

# HERITAGE PROPERTIES

## A Guide for Property Owners Seeking to Make Changes



Ontario municipalities are required by *Section 27* of the *Ontario Heritage Act* to keep a publicly accessible register of the City's formally Designated Heritage properties as well as properties deemed culturally, historically, or architecturally interesting. Properties are added to the Heritage Register by City Council upon the recommendation of the Heritage Advisory Committee.

### Heritage Property Protection

Protections for non-designated and designated heritage properties are legislated by the *Ontario Heritage Act*.

### Listed (Non-designated) Heritage Properties

- These properties have cultural heritage value or interest and may be recommended for designation at a later date.
- These properties have interim protection from demolition. Sixty (60) days' notice, in writing, is required if demolition or removal is intended.
- This time period allows Council to decide whether to begin the designation process, which would provide the property protection from the demolition or alteration, based on recommendations received from the Heritage Advisory Committee (HAC).
- If it is decided not to designate the property, HAC will ask the owner for permission to document the property/building via photographs prior to demolition.

### Alterations to Listed (non-designated) Heritage Properties

- Property owners are encouraged to discuss their plans for alterations on these properties with HAC.

## Designated Heritage Properties

Heritage designation:

- RECOGNIZES the importance of a property to the local community;
  - PROTECTS the property's cultural heritage value;
  - ENCOURAGES good stewardship and conservation; and
  - PROMOTES knowledge and understanding about the property.
- Heritage properties with individual by-laws are protected from demolition and alteration, regardless of whether a building permit is required.
- Heritage attributes of the building(s) and features of the property itself are protected under the designation by-law. However, not all features of the buildings and property have historical, architectural, or cultural value. HAC makes that determination on an individual property basis, in reference to the designation by-law and research performed by our heritage staff.
- Protections extend to all structures located within the property limits.
- Individual Heritage Property By-Laws outline the features significant to the property's heritage, architectural, and cultural value. These features can include but are not limited to:
  - Style, massing, scale, or composition
  - Features of a property related to its function or design
  - Features related to a property's historical uses
  - Interior spatial configurations or exterior layout
  - Materials and craftsmanship
  - Relationship between a property and its broader setting.
- Properties within the Waverley Park Heritage Conservation District are protected under designation; however, the degree to which the property may contain historical, architectural, or cultural value varies more widely.

## Alterations to Designated Properties

- Any alteration, interior or exterior, that is likely to affect the heritage attributes of a property requires consultation with HAC.
- Building permit applications trigger a referral to HAC.
- Work not requiring a building permit still needs to be brought to HAC.

## Consultation with HAC

- HAC aims to protect historic buildings but does not prevent alterations completely.
- A property owner (and/or designate) is encouraged to meet with HAC to present proposed changes to the heritage property. Meeting with HAC early in the design stage can avoid delays.
- Appointments to appear before HAC are arranged through the Committee Coordinator at the Office of the City Clerk: (807) 625-2230, [heritage@thunderbay.ca](mailto:heritage@thunderbay.ca)
- Presentations to HAC regarding proposed alterations should include:
  - Project timelines
  - Architectural or engineering drawings (for significant alterations)

- Photographs and drawings showing the property, streetscape, and proposed work locations
- Material samples
- Any additional information necessary to evaluate the proposed alteration
- A Heritage Property Proposed Alteration Information Form (attached) should also be completed and submitted to HAC's committee coordinator by email at [heritage@thunderbay.ca](mailto:heritage@thunderbay.ca) prior to appearing before HAC. This form will assist in outlining the proposed work.

## **Determinations Made by HAC**

- HAC is a Committee of Council. City Council looks to HAC for recommendations and decisions on heritage matters.
- Certain decisions, such as alterations to heritage properties, are made by HAC while others, such as demolition, are made by Council, taking HAC recommendations into consideration.
- Determinations made by HAC are based on several factors, including designation by-laws.
- Decisions and recommendations (resolutions) by HAC are generally made during the same meeting where presentations are heard, unless significant information is missing, or further investigation is required.
- Provisional approval subject to certain conditions or the provision of certain information can also be made.
- Property owners are informed of resolutions made by HAC through the committee coordinator.
- HAC resolutions will also be forwarded to the City of Thunder Bay's Building Division.

