

DRAFT REPORT

Sharon Heritage Conservation District Study

Volume II

Appendices

East Gwillimbury, Ontario

14 March 2024

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APPENDIX A

Qualifications

Corporate Profiles

LHC Heritage Planning & Archaeology Inc.

LHC Heritage Planning & Archaeology Inc. (LHC) is a heritage consultancy specializing in heritage planning, archaeology, policy and process development, historical research, and strategic planning. With staff offices in Kingston, Toronto and Ottawa, we work with government agencies, property owners, developers, community groups, and site managers to identify, manage, plan and conserve historical sites and cultural heritage resources. Our team of practitioners and associates understands the complexities of cultural heritage resources. Our team has worked in government, the private sector, and on non-profit boards, bringing a nuanced understanding to our practice. The purpose of heritage conservation should be change management, ensuring that community values are protected during the process of change. It should be tied closely with other objectives and initiatives such as economic development, land use planning, cultural planning, tourism planning, and public works.

Through our change management approach, we focus on developing practical, sustainable, and meaningful solutions for cultural heritage resources and sites. We employ a broad understanding of cultural heritage management and conservation that reflects international, national and provincial best practices. We also view heritage conservation as an activity that cannot be undertaken in isolation.

TMHC

Established in 2003 with a head office in London, Ontario, TMHC Inc. (TMHC) provides a broad range of archaeological assessment, heritage planning and interpretation, cemetery, and community consultation services throughout the Province of Ontario. We specialize in providing heritage solutions that suit the past and present for a range of clients and intended audiences, while meeting the demands of the regulatory environment. Over the past two decades, TMHC has grown to become one of the largest privately-owned heritage consulting firms in Ontario and is today the largest predominately woman-owned Cultural Resource Management (CRM) business in Canada.

Since 2004, TMHC has held retainers with Infrastructure Ontario, Hydro One, the Ministry of Transportation, Metrolinx, the City of Hamilton, City of Barrie, and Niagara Parks Commission. In 2013, TMHC earned the Ontario Archaeological Society's award for Excellence in CRM. Our seasoned expertise and practical approach have allowed us to manage a wide variety of large, complex, and highly sensitive projects to successful completion. Through this work, we have gained corporate experience in helping our clients work through difficult issues to achieve resolution.

TMHC is skilled at meeting established deadlines and budgets, maintaining a healthy and safe work environment, and carrying out quality heritage activities to ensure that all projects are completed diligently and safely. Additionally, we have developed long-standing relationships of trust with Indigenous and descendent communities across Ontario and a good understanding of community interests and concerns in heritage matters, which assists in successful project completion.

TMHC is a Living Wage certified employer with the Ontario Living Wage Network and a member of the Canadian Federation for Independent Business.

Team Member Qualifications

Our team of highly qualified practitioners understands the complexities of cultural heritage resources. Our team includes expertise in heritage planning, education, archaeology, consultation, and research with experience working on complex, dynamic, high profile, and multifaceted projects.

LHC Team Members

Christienne Uchiyama, MA CAHP - Principal, LHC

Christienne Uchiyama MA CAHP is Principal and Manager - Heritage Consulting Services with LHC. She is a Heritage Consultant and Professional Archaeologist (P376) with two decades of experience working on heritage aspects of planning and development projects. She is currently Past President of the Board of Directors of the Canadian Association of Heritage Professionals and received her MA in Heritage Conservation from Carleton University School of Canadian Studies. Her thesis examined the identification and assessment of impacts on cultural heritage resources in the context of Environmental Assessment.

Chris has provided archaeological and heritage conservation advice, support and expertise as a member of numerous multi-disciplinary project teams for projects across Ontario, including such major projects as: all phases of archaeological assessment at the Canadian War Museum site at LeBreton Flats, Ottawa; renewable energy projects; natural gas pipeline routes; railway lines; hydro powerline corridors; and highway/road realignments. She has completed more than 300 cultural heritage technical reports for development proposals at all levels of government, including cultural heritage evaluation reports, heritage impact assessments, and archaeological licence reports and has a great deal of experience undertaking peer reviews. Her specialties include the development of Cultural Heritage Evaluation Reports, under both O. Reg. 9/06 and 10/06, and Heritage Impact Assessments.

Benjamin Holthof, M.Pl., M.M.A., MCIP, RPP, CAHP – Senior Heritage Planner

Ben Holthof is a heritage consultant, planner and marine archaeologist with experience working in heritage consulting, archaeology and not-for-profit museum sectors. He holds a Master of Urban and Regional Planning degree from Queens University; a Master of Maritime Archaeology degree from Flinders University of South Australia; a Bachelor of Arts degree in Archaeology from Wilfrid Laurier University; and a certificate in Museum Management and Curatorship from Fleming College.

Ben has consulting experience in heritage planning, cultural heritage screening, evaluation, heritage impact assessment, cultural strategic planning, cultural heritage policy review, historic research and interpretive planning. He has been a project manager for heritage consulting projects including archaeological management plans and heritage conservation district studies. Ben has also provided heritage planning support to municipalities including work on heritage permit applications, work with municipal heritage committees, along with review and advice on municipal cultural heritage policy and process. His work has involved a wide range of cultural

heritage resources including on cultural landscapes, institutional, industrial, commercial, and residential sites as well as infrastructure such as wharves, bridges and dams. Ben was previously a Cultural Heritage Specialist with Golder Associates Ltd. from 2014-2020.

Ben is experienced in museum and archive collections management, policy development, exhibit development and public interpretation. He has written museum policy, strategic plans, interpretive plans and disaster management plans. He has been curator at the Marine Museum of the Great Lakes at Kingston, the Billy Bishop Home and Museum, and the Owen Sound Marine and Rail Museum. These sites are in historic buildings and he is knowledgeable with extensive collections that include large artifacts including, ships, boats, railway cars, and large artifacts in unique conditions with specialized conservation concerns.

Ben is also a maritime archaeologist having worked on terrestrial and underwater sites in Ontario and Australia. He has an Applied Research archaeology license from the Government of Ontario (R1062). He is a professional member of the Canadian Association of Heritage Professionals (CAHP).

Ben Daub, MA – Heritage Planner

Ben Daub is a heritage planner with LHC. He holds a Bachelor of Applied Technology in Architecture – Project and Facility Management from Conestoga College and a Master of Arts in Planning from the University of Waterloo. During his academic career, Ben gained a detailed understanding of the built environment through exposure to architectural, engineering, and urban planning processes. Over the course of his time with LHC, Ben has worked on a wide range of technical cultural heritage projects including Heritage Impact Assessments, Cultural Heritage Evaluation Reports, Environmental Assessments, Heritage Conservation District Studies, and Official Plan Amendments. In addition to his work at LHC, Ben instructs the Urban and Community Planning course in Conestoga College's Architecture – Project and Facility Management degree program and has presented his master's thesis research to ICOMOS Canada. Ben is an intern member of the Canadian Association of Heritage Professionals and a candidate member with the Ontario Professional Planners Institute.

Colin Yu, MA, CAHP – Cultural Heritage Specialist and Archaeologist

Colin Yu is a Cultural Heritage Specialist and Archaeologist with LHC. He holds a BSc with a specialist in Anthropology from the University of Toronto and a M.A. in Heritage and Archaeology from the University of Leicester. He has a special interest in identifying socioeconomic factors of 19th century Euro-Canadian settlers through quantitative and qualitative ceramic analysis.

Colin has worked in the heritage industry for over eight years, starting out as an archaeological field technician in 2013. He currently holds an active research license (R1104) with the Province of Ontario. Colin is a professional member of the Canadian Association of Heritage Professionals (CAHP) and member of the Board of Directors for the Ontario Association of Heritage Professionals (OAHP).

At LHC, Colin has worked on numerous projects dealing with all aspects of Ontario's cultural heritage. He has completed over thirty cultural heritage technical reports for development proposals and include Cultural Heritage Evaluation Reports, Heritage Impact Statements,

Environmental Assessments, and Archaeological Assessments. Colin has worked on a wide range of cultural heritage resources including; cultural landscapes, institutions, commercial and residential sites as well as infrastructure such as bridges, dams, and highways.

Diego Maenza, B.A., M.Pl. – Heritage Planner

Diego Maenza is a Heritage Planner with LHC Heritage Planning & Archaeology Inc. He holds a B.A. in Human Geography and Urban Studies from the University of Toronto and a Master of Planning degree from Dalhousie University. His thesis considered the urban morphological changes of railway infrastructure, landscapes, and neighbourhoods before and after the 1917 Halifax Explosion. Diego is a heritage professional with three years of public sector experience in Alberta, Nova Scotia, and Ontario through team-based and independent roles. He is an intern member of the Canadian Association of Heritage Professionals (CAHP) and a candidate member of the Ontario Professional Planners Institute (OPPI).

At LHC, Diego has worked on numerous projects dealing with all aspects of Ontario's cultural heritage. He has been lead author or co-author of over twelve cultural heritage technical reports for development proposals including Cultural Heritage Evaluation Reports, Heritage Impact Assessments, and Heritage Documentation Reports. Diego has also provided heritage planning advisory support for the Town of Niagara-on-the-Lake and the Municipality of Port Hope which included work on heritage permit applications and work with municipal heritage committees. His work has involved a wide range of cultural heritage resources including institutional, infrastructural, industrial, agricultural. and residential sites in urban, suburban, and rural settings.

Lisa Coles, MPL, CAHP – Intermediate Heritage Planner

Lisa Coles is an Intermediate Heritage Planner with LHC. She holds a Master of Arts in Planning from the University of Waterloo, a Graduate Certificate in Museum Management & Curatorship from Fleming College, and a B.A. (Hons) in History and French from the University of Windsor.

Lisa has worked in the heritage industry for over five years, starting out as a historic interpreter at a museum in Kingsville in 2016. Since then, she has acquired additional experience through various positions in museums and public sector heritage planning. Lisa is a Professional member of the Canadian Association of Heritage Professionals (CAHP) and a candidate member with the Ontario Professional Planning Institute (OPPI).

At LHC, Lisa has worked on numerous projects dealing with all aspects of Ontario's cultural heritage. She has been lead author or co-author of over twenty-five cultural heritage technical reports including Cultural Heritage Evaluation Reports, Heritage Impact Assessments, Environmental Assessments, and Interpretation and Commemoration Plans. Lisa has also provided heritage planning support to municipalities including work on heritage permit applications and work with municipal heritage committees. Her work has involved a wide range of cultural heritage resources including institutional, industrial, and residential sites in urban, suburban, and rural settings.

Jordan Greene, B.A. (Hons) – Mapping Technician

Jordan Greene, B.A., joined LHC as a mapping technician following the completion of her undergraduate degree. In addition to completing her B.A. in Geography at Queen's University, Jordan also completed certificates in Geographic Information Science and Urban Planning Studies. During her work with LHC Jordan has been able to transition her academic training into professional experience and has deepened her understanding of the applications of GIS in the fields of heritage planning and archaeology. Jordan has contributed to over 100 technical studies and has completed mapping for projects including, but not limited to, cultural heritage assessments and evaluations, archaeological assessments, environmental assessments, hearings, and conservation studies. In addition to GIS work she has completed for studies Jordan has begun developing interactive maps and online tools that contribute to LHC's internal data management. In 2021 Jordan began acting as the health and safety representative for LHC.

TMHC Team Members

Holly Martelle, PhD – TMHC Principal

Holly Martelle earned a PhD from the University of Toronto based on her research on Iroquoian populations in southern Ontario. In addition to 16 years of experience in the road building and aggregate industries, Dr. Martelle has worked as a Heritage Planner at the now MCM and has taught at several universities throughout the province. In 2003, she founded TMHC with Dr. Peter Timmins and in 2013 the firm was honored with the Ontario Archaeological Society's award for Excellence in Cultural Resource Management.

Holly is an experienced Project Manager and has demonstrated throughout her career the ability to manage complex projects, meeting project deliverables cost effectively and to the highest standard of quality. Under her leadership, TMHC has made a commitment to innovation, creating solutions that meet the project specific goals and also address the long-term needs of our clients.

Holly is a skilled relationship builder with longstanding relationships with the Indigenous communities throughout Ontario, and other Descendant communities and organizations including the Ontario Black History Society. Ongoing and sustained communication with communities has proven an effective means of ensuring participation from Descendant communities in meeting and exceeding consultation requirements. Through her work on several high level and sensitive provincial projects she has developed an understanding of what works in the consultation process to ensure that it is effective in providing the client and the project with the information needed to be successful.

Holly is a Past-President of the Ontario Archaeological Society, and is also an active member of the Canadian Archaeological Association, the Society for Historic Archaeology, the Ontario Association for Impact Assessment, and the Council for Northeastern Historical Society.

Joshua Dent, Ph.D., CAHP – Manager- Community Engagement & Heritage Division

Joshua (Josh) has worked extensively on cultural heritage and archaeological assessments in Ontario and Western Canada. Josh's role at TMHC has involved background research, community consultation, report production, and project management. Josh specializes in multi-

faceted heritage studies including large-scale inventories, environmental assessments, and complex institutional assessments. In his role at TMHC, he regularly communicates with Indigenous communities and a variety of heritage stakeholders. These efforts were recently recognized as part of the Oakville Harbour Cultural Heritage Landscape Strategy Implementation which received the Canadian Association of Heritage Professionals' 2021 Award of Merit for Documentation & Planning. He has volunteered extensively with the heritage community in London, Ontario, in both municipal and not-for-profit roles. Josh is professional member of the Canadian Association of Heritage Professionals (CAHP).

Joan Crosbie, MA, BA Hons, CAHP – Manager, Cultural Heritage

Joan has extensive cultural heritage management experience in both the private and public sectors with a strong background in preservation services, built and landscape heritage assessment, archival/historical research, and Museums services. She earned her MA in Architectural History from York University. In her role in Preservation Services with the Toronto Historical Board (City of Toronto), Joan was part of a small team of professionals who advised City Council on a broad range of heritage preservation and planning matters. Later, as Curator of Casa Loma, she gained extensive experience as part of the Senior Management team and honed her skills in cultural and community engagement and was a key staff liaison with the restoration architects and skilled trades as the Casa Loma Estate underwent a major exterior restoration program. More recently, as Manager of Culture and Community Services, Town of Whitchurch-Stouffville, Joan managed the Heritage and Museums services portfolios and has widened her experience in cultural planning to include the adaptive reuse of heritage buildings and historic main street revitalization.

She has published articles on architecture and architectural preservation for a wide range of organizations, including the Canadian Society for Industrial Heritage, the City of Toronto and the Society for the Study of Architecture in Canada. Joan is professional member of the Canadian Association of Heritage Professionals (CAHP).

Sheila Creighton – Community Engagement Lead

Sheila is strategic, collaborative, communications professional with 30 years of experience in the areas of heritage, culture and environment in Ontario. Her areas of expertise include community engagement, stakeholder relations, writing, digital and print production, photography and publishing. Sheila received a Media Arts diploma from Sheridan College, where she also had the role of Station Manager at Radio Sheridan. She is a published author of several history books, many articles and a daily photoblog. Prior to joining TMHC, Sheila promoted heritage provincially, regionally and municipally including roles as Communications Director with the Ontario Historical Society, Communications Coordinator with Oakville Museum and Senior Corporate Communications Officer with the Town of Oakville. Most recently she worked in the environmental sector helping build ReForest London through marketing and partnership development. In her role with TMHC, Sheila works with the Cultural Heritage, Indigenous Engagement and Business Development teams.

APPENDIX B

Glossary

Definitions are based on those provided in the *Provincial Policy Statement (PPS)*, *Ontario Heritage Act (OHA)*, the *York Region Official Plan (YROP)*, *Town of East Gwillimbury Official Plan (EGOP)*. In some instances, documents have different definitions for the same term. All definitions have been included and should be considered.

Adjacent means, for the purposes of policy 2.6.3, those lands contiguous to a protected heritage property or as otherwise defined in the municipal official plan (*PPS*).

Adjacent for the purpose of policy 4.6.3, those lands contiguous to a *protected heritage property* (DRAFT PPS 2023).

Adjacent means lands contiguous to cultural heritage resources (*YROP*).

Adjacent Lands means those lands contiguous to a key natural heritage feature or key hydrologic feature where it is likely that development or site alteration can reasonably be expected to have an impact on the feature. Generally, adjacent lands are considered to be within 120 m from any part of the feature (*EGOP*).

Archaeological Assessment means a survey undertaken by a provincially licensed archaeologist to identify an archaeological site and, to the extent required, the cultural heritage value or interest of the site and applicable mitigation measures. There are four levels of assessment that are specific to the circumstances, a Stage 1, Stage 2, Stage 3 or Stage 4 archaeological assessment, each of which is required as completed by a provincially licensed archaeologist in accordance with the current Provincial requirements, standards and guidelines applicable to provincially licensed archaeologists (*YROP*).

Archaeological Fieldwork means any activity carried out on, above or under land or water for the purpose of obtaining and documenting data, recovering artifacts and remains or altering an archaeological site and includes monitoring, assessing, exploring, surveying, recovering and excavating (*YROP*).

Archaeological Resources includes artifacts, archaeological sites, marine archaeological sites, as defined under the Ontario Heritage Act. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the Ontario Heritage Act (*PPS*, *YROP*).

Archaeological Resources includes artifacts, archaeological sites and marine archaeological sites, as defined under the Ontario Heritage Act. The identification and evaluation of such resources are based upon archaeological assessments carried out by archaeologists licensed under the Ontario Heritage Act (DRAFT PPS 2023)

Archaeological Sites means any property that contains an artifact or any other physical evidence of past human use or activity that is of cultural heritage value or interest (*YROP*).

Areas of Archaeological Potential means areas with the likelihood to contain archaeological resources. Criteria to identify archaeological potential are established by the Province. The Ontario Heritage Act requires archaeological potential to be confirmed by a licensed archaeologist (*PPS*).

Areas of Archaeological Potential means areas with the likelihood to contain archaeological resources, as evaluated using the processes and criteria that are established under the Ontario Heritage Act (DRAFT PPS 2023).

Artifact means any object, material or substance that is made, modified, used, deposited or affected by human action and is of cultural heritage value or interest (*YROP*).

Built Heritage Resource means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community. Built heritage resources are located on property that may be designated under Parts IV or V of the Ontario Heritage Act, or that may be included on local, provincial, federal and/or international registers (*PPS*, *YROP*).

Built Heritage Resource means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community (DRAFT PPS 2023).

Conserve/Conserved means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches can be included in these plans and assessments (*PPS*, *YROP*, DRAFT PPS 2023).

Cultural Heritage Landscape means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Cultural heritage landscapes may be properties that have been determined to have cultural heritage value or interest under the Ontario Heritage Act or have been included on federal and/or international registers, and/or protected through official plan, zoning by-law, or other land use planning mechanisms (*PPS*, *YROP*).

Cultural Heritage Landscape means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association (DRAFT PPS 2023).

Cultural Heritage Resources mean built heritage resources, cultural heritage landscapes and archaeological resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people. While some cultural heritage resources may already be identified and

inventoried by official sources, the significance of others can only be determined after evaluation (*YROP*).

Cultural Heritage Resources mean resources that contribute to our understanding of our past, including:

- i. Archaeological resources such as artifacts, archaeological sites and marine archaeological sites.
- ii. Built heritage resources, which means one or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history and identified as being important to a community.
- iii. Cultural heritage landscape, which means a defined geographical area of heritage significant which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts (*EGOP*).

Heritage Attribute means the principal features or elements that contribute to a protected heritage property's cultural heritage value or interest, and may include the property's built, constructed, or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (e.g., significant views or vistas to or from a protected heritage property) (*PPS, YROP*).

Heritage attributes means, as defined under the Ontario Heritage Act, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest (*DRAFT PPS 2023*).

Heritage Feature means for the purpose of this Plan, a heritage feature shall be any building identified by Heritage East Gwillimbury through the Town's Inventory of Historic Buildings, any building designated pursuant to Part IV of the Ontario Heritage Act, all buildings and the associated landscape of lands within a Heritage Conservation District pursuant to Part V of the Ontario Heritage Act, and/or any site designated by the federal government (*EGOP*).

