

September 14, 2021

Memo To: Heritage Richmond Hill

From: Pamela Vega
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Policy Planning, Planning and Infrastructure Department

Subject: Staff Response
Extract from Heritage Richmond Hill Meeting HRH#03-21 held May 4, 2021
Item 5.3.1 - Presentation by Dan Kelly, Designation Sub-Committee,
regarding proposed process improvements for listing properties on the
Heritage Register

Dear Committee Members:

At the May 4, 2021 Heritage Richmond Hill meeting, the Designation Sub-Committee provided two documents on the listing of properties for staff's comment. Staff have reviewed the documents in detail and will be presenting our thoughts at the September 2021 HRH meeting. In advance of the meeting, we would like to provide an overview of our feedback regarding the two documents.

The documents included a Nomination Form for the purpose of nominating a property to be listed in the Heritage Inventory, and an Evaluation Sheet that offers a numerical system to evaluate a property's cultural heritage value. Both documents are thoughtfully prepared and are greatly appreciated. The intent of these forms is to establish a consistent approach to the listing of properties, and to provide a preliminary level of consideration with regards to the potential cultural value of the properties.

Staff is supportive of the format and content of the Nomination Form, which is clear and user-friendly. Staff believe that the form would be useful as an information-gathering tool for background information to help determine a property's cultural heritage value or interest. However, we recommend that the assessment criteria be limited to factual information that does not require interpretation on the part of the user, and that it include more physical descriptions of the subject property. An example list of information to include in the Nomination Form is attached to this Memo as Appendix A.

Regarding the Evaluation Sheet, staff is supportive of its format, but would like to have a discussion with the Committee members on the use of a numerical system in the evaluation of the property's cultural heritage interests. We have prepared a presentation to be shared with the Committee at the September meeting that further explains staff's concerns.

We look forward to the committee's thoughts on considering these useful tools for listing of properties.

Regards,
Pamela Vega

Appendix A - Potential List For Data Collection

Buildings

- Photos
- Building Type (e.g. church, residence, barn, shed)
- Present Use
- Foundation Material (e.g. stone, concrete, block, wood timber)
- Basement Type (full, partial, crawl space, none)
- Basement Floor Construction (e.g. swept earth floor, slab-on-grade, stone, brick)
- Number of Storeys Above Grade
- Main Structural Materials (e.g. log, timber, wood frame, steel, cast-in-place concrete, precast concrete, block, brick, stone)
- Cladding Material (e.g. brick, metal, stone, glass, wood)
- Roof Type (e.g. hipped, gable, mansard, saltbox)
- Roof Material (e.g. slate, copper, tin, clay tile, metal, wood, asphalt)
- Windows and Doors (e.g. wood, 6/6, sidelights, transoms)
- Porches, Verandahs, Balconies, etc.
- Chimneys
- Walks, Gardens, Other Plantings, Trees, Fencing, etc.
- Brief description of the property's general condition, highlighting any areas of concern.

Cultural Landscapes

- Photos
- Physiographic Description