## **Appeals**

- Appeals to HAC recommendations and decisions regarding heritage properties can be made to City Council.
- Appeals to City Council decisions can be made to the Ontario Land Tribunal (OLT).

## **Designation By-Laws and Property Information**

- If a property is subject to an individual property designation, the owner can request a copy of the designation by-law to determine what features have heritage/architectural/cultural value.
- Some updates to individual designation by-laws have been passed by Council but may not yet be registered on title. Copies of the original and updated by-laws can be requested from the committee coordinator.
- Information about heritage properties and the City of Thunder Bay's Municipal Heritage Register are available online at [thunderbay.ca/heritage](http://thunderbay.ca/heritage)

## **Further Information**

Questions about Heritage Properties can be directed to the Chief Heritage Resource Officer at [heritage@thunderbay.ca](mailto:heritage@thunderbay.ca)

## **Additional Resources**

The Ontario Ministry of Citizenship and Multiculturalism offers resources regarding heritage properties at: <https://www.ontario.ca/page/heritage-tools-landowners-municipalities-and-communities>

As does the Ontario Heritage Trust at: <https://www.heritagetrust.on.ca/pages/tools>



# HERITAGE PROPERTY PROPOSED ALTERATION INFORMATION FORM

**MUNICIPAL ADDRESS OF PROPERTY:** \_\_\_\_\_

## PROPERTY STATUS

☐ Designated (By-law # \_\_\_\_\_) ☐ Listed (non-designated) Property Name: \_\_\_\_\_

## OWNER/DESIGNATE INFORMATION

☐ Registered Land Owner or ☐ Designate Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## BUILDING PERMIT APPLICATION (please check all that apply)

☐ Required ☐ Application Made ☐ Not Required

## SCOPE OF WORK (please check all that apply)

- ☐ **New Building or Addition**
- ☐ **Exterior Alterations** (including decorative trim/brackets)
- ☐ **Demolition:** ☐ of building ☐ portion of building
- ☐ **Window or door:** ☐ restoration ☐ removal or replacement ☐ new or altered opening
- ☐ **Porch/verandah:** ☐ replacement ☐ removal ☐ addition
- ☐ **Removal of chimneys**
- ☐ **Painting of previously unpainted brick or stone**
- ☐ **Re-roofing:** ☐ different materials ☐ same materials
- ☐ **Soffit and Fascia replacement**
- ☐ **Eavestrough installation or replacement**
- ☐ **Signage:** ☐ building mounted ☐ ground mounted
- ☐ **Major landscaping**
- ☐ **Interior renovations affecting heritage attributes**
- ☐ **Building existing use change**
- ☐ **Other:** \_\_\_\_\_

Description of proposed alterations:

\_\_\_\_\_

\_\_\_\_\_

## TIME LINE OF WORK

Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

All personal information is collected under the authority of the Ontario Heritage Act, 1990. Personal information is collected in compliance with the Municipal Freedom of Information and Protection of Privacy Act. None of your personal information will be shared, rented, sold or otherwise released to any third party without your consent. For any questions about the collection and use of your information, please contact the Privacy Officer at [archives@thunderbay.ca](mailto:archives@thunderbay.ca).

## FOR OFFICE USE

Date of HAC Consultation/Presentation: \_\_\_\_\_

Recommendation by HAC: ☐ Approved ☐ Approved in Principle ☐ Approved with conditions ☐ Not approved

Date of HAC Resolution: \_\_\_\_\_ ☐ Copy of resolution attached

Approval by Council: ☐ Not required ☐ Approved ☐ Not approved Date: \_\_\_\_\_

Distribution to: ☐ Building Owner or Designate ☐ City of Thunder Bay Building Services