Protected Heritage Property means property designated under Parts IV, V or VI of the Ontario Heritage Act; property subject to a heritage conservation easement under Parts II or IV of the Ontario Heritage Act; property identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; property protected under federal legislation, and UNESCO World Heritage Sites (*PPS, YROP*).

Protected Heritage Property means

- property designated under Part IV or VI of the Ontario Heritage Act;
- property included in an area designated as a heritage conservation district under Part V of the Ontario Heritage Act;

- property subject to a heritage conservation easement or covenant under Part II or IV of the Ontario Heritage Act;
- property identified by a provincial ministry or a prescribed public body as a property having cultural heritage value or interest under Part III.1 of the Ontario Heritage Act and the heritage standards and guidelines;
- property with known archaeological resources in accordance with Part VI of the Ontario Heritage Act;
- property protected under federal heritage legislation; and
- UNESCO World Heritage Sites (DRAFT PPS 2023).

Significant means in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act (*PPS*).

Significant means in regard to cultural heritage and archaeology, resources that are valued for the important contribution they make to our understanding of the history of a place, an event, or a people (*EGOP*).

Significant Archaeological Resources means resources that, in the opinion of a licensed archaeologist (and confirmed by the Province through acceptance of the archaeological assessment report in the Ontario Public Register of Archaeological Reports) meet the criteria for determining cultural heritage value or interest set out in the Standards and Guidelines for Consultant Archaeologists, as amended, and are to be protected from impacts of any sort (*YROP*).

Significant Built Heritage Resources, Significant Cultural Heritage Resources means in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Process and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act (*YROP*).

APPENDIX C

Heritage Conservation District Frequently Asked Questions

This Appendix includes frequently asked questions (FAQs) about HCD Studies and HCD Plans. This is intended to provide general information that may apply to any HCD Study and Plan. Some of the FAQs apply specifically to East Gwillimbury and/or the Sharon HCD Study. Table 1 focuses on questions relating to HCD Studies and Table 2 focuses on questions relevant to HCD Plans.

HCD Study FAQs

Table 1: General FAQs about HCD Studies

FAQ – HCD Study	Answer
1. What is a Heritage Conservation District (HCD)?	<ul style="list-style-type: none"> • A HCD is an area (or areas) of a municipality designated under Part V, Section 41 of the <i>Ontario Heritage Act</i>. • It is an area(s) with a concentration of cultural heritage resources with special character or historical association that distinguish it from its surroundings. • The intent of a HCD is the conservation, protection and enhancement of the area’s special character. • It is an area(s) subject to a municipal plan with policy and guidelines that enable the municipality to manage and guide future change in the area. It is not about stopping change.
2. What is a HCD Study?	<p>A HCD Study is:</p> <ul style="list-style-type: none"> • A process and report that aims to understand the cultural heritage significance of an area(s) under consideration as a HCD. • A research project that examines the history of an area(s) and its cultural heritage resources, the existing character, the local heritage planning context and community values. <p>A HCD Study:</p> <ul style="list-style-type: none"> • Evaluates the area(s) against provincial criteria to determine if there is cultural heritage value or interest. • Makes recommendations on if it should be designated and –if so—what the boundaries should be.
3. Why and how is a HCD Study initiated?	<ul style="list-style-type: none"> • A HCD Study is initiated by Municipal Council after consultation with the Municipal Heritage Committee. • A HCD Study is often initiated in response to local neighbourhood request. • The Sharon area has long been identified as an area to be considered for a HCD in municipal planning documents.

FAQ – HCD Study	Answer
<p>4. What tasks are completed in a HCD Study?</p>	<p>The province identifies what a HCD must include:</p> <ul style="list-style-type: none"> • Background/historical research; • Policy review and analysis; • Photographic and map-based documentation of the area(s); • Engagement with the local community and relevant stakeholders; • Evaluation of the area(s) for cultural heritage value or interest; • Evaluation of specific properties in the HCD Study Area for cultural heritage value or interest; • Analysis and description of the character of the area(s); • Recommendations of a potential HCD boundary, the objectives of designation, content for a HCD Plan, and changes to the Town’s Official Plan and any relevant By-laws.
<p>5. How long does a HCD Study take?</p>	<ul style="list-style-type: none"> • A HCD Study can take several months to a couple of years to complete—depending on the level of complexity, size of the study area, available research materials, regulatory and legislative changes, and other variables. • It is the intent of the Town and consultant team working on this project that the entire project –HCD Study and Plan/designation (if warranted)—be completed within the calendar year of 2024.
<p>6. Will the HCD Study include individual property review?</p>	<ul style="list-style-type: none"> • Yes, for cultural heritage value or interest. • Under the <i>Ontario Heritage Act</i> it is required that at least 25% of the properties in a proposed HCD meet at least two specified criteria from <i>Ontario Regulation 9/06</i> for an area to be eligible for designation as a HCD. This is a newly amended regulation for determining cultural heritage value or interest that came into effect on January 1st, 2023. • The Study will examine the area as a whole as well as individual properties within it.
<p>7. Does the Town of East Gwillimbury have any HCDs?</p>	<p>No, the Sharon HCD is proposed to be the first in the Town of East Gwillimbury.</p>

FAQ – HCD Study	Answer
<p>8. Why was the Sharon village area selected for a HCD Study?</p>	<ul style="list-style-type: none"> • The Town’s Official Plan (Section 6.3.15) identifies the Sharon, Mount Albert and Holland Landing Village Core areas to be studied as potential HCDs. • Planning work and cultural heritage work undertaken by the municipality and consultants in 2013, 2017-2018 and 2020-2021 identified the village core areas of Mount Albert and Sharon as the two priority areas for a potential HCD. • The Town’s Heritage Advisory Committee also recommended Sharon be studied as a potential HCD.
<p>9. How were the initial boundaries for the HCD Study determined?</p>	<ul style="list-style-type: none"> • The initial HCD Study boundaries were determined by Town staff, with advice from the Heritage Advisory Committee. It is based on local understanding of the village and local planning considerations. • The proposed HCD Study boundaries are preliminary. The work conducted as part of the Study process (including public and stakeholder engagement), will enable the consultant team to recommend adjustment of the boundaries for a HCD (if needed) if the area meets the relevant criteria.
<p>10. What are the differences between the Sharon HCD boundary and the Sharon Village Core area boundary?</p>	<ul style="list-style-type: none"> • The Sharon Village Core area is defined and illustrated in the Town’s Official Plan and Sharon Secondary Plan Area (Schedule B-3). This area is associated with several goals and planning policies specific to the area. • The HCD Study Area includes much of the Sharon Village Core area but is extends a little further north and south along Leslie Street and includes additional park land, open space and environmentally protected space. • The HCD Study Area is larger than the Village Core area to increase the likelihood of including properties that may contribute to the special heritage character of the village.
<p>11. Who is on the HCD Study team?</p>	<ul style="list-style-type: none"> • The consultant team of LHC Heritage Planning & Archaeology Inc. (LHC) and TMHC Inc. (TMHC) were retained by the Town of East Gwillimbury to undertake the Sharon Heritage Conservation District Study and are supported by Town planning staff.

FAQ – HCD Study	Answer
<p>12. What is the difference between a HCD Study and a HCD Plan?</p>	<ul style="list-style-type: none"> • A HCD Study is a <u>research project</u> to help understand the cultural heritage value and significance of an area(s), evaluate the area(s) and make recommendations as to if the area(s) should be designated as a HCD. It is required in order to proceed with a HCD Plan. • A HCD Plan follows a HCD Study and is a document that is prepared <u>when Municipal Council decides to designate an area(s)</u> as a HCD under Part V of the <i>Ontario Heritage Act</i>. It is a planning document with objectives, policies and guidelines to manage change within the area(s).
<p>13. What are the differences between <u>listed properties</u> on the Municipal Heritage Register, and <u>designated properties</u> under Part IV and Part V of the <i>Ontario Heritage Act</i>?</p>	<p>Properties listed on a Municipal Heritage Register under Part IV Section 27 of the <i>Ontario Heritage Act</i>:</p> <ul style="list-style-type: none"> ○ Are properties that Municipal Council believes have cultural heritage value or interest; and, ○ Meet at least one of the criteria for determining cultural heritage value or interest outlined in regulations –as of January 1st, 2023; ○ An owner must give municipal council 60 days written notice of plans to demolish a property listed on a Municipal Heritage Register. ○ Listing a property may be a first step to designation. As of January 1st, 2023, properties listed on a Municipal Heritage Register must be designated within 2 years or must be removed from the register for a period of at least 5 years. ○ Listing provides the municipality with a longer period of time (60 days) to decide on a notice of intention to demolish a building. <ul style="list-style-type: none"> • Properties designated under Part IV Section 29 of the <i>Ontario Heritage Act</i> are individual properties that: <ul style="list-style-type: none"> ○ Have been evaluated against criteria for determining cultural heritage value or interest and –as of January 1st, 2023—meet at least two of the criteria; ○ Property owners are required to get a heritage permit from Municipal Council for demolition of buildings on these properties and for alterations to these properties that affect or are likely to affect its heritage attributes.

FAQ – HCD Study	Answer
	<ul style="list-style-type: none"> • Properties designated under Part V Section 41 of the <i>Ontario Heritage Act</i> are part of a HCD. <ul style="list-style-type: none"> ○ As of January 1st, 2023, at least 25% of the properties in a HCD must meet at least two criteria for determining cultural heritage value or interest outlined in regulations. ○ These properties may or may not contribute to the heritage character of the HCD. Each property's contribution should be described in a HCD Plan. ○ These properties collectively contribute to the special heritage character of the HCD. ○ Property owners are required to get a heritage permit from Municipal Council to alter or permit the alteration of any part of the exterior of a designated property, erect a new building or structure or permit the erection of a new building or structure on the property, demolish, remove or permit the demolition or removal of heritage attributes of the property or any buildings or structures on the property. • Designation protects the heritage attributes of a property from change unless a heritage permit is approved.
<p>14. What are the next steps and how do I get involved?</p>	<ul style="list-style-type: none"> • Opportunities for engagement in the HCD Study process will be publicly advertised through a public meeting notice and on the municipal website. • Attend the two public information sessions/workshops as part of the HCD Study phase of this project. • Attend the planned public meeting(s) as part of the HCD Plan phase of this project. • The consultant team will reach out to key stakeholders about the project. • Visit https://www.eastgwillimbury.ca/en/government/sharon-heritage-conservation-district.aspx, a webpage set up by The Town specifically for this project with contact information to provide comments, questions or other input as well as other information about the project.

FAQ – HCD Study	Answer
15. How can a resident/owner share their opinion on the HCD Study?	<ul style="list-style-type: none"> • There will be two public information sessions held during the HCD Study phase of this project. • There is a HCD Study web-page hosted by the Town at https://www.eastgwillimbury.ca/en/government/sharon-heritage-conservation-district.aspx.
16. How can I access the draft HCD Study?	<ul style="list-style-type: none"> • A draft HCD Study will be made available on the Project webpage when ready.
17. Who makes the final decisions in matters pertaining to designation?	<ul style="list-style-type: none"> • Municipal Council will decide whether or not to proceed with designation and preparation of a HCD Plan based on the findings and recommendations of the HCD Study. • The HCD Study will include a record of consultation with various stakeholders and the public, which will help inform the Study and Council's decision.
18. How can the HCD be appealed?	<ul style="list-style-type: none"> • If Council proceeds to designate the area as a HCD under Part V of the <i>Ontario Heritage Act</i>, this decision can be appealed to the OLT (Ontario Land Tribunal).

HCD Plan FAQs

Table 2: General FAQs about HCD Plans

FAQ – HCD Plan	Answer
1. What is A HCD Plan?	<ul style="list-style-type: none"> • A Heritage Conservation District Plan guides physical change over time so that any change in a HCD contributes to its cultural heritage value and interest. • A HCD Plan sets out objectives, policy statements and guidelines to address such matters as public and private landscape, land use, additions and new construction, existing buildings, and lands adjacent to the district. • A HCD Plan addresses the types of work that either require a heritage permit or are minor in nature and are exempt from heritage review. • The plan may describe the process for Heritage Permit applications.

FAQ – HCD Plan	Answer
<p>2. How is archaeology addressed in the HCD Plan?</p>	<ul style="list-style-type: none"> • Archaeology may only be completed by a licensed archaeologist. • Archaeological Assessments are a specific process guided by the <i>Standards and Guidelines for Consultant Archaeologists</i>. • The HCD Plan may include policy and guidance around archaeological assessment in the HCD. This may include description on what type of planning and heritage projects require archaeological assessments.
<p>3. How are the Town Official Plan and Region Official Plan cultural heritage policies different from the HCD Plan policies?</p>	<ul style="list-style-type: none"> • HCD policies are unique to the specific HCD and are designed to achieve the objectives of the HCD Plan. • HCD policies will support the more general Official Plan cultural heritage policy direction.
<p>4. How will the HCD Plan affect development on vacant properties?</p>	<ul style="list-style-type: none"> • Vacant properties in a HCD can still be developed. • The HCD Study and Plan will define the cultural heritage value, heritage character and specific heritage attributes of the HCD. This outlines what is important and valued in the HCD and can be used to guide plans for change, including on vacant properties. • The HCD Plan will include guidance for new development in the HCD. • Development of vacant properties in the HCD will require a heritage permit from Municipal Council. • A Heritage Impact Assessment, prepared by a qualified heritage professional consultant, will be required in order to assess the impacts of the development on the heritage attributes and the character of the HCD and must recommend ways to mitigate adverse impacts. • Municipal Terms of Reference for HIA reports will outline when a HIA is required and what it must include.

FAQ – HCD Plan	Answer
<p>5. How does HCD designation affect changes I want to make to property?</p>	<ul style="list-style-type: none"> • A HCD Plan and Guidelines will provide direction on changes to properties designated in a HCD under Part V of the <i>OHA</i>. Certain projects will require a heritage permit from Municipal Council. • The HCD Plan will outline types of changes to properties in the district that will and will not require a heritage permit. • General maintenance of a property in a HCD is not affected by designation. • Demolition or erection of a building on a property in a HCD will require a heritage permit. • Alterations to a property that affect specific heritage attributes of the property or the HCD will require obtaining a heritage permit from municipal council. • Approval of some heritage permit applications may be delegated to municipal staff. • A heritage permit application may require preparation of a Heritage Impact Assessment report by a qualified heritage professional consultant. Municipal Terms of Reference for HIA reports will outline when a HIA is required and what it must include.
<p>6. How does HCD designation affect the use of my property?</p>	<ul style="list-style-type: none"> • HCD designation does not affect use of a property.
<p>7. What are the advantages of being part of A HCD?</p>	<ul style="list-style-type: none"> • A HCD Plan provides a planning process to conserve the cultural heritage value of the district. • It is part of a process that ensures the heritage conservation objectives of the municipality are respected. • A HCD Plan and Guidelines provides guidance on how to manage change in the district that respects and is compatible with its cultural heritage value. • A HCD contributes to a sense of place. • A HCD provides a sense of stability and continuity around the properties in it.

FAQ – HCD Plan	Answer
<p>8. Does HCD designation freeze an area in time by prevent change and development?</p>	<ul style="list-style-type: none"> • Designation does not freeze an area in time, nor is it meant to prevent change. The HCD Plan and Guidelines provide tools to manage change and conserve cultural heritage value. Certain changes must receive a heritage permit from Municipal Council. The process for a heritage permit allows the municipality to guide the change that happens in the HCD. Far from freezing alterations or new development, change that helps enhance the identified character of the HCD is encouraged.
<p>9. How is a Part V designated property marked?</p>	<ul style="list-style-type: none"> • When a property is designated under Part V of the <i>Ontario Heritage Act</i> as part of a HCD the designation is registered on the property title. • The municipality will maintain mapping that shows the extent of the HCD. • The municipality will maintain and should make the HCD Plan and Guidelines available publicly. This is often done by maintaining a digital version on the municipal website. • The municipality may develop a plaque program. This may include providing property owners with a small plaque that can be mounted on the building that says it is part of a HCD.
<p>10. Does A HCD designation affect the interior of buildings on my property?</p>	<ul style="list-style-type: none"> • No, the <i>Ontario Heritage Act</i> specifically exempts work on the interior of structures or buildings from requiring a heritage permit [Part V Section 42(1)1].
<p>11. Will being part of A HCD affect my insurance premiums?</p>	<ul style="list-style-type: none"> • The Ministry of Citizenship and Multiculturalism writes that insurance premiums should not go up as result of heritage designation. However, older homes – designated or not—may be riskier to insurance companies than newer buildings.

FAQ – HCD Plan	Answer
	<ul style="list-style-type: none"> • Heritage property owners are encouraged to shop around to find the right insurance provider and should contact the Insurance Bureau of Canada if their insurer has questions regarding heritage designation. • Insurance for older buildings is affected by a variety of other factors that are not linked to heritage designation; such as, out-dated wiring and old heating systems –which may apply to any older home not necessarily only designated heritage properties. • The HCD Plan and Guidelines helps mitigate uncertainty and risk around insurance by providing guidance around repair, rehabilitation and replacement in the event of damages from disasters. For example, the HCD Plan can include guidance that a house lost to a disaster –such as a fire—does not need to be replaced as close to the original as possible. Instead, a new house can be built—using modern materials and methods—that follows guidance in the HCD Plan around the design of new or infill buildings in the designated area. • Most heritage properties in Ontario are not required to be restored or rebuilt to a previous condition if they are lost to a disaster. The HCD Plan can include direction about this issue if necessary. • Property owners can take steps to mitigate potential risk such as updating older wiring, roofing and heating systems or installing sump pumps and back flow prevention valves on sewer pipes. It is important to keep records of this kind of work.
<p>12. How does HCD designation affect my property taxes?</p>	<ul style="list-style-type: none"> • Property designation will not have an impact on your assessment, which is used to determine the amount of property taxes you pay. The value of your property is determined by the Municipal Property Assessment Corporation (MPAC). • Some municipalities create tax incentive programs or grant programs for designated heritage properties.

FAQ – HCD Plan	Answer
13. Will the resale value of my property change?	<ul style="list-style-type: none"> Property value is a complex matter and many factors affect the value of older buildings. However, published research on this subject in Ontario indicates that heritage designation generally does not have an adverse effect on property values. Many studies from other places have similar findings.
14. Will HCD designation affect the buying and selling of properties?	<ul style="list-style-type: none"> Designation does not prohibit real estate transactions from continuing in the normal manner. Heritage designation is one additional factor to consider when buying or selling a property.
15. I live in a property that is modern in age and design. What does HCD designation mean for me?	<ul style="list-style-type: none"> Buildings that are modern in design and age may still have cultural heritage value or interest. The HCD Study will describe this if it is the case. Some properties may be included in a HCD as “non-contributing”. The HCD Plan will include guidance on making changes to these properties. Adding or removing a building from one of these properties still requires a heritage permit. A heritage permit may be required for alterations to heritage attributes of these properties or elements of these properties that are heritage attributes of the broader HCD.
16. Do designated properties need to be open to the public?	<ul style="list-style-type: none"> No, property owners are not obligated to have their properties open to the public. Some property owners choose to take part in events celebrating local heritage. This is not required or expected.
17. Does designation delay the approval process for building permits?	<ul style="list-style-type: none"> When a heritage permit is required, it must be obtained before a building permit (or demolition permit) can be granted. The <i>Ontario Heritage Act</i> has specific timelines for the heritage permit process. This needs to be factored into the planning process for projects on properties in the HCD.

