RECOMMENDATION
THAT Council receive report CLK 19-18 Application for Alteration of Property (83 Rolph Street), as information;

AND THAT Council consents to the application under Section 33 of the Ontario Heritage Act to alter the original five dormers and subsequent window openings and sills of the building located at 83 Rolph Street (Rolph Street Public School).

BACKGROUND
At the Regular Council Meeting held on July 14, 2014, the following recommendation from the Heritage, Beautification and Cemetery (HBC) Committee was brought forward for Council’s consideration:

THAT Rolph Street Public School is a culturally and historically significant building in the Town of Tillsonburg;

AND THAT in the interest of preserving local treasurers, the Heritage, Beautification and Cemetery Committee has identified the school as worthy of heritage designation to preserve the exterior of the building in its current state;

AND THAT the Heritage, Beautification and Cemetery Committee recommends Council move forward with the process of designating Rolph Street Public School a heritage site under the Ontario Heritage Act.

Council received the committee's recommendation and approved the steps required to designate the Rolph Street Public School. On October 14, 2014, Council passed By-Law 3852 which designated "Rolph Street Public School" at 83 Rolph Street under Section 29 of the Ontario Heritage Act, R.S. O. 1990 c. O.18, as being of Historic and/or Architectural Value or Interest.

On June 6, 2019, the developer of 83 Rolph Street (Rolph Street Public School) contacted the Clerk’s Office requesting to present the proposed alterations to the building at a meeting of the Town’s Cultural, Heritage and Special Awards Advisory Committee.
DISCUSSION
Section 33 (1) of the Ontario Heritage Act, R.S. O. 1990 c. O.18 (“Act”) states: No owner of property designated under Section 29 shall alter the property or permit the alteration of the property if the alteration is likely to affect the property’s heritage attributes, as set out in the description of the property’s heritage attributes that was required to be served and registered under Subsection 29 (6) or (14), as the case may be, unless the owner applies to the council of the municipality in which the property is situate and receives consent in writing to the alteration. 2002, c. 18, Sched. F, s. 2 (16); 2005, c. 6, s. 21 (1).

When alterations are proposed to a designated property the “Description of Heritage Attributes” (found in Schedule ‘B’ to By-Law 3852) are meant to guide future alterations to the designated property by clearly identifying the heritage attributes of the property that should be protected and conserved.

Schedule ‘B’ to By-Law 3852 includes the following list of key attributes of 83 Rolph Street (Rolph Street Public School) that reflect its cultural and historical value within the Town of Tillsonburg:

• Original red brick
• Original window openings and sills maintained
• Original foundation of the building - heavy and thick stone and concrete with a block stone covering
• Original stonework around the 4 main entrances with a keystone above the doorways and above the windows at each entrance (front and back of the school)
• Original 5 dormers on the third floor overlooking the front of the school
• Original chimney work on the roof for the hot water heating system

Andrew Teeple of Athon Construction, on behalf of the property owner, presented the proposed alterations to the building located at 83 Rolph Street (Rolph Street Public School) at the Cultural, Heritage and Special Awards Advisory Committee meeting held on Thursday, June 20, 2019.

A completed Heritage Permit Application form was submitted and attached to this report including drawings. The property owner is proposing to stand the front three dormers up straight by creating three gable roofs to match the already approved gable roofs on the rear of the building. The other two dormers will be updated to match the original style.

The proposed alterations would affect the following two heritage attributes as listed in Schedule ‘B’ to By-Law 3852:

• Original window openings and sills maintained
• Original 5 dormers on the third floor overlooking the front of the school

The Cultural, Heritage and Special Awards Advisory Committee passed the following resolution at their meeting held on Thursday, June 20, 2019:

**Moved by:** Erin Getty  
**Seconded by:** Carrie Lewis  
THAT the committee recommend to Council to consent to the application as presented at the committee’s special meeting on June 20, 2019.  
**Carried.**
Alteration of Property Process
As set out in Section 33 of the Ontario Heritage Act ("Act"), the key steps in the alteration of property process are as follows:
1. Notice of receipt
2. Consultation with Municipal Heritage Committee
3. Decision of council
4. Notice of decision to the owner of the property and to the Ontario Heritage Trust

A flowchart outlining the alteration of property process has been attached for information.

