

# Advisory Committee of Council Staff Report



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To Heritage Guelph  
Date Monday, June 12, 2023  
Subject **Heritage Designation Consultation Process**

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## Recommendation

1. THAT Heritage Guelph supports the proposed process for consultation with members on research and recommendations for designation of properties under Part IV, Section 29 of the Ontario Heritage Act and that members support the updates to the agenda as set out in the June 12, 2023 report.
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## Executive Summary

### Purpose of Report

To establish a process for Heritage Guelph members' review of research and reports prepared by heritage planning staff for the designation of properties under Part IV of the Ontario Heritage Act. This report also provides information about how Heritage Guelph members may be involved in the research process on a voluntary basis. This report provides information about the creation of working groups.

### Key Findings

- Process for presentation of research and reports for properties including timelines and approach to committee meeting agendas
- The proposed approach allows for all committee members to be involved in the designation process, optimizes staff resources and incorporates functions of a working group into the main committee meetings.
- Outline of voluntary research that may be conducted by members, including setting of deadlines

### Strategic Plan Alignment

#### Priority

Working Together for our Future

#### Direction

Run an effective, fiscally responsible and trusted local government with engaged, skilled and collaborative employees.

#### Alignment

Encouraging a culture of innovation and high performance

### Financial Implications

None

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# Report

## Background

Heritage Guelph, through the review of staff designation reports and recommendation of supplemental research, plays a vital role in the research and analysis of properties recommended for Part IV designation.

At the April 11, 2023 meeting of Heritage Guelph, members expressed concern that the committee only has one opportunity to review designation reports before they are brought to Council for consideration and proposed that a Designation Working Group be established to address this concern.

A working group or sub-committee may be established in accordance with the [Heritage Guelph Terms of Reference](#) and [Procedural By-law](#). The establishment of these groups requires administrative support which is provided at staff's discretion (with consideration of available resources).

Staff presented a draft [Terms of Reference for Heritage Guelph Designation Working Group](#) to Heritage Guelph at the [October 25, 2021 meeting of the informal Designation Working Group](#) and [December 2021 meeting of Heritage Guelph](#). It was determined that staff do not have the capacity to facilitate a Designation Working Group. The time required to facilitate a working group would result in the shifting of work from designation research to coordinating the committee and would seriously impact the work plan timelines for Part IV designations.

To address the concerns of members related to their involvement in the review of research and reports, staff recommend changes to the consultation process with Heritage Guelph on designation.

## Proposed Process for presentation of property research

The agenda for Heritage Guelph meetings will be revised to include a dedicated section for designation research and reports. Properties will be presented to the committee at the research stage and at the recommendation for designation stage.

Revised agenda headings include:

1. Call to Order
  - i. Acknowledgement
  - ii. Disclosure of Pecuniary Interest and General Nature Thereof
  - iii. Approval of Minutes
2. Committee Items
3. Designation Updates
4. Chair and Staff Announcements
5. Adjournment
6. Next Meeting

## How the process will work

Firstly, staff will include a "designation update" category at Heritage Guelph meetings to advise the committee on the progress of designation research, property owner consultation, and appeals. This will keep all committee members updated on designations. A tracking table will be used and updated ahead of each committee meeting.

Secondly, staff will divide designation consultations with the committee into two phases: research and designation recommendation.

Research: For each property identified as a candidate for designation, staff will first bring a "cultural heritage evaluation report" to the committee that outlines the historic research conducted for each property. This will permit the committee to focus specifically on the research portion of the designation report. Committee members are encouraged to send staff emails with comments and/or research suggestions prior to the deadline for the revised agenda (12pm on the Fridays prior to the Heritage Guelph meeting). Research suggestions and comments received before this deadline will be added to the revised agenda as "correspondence from members."

Designation Recommendation: At a later date, staff will bring the full designation report to the committee that identifies the property's heritage attributes and how the property meets the criteria in O.Reg 569/22. This will permit committee members to focus their comments on the heritage attributes, O.Reg 569/22 analysis, and designation recommendation.

Heritage staff are conducting extensive research through the spring/summer on the designation priorities identified by Heritage Guelph at the March 13, 2023 committee meeting. A heritage research assistant has been hired, and funding for a second heritage research assistant position has been awarded through the Young Canada Works Building Careers in Heritage program.

### **Research Process and members' voluntary contributions**

Committee members may be involved in research tasks in support of the work conducted by heritage planning staff. This is on a voluntary basis and does not duplicate or replace the role of unionized staff as this is a primary job function for these staff. Committee members may be involved in the following voluntary tasks:

- Familiarization with Guelph's history
  - David Johnson's "History of Guelph 1827-1927"
  - David Allan's "About Guelph: Its Early Days and Later"
  - Hilary Stead "Guelph: A People's Heritage 1827-2002"
- Identification of candidate properties for designation
- Review of cultural heritage evaluation reports to fill in research gaps
  - Review of land title abstract information
  - Searching archives for additional information, such as photographs, newspaper articles, etc.

### **Financial Implications**

None.

### **Attachments**

Attachment-1: 2023 Designation Consultation Schedule

### **Departmental Approval**

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