FAQ – HCD Plan	Answer
	<ul style="list-style-type: none"> • Building permits for work inside a building in the HDC will not experience delays as a result of being in a HCD. • Municipal planning and building staff should be consulted early in a project decision making process to determine what permits are required to reduce the chance of delays.
18. Is there a cost for Heritage Permit applications, and how long is the application process?	<ul style="list-style-type: none"> • The Town does not charge for heritage permits (at the time of writing). Most municipalities do not charge a fee for heritage permits. • Once a heritage permit application together with other information Council may require has been received by the municipality then Municipal Council has up to 90 days to decide on the heritage permit. • Council may delegate approval of some heritage permits to staff which could speed up the process.
19. How are Heritage Permits evaluated in A HCD? Is the process transparent?	<ul style="list-style-type: none"> • In HCDs, Heritage Permits are evaluated using the policies and guidance from the HCD Plan. • Each Heritage Permit application is considered on a case-by-case basis. • The process is transparent and prescribed by the <i>OHA</i> and <i>O. Reg 385/21</i>. • Heritage permit applications that are reviewed by the Town’s Heritage Advisory Committee (HAC) will be discussed at a HAC meeting which are open to the public. • Applications that go before Council will be discussed at a Municipal Council—Committee of the Whole—meeting.
20. What are some of the activities that are exempt from needing a Heritage Permit?	<ul style="list-style-type: none"> • Generally, normal maintenance and minor alterations that do not affect heritage attributes can be exempted from a heritage permit process. • Exemptions to heritage permit requirements will be considered during creation of the HCD Plan. Community input is important in this discussion.

FAQ – HCD Plan	Answer
	<ul style="list-style-type: none"> The HCD Plan will describe –in greater detail– activities that are exempt from a heritage permit.
21. Will I have to restore my property to its original appearance?	<ul style="list-style-type: none"> No, property owners do not need to restore a building or landscape to a historic appearance.
22. Will I have to change my existing windows and doors if the neighbourhood is designated?	<ul style="list-style-type: none"> No, existing windows and doors will not have to change in a HCD. The HCD Plan will provide guidance for decision making on future changes to a property which may include guidance on window and door design.
23. Do owners of designated properties need permission for general maintenance?	<ul style="list-style-type: none"> General maintenance work that does not make substantial changes to a property does not require a heritage permit. The HCD Plan will differentiate between maintenance work and alterations to a property.
24. What happens if a property is destroyed by fire, or some other accident? Would it have to be rebuilt as it was?	<ul style="list-style-type: none"> If a building on a heritage property is completely or partially destroyed by natural forces, the designation does not oblige the owner to replicate any lost heritage attributes. A replacement building can be of a different design than the building that was lost. However, guidance from the HCD Plan around new development in the HCD will apply to the Property.
25. Can I paint my property in any colour I choose?	<ul style="list-style-type: none"> This will be determined during creation of the HCD Plan. It depends on what the community values and how colour supports the sense of place and heritage character of the HCD. Community input on this issue is highly recommended during creation of the HCD Plan. Some HCD Plans do not limit colour choice while others include suggestions, recommendations or requirements based on certain historical colour palettes.

FAQ – HCD Plan	Answer
<p>26. Can a building on a designated property be demolished?</p>	<ul style="list-style-type: none"> • Property owners can apply for a heritage permit to demolish a building on a property in a HCD under Section 42 of the <i>OHA</i>. Municipal Council will consider the application and determine if the heritage permit should be approved, approved with conditions or denied. • A property owner may appeal a decision to approve with conditions or deny the application to the Ontario Land Tribunal following the process outlined in the <i>OHA</i>. • Human safety is more important than heritage conservation. If a property deteriorates or is damaged so much that it is unsafe it may have to be demolished. However, a building should not be neglected to the point where demolition is necessary. The municipality can use property standards or property maintenance by-laws to order repairs and avoid demolition by neglect.
<p>27. What are the next steps and how do I get involved?</p>	<ul style="list-style-type: none"> • If Council decides to proceed with a HCD designation, a HCD Plan and Guidelines will be prepared in consultation with the public and property owners. If Council decides to designate the area, a By-law will be passed to implement the designation. Opportunities for engagement in the HCD Plan process will be publicly advertised. It is strongly encouraged that members of the community participate in creation of a HCD Plan.
<p>28. How can the community influence the future HCD Plan?</p>	<ul style="list-style-type: none"> • A HCD Plan process is a public process and one that is based on public involvement. • There is a public engagement component to a HCD Study and a HCD Plan including public meetings where information will be presented to the community and input from the community will be collected. • Community input will be integrated into the HCD Study and HCD Plan.

FAQ – HCD Plan	Answer
	<ul style="list-style-type: none"> Community members may also reach out directly to Town planning staff with input for the HCD Plan. A public meeting is required before a HCD Plan can be adopted and the HCD Plan will be discussed at some Heritage Advisory Committee and Municipal Council meetings which are open to the public.
29. How are Indigenous communities consulted and involved in the HCD Study and future HCD Plan?	<ul style="list-style-type: none"> The consultant team reached out to the Chippewas of Georgian Island to introduce the HCD Study and request feedback.
30. How will the HCD Study address accessibility and engineering requirements for roads?	<ul style="list-style-type: none"> The HCD Study will outline the cultural heritage value of the HCD, including key streetscapes and landscape design elements that help to define the heritage character. These cultural heritage values need to be considered during planning for road projects following policy direction in Regional and local <i>Official Plans</i> and the <i>York Region Transportation Master Plan</i>.
31. Why are policies for streetscaping and landscaping included in the HCD?	<ul style="list-style-type: none"> The streetscape and landscaping can contribute to the heritage character of the area and its sense of place. In Sharon, the village developed along a linear corridor which informs the heritage values of the area. Policies for streetscaping and landscaping help manage mature vegetation that is part of the historic setting.
32. What is the public realm?	<ul style="list-style-type: none"> The public realm is considered any publicly owned streets, pathways, right of ways, parks, or publicly accessible open spaces.
33. When can I read the draft HCD Plan?	<ul style="list-style-type: none"> The Draft HCD Plan will be made available to the public in advance of the public meeting held during the HCD Draft Plan stage of this project. There will be time between when the Draft HCD Plan will be made

FAQ – HCD Plan	Answer
	available and the public meeting for the community to review and attend the meeting to provide feedback.
34. Who makes the final decisions in matters pertaining to designation?	<ul style="list-style-type: none"> • Municipal Council will decide to proceed with designation of a HCD or not.
35. How can the HCD be appealed?	<ul style="list-style-type: none"> • If Council proceeds to designate the area as A HCD under Part V of the <i>Ontario Heritage Act</i>, this decision can be appealed to the OLT (Ontario Land Tribunal). • An appeal is allowed under Section 41(4) of the <i>OHA</i> which outlines the process and timing for appeals.

APPENDIX D

Cultural Heritage Landscapes and Heritage Integrity Discussion

Cultural Heritage Landscapes

Cultural heritage landscapes or cultural landscapes (the terms are often used interchangeably, but a cultural heritage landscape may best be understood as a type of cultural landscape) is categorized by the Ontario Heritage Trust—following UNESCO—into three main categories and sub-categories. These types are:

Designed Cultural Landscape – This type of cultural landscape is clearly defined and was created intentionally by humans. These landscapes include garden and parkland landscapes, which are constructed for esthetic reasons, and are often but not always associated with religious or other monumental buildings and ensembles.

Evolved Cultural Landscape – This type of cultural landscape results from an initial social, economic, administrative and/ or religious imperative, and has developed its present form by association with, and in response to, its natural environment. Such landscapes reflect that process of evolution in their form and component features. They fall into two sub-categories:

Relict (or Fossil) Landscape is one in which an evolutionary process came to an end at some time in the past, either abruptly or over a period of time. Its significant distinguishing features, however, are still visible in material form.

Continuing Landscape is one that retains an active social role in contemporary society, which is closely associated with the traditional way of life, and in which the evolutionary process is still in progress. At the same time, it exhibits significant material evidence of its evolution over time.

Associative Cultural Landscape – The inclusion of such landscapes on UNESCO’s World Heritage List is justifiable by virtue of the powerful religious, artistic or cultural associations of the natural element, rather than material cultural evidence, which may be insignificant or even absent.¹

The Ontario Heritage Tool Kit, Heritage Conservation Districts classifies types of HCDs as:

Designed districts that are purposely planned and laid out by a single person or a group and whose original or early messages remain discernible. These districts are valued for the integrity and intactness of their original design;

Evolved districts that have grown over a period of time and their elements (component features) document the process of its evolution, which can be further classified as follows:

Static (relict) districts where the evolutionary process has ended and its significant component features still reveal its mature material form. They are appreciated for their aesthetic value, or for their significance in commemorating persons and events important in the history of the community, province/territory or the nation.

¹ The Ontario Heritage Trust. 2012.

Dynamic (continuing to evolve) districts, which include those that have evolved over a long period of time and where the process of evolution is ongoing. The physical form and attributes of such districts exhibit the process of past development and maintain a continuum with the past to meet the needs of the present (and future) community.

Associative districts, which comprise areas of mainly natural landscape that have a strong association with an historic event or person, where remaining cultural heritage features may be insignificant or even absent.²

The classification of cultural heritage landscapes and HCDs are very similar. HCDs are a defined geographical area. These different types of cultural heritage landscapes and HCDs mean that they must be understood as places with multi-layered values. They embody and are enabled by various cultural values and some of these values may conflict with each other. Cultural heritage landscapes must also be understood as a compilation of layers of meaning and as the result of a dynamic process. Components of cultural heritage landscapes and HCDs may be layered, overlapping, and/or nested. A potential cultural heritage landscape and/or HCD may contain or be located within all three types (Figure 3).

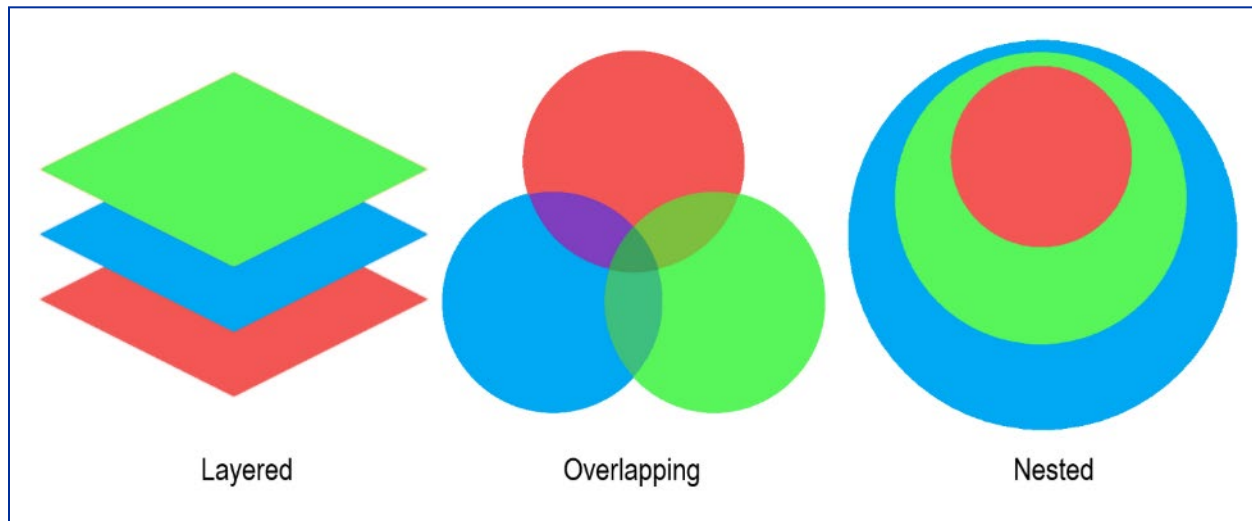


Figure 1: Graphic representation of layering, overlapping and nested cultural heritage landscapes.

Heritage Integrity

In a heritage conservation and evaluation context, the concept of integrity is associated with the ability of a property, area or cultural heritage landscape to represent or support the cultural heritage value or interest of the area or to convey its heritage significance.³ It is understood as

² MCM, Ontario Heritage Tool Kit Heritage Conservation Districts, 2006, p. 11.

³ Heritage Property Evaluation: A Guide to Listing, Researching, and Evaluating Cultural Heritage Property in Ontario Communities, prepared by the Ministry of Culture, (Ottawa: Queen's Printer for Ontario, 2006). p. 26. And National Park Service, "How to Evaluate the Integrity of a Property", Chapter VIII in National Register Bulletin, How to Apply the National Register Criteria for Evaluation, U.S. Department of the Interior, National Park Service, Cultural Resources, 1997, p. 44.

the ‘wholeness’ or ‘honesty’ of a place⁴ or if the heritage attributes continue to represent or support the cultural heritage value or interest of the property.⁵ Heritage integrity can be understood through how much of the resource is ‘whole’, ‘complete’, changed, or unchanged from its original or ‘valued subsequent configuration’.⁶ Changes or evolution to a place that have become part of its cultural heritage value become part of the heritage integrity; however, if the cultural heritage value of a place is linked to another structure or environment that is gone, the heritage integrity is diminished.⁷ Heritage integrity is not necessarily related to physical condition or structural stability.

The *Ontario Heritage Tool Kit* discusses integrity and physical condition in relation to evaluation of an individual property. However, heritage integrity and physical condition are not part of the evaluation criteria. They are part of understanding a property and its potential cultural heritage resources. This can be applied to areas as well.

There are few tools describing a methodology to assess historic integrity. One of the tools come from the U.S. National Park Service (**NPS**), which has informed Ontario practice, and considers heritage integrity a necessary condition of listing on the National Register. The NPS states that “Heritage properties either retain integrity or they do not”.⁸ They identify seven aspects of integrity, degrees and combinations of which can be used to determine if a site has heritage integrity. The seven aspects include: Location; Design; Setting; Materials; Workmanship; Feeling; and Association.⁹

Understanding a place’s significance or CHVI helps to identify which aspects of integrity support its heritage value. Furthermore, the heritage integrity of the heritage attributes supports the CHVI of a place. This is an iterative process to evaluate significance and plan appropriate management of a cultural heritage resource.

Individual properties within a HCD Study Area may have varying degrees of heritage integrity. The HCD Study Area may also demonstrate differences in heritage integrity across the Study Area. Heritage integrity of a HCD is associated with the wholeness of the place and if the area conveys a sense of connected history.

⁴ English Heritage, “Conservation Principles: Policies and Guidance for the Sustainable Management of the Historic Environment”. 2008, p. 45.

⁵ MHSTCI, p. 26.

⁶ English Heritage, p. 45. And, Kalman, Harold and Marcus R. Létourneau, 2021. *Heritage Planning: Principles and Process*. 2nd Ed, Routledge, New York: 314.

⁷ MHSTCI 2006a: 26.

⁸ NPS 1997: 44.

⁹ NPS 1997: 44.

APPENDIX E

Federal and Provincial Policy Framework

In Canada, the conservation of cultural heritage resources is a matter of Provincial Interest. The federal government addresses and manages cultural heritage resources on federal property according to its own policy, management plans, and processes which derive from responsibilities under international treaties and federal law. Cultural heritage on federal property is managed through requirements in the *Treasury Board Policy on the Management of Real Property*. The Parks Canada Agency and Federal Heritage Buildings Review Office is the federal government expert on cultural heritage. They provide advice to other federal departments on cultural heritage matters. The Study Area does not include properties owned by the federal government. However, the federal government also designates National Historic Sites of Canada under the *Historic Sites and Monuments Act* and the Sharon Temple is a National Historic Site of Canada.

In Ontario, cultural heritage resources are managed under Provincial legislation, policy, regulations, and guidelines. Cultural heritage is established as a key provincial interest directly through the provisions of the *Planning Act*, the *Provincial Policy Statement (PPS)*, the *Ontario Heritage Act (OHA)* and the *Environmental Assessment Act (EAA)*. Other provincial legislation deals with cultural heritage indirectly or in specific cases. These various acts and the policies under these acts indicate broad support for the protection of cultural heritage by the Province. They also provide a legal framework through which minimum standards for heritage evaluation are established. What follows is an analysis of the applicable legislation and policy regarding the identification and evaluation of cultural heritage.

Municipalities are enabled by the Province to govern local matters and responsibility for cultural heritage conservation in planning and environmental assessment contexts generally falls to municipalities.

Federal Policy Context

Historic Sites and Monuments Act R.S.C., 1985, c. H-4

The *Historic Sites and Monuments Act R.S.C., 1985, c. H-4 (Historic Sites and Monuments Act)* was last amended on 12 December 2013 and was most recently consolidated on 3 May 2023. At the time of writing, the Minister – Ministry – responsible for the Parks Canada Agency administers this *Act*. Under the *Historic Sites and Monuments Act* allows the Minister of the Environment, may:

- a) by means of plaques or other signs or in any other suitable manner mark or otherwise commemorate historic places;
- b) make agreements with any persons for marking or commemorating historic places pursuant to the Act and for the care and preservation of any places so marked or commemorated;
- c) with the approval of the Governor in Council, establish historic museums;
- d) with the approval of the Treasury Board, acquire on behalf of Her Majesty in right of Canada any historic places, or lands for historic museums, or any interest therein, by purchase, lease or otherwise; and

- e) provide for the administration, preservation and maintenance of any historic places acquired or historic museums established pursuant to this Act.¹⁰

Sharon Temple, located at 18974 Leslie Street, was designated under the *Historic Sites and Monuments Act* on February 23, 1990. This National Historic Site of Canada is owned by the Sharon Temple Museum Society. The National Historic Site of Canada Designation is commemorative. However, this commemorative designation can have implications under provincial legislation and local policy.

Provincial Legislative and Policy Context

Ontario Heritage Act, R.S.O. 1990. C. O. 18

The *Ontario Heritage Act, R.S.O. 1990, c O.18* (*Ontario Heritage Act* or *OHA*) enables the provincial government and municipalities with powers to conserve, protect, and preserve the heritage of Ontario. At the time of writing, the *Ontario Heritage Act* is administered by the Minister—Ministry—of Citizenship and Multiculturalism (MCM).¹¹

The *Ontario Heritage Act* and associated regulations set minimum standards for the evaluation of heritage resources in the province and give municipalities power to identify and conserve individual properties, districts, or landscapes of cultural heritage value or interest.

- Part I (2) of the *OHA* enables the Minister to determine policies, priorities, and programs for the conservation, protection, and preservation of the heritage of Ontario.
- Part IV of the *OHA* enables a municipality to list or designate a property that is of cultural heritage value or interest. Section 27 (3) enables a municipality to list a property on a municipal heritage register. Section 29 enables a municipality to designate a property of cultural heritage value or interest.
- Part V Section 41 of the *OHA* enables a municipality to designate Heritage Conservation Districts (HCD).

¹⁰ Government of Canada, “Historic Sites and Monuments Act (R.S.C., 1985, c. H-4),” last modified January 25, 2023, <https://laws-lois.justice.gc.ca/eng/acts/H-4/>, 1-2.

¹¹ Since 1975 the Ontario ministry responsible for culture and heritage has included several different portfolios and had several different names and may be referred to by any of these names or acronyms based on them:

- Ministry of Culture and Recreation (1975-1982),
- Ministry of Citizenship and Culture (1982-1987),
- Ministry of Culture and Communications (1987-1993),
- Ministry of Culture, Tourism and Recreation (1993-1995),
- Ministry of Citizenship, Culture and Recreation (1995-2001),
- Ministry of Tourism, Culture and Recreation (2001-2002),
- Ministry of Culture (2002-2010),
- Ministry of Tourism, Culture and Sport (2011-2019),
- Ministry of Heritage, Sport, Tourism and Culture Industries (2019-2022),
- Ministry of Tourism, Culture and Sport (2022),
- Ministry of Citizenship and Multiculturalism (2022-present).

Generally, an *Ontario Heritage Act* designation applies to real property rather than individual structures.¹²

Section 40 (2) of the *Ontario Heritage Act* allows municipalities to conduct studies for the purposes of designating one or more HCDs. A HCD study is required to:

- a) examine the character and appearance of the area that is the subject of the study, including buildings, structures and other property features of the area, to determine if the area should be preserved as a heritage conservation district;
- b) examine and make recommendations as to the geographic boundaries of the area to be designated;
- c) consider and make recommendations as to the objectives of the designation and the content of the heritage conservation district plan required under section 41.1;
- d) make recommendations as to any changes that will be required to the municipality's official plan and to any municipal by-laws, including any zoning by-laws. 2005, c. 6. s. 29.

