

Delegation of Approvals for Grant Incentives Under the Heritage Conservation Program

ISSUE

The report provides information on the role of the Municipal Heritage Advisory Committee (MHAC) in reviewing applications of existing municipal heritage properties for grants up to and including \$10,000. Currently, there is no administrative process in place to formalize the role of MHAC in the review of grant applications of this amount through the Heritage Conservation Program.

BACKGROUND

City Council, at its Regular Business Meeting held on March 26, 2018, considered a report of the Standing Policy Committee on Planning, Development and Community Services, on the matter of formalizing administrative processes and the role of MHAC in the approval of designations and alterations to municipal heritage properties for projects under \$10,000. During this meeting, City Council resolved, in part, that:

“Administration consult with the Municipal Heritage Advisory Committee and report back to the Standing Policy Committee on Planning, Development and Community Services regarding opportunities to formalize the role of Municipal Heritage Advisory Committee in the approval or review of both designations and alterations to municipal heritage properties and to clarify what items go to the Committee for information and comments.”

Previous amendments to Bylaw No. 9298 The Heritage Property (Approval of Alterations) Amendment Bylaw, 2015, simplified the approval process for minor alterations, repairs and maintenance to designated municipal heritage properties. Further amendments were then made to Policy No. C10-020, Civic Heritage Policy and Bylaw No. 9170, The Procedures and Committees Bylaw, 2014, to outline these changes in review responsibilities.

Current processes for review of designations and alterations to municipal heritage properties are as outlined in Civic Heritage Policy No. C10-020:

- All applications for heritage designations must be reviewed by the Municipal Heritage Advisory Committee, followed by the Standing Policy Committee on Planning, Development and Community Services, and finally, City Council for approval.
- The General Manager, Community Services Department, can approve a grant that is equal to or less than \$10,000 in total.
- The Standing Policy Committee on Planning, Development and Community Services can approve a grant that is more than \$10,000 in total, up to a maximum of \$150,000.
- City Council can approve a grant under this Policy in excess of \$150,000

CURRENT STATUS

As per amendments made to the Civic Heritage Policy in 2018, applications under \$10,000 that do not alter the colour, texture, material, etc. of the character defining elements of a heritage property can be approved by Administration and are exempt from referral to the Municipal Heritage Advisory Committee. This has resulted in a faster review and a subsequent reduction in wait times on behalf of applicants. There is currently no formal administrative process to inform MHAC of the status of such reviews and approvals. As stated above, applications that propose a change to the character defining elements of a heritage property would be referred, by memo, to the Municipal Heritage Advisory Committee

DISCUSSION/ANALYSIS

To ensure that the Municipal Heritage Advisory Committee is kept apprised of all heritage funding applications, Administration will formally communicate to the Municipal Heritage Advisory Committee, in the form of a written memo, for all applications \$10,000 and under. This memo will be provided for information purposes, as part of the monthly agenda package, to outline any applications under \$10,000 that have been approved. Project details will be outlined within the memo, including the scope of work completed, its impact on the heritage designation, the project cost and the amount of funding to be provided.

FINANCIAL IMPLICATIONS

There are no financial implications at this time.

OTHER IMPLICATIONS

There are no environmental, privacy, or CPTED implications; a communication plan is not required at this time.

NEXT STEPS

Administration will draft a memo to inform the Municipal Heritage Advisory Committee of future grant application approvals, up to and including \$10,000 on an ongoing basis.

APPENDICES

1. Original report to City Council January 10, 2018 titled 'Delegation of Approvals for Grant Incentives under the Heritage Conservation Program'

REPORT APPROVALS

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