



Heritage Richmond Hill

Minutes

HRH#08-21

Tuesday, November 9, 2021, 7:00 p.m.

(Electronic Meeting pursuant to Section 238(3.3) of the Municipal Act, 2001)

An Electronic Heritage Richmond Hill Meeting, pursuant to Section 238(3.3) of the *Municipal Act, 2001*, of the Council of the City of Richmond Hill was held on Tuesday, November 9, 2021 at 7:00 p.m. via videoconference.

Committee Members present via videoconference:

Marj Andre (Richmond Hill Historical Society) Chair
Barbara DiMambro (Ward 5) Vice-Chair
Councillor Cilevitz
Helen Lu (Ward 3)
Doris Dumais (Ward 6)
Jenica Veenstra (Richmond Hill Public Library)
Tom Pechkovsky (Education Community)

Committee Members present via telephone:

James Counter (Ward 1)
Al Itwar (Member at Large)

Regrets: Councillor West
Dan Kelly (Ward 4)

Also present via videoconference:

Acting Mayor DiPaola

The following members of Staff were present via videoconference:

J. Leung, Manager, Urban Design
P. Vega, Heritage and Urban Design Planner
R. Ban, Deputy City Clerk
L. Sampogna, Council/Committee Coordinator

The Chair called the meeting to order at 7:00 p.m. and provided opening remarks with respect to tonight's electronic Heritage Richmond Hill meeting.

1. Adoption of Agenda

Moved by: H. Lu

That the agenda be adopted as distributed by the Clerk.

Carried

2. Disclosures of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest by members of the Committee under the *Municipal Conflict of Interest Act*.

3. Minutes of Previous Meeting

3.1 Minutes - Heritage Richmond Hill meeting HRH#07-21 held October 12, 2021

The minutes of Heritage Richmond Hill meeting HRH#07-21 held on October 12, 2021, were amended to accurately reflect Al Itwar's attendance as being present at the meeting via videoconference. Committee adopted the minutes as amended.

Moved by: D. Dumais

a) That the minutes of Heritage Richmond Hill meeting HRH#07-21 held October 12, 2021 be adopted, as amended.

Carried

3.2 Extract - Council meeting C#42-21 held October 27, 2021

Moved by: D. Dumais

a) That the extract from the Council meeting C#42-21 held October 27, 2021, regarding staff report SRPI.21.093, Heritage Permit Application for 10155-10157 Yonge Street, Hewison-Skeele House and Shop, be received.

Carried

4. Delegations

There were no delegations.

5. Scheduled Business

5.1 SRPI.21.103 - Heritage Permit Application for 53 Arnold Crescent (The McNair-Stallibrass House) - City File D12-07010

Committee members advised of their support with the information and recommendations contained in the staff report regarding the Heritage Permit Application for 53 Arnold Crescent (The McNair-Stallibrass House).

Moved by: Councillor Cilevitz

That the Heritage Richmond Hill Committee recommends to Council:

a) That the Heritage Permit Application to replace the rear door at 53 Arnold Crescent (The McNair-Stallibrass House), as described in staff report SRPI.21.103 be approved.

Carried

5.2 Delegated Authority for Minor Heritage Permits - (Presentation by Joanne Leung, Manager, Urban Design and Pamela Vega, Urban Design/Heritage Planner)

Joanne Leung, Manager, Urban Design provided introductory remarks regarding the potential Delegated Authority for Minor Heritage Permits. She advised that Pamela Vega, Urban Design/Heritage Planner would be making a presentation on current Minor Heritage Permits practices used by municipalities in Ontario and looked forward to receiving Committee's feedback on whether Delegated Authority for Minor Heritage Permits would suit the City's needs and for staff to investigate further.

Pamela Vega, Urban Design/Heritage Planner presented background information on the Heritage Permit Application, and noted that development in Richmond Hill was intensifying. She reviewed the current Heritage Permit process, and defined Delegated Authority. P. Vega also reviewed the processes for what would change if Delegated Authority was approved for Minor Heritage Permits, and highlighted the benefits in doing so. She shared the results of the benchmarking exercise conducted last summer, noting the purpose was to ascertain standard practices regarding Minor Heritage Permits. P. Vega concluded the presentation by asking Committee Members for feedback on whether they were supportive of Delegated Authority for Minor Heritage Alternations; if approved, the frequency they would like to receive reports from staff; and to define minor alterations, noting that currently the City's definition was defined as typically involving small addition repairs or changes to a residential house.

Members of Committee extended their thanks to staff for the presentation and advised of their support to streamlining the process for Delegated Authority for Minor Heritage Applications.