Part V, Section 42 of the *Ontario Heritage Act* require owners of designated heritage properties to obtain a permit or approval in writing from a municipality/municipal council to alter, demolish, or remove a structure from a designated heritage property. These sections also enable a municipality to require an applicant to provide information or material that council may need to make a decision on a heritage permit application.

Part VII, Section 69 of the *Ontario Heritage Act* identifies penalties for contravening the intents of the *Ontario Heritage Act*. It states that:

Every person who,

- a) knowingly, furnishes false information in any application under this Act or in any statement, report or return required to be furnished under this Act or the regulations;
- b) fails to comply with any order, direction or other requirement made under this Act; or
- c) contravenes this Act or the regulations,
- d) and every director or officer of a corporation who knowingly concurs in such furnishing of false information, failure or contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both.

¹² Province of Ontario, "Ontario Heritage Act R.S.O. 1990, c. O. 18," last modified July 1, 2021, <https://www.ontario.ca/laws/statute/90o18>

For corporations specifically, the *Act* describes that:

Where a corporation is convicted of an offence under subsection (1), the maximum penalty that may be imposed upon the corporation is \$250,000 and not as provided therein. R.S.O. 1990, c. O.18, s. 69 (2).

Furthermore,

if a person is convicted of the offence of contravening section 34 or 34.5, demolishing or removing a building, structure or heritage attribute in contravention of section 42 or contravening subsection 48 (1) or if a director or officer of a corporation is convicted of knowingly concurring in such an act by the corporation, the maximum fine that may be imposed is \$1,000,000.

Part VII, Section 69(5) specifies that - in addition to the penalties identified above - council or the Minister may restore a property altered in contravention of Section 3, 34.5, or 42, and recover the costs from the property's owner.

This HCD Study and any future HCD Plan are permitted through Part V of the *OHA*. The *OHA* prescribes the process for the designation of A HCD as well as the heritage permit and alteration/demolition processes.

Ontario Regulation 9/06

Ontario Regulation 9/06 (O. Reg. 9/06) under the *OHA* identifies the criteria for determining cultural heritage value or interest under Part IV Section 27(3), 29(1)(a) and Part V Section 41(1)(b) of the *OHA* (see Section 2.5). A Statement of Cultural Heritage Value or Interest (**SCHVI**) is created based on evaluation using these criteria. These criteria are used in determining if an individual property or heritage conservation district (HCD) has CHVI. Section 3(2)1 of *O. Reg. 9/06* requires that at least 25% of the properties in A HCD study area satisfy two or more of the following criteria:

- i. The properties have design value or physical value because they are rare, unique, representative or early examples of a style, type, expression, material or construction method.
- ii. The properties have design value or physical value because they display a high degree of craftsmanship or artistic merit.
- iii. The properties have design value or physical value because they demonstrate a high degree of technical or scientific achievement.
- iv. The properties have historical value or associative value because they have a direct association with a theme, event, belief, person, activity, organization or institution that is significant to a community.
- v. The properties have historical value or associative value because they yield, or have the potential to yield, information that contributes to an understanding of a community or culture.

- vi. The properties have historical value or associative value because they demonstrate or reflect the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
- vii. The properties have contextual value because they define, maintain or support the character of the district.
- viii. The properties have contextual value because they are physically, functionally, visually or historically linked to each other.
- ix. The properties have contextual value because they are defined by, planned around or are themselves a landmark.¹³

The HCD Study and HCD Plan will need to demonstrate that at least 25% of the properties within the Study Area demonstrate CHVI.

Ontario Regulation 385/21

Ontario Regulation 385/21 (O. Reg. 385/21) is a general regulation that focuses on Part IV of the *OHA*. However, for HCDs it describes information and material that must be included in a record of decision related to an appeal under Part IV Sections 40(1), 41, 41(1) and 42 of the *OHA*. It also specifies timelines – within 15 days of a decision—for a municipal clerk to forward information to the Ontario Land Tribunal. Should the Town decide to proceed with designation of the Sharon HCD, a record of decision will need to be prepared.

Planning Act R.S.O. 1990, c. P.13

The Planning Act, R.S.O. 1990, c. P.13 (Planning Act) is the primary document for municipal and provincial land use planning in Ontario. At the time of writing, the *Planning Act* is administered by the Minister—Ministry—of Municipal Affairs and Housing (MMAH). This Act sets the context for provincial interest in heritage. It states under Part I Section 2 (d):

The Minister, the council of a municipality, a local board, a planning board and the Municipal Board, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as...the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest.¹⁴

Part 1, Section 3 (1) of *The Planning Act* states:

The Minister, or the Minister together with any other minister of the Crown, may from time to time issue policy statements that have been approved by the Lieutenant Governor in Council on matters relating to municipal planning that in the opinion of the Minister are of provincial interest.¹⁵

¹³ Province of Ontario, *O. Reg. 569/22: Criteria for Determining Cultural Heritage Value or Interest* under *Ontario Heritage Act*, R.S.O. 1990, c. O.18, <https://www.ontario.ca/laws/regulation/r22569>.

¹⁴ Province of Ontario, “Planning Act, R.S.O. 1990, c. P.13,” last modified January 1, 2023, <https://www.ontario.ca/laws/statute/90p13>, Part I (2, d).

¹⁵ Province of Ontario, “Planning Act,” Part 1 S.3 (1).

Under Part 1, Section 3 (5) of *The Planning Act*:

A decision of the council of a municipality, a local board, a planning board, a minister of the Crown and a ministry, board, commission or agency of the government, including the Tribunal, in respect of the exercise of any authority that affects a planning matter...

- (a) shall be consistent with the policy statements issued under subsection (1) that are in effect on the date of the decision; and
- (b) shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be.¹⁶

Section 3 (1) refers to the *Provincial Policy Statement (PPS)*. Decisions of Council must be consistent with the *PPS* and relevant provincial plans. Details about provincial interest as it relates to land use planning and development in the province are outlined in the *PPS*, which makes the consideration of cultural heritage equal to all other considerations concerning planning and development in the province.

Section 34 (1) 3.3 of the *Planning Act* authorizes municipalities to pass by-laws that prohibit the use of land and the erecting, locating or using of any class or classes of buildings or structures on land that is the site of a significant archaeological resource.

Section 36 of the *Planning Act* also allows the Town to use a holding symbol “H” or “h” in conjunction with any use designation to specify the use to which lands, buildings, or structures may be put at such time in the future as the holding symbol is removed by amendment to the by-law. Some municipalities use this for cultural heritage or archaeological conservation.

Provincial Policy Statement (2020)

The *PPS* is issued under the authority of Section 3 of *The Planning Act* and provides further direction for municipalities regarding provincial requirements. Land use planning decisions made by municipalities, planning boards, the Province, or a commission or agency of the government must be consistent with the *PPS*. The *PPS* makes the consideration of cultural heritage equal to all other considerations in relation to planning and development within the province. The *PPS* addresses cultural heritage in Sections 1.7.1e and 2.6.

Section 1.7.1e of the *PPS* on long-term economic prosperity encourages cultural heritage as a tool for economic prosperity by:

- 1.7.1e encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including *built heritage resources* and *cultural heritage landscapes*.¹⁷

¹⁶ Province of Ontario, “Planning Act,” Part I S. 3 (5).

¹⁷ Province of Ontario, “The Provincial Policy Statement 2020,” last modified May 1, 2020, <https://files.ontario.ca/mmah-provincial-policy-statement-2020-accessible-final-en-2020-02-14.pdf>

Section 2.6 of the *PPS* articulates provincial policy regarding cultural heritage and archaeology:

- 2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.
- 2.6.2 Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.
- 2.6.3 Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.
- 2.6.4 Planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources.
- 2.6.5 Planning authorities shall engage with Indigenous communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources.¹⁸

The *PPS* recognizes that there are complex interrelationships among environmental, economic and social factors in land use planning. It is intended to be read in its entirety and relevant policies applied in each situation. The *PPS* will be repealed when the Provincial Planning Statement comes into effect at a date yet to be determined.

Definitions from the *PPS* are included above in Appendix B – Glossary.

DRAFT Provincial Planning Statement (2023)

The Province of Ontario released a draft for a revised version of the Provincial Policy Statement – renamed to the Provincial Planning Statement – on 6 April 2023. When approved, the 2023 Provincial Planning Statement will replace the current *Provincial Policy Statement* and *A Place to Grow – the Growth Plan for the Greater Golden Horseshoe*.

The Provincial Planning Statement is issued under the authority of Section 3 of *The Planning Act* and provides further direction for municipalities regarding provincial requirements. Land use planning decisions made by municipalities, planning boards, the Province, or a commission or agency of the government must be consistent with the *PPS*. The *PPS* makes the consideration of cultural heritage equal to all other considerations in relation to planning and development within the province. The *PPS* addresses cultural heritage in Section 4.6, identifying the following policies:

1. Protected heritage property, which may contain built heritage resources or cultural heritage landscapes, shall be conserved.

¹⁸ Province of Ontario, “The Provincial Policy Statement 2020,” last modified May 1, 2020, <https://files.ontario.ca/mmah-provincial-policy-statement-2020-accessible-final-en-2020-02-14.pdf>

2. Planning authorities shall not permit development and site alteration on lands containing archaeological resources or areas of archaeological potential unless the archaeological resources have been conserved.
3. Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property unless the heritage attributes of the protected heritage property will be conserved.
4. Planning authorities are encouraged to develop and implement:
 - a. archaeological management plans for conserving archaeological resources; and
 - b. proactive strategies for identifying properties for evaluation under the Ontario Heritage Act.
5. Planning authorities shall engage early with Indigenous communities and ensure their interests are considered when identifying, protecting and managing archaeological resources, built heritage resources and cultural heritage landscapes.

Appendix B – Glossary includes definitions from the draft Provincial Planning Statement for information, even though they are not provincial policy at the time of writing this HCD Study.

Places to Grow Act, 2005, C.O. 2005, c.13

The *Places to Grow Act, 2005, C.O. 2005, c.13 (Places to Grow Act)* guides growth in the province. At the time of writing, the *Places to Grow Act* is administered by the Minister—Ministry—of Infrastructure (MI). The *Places to Grow Act* is intended:

- a) to enable decisions about growth to be made in ways that sustain a robust economy, build strong communities and promote a healthy environment and a culture of conservation;
- b) to promote a rational and balanced approach to decisions about growth that builds on community priorities, strengths and opportunities and makes efficient use of infrastructure;
- c) to enable planning for growth in a manner that reflects a broad geographical perspective and is integrated across natural and municipal boundaries;
- d) to ensure that a long-term vision and long-term goals guide decision-making about growth and provide for the co-ordination of growth policies among all levels of government.¹⁹

The *Places to Grow Act* enables decision making across municipal and regional boundaries for more efficient governance in the Greater Golden Horseshoe area.

¹⁹ Province of Ontario, “Places to Grow Act, 2005, S.O. 2005, c. 13,” last modified June 1, 2021, <https://www.ontario.ca/laws/statute/05p13>, 1.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe

The Study Area is located within the area regulated by *A Place to Grow: Growth Plan for the Greater Golden Horseshoe (the Growth Plan)*, which came into effect on 16 May 2019 and was consolidated on 28 August 2020.

In Section 1.2.1, the *Growth Plan* states that its policies are based on key principles, which includes:

Conserve and promote cultural heritage resources to support the social, economic, and cultural well-being of all communities, including First Nations and Métis communities.²⁰

Section 4.1 Context, in the *Growth Plan* describes the area it covers as containing:

...a broad array of important hydrologic and natural heritage features and areas, a vibrant and diverse agricultural land base, irreplaceable cultural heritage resources, and valuable renewable and non-renewable resources.²¹

It describes cultural heritage resources as:

The *GGH* also contains important cultural heritage resources that contribute to a sense of identity, support a vibrant tourism industry, and attract investment based on cultural amenities. Accommodating growth can put pressure on these resources through development and site alteration. It is necessary to plan in a way that protects and maximizes the benefits of these resources that make our communities unique and attractive places to live.²²

Policies specific to cultural heritage resources are outlined in Section 4.2.7, as follows:

1. Cultural heritage resources will be conserved in order to foster a sense of place and benefit communities, particularly in strategic growth areas;
2. Municipalities will work with stakeholders, as well as First Nations and Métis communities, in developing and implementing official plan policies and strategies for the identification, wise use and management of cultural heritage resources; and,
3. Municipalities are encouraged to prepare archaeological management plans and municipal cultural plans and consider them in their decision-making.²³

Amendment 1 to *A Place to Grow* aligns the definitions of *A Place to Grow* with PPS 2020. The *Growth Plan* will be repealed when the Provincial Planning Statement comes into effect at a date yet to be determined.

²⁰ Province of Ontario, "A Place to Grow: Growth Plan for the Greater Golden Horseshoe," last modified 2020, <https://files.ontario.ca/mmah-place-to-grow-office-consolidation-en-2020-08-28.pdf>, 6.

²¹ Province of Ontario, "A Place to Grow: Growth Plan for the Greater Golden Horseshoe," 2020, 39.

²² Province of Ontario, "A Place to Grow: Growth Plan for the Greater Golden Horseshoe," 2020, 39.

²³ Province of Ontario, "A Place to Grow: Growth Plan for the Greater Golden Horseshoe," 2020, 47.

Municipal Act, 2001, S.O. 2001, c. 25

The *Municipal Act, 2001, S.O. 2001, c. 25 (Municipal Act)* enables municipalities to be responsible and accountable governments within their jurisdiction. At the time of writing, the *Municipal Act* is administered by the Minister—Ministry—of Municipal Affairs and Housing (MMAH). The *Municipal Act* authorizes powers and duties for providing good government.

Amongst the many powers enabled by the *Municipal Act* is the power to create by-laws within the municipality's sphere of jurisdiction. Under Section 11 (3), lower and upper tier municipalities are given the power to pass by-laws on matters including culture and heritage. This enables municipalities to adopt a by-law or a resolution by Council to protect heritage.

A by-law passed by a municipality under the *Municipal Act* is without effect if it conflicts with a Provincial or Federal Act or an instrument of legislative nature including an order, licence, or approval made or issued under a Provincial or Federal Act or Regulation. The *Municipal Act* further describes that there is conflict between a municipal by-law and an Act, Regulation, or instrument if the by-law frustrates the purpose of the Act, Regulation, or instrument. Therefore, a HCD By-law must be about the conservation of the heritage attributes and special heritage character of the area, not as a tool to stop development. Development and change are still permitted in the HCD through the guidance of the HCD plan.

Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33

The Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 (Funeral, Burial and Cremation Services Act) was consolidated on 1 March 2022. At the time of writing, the Funeral, Burial and Cremation Services Act is administered by the Minister—Ministry—of Public and Business Service Delivery (MPBSD). The Funeral, Burial and Cremation Services Act prevails over Part VI of the Ontario Heritage Act (Section 105). The Funeral, Burial and Cremation Services Act states that disturbing a burial site is prohibited except on instruction by the coroner, pursuant to a site disposition agreement, or if the disturbance is carried out in accordance with regulations (Section 94). If an unmarked burial site is found or if someone knows of an unmarked burial site, they must immediately notify the police or coroner (Section 95) who will report the burial site to the Registrar. When an unmarked burial site is found and reported the Registrar may order the owner of the land to commission an investigation into the origin of the site (Section 96). An investigation under section 96 of the Funeral, Burial and Cremation Services Act is guided by Ontario Regulation 30/11 [Section 174. (1)], which requires an archaeologist who holds a professional license issued under Part VI of the Ontario Heritage Act to conduct the investigation. When an archaeologist is investigating a burial, they are required to do so with minimal disturbance to the site that is reasonable in the circumstances [Section 96 (3)]. The Funeral, Burial and Cremation Services Act enables the Registrar to undertake the investigation if, in their opinion, an investigation would impose an undue financial burden on the landowner [Section 96 (4)].

Ontario Regulation 30/11 Part III Division C (Sections 174-184) under the Funeral, Burial and Cremation Services Act includes regulations for burial sites. Section 174 requires that an archaeologist conduct an investigation of a burial site and outlines what must be included in a report to the Registrar. At a burial site where foul play is not suspected –as determined by the

coroner—the owner of the land is responsible for taking whatever steps are necessary to preserve the site, the human remains, and any artifacts associated with it until a final disposition is made [Section 175. (1b)]. The investigation by the coroner and/or archaeologist may find that the burial site is a burial ground, aboriginal people’s burial ground, or irregular burial site and the Registrar may declare it as such (Sections 176 and 177).

Environmental Assessment Act, R.S.O. 1990, c. E.18

The *Environmental Assessment Act*, R.S.O. 1990, c. E.18 (*Environmental Assessment Act*) was consolidated on 1 January 2022. At the time of writing the *Environmental Assessment Act* is administered by the Minister—Ministry—of the Environment, Conservation and Parks (MECP). The purpose of the *Environmental Assessment Act* is the “betterment of the people of the whole or any part of Ontario by providing for the protection, conservation and wise management in Ontario of the environment.”²⁴ It applies to public sector projects and specific types of private sector projects in the province.

Under the *Environmental Assessment Act*, the meaning of environment is broad and includes – among other things—the social, economic, and cultural conditions that influence the life of humans or a community, and any building, structure, machine or other device or thing made by humans [Part I1(1, c and d)].

The *Environmental Assessment Act* requires an Environmental Assessment (EA) to include a description of,

- i. The environment that will be affected or that might reasonably be expected to be affected, directly or indirectly,
- ii. the effects that will be caused or that might reasonably be expected to be caused to the environment, and
- iii. the actions necessary or that may reasonably be expected to be necessary to prevent, change, mitigate or remedy the effects upon or the effects that might reasonably be expected upon the environment [Section 6.1 (2, c).

Routine projects may follow a streamlined EA process such as a class environmental assessment, addressed in Part II.1 of the *Environmental Assessment Act*. Class environmental assessments must be approved by the Minister—Ministry of the Environment, Conservation and Parks— (Part II.1). One type of class is a Municipal Class Environmental Assessment, which is used for municipal infrastructure projects such as projects to plan, design, construct, maintain, rehabilitate and/or retire municipal road, water, wastewater and transit project. The Municipal Class Environmental Assessment is divided into four schedules; A, A+, B and C. Section 15.3 (3) exempts Schedule A and Schedule A+ municipal class EAs - carried out by a person authorized to proceed in accordance with that class - from the *Environmental Assessment Act*.

²⁴ Province of Ontario, “Environmental Assessment Act, R.S.O. 1990, c. E. 18,” last modified 18 May 2023, accessed 13 September 2023, <https://www.ontario.ca/laws/statute/90e18#BK2>, Section 2.

Conservation Authorities Act, R.S.O. 1990, c. C.27

The *Conservation Authorities Act R.S.O. 1990, c. C.27 (Conservation Authorities Act)* was consolidated on 1 January 2023. At the time of writing, the *Conservation Authorities Act* is administered by the Minister—Ministry—of the Environment, Conservation and Parks (MECP). The purpose of the *Conservation Authorities Act* is to “provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources and watersheds in Ontario.”²⁵ The *Conservation Authorities Act* allows for the establishment of Conservation Authorities and, under Section 21, grants authorities the power:

- a) To research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;
- b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;
- c) to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsections (2) and (4), to sell, lease or otherwise dispose of land so acquired;
- d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;
- e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;
- f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority’s objects;
- g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;
- h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;
- i) to erect works and structures and create reservoirs by the construction of dams or otherwise;
- j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;
- k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream,

²⁵ Province of Ontario, “Conservation Authorities Act, R.S.O. 1990, c. C. 27,” last modified 1 July 2023, accessed 13 September 2023, <https://www.ontario.ca/laws/statute/90c27>, Section 0.1.

road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

- l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;
- m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;
- n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;
- o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;
- p) Repealed
- q) generally, to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

Sections of Sharon Creek are situated within the Study Area. Sharon Creek, along with a specified regulation area, is under the jurisdiction of the Lake Simcoe Region Conservation Authority. Part VI Section 28 of the *Conservation Authorities Act* specifies:

1. no person shall carry on the following activities, or permit another person to carry on the following activities, in the area of jurisdiction of an authority:
2. Activities to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse or to change or interfere in any way with a wetland.
3. Development activities in areas that are within the authority's area of jurisdiction and are,
 - i. hazardous lands,
 - ii. wetlands,
 - iii. river or stream valleys the limits of which shall be determined in accordance with the regulations,
 - iv. areas that are adjacent or close to the shoreline of the Great Lakes-St. Lawrence River System or to an inland lake and that may be affected by flooding, erosion or dynamic beach hazards, such areas to be further determined or specified in accordance with the regulations, or

- v. other areas in which development should be prohibited or regulated, as may be determined by the regulations.

