

Document 1 – Heritage Register Procedures

Heritage Register Procedures

1.0 Background

In 2005, the *Ontario Heritage Act* was amended to provide municipalities with the ability to identify and list properties of cultural heritage value on the City's Heritage Register without designating them under Part IV or Part V of the *Ontario Heritage Act*.

This document outlines the procedures for the addition of properties to the Heritage Register, demolition of listed properties and the removal of properties from the Heritage Register.

2.0 Addition of Properties to the Heritage Register

Properties of cultural heritage value will be identified for listing on the Heritage Register in various ways including, but not limited to:

- Heritage inventories;
- Heritage conservation district studies;
- Property owner request; and
- Staff initiative.

2.1 Procedure

In all instances, heritage staff will prepare a report for the consideration of the Built Heritage Sub-Committee, Planning Committee or Agriculture and Rural Affairs Committee and Council regarding the listing of properties on the Heritage Register under Section 27(1) of the *Ontario Heritage Act*.

3.0 Demolition of a property included on the Heritage Register under Section 27(1) of the *Ontario Heritage Act*

Section 27(3) of the *Ontario Heritage Act* requires a property owner to provide 60 days notice, in writing, of the owner's intention to demolish or remove a building or structure.

Section 27(5) of the *Ontario Heritage Act* states that "the notice shall be accompanied by such plans and shall set out such information as the council may require."

The section below outlines the requirements of a Notice of Intention to Demolish submitted under Section 27(3).

3.1 Requirements of Notice of Intention to Demolish

1. Completed “Form for Buildings Listed on the Heritage Register”.
2. Rationale for demolition and supporting studies (as required). Heritage staff can assist in determining if supporting information is required.
3. Full colour, printed photographs (minimum 4” x 6” each) of each elevation of the building(s) you want to be demolished. One set of original colour photographs is required and all photographs shall be labeled with address, orientation and date. All photographs must be high quality (focussed, well lit, clear).

The following information may be required at the request of heritage staff:

Historic information regarding the building including the following:

- Copy of Fire Insurance Plans (if available);
- City Directory information;
- Architect or builder;
- Additional biographical information regarding significant owners; and
- Historic photo or building plans (if available).

If historic information is requested as part of the Notice of Intention to Demolish, property owners are expected to make reasonable efforts to provide this information. Information can be found online at the City of Ottawa Archives, the Ottawa Public Library and Library and Archives Canada. If some information is not found, property owners should provide a list of resources that were consulted during their research.

3.2 Procedure

1. Once Notice of Intention to Demolish has been submitted, along with all required documents, staff will issue an acknowledgement letter providing the date that the notice expires.
2. Staff advise the ward councillor and chairs of Built Heritage Sub-Committee of the receipt of the Notice of Intention to Demolish.

3. Staff review documentation supplied with notice and determine if the building is worthy of designation under Part IV of the *Ontario Heritage Act*. If the property merits designation initiate the designation process and prepare a report for consideration of Built Heritage Sub-Committee, Planning Committee or Agricultural and Rural Affairs Committee, and Council.
4. If staff determine the property does not meet the criteria for designation, the 60-day timeline is allowed to expire and the demolition permit is issued. Staff will not bring forward a report on the item unless a designation report is requested by the ward councillor or chair of Built Heritage Sub-Committee.

4.0 Removal of Properties from the Register

Section 27 (1.3) of the *Ontario Heritage Act* states that prior to the removal of a property from the Heritage Register, Council must consult its municipal heritage committee. All properties removed from the Heritage Register must be approved by Council.

There are three ways in which a property could be removed from the Heritage Register:

1. Property owner request: In order to request removal of a property from the Heritage Register, a property owner must complete the “Form for Buildings Listed on the Heritage Register” and submit it to the Heritage Services Section, Planning and Growth Management Department.
2. Building is demolished.
3. Staff initiated removal of a property.

4.1 Procedure

Heritage staff will prepare a report in the first quarter of each year that addresses all removals from the Heritage Register. This will include recommending removal of all buildings demolished from the previous year, any staff initiated removals as well as recommendations regarding any requests for removal received from property owners.