The Cultural, Heritage and Special Awards Advisory Committee was presented with the proposed alterations to the building located at 83 Rolph Street (Rolph Street Public School) on Thursday, June 20, 2019.

Section 33(2) of the Act states that a council may require that an applicant provide any other information or material that the council considers it may need. If additional information is requested by council, then once all information is received, notice of receipt of the complete application shall be served on the property owner. Council then has 90 days after a notice is served on the property owner to:
(i) consent to the application,
(ii) consent to the application on terms and conditions, or
(iii) refuse the application,

Council shall serve notice of its decision on the property owner and on the Ontario Heritage Trust. If council fails to notify the owner within the time period determined, council shall be deemed to have consented to the application.

If council consents to the application upon certain terms and conditions or refuses the application, the owner may, within 30 days after receipt of the notice, apply to Council for a hearing before the Conservation Review Board (CRB).

Next Steps
If council is satisfied that a complete application with sufficient supporting information has been received, council may proceed to making a decision on the application in its current state.

Option 1
THAT Council consents to the application under Section 33 of the Ontario Heritage Act to alter the original five dormers and subsequent window openings and sills of the building located at 83 Rolph Street (Rolph Street Public School).

Option 2
THAT Council refuses the application under Section 33 of the Ontario Heritage Act to alter the original five dormers and subsequent window openings and sills of the building located at 83 Rolph Street (Rolph Street Public School).
CONSULTATION
The following comments were received from Eric Gilbert, Senior Planner, County of Oxford:

The view looking west from Ridout Street to the former Rolph Street Public School was identified as a significant view/vista in the 2012 Central Area Design Study.

Section 2.11 of the Study indicates:
- Tillsonburg has a wealth of heritage buildings that contribute to its overall character and visual beauty. All new residential buildings, as well as infill projects and renovations should respect, complement and strengthen the heritage fabric of Tillsonburg’s Central Area by using complimentary materials and proportions. Heritage elements should always be retained and/or refurbished when necessary.

Section 3.1 of the Study (Renovations/ Additions to Heritage Character Buildings) indicates:
- The rich heritage fabric of Tillsonburg’s Central Area is influential in defining the overall character and identity of Tillsonburg. The historic quality should be celebrated and encouraged. Historic buildings should be retained, and when necessary, restoration work should maintain the integrity and intent of the original design. Additions to historic or ‘heritage character’ buildings should undergo a rigorous process of design review in order to ensure they contribute to the character of heritage architecture…
- Within all character areas, additions and renovations should maintain existing floor-to-floor heights and should respect the building’s original appearance;

The proposed modifications would appear to be in-keeping with the guidelines and recommendations of the Central Area Design Study (2012) for an adaptive re-use of a historically significant building within the Central Area.

FINANCIAL IMPACT/FUNDING SOURCE
N/A

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government
   ☒ Demonstrate strong leadership in Town initiatives
   ☐ Streamline communication and effectively collaborate within local government
   ☒ Demonstrate accountability

2. Economic Sustainability
   ☐ Support new and existing businesses and provide a variety of employment opportunities
   ☐ Provide diverse retail services in the downtown core
   ☐ Provide appropriate education and training opportunities in line with Tillsonburg’s economy

3. Demographic Balance
   ☐ Make Tillsonburg an attractive place to live for youth and young professionals
   ☐ Provide opportunities for families to thrive
   ☐ Support the aging population and an active senior citizenship
4. Culture and Community
   ☐ Promote Tillsonburg as a unique and welcoming community
   ☐ Provide a variety of leisure and cultural opportunities to suit all interests
   ☐ Improve mobility and promote environmentally sustainable living
# Report Approval Details

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<thead>
<tr>
<th>Document Title:</th>
<th>CLK 19-18 Application for Alteration of Property (83 Rolph Street).docx</th>
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<tbody>
<tr>
<td>Attachments:</td>
<td>- Attachment A - By-Law 3852.pdf</td>
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<td></td>
<td>- Attachment B - Heritage Permit Application - 83 Rolph Street.pdf</td>
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<td>- Attachment C - Alteration of Property Flowchart.pdf</td>
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<td>Final Approval Date:</td>
<td>Jul 2, 2019</td>
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This report and all of its attachments were approved and signed as outlined below:

![Signature]

David Calder - Jul 2, 2019 - 9:44 AM