Conservation Lands Act, R.S.O. 1990, c. C.28

The *Conservation Lands Act, R.S.O. 1990, c. C.28* (*Conservation Lands Act*) was consolidated on 19 October 2021 for the purposes of establishing programs and directing conservation easements and covenants in Ontario. At the time of writing, the *Conservation Lands Act* is administered by the Minister—Ministry—of Natural Resources and Forestry (MNRF). Under Section 3(2) of the *Conservation Lands Act*, “an owner of land may grant an easement to or enter into a covenant with one or more conservation bodies,

- a) for the conservation, maintenance, restoration or enhancement of all or a portion of the land or the wildlife on the land;
- b) for the protection of water quality and quantity, including protection of drinking water sources;
- c) for watershed protection and management;
- d) for the conservation, preservation or protection of the land for agricultural purposes;
- e) for the purposes prescribed by the regulations made under this Act; or
- f) for access to the land for the purposes referred to in clause.²⁶

Under the *Conservation Lands Act*, ‘owner’ means the person registered on title in the proper land registry office as the owner of land. ‘Conservation body’ means, among other definitions, a conservation authority.

²⁶ Province of Ontario, “Conservation Land Act, R.S.O. 1990, c. C. 28,” last modified 19 October 2021, accessed 13 September 2023, <https://www.ontario.ca/laws/statute/90c28>.

APPENDIX F

Local Policy Framework

York Region Policy Context

York Region Official Plan (2022)

The *York Region Official Plan (YROP)* was adopted by Regional Council in June 2022 and was approved by the Minister of Municipal Affairs and Housing in November 2022. The *YROP* serves to outline a vision for York Region and provides guiding policies for lower tier municipalities under its jurisdiction until at least 2051. The purpose of the *YROP* is to guide growth and development in the Region as it continues to expand in population while also remaining conscientious towards the Region’s urban structure, financial viability, economic conditions, cultural heritage, natural environment, and agricultural land and rural land. It is broken down into six policy-focused chapters entitled the foundation for complete communities; a sustainable natural environment; an urbanizing region; supporting the agricultural system; servicing our communities; and implementation of the official plan.

The *YROP* acknowledges the Region’s diverse and extensive range of cultural heritage assets and has set the objective to conserve and promote them for the value they bring to their local communities. The *YROP* specifies that local municipalities shall adopt official plan policies to conserve built heritage resources and cultural heritage landscapes. The *YROP* further requires local municipalities to maintain a list of cultural heritage resources, per the *Ontario Heritage Act*, and encourages local municipalities to develop urban design standards and guidelines for core historic areas.

Section 2.4 of the *YROP* contains policies that pertain to cultural heritage, and it establishes the objective:

To recognize, conserve and promote cultural heritage resources, cultural landscapes and built heritage of York Region and preserve their value and benefit to the community for present and future residents.²⁷

The Sharon neighbourhood is identified as an Urban Area intersected with several sections of Urban Greenland Systems, a Community Area, and as a Built Up Area on Map 1, Map 1A, and Map 1B of the *YROP*, respectively. These classifications distinguish the Sharon neighbourhood as a primary area for growth in the Region. One local centre - located to the southwest of Leslie Street’s intersection with Mount Albert Road - and three local corridors - Leslie Street and both the eastbound and westbound section of Mount Albert Road - are the primary areas in Sharon designated to accommodate intensification. The Region has prescribed that the local municipality administer these growth areas through its official plan and secondary plans.

Relevant cultural heritage policies from the *YROP* are identified in Table 3 on the following page.

²⁷ York Region, “2022 York Region Official Plan,” last modified June 2023, accessed 13 September 2023, <https://www.york.ca/media/110051/download?attachment>, 30.

Table 3: Relevant Cultural Heritage Policies from the *YROP*

Policy Number	Policy
2.4.2	To promote well-designed built form and cultural heritage planning, and to conserve features that help define character, including built heritage resources and cultural heritage landscapes.
2.4.5	To require local municipalities to adopt official plan policies to conserve cultural heritage resources, including significant built heritage resources and significant cultural heritage landscapes, to ensure that development and site alteration on adjacent lands to protected heritage properties will conserve the heritage attributes of the protected heritage property.
2.4.6	To support local municipal efforts in promoting heritage awareness, establishing heritage conservation districts and integrating identified cultural heritage landscapes into official plans and engaging with Indigenous communities in these efforts, where appropriate.

The *YROP* directs municipalities to adopt official plan policies to conserve heritage and encourages the adoption of HCDs. This supports the Town’s official plan policies and provides a framework in which A HCD can be adopted. The adoption of A HCD is in compliance with the Region’s official plan policies.

York Region Transportation Master Plan (2022)

The *York Region Transportation Master Plan (YRTMP)* was adopted by Regional Council on 29 September 2022 to direct transportation network change until 2051 and accommodate expected population and employment growth. The *YRTMP* focuses on active transportation, rapid transit, and creating an optimized road network. There are five key focus areas, including: safety for all travellers; transportation equity and inclusion; reduced care travel, particularly during rush hours; fiscal and environmental sustainability; and role and function of Regional corridors guide the *YRTMPs* direction.

Section D.2 of the *YRTMP*, entitled *Guiding Principles*, acknowledges the interrelationship between transportation infrastructure and cultural heritage, identifying that the intent of the plan is to:

Develop a transportation network that considers both the movement of people and goods as well as the importance of community building and neighbourhood placemaking, while paying particular attention to creative patterns of use and

the physical, cultural, and social identities that define a place and support its ongoing evolution.²⁸

Section E3.4, *Constructing active transportation, transit and road improvements*, also acknowledges cultural heritage, indicating that:

As components of the environmental assessment and detailed design work, the transportation projects recommended in the TMP are subject to further study and assessment. This work may include: Evaluation of the archaeological and cultural environment such as known archaeological sites, built heritage and cultural landscapes.²⁹

In the *YRTMP*, Leslie Street between Mount Albert Road and Green Lane has been identified for road improvement works. Leslie Street, along with the eastern section of Mount Albert Road, has been recommended to support cycling facilities. Although the *YRTMP* does not have specific policies related to heritage conservation, consideration should be given to planned road improvement works as they may have an impact on heritage attributes of the Study Area. Environmental assessments for road works may need to consider the HCD Plan and Guidelines or may need to account for cultural heritage resources in project design.

Town of East Gwillimbury Policy Context

Official Plan (2010, Consolidated 2018)

The *Town of East Gwillimbury Official Plan (2010) (EGOP 2010)* was approved by the Ontario Municipal Board in 2010 and most recently consolidated in October 2018. The propose of the *EGOP* is to “provide direction and a policy framework for managing growth and land use decisions over the planning period to 2031.”³⁰ The *EGOP* comprises seven policy-focused chapters entitled sustainability, community building, land use policies, protecting the environment, protecting our heritage, sustainable infrastructure, and implementation.

Objectives for heritage conservation in the *EGOP* are to:

- i. Conserve the cultural heritage resources of the Town for the appreciation and enjoyment of existing and future generations;
- ii. Preserve, restore and rehabilitate structures, buildings or sites deemed by Council to have significant historic, archaeological, architectural or cultural significance and preserve cultural heritage landscapes, including significant public views, where feasible;
- iii. Promote public awareness and appreciation of East Gwillimbury’s heritage and involve the public, First Nations and Métis Nation communities in heritage resource decisions affecting the Town;

²⁸ York Region, “2022 York Region Transportation Master Plan,” accessed 13 September 2023, <https://www.york.ca/media/108701/download?attachment>, 48-49.

²⁹ York Region, “2022 York Region Transportation Master Plan,” 67.

³⁰ Town of East Gwillimbury, “One Vision, One Spirit, One Plan,” last modified October 2018, accessed 13 September 2023, <https://www.eastgwillimbury.ca/en/Planning-and-Development/Planning-Studies/Official-Plan-text.pdf>, 1.

- iv. Provide an electronic venue for the preservation of information and historic facts.

Cultural heritage specific policies are in Section 6.0 *Protecting Our Heritage*. Specific policies are outlined in subsections which include:

- 6.1 Heritage Advisory Committee
- 6.2 Built Heritage
- 6.3. Heritage Conservation Districts
- 6.4 Cultural Heritage Landscapes
- 6.5 Areas of Cultural Heritage Character
- 6.6 Heritage Cemeteries
- 6.7 Archaeological Resources

Policies in Section 6.3 of the *EGOP* enable the Town to create HCDs. Policies from each of these section may apply to municipal planning and properties in a potential HCD. Policies relevant to A HCD or properties in A HCD from Section 6.0 are included and discussed in Table 4 below. A HCD may be a cultural heritage landscape or area of cultural heritage character. Policies related to built heritage will apply to buildings in a HCD. The Sharon HCD Study Area includes a cemetery and heritage cemetery policies may apply in a HCD. Archaeological resources are likely in the HCD Study Area and archaeological policies may apply.

Other policies in the *EGOP* that are relevant to a potential HCD in Sharon are found in several sections including Section 3.2.3 *Centres and Corridors*, 3.3 *Urban and Public Realm Design*, 3.4 *Staging and Phasing of Growth*, 3.5 *Intensification*, 4.1 *Environmental Protection Area*, 4.3 *Commercial and Mixed Use Designation*, 4.4 *Residential Land Use Designation*, 4.5 *Institutional Land Use*, 4.8, *Parks and Open Space*, 4.15 *Land Uses Permitted in All Land Use Designations*, 5.2 *Core Area*, and 6.0 *Protecting Our Heritage*. These policies are discussed in Table 4 below.

Table 4: EGOP Cultural Heritage Policies

Policy #	Policy	Analysis
3.2.3.2	<p>Centres offer a range of housing opportunities where people can live close to their work and easily get to amenities with a reduced reliance on the automobile. Centres are places with excellent transit access that provide the most intense and dynamic mix of land uses in the Settlement Area. While each Centre will be planned to have a different function and accommodate different scales of growth, it is generally intended that all Centres develop to provide a mix of people and jobs.</p> <p>Two types of Centres are identified on Schedule A-1:</p> <ul style="list-style-type: none"> • Major Local Centres; • Local Centres. <p>i) Centres should be planned to create an urban pedestrian and transit oriented environment and provide a mix of both residential and population-related employment opportunities.</p> <p>ii) Centres will be planned to accommodate a mix of uses. These uses may be accommodated vertically, with offices or residential dwellings above shops or community facilities facing public streetscapes or open spaces, or through a diversity of uses within the site.</p> <p>iii) To support their role as central focal areas, Centres shall be designed with good pedestrian, transit and vehicular access. A high level of connectivity in the street and sidewalk system of these areas shall be provided to improve active transportation.</p>	<p>The northwest corner of the Study Area is designated a local centre.</p> <p>Based on the findings of this Study and recommendations for boundary changes most of the local centre lands will be outside of a potential HCD.</p> <p>A HCD Plan can be compatible with local centre policies.</p>

Policy #	Policy	Analysis
	<p>iv) The location and design of internal roadways and site planning within Centres shall incorporate transit facilities, such as transit stops and transit shelters.</p> <p>v) The highest density and building massing and heights should be focused at the core of each Centre and at street intersections. At the periphery of each Centre, density and building massing and heights shall be designed to provide an appropriate transition to existing or planned adjacent uses.</p> <p>vi) Uses that are specifically prohibited within Centres include: service stations, gas bars, car washes, and other uses that are associated with vehicle maintenance or service. Self storage and similar warehousing uses for the general public are also prohibited.</p> <p>vii) Drive through facilities may be permitted within the Centres designation. Where drive-through facilities are not permitted in the zoning by-law, a zoning by-law amendment will be required through which the applicant will demonstrate that the proposed drive-through facility:</p> <ul style="list-style-type: none"> (a) does not preclude the planned function and intensification for a site; (b) does not adversely affect pedestrianization and transit supportiveness; (c) is in conformity with the Urban and Public Realm Design policies in Section 3.3; and 	

Policy #	Policy	Analysis
	<p>(d) adheres to high standards of urban planning and design in that it:</p> <ul style="list-style-type: none"> i) conforms with the Town’s Urban Design Guidelines; ii) does not adversely affect the character of the existing and planned streetscapes; iii) contributes to attractive streetscapes, views and sightlines; and iv) does not compromise the safe and efficient movement of pedestrians and cyclists. <p>viii) Underground or structured parking is encouraged as a means for achieving ultimate densities phased over time.</p>	
3.2.3.3	<p>Corridors identified on Schedule A-1 within the Settlement Area will link the Centres and Community Areas within the Urban Planning Area. Corridors will support a wide range of uses to create an animated and vibrant streetscape and public realm that encourages pedestrian movement. It is generally intended that Corridors will vary in intensity along their length, accommodating the highest levels of height and density near Centres or at key intersections.</p> <p>Two types of corridors are identified on Schedule A-1:</p> <ul style="list-style-type: none"> • Regional Corridor • Local Corridor <p>a) Along all Corridors, development shall be designed to support an urban, mixed use character that is pedestrian-oriented and supports transit use.</p>	<p>Leslie Street and Mount Albert Road (both eastbound and westbound) are both identified as Local Corridors.</p> <p>Policies for mixed use, pedestrian oriented and transit supportive development can be consistent with a HCD.</p> <p>Policies around buildings oriented to the street and landscaping are consistent with the character of the Study Area.</p> <p>The HCD Plan will need to examine how Floor Space Index and building height fit</p>

Policy #	Policy	Analysis
	<p>b) Transit facilities and active transportation routes (including resting and recreation places) should be incorporated into Corridors.</p> <p>c) Buildings shall be located close to the street edge and address the street and public sidewalk wherever possible. Backlotting will not be permitted. Innovative block patterns should ensure buildings face the street and provide attractive views, combined with high quality landscaping.</p> <p>ii) Local Corridor Local Corridors function in the same manner as Regional Corridors but on a smaller scale. Local Corridors, as identified on Schedule A-1, are planned to be approximately 30-50 metres from both edges of the adjacent road right-of-way.</p> <p>a) Built form within a Local Corridor shall be planned to achieve an average Floor Space Index (FSI) of 0.65 at full build-out, with a maximum building height of four storeys.</p> <p>b) Lands in a Local Corridor may be developed in accordance with the land use policies outlined in Section 4 and may be designated:</p> <ul style="list-style-type: none"> • Residential mixed use; • Medium density residential; • Neighbourhood Commercial; • Institutional; and/or, • Parks and open Space. <p>c) Such uses may be provided through an amendment to this Plan and shall consider land use compatibility and buffering to adjacent lands.</p>	<p>with the character of the area which is predominantly 1.5 -2.5 stories.</p>

Policy #	Policy	Analysis
	d) Neighbourhood Commercial uses and Residential Mixed Uses with a significant commercial floor area component may be permitted within a Local Corridor subject to an amendment to this Plan, provided the application can demonstrate that the use is warranted and the proposal will not undermine the planned function of the commercial areas within the Queensville Centre or Village Core Areas. The Town may require that a market study and planning analysis be completed to the satisfaction of Council.	
3.3.1.1	Streetscapes shall be designed to promote safety and ease of use of multiple means of transportation, including vehicular, pedestrian, bicycle and transit. Functional design and widths of streets shall conform to Section 7 of this Plan.	The HCD Plan will include guidance on maintaining the heritage character of the area in the streetscape.
3.3.1.2	Streetscape design shall integrate and coordinate a variety of elements to create visually attractive public spaces and a sense of place. These include appropriate right-of-way width to accommodate landscaping, street trees, decorative paving, lighting, street furniture, signage and special corner treatments.	The HCD Plan will include guidance on streetscape design.
3.3.1.3	Within Centres and Corridors, streetscapes shall be designed to create an attractive pedestrian environment through wide sidewalks and opportunities for seasonal displays and/or seating.	The HCD Plan will include guidance on streetscape design.
3.3.1.4	Streetscapes at major intersections and Centres should be developed with special community features, tree planting and paving to identify these areas as focal locations.	The HCD Plan will include guidance on streetscape design.

Policy #	Policy	Analysis
3.3.1.5	Street tree planting shall be included in the design of all streetscapes to contribute to a high quality of landscaping and promote pedestrian comfort. Tree planting should be continuous and the species, placement and frequency of street trees should be appropriate for the type of street.	The HCD Plan will include guidance on streetscape design.
3.3.1.6	Sidewalks shall be located to provide uninterrupted pedestrian movement to transit stops, commercial centres and all community amenities, and shall have regard for the space between the building and the roadway in non-residential areas.	The HCD Plan will include guidance on streetscape design.
3.3.1.7	Design and selection of street lighting, signage and streetscape furniture should be coordinated and should support the character of the local community.	The HCD Plan will include guidance on streetscape design. Lighting, signage, and streetscape furniture that supports the Sharon area will be considered.
3.3.2.1	Design of key gateways to the Town shall recognize this function through landscaping and building architecture that emphasizes their corner condition and prominent views.	<p>The HCD Plan will include guidance on streetscape design.</p> <p>As a result of Bill 23, Site Plan no longer applies to developments of 10 units or less and cannot be used for design of the exterior of buildings. The Town will not be able to use Site Plan Control to ensure the conceptual design and massing of development or redevelopment projects are compatible with an adjacent HCD.</p>

Policy #	Policy	Analysis
3.3.2.4	Community institutions and significant natural features should be utilized as landmarks. The street network and views should be developed to facilitate their evaluation as cultural, social and recreational focal areas.	The HCD Plan will include guidance on streetscape design and the use of natural features in the creation of landmarks.
3.3.2.5	Streetscape elements and features, including built features, signage, special paving, lighting and banners, are encouraged in the design of gateway and landmark locations to enhance their individual character.	The HCD Plan will include guidance on streetscape design.
3.3.2.6	The inclusion of public art in urban squares, parks and pedestrian spaces at gateways is encouraged as a method of reinforcing the focal nature of these spaces.	The HCD Plan will include guidance on streetscape design including guidelines for public art within the HCD.
3.3.3.2	Development shall be located close to the primary street frontage with entrances, entrance features and glazing facing the public realm to reinforce the streetscape. In general, buildings shall occupy major amounts of the street frontage wherever feasible.	Buildings facing the street is consistent with the character of the Study Area. However, while buildings in the Study Area are relatively close together, they do not occupy major amounts of street frontage. HCD Plan guidance will need to be designed to reinforce the historic character of the streetscape.
3.3.3.4	Buildings shall exhibit a high level of exterior design. The character, scale, appearance and design features of buildings and their sustainable design shall contribute to achievement of the policies of this Plan.	Guidance in a HCD Plan will provide details on how to conserve the special heritage character of the area through exterior design.

Policy #	Policy	Analysis
3.3.3.6	Sites and buildings shall be designed so that major entrances, major public areas of buildings and office components front onto the adjacent street.	This is consistent with the heritage character of the Study Area.
3.3.3.7	The facades of buildings that face existing residential areas, or are visible within prominent vistas from publicly-accessible natural areas or public open spaces, shall incorporate a high standard of exterior design. The character, scale, appearance and design features of the buildings and their sustainable design should prevent views of blank walls from adjacent uses.	The heritage character of the area is consistent with this policy and the HCD Plan can provide additional guidance.
3.3.3.8	Direct pedestrian connections from building main entrances to public sidewalks, transit areas and other amenities shall be required.	Prevailing trends in the Study Area are already consistent with this policy and direct connections from main entrances to public sidewalks is consistent with the heritage character of the area.
3.3.3.9	The development of ground-related street retail within mixed use buildings shall be encouraged to promote active streetscapes. Where other uses (such as residential, office or institutional) occur at grade, their design should convey activity at the street level through glazed entrances and windows to public functions and private spaces, where appropriate.	Few areas in the Study Area have mixed use retail. However, where it exists or is possible this policy is consistent with the heritage character of the area. The HCD Plan can provide additional guidance to clarify how this can be done to conserve the heritage character of the area.
3.3.3.10	Exterior design shall create visual interest and building identity through details such as fenestration, changes in wall planes, projecting elements, roof elements and overhangs, and change in materials to prevent large uninterrupted wall surfaces and appearance of buildings as unarticulated “boxes”.	The prevailing heritage character of the area already creates visual interest and building identity. A HCD Plan can provide additional guidance consistent with the heritage character of the area.