Committee members shared their preference on the frequency of receiving reports from staff regarding Delegated Authority for Minor Heritage Applications, which included receiving a report on a quarterly basis; or by attaching a list in a table format to accompany the general minutes of all minor applications since the previous meeting that identified the property address, type of request, and outcome, for Committee discussion, if required.

Committee advised that they favored a streamlined process as minor matters could be dealt with in a quicker way. It was noted that a clear definition of “minor” alterations was needed and suggested that staff continue with a general intake but have the applicant indicate whether they consider their application as a minor or major application; and staff review the application against the criteria and determine whether it was a minor or major application. It was also noted that the application would become part of the public record.

It was suggested that an appeal mechanism be established on how to deal with a denial in an expeditious manner. It was expressed that reviews were critical to improving newly introduced processes and suggested that a review of the approved process be reevaluated at the 6 or 12-month point to evaluate how effective the process had been and whether adjustments to the process were needed.

Committee asked if there was an option for staff to present a minor alteration application to Committee for consideration, should staff have concerns with the application; how the new process would be communicated to heritage property owners; if this process would aid staff time; and how many heritage properties were listed in the inventory. Staff responded to the enquiries and noted that today’s discussion was to receive Committee’s feedback and that the communication strategy would likely be made by issuing correspondence, but would be determined by staff at a future stage.

Moved by: Councillor Cilevitz

a) That the presentation by Joanne Leung, Manager, Urban Design and Pamela Vega, Urban Design/Heritage Planner, regarding delegated authority for minor Heritage Permits be received with thanks.

Carried

5.3 Draft Listing Templates - (Discussion by Joanne Leung, Manager, Urban Design and Pamela Vega, Urban Design/Heritage Planner)

Pamela Vega, Urban Design/Heritage Planner, provided an update on the draft template for the Listing of the Heritage Register – Nomination Form that was submitted to staff by Dan Kelly, on behalf of the Designation Sub-Committee. She explained that the document would be used by staff or a Committee Member as an information-gathering tool rather than a true nomination form, and would then be provided to staff and the Committee to start the assessment process on whether the property had potential cultural heritage value and merits on the Register. She continued to review staff's modifications to the Nomination Form and highlighted the various sections and fields in the document.

Pamela Vega, Urban Design/Heritage Planner, provided an update to the draft City of Richmond Hill Cultural Heritage Value Evaluation Form, and explained that the original version submitted by Dan Kelly, on behalf of the Designation Sub-Committee was modified to reflect the Provincial criteria. She reviewed the template sections, drop down menu, and noted the template would be completed by someone who had experience with heritage evaluations, such as a Member of Committee or a Member of the Historical Society. P. Vega requested Committee's feedback on the Listing of the draft Heritage Register – Nomination Form and the draft City of Richmond Hill's Cultural Heritage Value Evaluation Form.

Comments were provided on the Cultural Heritage Value Evaluation Form, requesting that the option "Not Applicable" be added to the drop down menu, and a field included in the document for the name and credentials of the person submitting/reviewing the form.

Committee inquired when the draft templates would be returning to Committee for further discussion. Staff advised that this was a preliminary review of the templates and indicated that Committee's comments would be incorporated into the draft templates and would return to a future meeting for further review and discussion.

Additional comments were made with respect to adjudicating properties on a particular attribute and maintaining a compilation of documented requests to be itemized to avoid duplication or conflicting decisions for the particular property.

Moved by: Councillor Cilevitz

a) That the discussion and all comments from Heritage Richmond Hill Committee members regarding the draft listing templates, be received with thanks.

Carried

5.4 Proposed 2022 Heritage Richmond Hill Meeting Schedule

In response to the Committee's inquiry, the Deputy Clerk confirmed that there was no meeting scheduled in July 2022. A member of Committee advised that he had a conflict with two meeting dates, but was in support of the proposed 2022 meeting schedule.

Moved by: D. Dumais

a) That the proposed 2022 meeting schedule for the Heritage Richmond Hill Committee be approved.

Carried

5.5 Designation Sub-committee - Verbal Update

Doris Dumais, on behalf of the Designation Sub-committee, requested that staff provide an update on the efforts being made on digitizing all information related to heritage properties at the February 2022 Committee meeting.

Pamela Vega, Urban Design/Heritage Planner, provided an update with respect to a static map and an interactive map that was being created with the assistance of GIS staff. She provided details on each of the maps and advised that further information would follow when available for Committee's feedback.

Moved by: J. Veenstra

a) That the verbal update by the Designation Sub-committee be received.

Carried

6. Date of Next Meeting

The next meeting of Heritage Richmond Hill was scheduled on Tuesday, December 7, 2021 at 7:00 p.m.

7. Adjournment

Moved by: D. Dumais

That the meeting be adjourned.

Carried Unanimously

The meeting was adjourned at 8:09 p.m.