to order.

(b) Heritage Inventory Update – Rachel Tucker

Rachel Tucker has completed the report requesting to proceed with the list of 44 properties for the non-designated list. The report outlines the process and the next steps involved in the list. It also includes an opt-out option to being on the list. The report was presented to Committee for their consideration. Ms. Tucker's next step will be to begin preparing packages to send to the 44 property owners and setting an open-house date. If Council approves the list, the packages will be hand delivered by Heritage Stratford members. This will give members an opportunity to answer any questions a property owner may have and personally invite them to the open-house. Staff will post additional information about the list on the website to help answer questions property owners may have. Staff will also look at a tentative date in June to hold the open-house. Ms. Tucker will e-mail the list to members.

(c) Update on Heritage Alteration Permit Application & Permit Review Sub-Committee Evaluation Form – Rachel Tucker

Rachel Tucker reported they are close to completing the application form. Staff will begin working on the evaluation form after the non-designated registry open-house has been organized and held.

(d) Heritage Conservation District Standards Update – J. Leunissen

Jeff Leunissen updated the committee that a management report is going to the Planning & Heritage Sub-committee meeting on April 25, 2019. Staff's recommendation is that the project be referred to the 2020 budget. The cost to update the standards varies greatly, depending on the amount of public consultation a consultant does, as well as the amount of buildings in the Heritage Conservation District. The updates can range from \$30,000.00 to \$250,000.00. There are grant opportunities to help with the updates, which will be explored once the project moves ahead. Robbin Hewitt inquired if Heritage Stratford could begin exploring grant options now, as they can sometimes have lengthy lead times. Mr. Leunissen suggested that members can do some initial research if they would like, however until the project is approved, there is not much information that can be provided to determine the scope and amount of funding required.

(e) James Anderson Award Selection

The awards committee has reviewed the submissions received and is recommending three recipients. One recipient in the Built category under commercial and another Built category recipient under residential. They are also recommending a recipient in the Cultural Heritage category.

Motion by Robbin Hewitt, seconded by Robin Thornrose that the Heritage Stratford Advisory Committee presents 2018 James Anderson Awards to:

**36 Ontario Street, Stratford ON – Built Category (Commercial)
46 Norman Street, Stratford ON – Built Category (Residential)
Rick and Carole Huband – Cultural Heritage Category**

Carried.

As chair, Patrick O'Rourke will contact the unsuccessful nominees to thank them for their submissions. Staff will contact the three recipients to let them know they are being awarded the award and that a tentative date of June 11, 2019 has been set for the event.

Motion by Jacob Vankooten, seconded by Jayne Trachsel that the Heritage Stratford Advisory Committee spends up to a maximum of \$600.00 to cover the cost of framing the James Anderson Awards, engraving the plaque, refreshments and supplies for the James Anderson Event on June 11, 2019. Carried.

*Councillor Danielle Ingram no longer present (8:30 p.m.)

(f) Heritage Speaking Event (Apr. 9/19) – J. Trachsel/R. Hewitt

Jayne Trachsel and Robbin Hewitt spoke earlier today to a group who were interested in hearing about heritage. They shared with the group some interesting heritage background on various buildings in Stratford, such as City Hall. The audience was quite receptive and Ms. Trachsel and Ms. Hewitt were able to answer their questions and concerns regarding heritage issues, as well as designation questions.

(g) ON Heritage Conference (May 30 – June 1) – Bluewater/Goderich

Members discussed the upcoming Ontario Heritage Conference and members are interested in attending, as it is being held close to Stratford this year. There are funds in the 2019 budget for conferences that would cover the registration fee and any costs associated with attending for HS members who wish to attend. Members can register online and submit their receipts to staff.

Motion by Robbin Hewitt, seconded by Cambria Ravenhill that the Heritage Stratford Advisory Committee spends up to a maximum of \$3,000.00 to cover registration fees and travel expenses incurred by committee members to attend the 2019 Ontario Heritage Conference (May 31-June 1) in Bluewater/Goderich. Carried.

6.0 DESIGNATION UPDATES

Stratford Fairground Gates – Patrick O'Rourke will look after ordering the plaque to be placed on the gates. He also suggested meeting with Councillor Gaffney and representatives from the Ag Society to determine the best placement of the plaque. A photo will be taken after the plaque has been mounted.

7.0 DEVELOPMENT SERVICES REPORT (April 2019) – Rachel Tucker

Rachel Tucker reviewed the Development Services report for April.

Robbin Hewitt inquired how HS members should handle a situation where you see work being done on a heritage building, however it appears they are not adhering to the work outlined in the approved permits. Jeff Leunissen explained that if members come across this situation, to contact him or staff, and they will look after investigating the situation. Patrick O'Rourke inquired if it would be possible for the Chief Building Official or Development Services staff to notify HS members when emergency or last-minute work is being performed on buildings around the city? It would be helpful to be informed in case they come across the work being done and question it.

*Jacob Vankooten no longer present (8:55 p.m.)

8.0 BLUE PLAQUE UPDATE

Patrick O'Rourke requested the blue plaque sub-committee review the current program description and work on updating the wording to better reflect the intention of the plaques.

Mr. O'Rourke will also order the Dr. Salter blue plaque when he orders the Fairgrounds one. The blue plaque sub-committee will organize a date to celebrate Dr. Salter's plaque being placed on Front Street.

9.0 NEW BUSINESS

(a) Expectations of Heritage Stratford Committee Members Outside of Meetings – Patrick O'Rourke

Patrick O'Rourke addressed a member's question regarding what HS members are permitted to discuss outside of committee meetings. Mr. O'Rourke explained that the Heritage Stratford meetings are public meetings and any information discussed or presented during the meeting is public knowledge. Any member of the public is welcome to attend advisory meetings to observe and be present for any presentations. Any statement on behalf of the committee should come from the Chair of that committee. Rachel Tucker noted that information contained in heritage applications that are reviewed by the committee are confidential until permits are issued; at that point in the process, it becomes public information.

(b) Ministry of Tourism, Culture & Sport – Letter of Waiver

Jeff Leunissen previously circulated the annual letter that Heritage Stratford receives from the Ministry of Tourism, Culture & Sport which allows all heritage advisory committees to do research at the land title office free of charge.

(c) SABA Alternate Representative

Jacob Vankooten inquired if there were still alternate positions available on Heritage Stratford for SABA representatives. He is currently the SABA rep; however he has had an inquiry from SABA regarding interest in being an alternate. Patrick O'Rourke will contact Jacob Vankooten and have SABA submit in writing that they wish to have an alternate SABA rep on Heritage Stratford.

10.0 NEXT MEETING DATE – Tuesday, May 14, 2019 at 7:00 p.m. – Avon Rm.

11.0 ADJOURNMENT

Motion by Robbin Hewitt, seconded by Jayne Trachsel to adjourn the meeting. Carried.

Time: 9:15 p.m.