Policy #	Policy	Analysis
3.3.3.11	Site planning and building design shall promote pedestrian comfort and shall be based upon street-related, pedestrian-scaled building design both internally and to perimeter streets. This will promote convenient and safe pedestrian movement both to the site and within it.	A HCD Plan can be consistent with and provide additional guidance related to this policy. The historic character of the area is already pedestrian scaled.
3.3.3.12	Quality urban design shall be achieved through the provision of wide sidewalks to accommodate increased pedestrian and commercial activity, the provision of places to sit, the use of diverse paving and high quality landscape materials, and the provision of street furnishings and pedestrian scaled lighting.	The HCD Plan will include guidance on streetscape design.
3.3.3.13	Lighting of commercial areas shall be designed as an integral component of the overall site design. It should provide safe illumination for pedestrians and motorists and be used strategically to provide a distinct site identity. Illumination of streetscapes, parking lots, building accents and signage should be designed together, to create focus and emphasis on site features. Commercial sites shall not be over illuminated and shall utilize dark sky compliant lighting.	A HCD Plan will need to provide guidance on lighting that complies with this policy and supports the heritage character of the area.
3.3.3.14	Pedestrian-scaled lighting will be required throughout commercial sites. Buildings, landscape features and signage should be emphasized with accent lighting.	A HCD Plan will need to provide guidance on lighting.
3.3.3.15	The range of signage shall be coordinated, to create an attractive and uncluttered site image.	The HCD Plan will include guidance on streetscape design and signage.
3.3.3.16	Outdoor storage of goods shall be located to the rear and sides of buildings and screened with walls or architectural screens that coordinate with building architecture. Such screening may be supplemented with landscaping.	The HCD Plan will include guidance on streetscape design including outdoor storage, screening, and landscaping.

Policy #	Policy	Analysis
3.3.3.17	Parking areas shall be designed with internal landscaped strips and islands to increase the urban canopy. Low Impact Development measures, such as pervious paving and bioswales, shall be incorporated to minimize stormwater runoff and reduce heat island effect.	The HCD Plan will include guidance on streetscape design including parking areas and landscaping.
3.3.3.19	In Commercial and Mixed Use areas, parking shall be located interior to the block or at the rear of buildings wherever possible. Limited parking between the street edge and building may be explored through on-street parking in appropriate locations.	The HCD Plan will include guidance on streetscape design including parking areas.
3.3.3.20	Service and loading areas shall be located away from street frontages to minimize views from adjacent streets. Location to the rear or sides of buildings is preferable wherever possible. Such service areas may require screening with walls and landscaping that is compatible with the adjacent building design.	The HCD Plan will include guidance on streetscape design including service and loading areas, screening, and landscaping.
3.3.4.1	Compatible housing forms and appropriate transitions shall be developed at the edge of existing residential communities and abutting the Natural Heritage System.	The HCD Plan will include guidance on compatible housing forms and transitions. A definition of compatibility and transition should be added as the OP does not currently define these terms.
3.3.4.2	Blocks shall be developed to create a gradient or transition of higher densities to lower densities.	The HCD plan will consider density change from property to property. This is likely to be important towards the northern terminus of the HCD study area, where higher density land uses are located.

Policy #	Policy	Analysis
3.3.4.3	Residential streetscapes shall have a diverse character by encouraging a mix of housing sizes, types and lot widths along streets and within blocks.	The HCD Plan will include guidance on residential streetscape design including character, housing size, types, and lot widths.
3.3.4.7	The visual presence of garages shall be minimized by prohibiting garages from projecting beyond the front wall of the house face. A variety of parking strategies should be explored for Low Density Residential housing, including attached garages, attached recessed side yard garages, rear yard garages, and laneway-access garages.	The intent of this policy is consistent with the heritage character of the Study Area. However, attached garages on the front of houses, even ones that are flush with the main façade or set back from it are a modern trend that is not consistent with older buildings in the Study Area. It is recommended that in the HCD garages be detached in the side and rear yards or attached recessed side yard garages.
3.3.4.8	The proportion of the garage door in the overall house façade width shall be limited to prevent predominance of garages within the streetscape.	This policy is consistent with conserving the heritage character of the study area. However, it is recommended that garage doors not be on the façade of a house – wherever possible- to be more consistent with the heritage character of the Study Area.

Policy #	Policy	Analysis
3.4.3.2	<p>In order to provide for the planned north/south collector road between Mount Albert Road and Doane Road and east of Leslie Street, as shown on Schedule E, development proposed for the northeast portion of the Secondary Plan Area shall not preclude options for the location and alignment of the proposed Collector Road and shall consider the following:</p> <ul style="list-style-type: none"> i) An interface of community employment uses along the east side of the proposed north/south collector; ii) A broader range and mix of land uses for the community; iii) Provision for additional employment population growth and non residential assessment; iv) Provision for an appropriate buffer between Highway 404 and the residential development in the Sharon community; v) The final location and alignment of this road shall be determined through the Class Environmental Assessment process. 	<p>The HCD Plan will include guidance on surrounding road works and alterations.</p>
3.5.1	<p>Growth through intensification in Community Areas shall provide a diverse and compatible mix of land uses, including residential and population-related employment uses.</p>	<p>The HCD plan will consider intensification targets for the study area and prescribe policy to allow for compatible change.</p>
3.5.2	<p>Table 3.3 illustrates the minimum targets for intensification that are planned to be achieved for the period 2006 to 2031 within the built boundary shown on Schedule A-1.</p> <p>Sharon Secondary Plan Area – 170 residential units</p>	<p>The HCD plan will consider intensification targets for the study area and prescribe policy to allow for compatible change.</p>

Policy #	Policy	Analysis
3.5.3	Infill and intensification is encouraged within the built boundary, particularly within Village Core Areas, Low Density Residential and Medium Density Residential land use designations and along Local Corridors. An accessory apartment or secondary suite is also permitted in the Low Density Residential designation.	Leslie Street - as it passes through the study area - is a Village Core Area, has Low Density Residential zones, and is a Local Corridor. Therefore, the OP is seeking intensification. The HCD Plan will consider intensification targets to establish a solution for the retention of current heritage properties and sympathetic development.
3.5.4	<p>Where an application proposes to intensify the level of development through local infill, the following shall be addressed by the proponent to the satisfaction of the Town:</p> <ul style="list-style-type: none"> i) Availability of all publicly and privately provided services and infrastructure, such as but not limited to: water, sewer, roads, utilities, parkland, and community facilities including schools and libraries; ii) Scale of proposed buildings with respect to existing or approved buildings on neighbouring properties; iii) The level of traffic generated by the proposed use and any proposed transportation demand management measures to be incorporated; iv) The urban and architectural design of the proposed development; v) The level of sustainability of the project based on standards described in this Plan; 	The HCD plan will include guidance for infill projects.

Policy #	Policy	Analysis
	vi) The level to which the proposed development assists in the Town's balanced growth approach as outlined in this Plan.	
4.1.1	<p>Land designated Environmental Protection Area may be zoned to permit:</p> <ul style="list-style-type: none"> i) existing legally established uses, including agricultural uses; ii) forest, wildlife and fisheries management; iii) stewardship, conservation, restoration and remediation undertakings; iv) non-intensive recreation uses by a public authority, such as pedestrian trails and nature viewing; v) watershed management and flood and erosion control projects carried out or supervised by a public authority. 	The HCD plan will acknowledge Environmental Protection Areas. The property at 18754 Leslie Street is on/adjacent to this land use.
4.1.4	Development and site alteration shall be prohibited in Core Areas and where a Natural Heritage Evaluation (NHE) indicates that development would have a net negative impact to Supporting Areas. Development and site alteration shall avoid Supporting Area features; however, if this is unavoidable, adequate compensation through restoration and/or enhancement shall be provided for the loss or impact to the Supporting Area features.	The HCD plan will consider limitations to development imposed by Natural Heritage Evaluation constraints.
4.3.3.1	Land designated Village Core Area may be zoned to permit a wide range of uses, including retail stores, personal service shops, restaurants, business and professional offices, medical clinics, mixed	The HCD plan will ensure consistency with the land uses identified in this policy and those identified in the land use by-law.

Policy #	Policy	Analysis
	uses, residential units or apartments within commercial buildings, as well as institutional uses and open space.	
4.3.3.2	<p>Applications for new development within the Village Core Areas shall satisfy the applicable policies of this Plan and the following criteria:</p> <ul style="list-style-type: none"> i) not exceed a height of four storeys; ii) not exceed a Floor Space Index of 0.75 for non-residential development; iii) not exceed a density of 32 units per net hectare for residential development; and, iv) demonstrate that the development is integrated with adjacent lands wherever feasible with respect to parking, landscaping, and pedestrian and vehicular circulation systems. 	The HCD Plan will include guidance on new development and will ensure consistency with these criteria.
4.3.3.3	Uses that are not permitted within Village Core Areas shall include outdoor storage, service stations, gas bars, car washes, self storage and generally any use that is primarily automobile oriented.	The HCD plan will ensure consistency with the land uses identified in this policy and those identified in the land use by-law.
4.3.3.4	<p>Development or redevelopment, including intensification in areas designated Village Core Area shall preserve, complement and enhance the historical and/or architectural character of these areas. Among the specific requirements are the following:</p> <ul style="list-style-type: none"> i) the sensitive location, limited extent and effective buffering of parking facilities so as not to detract from historic streetscapes and adjacent buildings and uses; 	The HCD plan will ensure consistency with these policies.

Policy #	Policy	Analysis
	<p>ii) the consistency of setbacks and continuity of character, in order to maintain and restore pedestrian-oriented streetscapes and the encouragement of pedestrian activity by providing linkages between the Village Core Area and adjacent areas of residential or other development; and</p> <p>iii) compliance with the heritage policies of Section 6 of this Plan.</p>	
4.3.3.5	<p>Development within Village Core Areas shall satisfy the following criteria:</p> <p>i) Traditional mainstreet areas shall be revitalized and preserved to reinforce the character of the mainstreet;</p> <p>ii) Cultural heritage resources shall be conserved and where possible, enhanced;</p> <p>iii) Transit facilities should be easily accessible to pedestrians;</p> <p>iv) The surrounding areas should relate to and be efficiently connected with Village Core Areas through the integration of bicycle and pedestrian trail systems;</p> <p>v) All utilities shall be provided underground, where feasible.</p>	<p>The HCD plan will ensure consistency with these policies.</p>
4.3.3.6	<p>Parking shall be located interior to the block or at the rear of buildings within Village Core Areas. Limited on-street parking may be explored in appropriate areas.</p>	<p>The HCD plan will ensure consistency with these policies.</p>

Policy #	Policy	Analysis
4.3.3.7	The Town shall encourage water and wastewater services, communications/telecommunications and other necessary infrastructure to be provided in Village Core Areas during the initial phase of growth to facilitate redevelopment and intensification.	The HCD plan will include guidance for municipal works and will ensure consistency with these policies.
4.3.3.8	The Town may designate car-free zones or pedestrian streets within Village Core Areas to encourage pedestrian-friendly environments.	The Sharon Village Core Area is bisected by an arterial roadway. It is unlikely that it will be designated a car-free zone or a pedestrian street. However, the HCD Plan will consider this policy.
4.3.3.9	In Village Core Areas sidewalks should be wide enough to allow for pedestrian passage, retail displays, street furniture, landscaping, patios and outdoor dining where appropriate and subject to related planning approvals.	The HCD Plan will include guidance on streetscape design.
4.3.3.11	The Town shall work with York Region Transit and VIVA to expand transit services within Village Core Areas.	The HCD Plan will consider local/regional transportation services and their impacts to the HCD.
4.3.3.14	The Town shall encourage coordination, by local business persons or owners, of such things as signs, building facades, lighting, street furniture, landscaping and general maintenance.	The HCD plan will include guidance for businesses including signs, building facades, lighting, street furniture, landscaping, and general maintenance.
4.3.3.15	The design concepts in Appendix 3 to this Plan are intended to provide general guidance to the public and private sectors in considering the redevelopment and future use of the lands in the Village Core Areas.	The HCD plan will consider the design concept guidance found in Appendix 3 of the OP.

Policy #	Policy	Analysis
4.3.3.17	Notwithstanding 4.3.3.16, drive through facilities are prohibited within the Village Core Area in Sharon.	The HCD plan will ensure compliance with this policy.
4.3.3.18	Development within the Village Core Area in Sharon (as shown on Schedule B-3) shall recognize the unique nature of this area and provide for the protection and enhancement of its historical and architectural features. The preservation and adaptive reuse of existing buildings in a manner compatible with the heritage character of the community shall be encouraged.	This policy is compatible and reflective of HCD properties. Adaptive reuse will be considered in the HCD plan.
4.3.3.19	The Town shall establish a Civic Square in the area surrounding the Civic Centre as a community focal point and vibrant central gathering place for residents.	A HCD Plan will consider the intent to create a Civic Square as a community focal point.
4.3.3.20	Development surrounding the Civic Square should reinforce and support the Civic Square district in order to enhance the vitality of the area.	The HCD Plan will consider how the ‘Civic Square district’ fits within the broader context of Sharon.
4.3.3.21	The Town shall explore opportunities for development which build on the heritage character of the area and enhance the Sharon Temple as a historical and cultural focal point.	The HCD Plan will ensure compliance with this policy and will outline the specific ‘character of the area.’
4.3.3.22	Development of permitted uses within existing buildings or minor modifications to existing buildings shall be encouraged and shall generally be permitted without an amendment to the Zoning By-law once the by-law is amended to bring it into conformity with this Plan and provided that adequate services and parking are available.	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
4.3.3.23	<p>New development shall be designed in keeping with the character of surrounding development and shall be evaluated based on submission of the following information:</p> <ul style="list-style-type: none"> i) detailed site and landscape concept plans that include information on how the development will be integrated with the surrounding portions of the Village Core Area and, ii) perspective drawings of the proposed buildings. 	The HCD Plan will include guidance for new development and will define the character of the area.
4.3.3.24	The Town shall work with appropriate stakeholders to develop a comprehensive and integrated urban design plan for the long term development of the Civic Square and shall secure funding through government and non-government sources to ensure the implementation and development of the Civic Square.	The Civic Centre is discussed in the Sharon Urban Design Guidelines. The HCD Plan will consider this policy and the urban design guidelines.
4.3.5.1	To create activity and support transit within the Town’s overall Urban Structure, Residential Mixed Use areas should generally be located in a Centre or Corridor. Area specific policies relating to permitted uses and the scale and intensity of development will be determined through the Secondary Plan process.	The residential mixed-use sections in Sharon are located along Leslie Street (a corridor) and at the intersection of Leslie Street and Mount Albert Road (west) (a local centre). The HCD Plan will consider the potential for growth in this specific area.
4.3.5.2	<p>Land designated Residential Mixed Use may be zoned to permit:</p> <ul style="list-style-type: none"> i) Retail and service commercial uses; ii) Institutional uses; iii) Office uses; 	The HCD Plan will consider these permitted uses. Consideration will also be given to land use designations and clarification defined in the zoning by-law.

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> iv) Medium and high density residential uses; v) Recreation and community facilities; vi) Post-secondary educational uses; vii) Restaurants. 	
4.3.5.3	Development shall provide a mix of uses within the same building, with retail, commercial, office, recreation or community uses at grade in order to foster an animated, pedestrian-oriented atmosphere. Mixed use buildings are encouraged and single use buildings may only be considered when built subsequently to or concurrently with mixed use, multi-storey building(s) on the same site.	The HCD Plan will include guidance for new development.
4.3.7.2	<p>Land designated Neighbourhood Commercial may be zoned to permit:</p> <ul style="list-style-type: none"> i) Small-scale retail and service commercial uses; ii) Community facilities; iii) Restaurants; iv) Business and professional offices; v) Multi-unit residential dwellings if located above non-residential development. 	The HCD Plan will consider these permitted uses. Consideration will also be given to land use designations and clarification defined in the zoning by-law.
4.3.7.3	The Secondary Plan process and implementing Zoning By-law shall specify minimum and maximum store (or unit) sizes, to ensure the planned function of Neighbourhood Commercial Areas is achieved and maintained.	The HCD Plan will consider the minimum and maximum store or unit sizes prescribed by local policy and legislation.

Policy #	Policy	Analysis
4.4.1.4	Street-oriented Medium Density Residential uses shall be interspersed within Low Density Residential uses, such as single and semi-detached dwelling units, in small blocks throughout the new Community Areas. The maximum size of any form of Medium Density Residential area shall generally be in the range of 2.0 to 5.0 hectares of net residential area. Separation between Medium Density Residential areas is encouraged through the use of intervening functions, including Low Density Residential development open space, convenience commercial or institutional uses.	The HCD Plan will consider this policy and its impacts on the HCD.
4.4.1.6	The planning and design of residential development in areas where adjacent lands within the Town and adjacent municipalities are already built shall be required to incorporate appropriate transitional densities. All new residential development directly abutting existing homes (existing at the time of adoption of this Plan) shall generally have a physical character compatible to the existing neighbourhood considering such matters as density, lot sizes, maximum building heights and minimum setbacks.	The HCD Plan will include guidance on new development.
4.4.1.7	The Town shall maintain at least a ten year supply of lands designated for residential purposes, including consideration for residential intensification and redevelopment.	Given that areas of Sharon are within lands designated for intensification, the HCD Plan will consider this policy.
4.4.1.8	The Town shall maintain at least a three year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment through draft approved and/or registered plans of subdivision and/or site plans.	Given that areas of Sharon are within lands designated for intensification, the HCD Plan will consider this policy.

Policy #	Policy	Analysis
4.4.1.9	The policies of this Plan shall ensure that all Secondary Plan Areas supply a range and diversity of housing types designed to meet the needs of all age groups and income levels.	The HCD Plan will consider this policy.
4.4.1.10	The Town may require an applicant to provide an appropriate amount of affordable housing in each Secondary Plan, specific details of the methods used to provide affordable housing will be determined as part of the Secondary Plan approvals process.	The HCD Plan will include guidance for new development.
4.4.1.12	The Town may permit alternative development standards to facilitate housing affordability objectives in accordance with the principles of sustainability.	The HCD will include guidance on new development.
4.4.1.16	In addition to the uses permitted in Section 4.15, land designated Residential may be zoned to permit: <ul style="list-style-type: none"> i) Neighbourhood Parks; ii) Convenience Commercial uses; iii) Public and institutional uses that are complementary to and compatible with the residential function of the area, such as elementary schools, an emergency service facility, and Community-scale Places of Worship, subject to Section 4.5. 	The HCD Plan will consider and reflect the prescribed permitted uses. Consideration will also be given to land use designations and clarification defined in the zoning by-law.
4.4.2.1	Land designated Low Density Residential may be zoned to permit ground-oriented housing units, such as single and semi-detached dwellings and townhouses.	The HCD Plan will consider and reflect the prescribed permitted uses.
4.4.2.2	Low Density Residential areas may be developed to a residential density ranging between 20 and 30 units per net hectare.	The HCD Plan will consider and reflect the prescribed permitted uses.

