

Staff Report

Presented By: Dawn Mittelholtz, Manager, Legislative Services/Clerk
Meeting Date: August 11, 2025
Subject: Heritage Property Demolition Request for 317 High Street
Attachment(s): Emails and Photos From Property Owner and Contractor

Recommendation

That Council refer the Heritage Property Demolition Request for 317 High Street to the Municipal Heritage Advisory Committee.

Report Summary

In early July, the Town received an application for a demolition permit for 317 High Street. This is a Heritage Property with the heritage designating by-law including all structures built prior to the 1990 designation. In accordance with the Ontario Heritage Act (OHA), Council is to seek the advice of the Municipal Heritage Advisory Committee on such requests.

Background/Analysis

Derek Seaman of Seaman and Sons Builders is the contractor for works being completed at 317 High Street. In speaking with the Building Services Division, the need for consideration of the OHA in the issuing of permits became apparent.

The work is being proposed in two parts. The first part is for demolition of an addition to the main house that was built in the 1860's. The addition was constructed in 1993 and is not subject to the heritage designating by-law or the OHA provided that the "alterations" do not affect or are likely to not affect the heritage attributes of the property. [Section 33](#) of the OHA speaks to alterations of designated heritage properties. The contractor is working with the Building Services Division on the appropriate permit applications that illustrate how the heritage attributes are not affected and will be protected during the demolition of the 1993 addition and construction of the new addition.

The second part of the work involves the demolition of a cabin and shed that were both built prior to the 1990 heritage designation. The cabin is reported to have rotting floors, holes in the floor, and mold. The shed is falling apart. The request of the homeowner and contractor are to demolish both structures. Emails from the homeowner and contractor are attached for Council's information.

In compliance with the OHA [Section 34](#), demolition or removal of designated structures requires the permission of Council following Council seeking the advice of the Municipal Heritage Advisory Committee. Council has the right to request additional information or materials on this matter before rendering their decision.

To assist the homeowner and contractor with tight timelines for this work, it is recommended that Council refer this matter to the Municipal Heritage Advisory Committee for discussion at the Committee's August 20, 2025, meeting. Provided the Committee can approve a Motion at that meeting with a recommendation to Council, the matter would return at the August 25, 2025, Council Meeting for a decision. Under the OHA, the following regulations apply to the decisions of Council on a matter such as this:

- 34 (4.2) The council, after consultation with its municipal heritage committee, if one is established, and within the time period determined under subsection (4.3),
- (a) shall,
 - (i) consent to the application,
 - (ii) consent to the application, subject to such terms and conditions as may be specified by the council, or
 - (iii) refuse the application;

Following Council's decision, notice shall be provided to the homeowner and the public in accordance with the OHA.

Additionally, the homeowner and contractor indicated that the original intent of the heritage designation was to designate the 1860's home, not the cabins or shed built in the 1960's or 1970's. As Council is aware, the consultant for the Cultural Heritage Master Plan indicated that the Town's older heritage designating by-laws would require updating to comply with the OHA. Council has indicated that they wish to provide direction on the efforts of the Municipal Heritage Advisory Committee concerning designations until a policy is in place. Council may wish to direct staff and the Municipal Heritage Advisory Committee to consider the amendment of the Heritage Designation By-law for 317 High Street be conducted as a case-study for the preparation of the policy and procedures for already designated properties.

Linkages

- Strategic Plan Alignment: Pillar 4: Fostering a Vibrant Place to Live and Visit
- Business Plan Alignment: Corporate Services Business as Usual

Financial Impacts/Source of Funding

No costs or revenue is associated with this report.

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Reviewed By: Jim Bundschuh, Director, Corporate Services

Approved By: Kara Van Myall, Chief Administrative Officer