



# External Briefing Note

## GEORGINA

**Subject:** Municipal Heritage Register Review Update

**To:** Mayor and Council

**From:** Tolek Makarewicz, Senior Policy Planner

**Date:** **May 8, 2024**

### **Briefing:**

The purpose of this briefing note is to provide Council with an update on the Municipal Heritage Register Review project.

On September 27, 2023, Council received [Report No. DS-2023-0074](#) respecting various heritage-related matters and implications of Bill 23 on the *Ontario Heritage Act*, and passed the following resolution:

### **RESOLUTION NO. C-2023-0335:**

- 1. That Council receive Report DS-2023-0074 prepared by the Planning Policy Division, Development Services Department dated September 27, 2023 respecting a response and update on various heritage-related matters, and an overview of amendments to the Ontario Heritage Act implemented through Bill 23, the More Homes Built Faster Act;*
- 2. That Council approve a budget of \$100,000 from the Town's Tax Rate Stabilization Reserve to retain a heritage consultant to conduct a review and assessment of the Town's Heritage Register, to consider the merits of the previous Georgina Heritage Advisory Committee's request to include seven (7) additional properties onto the Register, to report back to Council with the results of the review and recommendations on any properties that are worthy of designation under Part IV of the Ontario Heritage Act, and to initiate any heritage designation process as directed by Council prior to January 1, 2025;*
- 3. That the Legislative Services Department report back to Council upon completion of the items identified in Recommendation 2) above respecting the potential appointment of a new Heritage Committee; and,*
- 4. That notice of any future reports to Council be provided in advance to all registered interested parties.*

### **Heritage Register Review Project Update**

Staff spent the latter part of 2023 and early 2024 preparing a detailed Request for Proposal (RFP) bid document. On February 21, 2024, the Town posted the RFP to the Bids and Tenders website to initiate the process to retain a consultant to conduct a review of the Town's Municipal Heritage Register. The bid document was posted for 22 days and closed on March 14, 2024. A total of four proposals were received.

Following the review and evaluation of the proposals by the Evaluation Committee, the Town's Procurement Division awarded the contract for the Municipal Heritage Register Review (Contract No. DSD2024-009) to the successful firm, Giaimo + Associates Architects Inc. on April 8, 2024.

Giaimo + Associates is an architecture and heritage consulting firm based in Toronto. The firm employs 10 staff and specializes in architectural design, heritage conservation and project management. The firm works across Ontario for both the private and public sector, completing heritage projects of varying scales, scopes, and budgets. The firm has been recognized with numerous awards, including the Lieutenant Governor's Ontario Heritage Award for Excellence in Conservation, the Canadian Architect Awards of Excellence, and Architectural Conservancy of Ontario Heritage Award.

Staff are currently working with the consultant to finalize the work program and develop a communications and consultation strategy. Below is an outline of the key elements of the draft work program:

1. Phase 1 – Background Research and Site Visits

1. Conduct field and desktop research to fully evaluate the historical context and heritage significance of each Listed property on the Heritage Register, the Jackson's Point Marine Railway, and the additional seven (7) properties of interest identified by Council. The research, review and source of the data may include, but is not be limited to:

- Title search;
- Field investigation/site visits;
- Public consultation;
- Tax assessment records;
- Archival research;
- Relevant provincial and municipal documents;
- Relevant published sources; and,

2. Determine whether the scope of work could be more effectively conducted through a Heritage Conservation District approach.

2. Phase 2 – Evaluation

1. Prepare a Cultural Heritage Evaluation Report (CHER) to assess each property's potential cultural heritage value or interest and recommend the appropriate level of protection required as appropriate (i.e. Designation). The CHER will assess each property against the *Ontario Heritage Act* criteria and provide justification for designation, as applicable; and,
2. Undertake an assessment and provide the necessary information to proceed with designation of the Jackson's Point Marine Railway.

### 3. Phase 3 – Heritage Register Recommendations

1. Present a summary to Council of the project activities completed and information gathered for each of the previous two (2) phases, and recommend a list of properties to be Designated as well as removed from the Register. The presentation will be used as a vehicle to solicit feedback from Council on the proposed recommendations. The feedback received from Council will be reviewed and considered in the preparation of a final report for Council consideration and approval in the subsequent phase.

### 4. Phase 4 – Heritage Designation, Removing Listed Properties from the Register, and General Update to the Register

1. Review and address any comments made by Council and the public, which may include re-examining particular properties and carrying out further investigation and/or analysis;
2. Preparation of a Staff Report to be presented to Council which will recommend the final list of properties to be Designated and removed from the Register;
3. Prepare the notice of intent to designate and prepare the by-law for each property selected to be Designated;
4. Initiate the process for designation in accordance with the requirements of the *Ontario Heritage Act*. Alternatively, the properties that are not recommended to be Designated will be removed from the Register; and,
5. Develop a new template for the Heritage Register and populate it based on the list of properties selected to be Designated. This will include additional details about each property as required under Section 27 (1.1) of the *Ontario Heritage Act*.

A communications and consultation strategy is currently being developed. This strategy will be implemented across multiple phases of the project and is to include:

1. Initial mailout to owners of properties listed on the Register to introduce the project;
2. General public notice to be posted in accordance with the Town's Public Notice Policy, including on the Town's website and social media outlets;
3. Creation of a project webpage that will include, but is not limited to, information, updates, reports and FAQs related to the project;
4. Identification of and consultation with key stakeholders including past members of the Georgina Heritage Advisory Committee and/or the Georgina Historical Society;
5. A public survey to solicit input and feedback; and,
6. An in-person public consultation/information session to solicit input and feedback.

Development and implementation of the strategy will be undertaken in consultation with the Communications Division. Following the completion of the major project milestones, Staff will report to Council to provide updates, present deliverables, solicit feedback, and ultimately present recommendations on the Heritage Register.

The consultant will be communicating with past members of the Heritage Committee, property owners and the public to allow the opportunity for them to contribute to the process and provide input. The details of the consultation are currently being established as part of the development of the communications and consultation strategy.

Staff remain of the opinion that the Town is on the correct path towards the completion of review of the Heritage Register within the limited time prescribed by legislation. Staff appreciate the passion and commitment of the former Heritage Advisory Committee members in relation to the current review and look forward to their participation in assisting the Town in the completion of this important project.

Consistent with Resolution No. C-2022-0335 of September 27, 2023, upon completion of the Heritage Register Review, staff will report to Council respecting the potential appointment of a new Heritage Committee.

Should you have any comments or questions related to this briefing note, contact me to discuss via telephone at 905-476-4301 ext. 2297 or via email at [tmakarewicz@georgina.ca](mailto:tmakarewicz@georgina.ca).