Policy #	Policy	Analysis
4.4.2.3	Generally, a minimum of 15 percent of the net residential area of the lands designated Low Density Residential shall be developed for townhouses.	The HCD Plan will include guidance for new development.
4.4.2.4	Rear or backlotting of dwelling units within Low Density Residential designation shall not be permitted on arterial and collector roads and shall be minimized where abutting parks and valleys.	The HCD Plan will consider this policy and ensure compliance.
4.4.2.5	Infilling of vacant lots and intensification of existing properties is encouraged in the Low Density Residential designation, subject to the intensification policies in Section 3.5 and the permissions afforded under Section 3.2.3.3 of this Plan where the lands are within a Local Corridor.	The HCD Plan will include guidance for infill and new development.
4.4.2.6	Existing dwelling units within Local Corridors and the built boundary identified on Schedule A-1 may be utilized for commercial or office purposes, subject to an amendment to the Zoning By-law and Site Plan Control.	The HCD Plan will consider this policy.
4.4.2.7	All institutional uses should be located close to public transit and pedestrian links and away from significant known air emission sources.	The HCD Plan will consider this policy.
4.5.1	All institutional uses should be located close to public transit and pedestrian links and away from significant known air emission sources.	The HCD Plan will consider this policy.
4.5.4	The primary use of lands designated Institutional on Schedules B and C-1 shall be various forms of public, quasi-public and/or private educational, health, cultural, recreational, religious or charitable institutions or similar organizations providing a public service.	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
4.5.5	<p>Notwithstanding the provisions of Section 4.5.4, land designated Institutional may be zoned to permit uses including, but not be limited to:</p> <ul style="list-style-type: none"> i) facilities for: <ul style="list-style-type: none"> a. public administration, b. education, c. health care, d. recreation, e. cultural and religious activities; ii) schools, day nurseries, day cares; iii) nursing homes and assisted living homes; iv) places of worship; v) funeral homes; vi) transit stations; vii) a combination of any or all of these uses. 	<p>The HCD Plan will consider and reflect the prescribed permitted uses. Consideration will also be given to land use designations and clarification defined in the zoning by-law.</p>

Policy #	Policy	Analysis
4.5.6	<p>In conjunction with any proposal for a new Institutional Area designation, outside of a Secondary Plan process, the following information is required to be submitted by the applicant as part of the development application in order to assist in evaluating the proposal:</p> <ul style="list-style-type: none"> i) An environmental management plan of the property, prepared by a qualified professional that describes the existing and proposed vegetation, extent of vegetation removal, topography, soil and ground water conditions, environmental impacts and measures to be taken to maintain and enhance any natural areas including watercourses, low-lying areas, areas of steep and/or unstable slopes, flood plains, vegetated areas and wildlife and fishery habitats; ii) A detailed engineering and servicing report, prepared by a professional engineer, that clearly demonstrates that the proposed lot(s) can be properly serviced by water supply and sewage disposal systems, the stormwater management techniques to be used, and that there will be no adverse effect from the development as it relates to soil, groundwater and surface water; iii) A traffic study, prepared by a professional traffic engineer, that analyzes the impact of the development on the surrounding road network and establishes any required modifications to the system to alleviate potential impacts. 	The HCD Plan will consider this policy.
4.8.3	The Parks and Open Space designation may also include lands that are unsuitable for development due to flood susceptibility, steep slopes, and erosion. Such unsuitable lands shall not be included as part of the required parkland dedication.	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
4.8.5	The Town should incorporate Crime Prevention through Environmental Design (CPTED) principles in the design of parks.	The HCD Plan will consider this policy.
4.8.6	The inclusion of public art in parks, Town facilities and pedestrian spaces is encouraged.	The HCD Plan will include guidance for public art within the HCD.
4.8.9	Parks and Open Space areas shall be designed to include pedestrian walkways, trails and bicycle paths that minimize road crossings and link Parks and Open Space areas into an integrated community-wide network.	The HCD Plan will include guidance for parks and open space within the HCD.
4.8.10	Public parks shall include clearly defined entrances to the local trail system integrating trail head locations into the design of parks.	The HCD Plan will include guidance for parks and open space within the HCD.
4.8.11	Environmental features shall be incorporated into the Parks and Open Space systems, wherever feasible. Such environmental features shall not be included as part of the required parkland dedication.	The HCD Plan will include guidance for parks and open space within the HCD.
4.8.12	<p>Permitted uses on lands having a Parks and Open Space designation shall be:</p> <ul style="list-style-type: none"> i) public or private parks generally involving low-intensity, predominantly outdoor, recreation activities, sports fields and facilities, as well as trails; ii) stormwater management facilities as an integrated natural feature; iii) wildlife or other environmental management operations of a passive nature (including forest management and conservation efforts); 	The HCD Plan will consider and reflect these permitted uses. Consideration will also be given to land use designations and clarification defined in the zoning by-law.

Policy #	Policy	Analysis
	iv) other appropriate facilities incidental to open space uses.	
4.8.13	The majority of residences within a built-up residential area shall be served by a Neighbourhood, Community or Town Park within an 800 metre radius.	The HCD Plan will include guidance for parks and open space within the HCD.
4.8.14	A parkland hierarchy has been established that is characteristic of the distribution and needs of the community, which includes Town, Community and Neighbourhood Parks. The precise distribution of such parks will be determined in Secondary Plans, Community Design Plans or other planning programs in accordance with the policies of this Plan.	The HCD Plan will include guidance for parks and open space within the HCD.
4.15.1	<p>The following public or quasi-public uses shall be permitted in all land use designations, subject to any regulatory requirements, such as the provisions of the Environmental Assessment Act and Industry Canada's requirements:</p> <ul style="list-style-type: none"> a) water supply, sewage, drainage and stormwater management facilities; b) gas, communications/telecommunications and cable transmission utility services, excluding transmission towers; c) roads, railway lines and transit facilities; d) public parks, with the exception of Prime Agricultural Area and Holland Marsh Specialty Crop Area designations. 	The HCD Plan will include guidance for public works.
4.15.2	Any use which is normally incidental and subordinate to a permitted use shall be permitted.	The HCD Plan will consider and reflect these permitted uses.

Policy #	Policy	Analysis
4.15.3	An accessory apartment or secondary suite may be permitted in a residential dwelling unit in any land use designation.	The HCD Plan will include guidance for accessory apartments and secondary suites.
4.15.4	<p>Garden suites may be permitted on the same lot as an existing single detached dwelling, subject to an amendment to the Zoning By-law in all designations provided that adequate services are available.</p> <p>Garden suites shall be permitted on a temporary basis not to exceed 20 years through a site-specific Temporary Use By-law and may be subject to Site Plan approval, where deemed necessary, to ensure adequate buffering and/or appropriate placement of the unit.</p> <p>An agreement between the applicant/property owner and the Town shall be required, which addresses issues related to installation, maintenance, removal and occupancy, among other matters.</p> <p>In areas not serviced by municipal water and sewage disposal, garden suites may be permitted on lots with a minimum area of 0.8 hectares, subject to the above-noted provisions plus the issuance of a Certificate of Approval for the sewage disposal system by the Town.</p>	The HCD Plan will include guidance for garden suites.
4.15.5	<p>Temporary uses may take place in all land use designations in accordance with the following criteria:</p> <ul style="list-style-type: none"> i) The proposed use is of a temporary nature and does not involve major construction or investment on the part of the owner, so that the owner will not experience undue hardship in reverting to the original use upon the termination of the temporary use provisions; 	It is not expected that this policy will conflict with guidance from a HCD Plan. This will be examined during HCD Plan development.

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	<ul style="list-style-type: none"> ii) Such temporary use is determined to have no detrimental effect upon the existing land uses in the area; iii) The proposed use will not be incompatible with adjacent land uses and the general character of the neighbourhood; iv) The proposed use will not require the extension or expansion of municipal services; v) The proposed use will not create any traffic congestion problems within the neighbourhood, nor will it adversely affect the volume or type of traffic serviced by the affected roads; vi) Parking facilities for the proposed use will be provided entirely on-site; vii) The proposed use shall generally be beneficial to the adjacent area and the Town as a whole; viii) Any other item the Town deems relevant with respect to the proposed use. 	
4.15.6	<p>Home Occupation uses and Bed and Breakfast Establishments may be permitted in any designation (including the Oak Ridges Moraine Plan Area), subject to the regulations of the Zoning By-law. Home occupation uses may also be subject to Site Plan Control.</p>	<p>The HCD Plan will consider and reflect permitted uses.</p>

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4.15.7	Group homes, with the exception of group homes for criminal offenders, for the accommodation of a maximum of 10 persons, exclusive of staff, may be permitted in any designation, with the exception of Prime Agricultural Area and Holland Marsh Specialty Crop Area designations and as noted above, subject to the regulations of the Zoning By-law.	The HCD Plan will consider and reflect permitted uses.
5.1.17	Where development is proposed adjacent to a watercourse, whether or not it has been designated as Environmental Protection Area, a minimum 30 metre vegetation protection zone shall be maintained on both sides of the watercourse.	Where relevant the HCD Plan will consider this policy.
5.2.1	<p>Core Area, as identified on Schedules D and D-1, consist of Provincially, regionally and locally significant features that represent critical components of the Town's Natural Heritage System. The maintenance and protection of these features is imperative to the health and the function of the Town, the watershed and ultimately Lake Simcoe. Core Area features are to be retained on the landscape and consist of the following:</p> <ul style="list-style-type: none"> • Wetlands <ul style="list-style-type: none"> ○ For wetlands within the Greenbelt, the criteria of the Greenbelt Plan apply. ○ For wetlands within the Oak Ridges Moraine, the criteria of the Oak Ridges Moraine Conservation Plan apply. ○ For wetlands outside of the Greenbelt, Oak Ridges Moraine and existing Secondary Plan Areas, the criteria of the Lake Simcoe Protection Plan apply. 	Where relevant the HCD Plan will consider Core Area features.

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	<ul style="list-style-type: none"> ○ Within existing Secondary Plan Areas, wetlands are considered to be Core Area features, based on the criteria of the Town’s Natural Heritage System as follows: <ul style="list-style-type: none"> ▪ Provincially Significant Wetlands (PSW) as determined by the Ministry of Natural Resources (MNR) ▪ Non-Provincially significant wetlands that are greater than 0.5 ha ● Woodlands <ul style="list-style-type: none"> ○ For woodlands within the Oak Ridges Moraine, the criteria of the Oak Ridges Moraine Conservation Plan apply. ○ For woodlands within the Greenbelt Plan Natural Heritage System, the criteria of the Greenbelt Plan apply, except where the Town’s Natural Heritage System goes beyond the requirements of the Greenbelt Plan, then the Town’s Natural Heritage System applies. ○ For woodlands within the Greenbelt Protected Countryside, but outside of the Greenbelt Plan Natural Heritage System, the criteria for woodlands in the Town’s Natural Heritage System apply. ○ For woodlands outside of the Greenbelt Protected Countryside, the Oak Ridges Moraine and existing 	

Policy #	Policy	Analysis
	<p>Secondary Plan Areas, the Lake Simcoe Protection Plan criteria for woodlands apply.</p> <ul style="list-style-type: none"> ○ For woodlands within existing Secondary Plan Areas, the criteria for woodlands as determined by the Town’s Natural Heritage System apply. ○ The Town’s criteria for Core Area woodlands are: <ul style="list-style-type: none"> ▪ Woodlands at least 10 ha in area; or ▪ All woodlands between 4 ha and 10 ha in Settlement Areas ▪ The entirety of any woodland between 0.5 ha and 10 ha that overlaps or is located within 30 m of any identified Core Area feature ● Wildlife Habitat <ul style="list-style-type: none"> ○ Within the Greenbelt Protected Countryside, the criteria the Greenbelt Plan apply. ○ Within the Oak Ridges Moraine, the criteria of the Oak Ridges Moraine Conservation Plan apply. ○ Outside of the Greenbelt Protected Countryside, the Oak Ridges Moraine and existing Secondary Plan Areas, the criteria of the Provincial Policy Statement apply. ○ Within existing Secondary Plan Areas, and where the Town’s Natural Heritage System goes beyond the requirements of other Plans, the criteria of the Town’s Natural Heritage System apply and are as follows: <ul style="list-style-type: none"> ▪ Core winter deer yards 	

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> ▪ Colonial waterbird nesting sites ▪ Rare vegetation communities (i.e. alvars, prairies, fens and bogs) ○ Significant Habitat of Endangered and Threatened Species as identified by MNR consistent with the Endangered Species Act • Fish Habitat <ul style="list-style-type: none"> ○ Within the Greenbelt Protected Countryside, the criteria of the Greenbelt Plan apply. ○ Within the Oak Ridges Moraine, the criteria of the Oak Ridges Moraine Conservation Plan apply. ○ Outside of the Greenbelt Protected Countryside, the Oak Ridges Moraine and existing Secondary Plan Areas, the criteria of the Lake Simcoe Protection Plan apply. ○ Watercourses and waterbodies, drains, online ponds, mapped offline ponds within 30 m of another NHS feature • Valleylands <ul style="list-style-type: none"> ○ Within the Greenbelt Protected Countryside, the criteria the Greenbelt Plan apply. ○ Within the Oak Ridges Moraine, the criteria of the Oak Ridges Moraine Conservation Plan apply. ○ Outside of the Greenbelt Protected Countryside, the Oak Ridges Moraine and existing Secondary Plan Areas, the criteria of the Lake Simcoe Protection Plan apply. 	

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> ○ Within existing Secondary Plan Areas, the criteria for valleylands of the Town’s Natural Heritage System apply and are as follows: <ul style="list-style-type: none"> ▪ Width of 25 m; ▪ Length of 50 m; ▪ Slope of 15%; and, ▪ Height of 5 m. ● ANSIs <ul style="list-style-type: none"> ○ Confirmed Provincial and Regional Life Science Areas of Natural and Science Interest (ANSI) as determined by the MNR 	
5.2.2	Notwithstanding policy 5.1.12, development and site alteration is not permitted within Core Area features. Limited site alteration may be permitted within an associated vegetative protection zone subject to the recommendations of a Natural Heritage Evaluation approved by the Town. Further, site alteration and peat extraction is prohibited in all wetlands, as defined in 5.2.1.	The HCD Plan will consider Core Area features.
5.2.3	Development or site alteration is not permitted within 120 metres of a Core Area feature unless it has been demonstrated through an approved Natural Heritage Evaluation (NHE) that there will be no net negative impacts on the natural features or their ecological functions. The NHE shall also determine the appropriate vegetation protective zones from the features.	The HCD Plan will consider Core Area features.

Policy #	Policy	Analysis
6.1	<p>The Town may establish a municipal heritage committee pursuant to the Ontario Heritage Act. If established, the heritage advisory committee shall be consulted by Council prior to designating individual heritage properties or specific areas under the Ontario Heritage Act, as amended.</p> <p>A heritage advisory committee shall:</p> <ul style="list-style-type: none"> (a) Advise and assist Council on measures to conserve listed heritage properties; (b) Assist Council on matters relating to the conservation of buildings and heritage conservation districts; (c) Advise Council on alterations to designated heritage buildings or properties and areas; (d) Advise Council on heritage matters referred to the committee; (e) Promote, through public education programs, heritage conservation within East Gwillimbury. 	<p>The Town has a municipal heritage committee called the Heritage Advisory Committee (HAC).</p> <p>The HAC has been (and will continue to be) consulted on this HCD project and will be able to assist and advise Council.</p>
6.2.1	<p>The Town shall compile a Register of Cultural Heritage Resources that includes designated heritage resources and may also include those listed as being of significant cultural heritage value or interest including built heritage resources, cultural heritage landscapes, heritage conservation districts, areas with cultural heritage character and heritage cemeteries.</p>	<p>The Town has a Register of Cultural Heritage Resources called the <i>Town of East Gwillimbury Register of Properties of Cultural Heritage Value or Interest</i>. It includes properties Designated under Part IV Section 29 of the <i>OHA</i> and properties Listed under Part IV Section 27 of the <i>OHA</i>.</p>

Policy #	Policy	Analysis
		<p>If A HCD is adopted, the Register will need to be updated to include the Part V designated properties.</p> <p>Changes to the <i>OHA</i> [Section 27(2)] from Bill 23 and requirements in <i>O. Reg. 385/21</i> require that the Register be updated to include legal descriptions and a statement of cultural heritage value or interest and heritage attributes for designated properties.</p> <p>The current register is available via pdf on the Town’s website. This complies with changes to Section 27(1.1) of the <i>OHA</i> which require the register to be available to the public on the municipal website.</p>
6.2.2	The Register shall contain documentation for these resources including legal description, owner information, and description of the heritage attributes and cultural heritage value for each designated and listed heritage resource. The Register shall be updated regularly and readily accessible to the public to ensure effective protection and to maintain its currency.	<p>The current online version of the Register does not include all the information specified in this policy. Furthermore, changes to the <i>OHA</i> [Section 27(2)] resulting from Bill 23 now require the inclusion of the information specified in this policy.</p> <p>The Register will need to be updated to be compliant with legislation and policy.</p>

Policy #	Policy	Analysis
6.2.4	<p>Evaluation criteria for assessing the heritage significance of Cultural Heritage Resources shall be developed by the Town in consultation with the heritage advisory committee. Heritage significance refers to the aesthetic, historic, scientific, cultural, social or spiritual importance or significance of a resource for past, present or future generations. The significance of a cultural heritage resource is embodied in its heritage attributes and other character defining elements including: materials, forms, location, spatial configurations, uses and cultural associations or meanings. The identification and evaluation of Cultural Heritage Resources will be based on the criteria outlined in Ontario Regulation 9/06 issued under the Ontario Heritage Act and will include one or more of the following core values:</p> <ul style="list-style-type: none"> ▪ aesthetic, design or physical value; ▪ historical or associative value; and/or, ▪ contextual value. 	<p><i>O. Reg. 9/06</i> under the <i>OHA</i> prescribes criteria for determining cultural heritage value or interest. The Town does not need to and should not develop its own evaluation criteria.</p> <p>The HCD Study will be prepared following provincially mandated guidance from <i>O. Reg. 9/06</i>.</p>
6.2.5	<p>Heritage resources will be protected and conserved in accordance with best available cultural resource management protocols including, but not limited to the Standards and Guidelines for the Conservation of Historic Places in Canada and the Ministry of Culture’s Eight Guiding Principles in the Conservation of Built Heritage Properties.</p>	<p>The HCD Plan will be guided by the best available cultural heritage resource management protocols with these principles being integrated into the guidelines. Additional cultural heritage management protocols may be introduced through the HCD Plan.</p>
6.2.6	<p>Development applications in areas where buildings and sites are listed as worthy of conservation under the Ontario Heritage Act shall be circulated to the heritage advisory committee for review and comment.</p>	<p>The adoption of A HCD Plan will require owners and developers to apply for heritage permits for development within the HCD. Permits will be circulated to the heritage advisory committee.</p>

Policy #	Policy	Analysis
6.2.7	The Town may request the owner of any property listed as worthy of conservation to consent to designation under the Ontario Heritage Act as a condition of official plan amendment, rezoning, or Site Plan Approval.	If A HCD Plan is adopted, all properties within the HCD boundary will be designated under Part V of the <i>OHA</i> . Therefore, this policy will not be addressed in the HCD Plan.
6.2.8	A Heritage Impact Assessment, prepared by a qualified heritage conservation professional, shall be required for any development proposal, including a Secondary Plan that has the potential to impact a cultural heritage resource to demonstrate that its heritage attributes are not adversely affected. The scope of the Heritage Impact Assessment Mitigation measures and/or alternative development approaches shall be required as part of the approval conditions to ameliorate any potential adverse impacts that may be caused to the cultural heritage resource and its heritage attributes.	This policy would apply to properties in a HCD. The HCD Plan will need to include guidance on when/how to scope a HIA in the HCD.
6.2.9	A Heritage Impact Assessment may be required for any proposed alteration work or development activities involving or adjacent to heritage resources to ensure that there will be no adverse impacts caused to the resources and their heritage attributes. Mitigation measures shall be imposed as a condition of approval of such applications.	This policy would apply to properties adjacent (contiguous) to the HCD. The HCD Plan can scope what alteration work or development activities will require a Heritage Impact Assessment.
6.2.10	Where development or redevelopment takes place, the Town may require developers, through subdivision and/or site plan agreements, to incorporate listed heritage buildings or sites. All options for on-site retention of designated heritage properties shall be exhausted prior to consideration being given to relocation. The following alternatives shall be given due consideration in order of priority:	This policy will not apply in a HCD since the properties will be designated under Part V of the <i>OHA</i> and the HCD Plan will guide decisions on development or redevelopment of relevant properties.

