

## The Corporation of the Town of Niagara-on-the-Lake Information Report to Council

**SUBJECT:** Presentation and Delegation Process – 200 John Street East and 588  
Charlotte Street (Rand Estate)

**DATE:** 2023-03-08

**REPORT #:** CS-23-010

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**DEPARTMENT:** Corporate Services

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### BACKGROUND INFORMATION

The Town has received Heritage Permit Applications (Files HER-015-2022 & HER-016-2022) for the properties at 200 John Street East and 588 Charlotte Street (the Rand Estate) under the *Ontario Heritage Act* for proposed alterations and demolitions associated with Planning Applications and a proposed Plan of Subdivision (Files OPA-02-2020, ZBA-11-2020 & 26T-18-20-01) on the subject lands.

A Municipal Heritage Committee (MHC) Meeting has been scheduled for April 12 to deal solely with these Heritage Permit Applications. There will be an opportunity for presentations from the Applicant, SORE (who are a party in associated litigation matters) and residents. Registration as a delegation will be required in advance of the meeting. The MHC will consider the delegations, Staff Recommendation Report and then provide recommendations on the Heritage Permit Applications to Council. As an advisory committee to Council, the MHC only provides recommendations to Council, and does not have the authority to make decisions.

The final decision on the Heritage Permit Applications resides with Council. The Minutes of the April 12 MHC Meeting will be forwarded to the April 24 Special Council Meeting for final decision. There will be an additional opportunity for presentations from the Applicant, SORE (who are a party in associated litigation matters) and residents at the Special Council Meeting. Registration as a delegation will be required in advance of the meeting.

#### Timeline for processing of Heritage Permits:

- February 17, 2023 - Notice of Complete Application
- March 29, 2023 - Staff Recommendation Report made public
- April 12, 2023 - MHC Meeting at 5:00 pm
- April 24, 2023 – Special Council Meeting at 5:00 pm

## NEXT STEP / CONCLUSION

The Town's external legal counsel has been working with the applicant and SORE to develop a mutually agreed upon process for receiving presentations and delegations at the Municipal Heritage Committee Meeting (**virtual only**) and Special Council Meeting (**hybrid virtual and in-person meeting**). All meetings will be livestreamed on the Town's website. Residents do not need to join the Teams Meeting in order to listen to the meeting.

The delegation process for both meetings will be as follows:

Applicant (Solmar) – up to 30 minute presentation

SORE – up to 30 minute presentation

Public Delegations – up to 10 minutes each

Applicant (Solmar) – response at the discretion of the Chair

This process will ensure the meeting will be efficient and that those who register as a public delegate will have an opportunity to speak. Information about how to register as a public delegate will be available once the agenda has been posted on March 29, 2023. Registration to speak will not be accepted in advance of the March 29 date.