

HTG-24-44

2024 Heritage Oshawa Work Plan Review Working Group - Homeowners of Property on the Heritage Oshawa Inventory

Item 6a - work with staff to develop a Heritage Oshawa outreach program to notify property owners of the interest in potential designation of their property, the benefits of the designation and obtain formal permission to do further research including searches and reports

Recommendation

Whereas HTG 21-16 was presented to Heritage Oshawa regarding Completion of Letters to Identify Interest in Designation of Class A and B properties in Heritage Oshawa Inventory, which was following up on Oshawa Council endorsements of DS-19-107 and DS-20-58 and

Whereas HTG-21-32 included amendments to the letter prepared by staff to be sent to homeowners, was approved,

Therefore, this letter be sent to homeowners of property on the Heritage Oshawa Inventory.

Memorandum

Development Services Department

Date: March 25, 2021

File: A-2100-0277

To: Diane Stephen
Chair, Heritage Oshawa**From:** Connor Leherbauer, Planner B
Development Services Department**Re: Completion of Letters to Identify Interest in Designation of
Class A and B properties in Heritage Oshawa Inventory**

On June 10, 2019, Oshawa City Council endorsed DS-19-107, which directed as follows:

“Therefore be it resolved that staff be authorized to create engaging communications resources for print, newspaper, and web, and to assist Heritage Oshawa to contact property owners with properties on the Heritage Oshawa Inventory of Heritage Properties by sending a letter from the Chair of Heritage Oshawa to determine if the property owner is interested in a heritage designation or listing and provide background information including material on the City’s Heritage Property Tax Reduction Program.”

On April 27, 2020, Oshawa City Council endorsed DS-20-58, which, among other matters, directed as follows:

“That notwithstanding any by-law or policy or procedure to the contrary, that the Chair of Heritage Oshawa be authorized and directed to sign the letters contemplated by DS-19-107 unless the property contains a private dwelling and that the owner has already advised the City of Oshawa and/or Heritage Oshawa that they do not wish to have their property designated.”

Staff are now looking to proceed in sending letters to Class A and B properties on the Inventory of City of Oshawa Heritage Properties (the “Inventory”) consistent with Council’s direction above. Staff have prepared a draft letter, which is affixed to this memo as Attachment 1. Staff are requesting comments from Heritage Oshawa members at their March 25, 2021 meeting so that staff may proceed with distribution of the letters in Spring 2021.

Staff would also welcome any suggestions Committee members may have with relation to print, newspaper and web communications which may be presented in tandem with these letters, as suggested in DS-19-107.

Staff will also be tracking responses to these letters internally to ensure an up-to-date record of property owners’ stances on designation and listing on the register is kept.

If you require further information or clarification, please contact Connor Leherbauer by telephone at (905) 436-3311, extension 2402 or by email to cleherbauer@oshawa.ca.

A handwritten signature in blue ink, reading "Connor Leherbauer". The signature is written in a cursive style with a large initial 'C' and 'L'.

Connor Leherbauer, Planner B
Development Services Department



March 25, 2021

File: A-2100

(Owner Name)
(Address Line 1)
(Address Line 2)
(Postal Code)

**Re: Opportunity for Designation under the Ontario Heritage Act
(Address in Inventory)**

The Municipal Heritage Committee of the Corporation of the City of Oshawa, also known as 'Heritage Oshawa', is reaching out to property owners of over 600 "Class A" and "Class B" status properties on the Heritage Oshawa Inventory of City of Oshawa Heritage Properties (the "Inventory").

This effort is in response to the direction of Oshawa City Council under Items DS-19-107 and DS-20-58, "that the Chair of Heritage Oshawa be authorized and directed to sign the letters contemplated by DS-19-107 unless the property contains a private dwelling and that the owner has already advised the City of Oshawa and/or Heritage Oshawa that they do not wish to have their property designated."

Your property at (Address in Inventory) is on the Inventory as a Class (A/B) property.

A copy of the Inventory is available at www.oshawa.ca/heritageinventory

A Class (A/B) property is one which has "(excellent/good) potential for designation under the Ontario Heritage Act as a property of cultural heritage value or interest".

The purpose of this letter is to investigate whether you, as property owner of (Address in Inventory), would have interest in the designation of your property under the Ontario Heritage Act.

Secondarily, if you do not have an interest in designation under the Ontario Heritage Act at this time, there is also an opportunity to list your property on the City of Oshawa Register of Properties of Cultural Heritage Value or Interest, as a 'listed, non-designated property.'

Optional A heritage research report for (Address in Inventory) was prepared in (date of research report) by (research report author), a local heritage consultant, a copy of which can be provided upon request.

Heritage Designation

The following outlines how designation under the Ontario Heritage Act may benefit your property:

- As a designated property, (Address in Inventory) would qualify for the City's Heritage Property Tax Reduction Program, which offers a 40% reduction in the City and School Board taxes on the eligible heritage property. Learn more about the Tax Reduction Program here: www.oshawa.ca/things-to-do/heritage-tax-reduction.asp.
- You will be given a 'City of Oshawa Designated Heritage Property' slate plaque to be placed on the building highlighting the property as a designated property.

The following outlines other effects of heritage designation on a property:

- Demolition of the building would require City Council approval.
- Alteration of any of the *heritage attributes* of the property would also require City Council approval. However, any other alterations determined to not impact the *heritage attributes* would be processed like a regular permit/application.
- Obtaining Council approval for alterations would not necessarily add additional time to the permit process. Both Heritage Oshawa (the review body for heritage attribute alterations) and City Council meet monthly, and so obtaining Council approval would take approximately six weeks. This Heritage Oshawa/City Council review timeline generally runs in parallel with the building permit review process.

What are *heritage attributes* and how are they determined?

Once designation of a property under the Ontario Heritage Act is approved by Council, City staff draft a *Designation Statement and Description*, which is a document listing the *heritage attributes* associated with the property. These heritage attributes are the particular physical elements/features of the property that would be protected under the Ontario Heritage Act and would require Council approval to be altered or removed.

Optional These *heritage attributes* would be based on attributes listed in the aforementioned heritage research report.

As the property owner, you would be given an opportunity to review the draft *Designation Statement and Description*, and provide feedback where appropriate. Once finalized, the *Designation Statement and Description* would be attached to a designation by-law in order to enact the designation, and would be registered on title along with the designating by-law.

Listing on the Register as 'Listed, Non-Designated'

If you do not have an interest in designation under the Ontario Heritage Act at this time, there is also an opportunity to list your property on the City's Register as a 'listed, non-designated property.'

The following outlines the effects of 'listed, non-designated' status on a property:

- Alteration of any of the *heritage attributes* of the property would not require Council approval as they would for designated status. There would be no change in terms of how alterations are processed by the City.
- Demolition of the building would require City Council review, within 60 days of staff's receipt of a Notice of Intention to Demolish. Within this 60 day timeframe, Council must decide whether to designate the building, or allow the demolition.

Next Steps

Heritage Oshawa would appreciate any comments or input that you as a property owner of a Class A or B property may have with respect to the potential designation of your property under the Ontario Heritage Act and/or the 'listed, non-designated' status.

We kindly request a response by (two months from date of sending).

It is encouraged that any comments indicating interest or disinterest to designation or listing on the Register as 'listed, non-designated' be emailed to heritage@oshawa.ca in order that a record can be kept by staff.

City staff would be happy to answer questions or provide clarification on any of the items listed above, including providing further details on the Heritage Property Tax Rebate Program.

If you require further information, please contact the staff liaison for Heritage Oshawa, Connor Leherbauer, Planner B at 905-436-3311, extension 2402 or by email to heritage@oshawa.ca.

Diane Stephen
Chair, Heritage Oshawa Advisory Committee

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