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	<ul style="list-style-type: none"> i. on-site retention in the original use and integration with the surrounding or new development; ii. on-site retention in an adaptive re-use; iii. relocation to another site within the same development; iv. relocation to another sympathetic site within the Town. 	
6.2.11	Site plan control will be utilized by the Town to ensure that conceptual design and massing of development or redevelopment projects are compatible with adjacent listed heritage buildings and/or sites.	<p>As a result of Bill 23, Site Plan no longer applies to developments of 10 units or less and cannot be used for design of the exterior of buildings. The Town will not be able to use Site Plan Control to ensure the conceptual design and massing of these types of development or redevelopment projects are compatible with an adjacent HCD.</p> <p>A buffer should be included in the HCD or wide roads used as boundaries wherever possible to allow space between potential adjacent development and the HCD.</p>
6.2.13	In the event that demolition, salvage, dismantling or relocation is inevitable, thorough documentation of the heritage resources shall be undertaken. The information shall be made available to the Town for archival purposes.	Additional guidance or clarity on how the Town manages and archives documentation of heritage resources should be developed, including responsibilities of the owner or agency preparing this documentation.

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6.2.15	Minimum standards for the maintenance of the heritage attributes of designated heritage properties shall be established and enforced.	The Town's Property Standards and Property Maintenance by-laws address this policy. See these sections starting on pages 242 and 246 below for details
6.2.16	When senior governments offer programs that may assist property owners of heritage buildings to maintain, renovate or restore heritage buildings, the Town shall co-operate in implementing such programs to the extent practical for the Town. Every endeavour shall be made to facilitate the maintenance and conservation of designated heritage properties including making available grants, loans and other incentives as provided for under the Ontario Heritage Act and municipal sources.	The HCD will consider this policy. Adoption of A HCD will permit property owners in the HCD to access grants, where available.
6.2.17	The Town shall manage Town-owned heritage properties in a manner sympathetic to the architectural and historical aspects of those properties.	Creation of A HCD may mean that there will be more Town-owned heritage properties to manage.
6.2.18	When considering transportation improvements that affect heritage areas and properties, the Town will require such improvements in a manner that will not detract from the aesthetic values of the area and properties. Furthermore, the Town may require that the owner to make improvements that enhance the cultural heritage value of the environment. This may include landscaping of public parking lots, appropriate street lighting, opportunities for tree planting within rights-of-way and appropriate sidewalk widths.	The HCD Plan will include guidance for transportation improvements, landscaping, street lighting, tree lighting, and sidewalks.

Policy #	Policy	Analysis
6.2.19	Where a designated heritage property is adjacent to a road under the jurisdiction of the Region of York or the Province of Ontario, the Town shall request that, in the construction of roads and the carrying out of other necessary road improvements including realignment or road widening, those government bodies will not adversely impact heritage buildings or areas. The Town shall discourage the conveyance of land to those bodies for road widening where such conveyance would eventually result in the demolition of designated heritage buildings. When this relates to a listed heritage property, the Town may require the completion of a cultural heritage assessment.	<p>Since Leslie Street is a Regional Road the HCD plan will need to address ways to work with the Region on heritage conservation.</p> <p>Designation of a HCD will mean that any future Environmental Assessment for road work through the village will identify cultural heritage concerns and will likely require cultural heritage studies as part of the EA process.</p> <p>Regional policy (See Sections 1.1 and 1.2 above) supports lower tier municipal efforts at heritage conservation and aims to develop transportation infrastructure with cultural heritage considerations in mind.</p> <p>A HCD Plan should outline guidance on what the Town wants regarding the road to inform Regional decision making.</p>
6.2.20	The Town shall ensure that care is taken to preserve mature trees and other vegetation amenities such as landmark trees and hedgerows in heritage areas or adjacent to heritage properties. The preservation of trees along roads shall be encouraged by the Town, except where public health and safety may be at risk. A tree planting program for heritage areas will be established and trees removed due to disease will be replaced as soon as possible after their removal.	The HCD Plan will include guidance for landscaping including mature trees and other vegetation.

Policy #	Policy	Analysis
6.2.21	The Town shall encourage other public authorities to manage properties which it owns or affects in a manner which would preserve those heritage resources. The Town shall also request the Conservation Authority, when dealing with heritage properties in the floodplain, to impose only those flood-proofing measures which do not detract from the heritage aesthetics of the property.	<p>Sharon Creek and its floodplain are in the HCD Study Area. It is understood that there are no historic buildings owned by the Conservation Authority in the Study Area.</p> <p>This policy does not apply to the Study. However, a HCD Plan will need to consider this policy and provide guidance on implications for conservation authority rules on any properties that touch the floodplain.</p>
6.2.22	Except as specifically noted, no policies of this Plan are intended to imply that the Town will assume financial responsibility for the retention, restoration and/or preservation of built heritage resources.	The HCD Plan will consider this policy.
6.3.1	<p>Prior to designating an area as a Heritage Conservation District, the Town shall undertake a study to:</p> <ul style="list-style-type: none"> i. Assess the feasibility of establishing a Heritage Conservation District; ii. Examine the character, appearance and cultural heritage significance of the Study area including natural heritage features, vistas, contextual elements, buildings, structures and other property features to determine if the area should be preserved as a heritage conservation district; iii. Recommend the geographic boundaries of the area to be designated and the objectives of the designation; 	The Sharon HCD Study has been prepared in compliance with this policy.

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> iv. Recommend the content of the Heritage Conservation District Plan; v. Recommend necessary changes required to the Town's Official Plan, and any by-laws including zoning by-laws; vi. Share information with residents, landowners and the public at large, as to the intent and scope of the study. 	
6.3.2	During the study period, which can last up to one year, alteration works on properties within the Heritage Conservation District study area including erection, demolition or removal may be prohibited.	An interim study by-law has not been prepared for this HCD project. Therefore, alterations within the study are currently permitted.
6.3.3	Properties already designated under Part IV of the Ontario Heritage Act may be included as part of the Heritage Conservation District to ensure comprehensiveness of the District.	The Sharon Burying Ground at 18391 Leslie Street is designated under Part IV Section 29 of the <i>OHA</i> and is in the HCD Study Area. It has historical links to the rest of the village and can be included in a HCD.
6.3.4	Properties in a Heritage Conservation District may also be designated under Part IV of the Ontario Heritage Act to ensure consistent and effective protection.	The HCD Plan will consider this policy.
6.3.5	<p>A Heritage Conservation District Plan shall be prepared for each designated district and include:</p> <ul style="list-style-type: none"> i. A statement of the objectives of the Heritage Conservation District; ii. A statement explaining the cultural heritage value or interest of the Heritage Conservation District; 	The HCD Plan will need to include this information.

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> iii. Description of the heritage attributes of the Heritage Conservation District and of the properties in the district; iv. Policy statements, guidelines and procedures for achieving the stated objectives and for managing change in the Heritage Conservation District; v. A description of the types of minor alterations that may be allowed without the need for obtaining a permit from the Town. 	
6.3.7	Minimum standards for the maintenance of the heritage attributes of property situated in a Heritage Conservation District shall be established and enforced.	The Town's Property Standards and Property Maintenance by-laws address this policy. See the sections starting on pages 242 and 246 below for details.
6.3.8	Any private and public works proposed within or adjacent to a designated District <u>shall</u> respect and complement the identified heritage character of the District as described in the Plan.	A HCD Plan will guidance for private and public works.
6.3.9	When a Heritage Conservation District By-law is in effect, public works within the District <u>shall</u> not be contrary to the objectives set out in the District Plan. Further, no by-law shall be passed that is contrary to the objectives set out in the District Plan. In these respects, the District Plan shall prevail.	A HCD Plan will guidance for private and public works.
6.3.10	A Permit <u>is required</u> for all alteration works for properties located in the designated Heritage Conservation District. The exceptions are interior works and minor changes that are specified in the Plan.	The HCD Plan will detail works that do and do not require a heritage permit.

Policy #	Policy	Analysis
6.3.11	The permit application <u>shall</u> include a Heritage Impact Assessment and provide such information as specified by the Town.	<p>This policy should be scoped based on the type of proposed project. Simple projects may be able to address potential impacts directly in the heritage permit application.</p> <p>The HCD Plan could provide more refined guidance on when an HIA should be required.</p> <p>HIA Terms of Reference could provide details on when an HIA should be required. The Town should consider developing and having Council approve relevant Terms of Reference.</p>
6.3.12	<p>In reviewing permit applications, the Town <u>shall</u> be guided by the applicable Heritage Conservation District Plan and the following guiding principles:</p> <ul style="list-style-type: none"> i. Heritage buildings, cultural landscapes and archaeological sites including their environs should be protected from any adverse effects of the proposed alterations, works or development; ii. Original building fabric and architectural features should be retained and repaired; iii. New additions and features should generally be no higher than the existing building and wherever possible be placed to the rear of the building or set-back substantially from the principal façade; 	The HCD Plan will provide additional relevant guidance.

Policy #	Policy	Analysis
	iv. New construction and/or infilling should fit harmoniously with the immediate physical context and streetscape and be consistent with the existing heritage architecture by among other things: being generally of the same height, width, mass, bulk and disposition; being of similar setback; being of like materials and colours; and using similarly proportioned windows, doors and roof shape.	
6.3.13	Council <u>may</u> delegate to Town staff the power to grant permits for certain classes of alterations to be made to properties in a designated Heritage Conservation District.	By-Law Number 2016-079 delegates some administrative authorities and approvals to Staff. However, the delegated authority by-law does not grant powers related to heritage to staff. It is recommended that the delegated authority by-law be updated or a separate delegated authority by-law pertaining to cultural heritage be established in order to grant the approval of certain classes of alterations to staff.
6.3.14	Development proposed adjacent to a designated Heritage Conservation District <u>shall</u> be scrutinized to ensure that they are compatible in character, scale and use. A Heritage Impact Assessment may be required for such proposals.	The HCD Plan will include guidance on adjacent development.

Policy #	Policy	Analysis
6.3.15	Existing Village Core Areas in the communities of Mount Albert, Holland Landing and Sharon are unique in terms of built form, and as such all or a portion of the individual Village Core Areas may be studied for a future Heritage Conservation District designated pursuant to Part V of the Ontario Heritage Act.	This HCD Study is in compliance with this policy.
6.4	<p>Cultural Heritage Landscapes</p> <p>A Cultural Heritage Landscape refers to a defined geographical area that has been modified or characterized by human activity. It usually involves a grouping of features that are both man-made and natural. Collectively, they create unique cultural heritage that is valued not only for its historical, architectural or contextual significance but also for its contribution to the understanding of the forces that have shaped and may continue to shape the community including social, economic, political and environmental. Examples of cultural heritage landscape include heritage conservation districts designated under the Ontario Heritage Act, villages, parks, gardens, cemeteries, main streets, neighbourhoods, valley and watercourses, lakes, woodlands, wetlands, hedgerows, scenic vistas.</p>	This definition of a CHL is different but appears largely paraphrased from Provincial definitions in the PPS and <i>Ontario Heritage Tool Kit</i> . It is recommended that the Town adopt the current PPS definition of a CHL.
6.4.1	The Town shall identify and maintain an inventory of cultural heritage landscapes as part of the Town’s Register of Cultural Heritage Resources to ensure that they are accorded with the same attention and protection as the other types of cultural heritage resources.	<p>It is understood that the Town has not included CHLs on the Register yet.</p> <p>A HCD is a type of CHL. If adopted, the HCD will be in compliance with this policy.</p>

Policy #	Policy	Analysis
6.4.2	Significant cultural heritage landscapes may be designated under either Part IV or Part V of the Ontario Heritage Act, or established as Areas of Cultural Heritage Character as appropriate.	This HCD Study has examined the Sharon area as a CHL. If adopted, this HCD will be in compliance with this policy.
6.5	Areas of Cultural Heritage Character There are areas and landscapes of special cultural heritage value that, although they may not be appropriate for designation under the Ontario Heritage Act, merit special conservation efforts.	Parts of the HCD Study Area not included in the recommended boundaries may be considered as areas of cultural heritage character.
6.5.1	Areas with Cultural Heritage Character shall be established through Secondary Plans, Community Design Plans or the Zoning By-Law	Parts of the HCD Study Area not included in the recommended boundaries may be considered as areas of cultural heritage character and will need to be adopted in this manner.
6.6	Heritage Cemeteries Cemeteries are by their nature especially sensitive and important heritage resources. Many of them possess historical, spiritual, architectural and aesthetic values. They are an important part of the Town's history, accommodating some of East Gwillimbury's earliest settlers. Rare and important trees and plant species are often found in cemeteries.	The Sharon Burying Ground is in the HCD Study Area.
6.6.1	All cemeteries of cultural heritage significance shall be designated under Part IV or V of the Ontario Heritage Act, including vegetation and landscape of historic, aesthetic and contextual values to ensure effective protection and preservation.	The Sharon Burying Ground is designated under Part IV Section 29 of the <i>OHA</i> . If it is included in the HCD, specific guidelines to meet this policy will be developed.

Policy #	Policy	Analysis
6.6.2	The Town shall restore and maintain all Town-owned heritage cemeteries and encourage owners of private heritage cemeteries to maintain and improve their properties.	If the Sharon Burying Ground is included in the HCD, relevant guidance will be included in the Plan.
6.6.3	Standards and design guidelines for heritage cemetery preservation shall be developed including the design of appropriate fencing, signage and commemorative plaquing.	If the Sharon Burying Ground is included in the HCD, relevant guidance will be included in the Plan.
6.6.4	The heritage integrity of cemeteries shall be given careful consideration at all times. Impacts and encroachments shall be assessed and mitigated and relocation of human remains shall be avoided.	If the Sharon Burying Ground is included in the HCD, relevant guidance will be included in the Plan.
6.6.5	Archaeological and Heritage Impact Assessments, prepared by qualified heritage conservation professionals, shall be required for land use planning activities and development proposals on lands adjacent to cemeteries. Appropriate mitigation measures may include permanent “no disturbance” buffer zones, appropriate fencing and/or alternative development approaches, as well as temporary protection measures during construction and other activities, as part of the approval conditions to ameliorate any potential adverse impacts that may be caused.	If the Sharon Burying Ground is included in the HCD, relevant guidance will be included in the Plan.
6.7	<p>Archaeological Resources</p> <p>Archaeology is the study of the physical remains of pre-contact and early historic activities or events. Archaeological sites are defined as locations or places, including land and marine, where the remains of past human activity are found. These physical remains, or archaeological resources, are usually hidden from view and may occur on or below the surface of the land and under water. Archaeological</p>	The Town’s archaeological resources policies will apply in a HCD.

Policy #	Policy	Analysis
	resources may include items such as tools, weapons, building materials, art objects and human or animal remains. The Town should identify and preserve significant archaeological areas.	

Town of East Gwillimbury Official Plan (2022)

The *Town of East Gwillimbury Official Plan (2022) (EGOP 2022)* was adopted by council on 21 June 2022. The *EGOP* was created to “implemen[t] long-range Provincial, York Region, and Town-wide land use policies” until 2051. The *EGOP* comprises five policy-focused chapters, entitled growth management, building a successful community, land use policies, sustainable infrastructure, and implementation + interpretation.

Policies that pertain to cultural heritage and *Heritage Conservation Districts* and found in several sections and subsection of the *EGOP*, including Section 3.4.4, *Cultural Heritage Resources* and Section 4.1.3, *Village Core Area Designation*. Relevant policies are defined in Table 5.

Table 5: Relevant Policies from the EGOP 2022

Policy #	Policy	Analysis
2.2.a.iii	<p>Schedule 1 identifies, conceptually, the urban structure of the Town of East Gwillimbury as it evolves to 2051. It identifies a number of key geographic components of the Town that help articulate where, and how growth will occur, and that will consequently influence East Gwillimbury's success in achieving its stated vision for the future. Schedule 1 identifies the following components:</p> <p>iii. The Settlement Areas - The Town has two areas that are delineated by Settlement Area Boundaries - The Greenbelt Settlement Area of Mount Albert and the larger Central Growth Area that includes the communities of Sharon, Holland Landing, and Queensville.</p>	<p>Sharon is located in the 'Central Growth Area'. The 'Central Growth Area' also includes Holland Landing, Queensville, and much of the land in between. Therefore, although unclear as to how intensification may impact Sharon specifically, the HCD plan will consider growth and change management in the area.</p>
2.2.b.ii	<p>Schedule 2 differentiates lands within the Settlement Area Boundaries. The Settlement Areas are the focus for new development within the Town, and are further subdivided as follows:</p> <p>Designated Greenfield Areas include primarily vacant lands and some lands that have been developed with urban land uses since 2006. Some of the areas within the Designated Greenfield Areas are subject to existing, approved Secondary Plans, including Mount Albert, Queensville, Holland Landing, Sharon, and the Green Lane Area.</p>	<p>Parts of the study area are considered 'Delineated Built Up Area' and 'Designated Greenfield Area'. The HCD plan must consider both of these designations as they apply in areas of the study.</p>
2.3.b	<p>This Plan requires that a minimum of 700 new dwelling units within the Town shall be identified as intensification and shall occur within the Delineated Built-Up Area of the Town to 2051.</p>	<p>As with 2.1.a) above, there are several 'Delineated Built Up Areas' in EG. The HCD Plan will include guidance related to intensification within its boundary- as required.</p>

Policy #	Policy	Analysis
2.3.c	<p>To facilitate residential intensification, this Plan includes defined Strategic Growth Areas intended to provide an effective framework for the provision of higher density, mixed-use development that will support an efficient and integrated transit system. These Strategic Growth Areas serve and connect different areas of the Town that provide different community functions, and will therefore be different in terms of character, scale, mix of uses, and potential to accommodate future growth. Residential intensification initiatives will be subject to the following policies:</p> <ul style="list-style-type: none"> i. Intensification opportunities will be primarily accommodated within the Strategic Growth Areas; ii. Intensification opportunities within the Community Areas will be limited, and will be primarily focused on the development of additional residential units, as defined in this Plan; and, <ul style="list-style-type: none"> ii. Intensification of the Employment Areas within the Delineated Built-Up Area will be encouraged, where appropriate. iii. 	<p>Strategic growth areas are described in Section 4.1 of the 2022 OP and include the Delineated Built-Up Areas and Designated Greenfield Areas. Future growth considerations will be considered in the HCD plan.</p>
2.3.d	<p>The Designated Greenfield Areas are expected to accommodate significant growth over the 2051 horizon of this Plan as they develop as Strategic Growth Areas, Community Areas, and Employment Areas.</p>	<p>The local centre at the intersection of Leslie Street and Mount Albert Road (west) is in a designated greenfield area. Future growth considerations will be considered in the HCD plan.</p>

Policy #	Policy	Analysis
2.3.e	Designated Greenfield Area that are planned to become Community Areas (identified as DGA Community Areas on Schedule 2) shall achieve an overall minimum density of 55 residents and jobs combined per hectare. The Designated Greenfield Areas that are planned to become Employment Areas (identified as DGA Employment Areas on Schedule 2) shall achieve an overall minimum density of 50 jobs per hectare.	Future growth considerations will be considered in the HCD plan.
2.3.f	Development applications within the existing Secondary Plan Areas of Holland Landing, Sharon, Queensville, and Mount Albert that have been approved prior to the adoption of this Plan, but for which all required Planning Act approvals have not been received, shall be re-examined to determine if 50 residents and jobs per hectare in the developable area can be achieved. The Green Lane Secondary Plan Area has been designed to meet, or exceed a minimum density of 70 residents and jobs per hectare in the developable area.	This policy identifies that 50 people/jobs per hectare are required in Sharon. Future growth considerations will be considered in the HCD plan.
3.4.1.a.iv	<p>A high quality, and ultimately a beautiful community, includes well designed buildings and streetscapes. A beautiful community protects natural heritage features and viewsapes and includes an accessible and well-designed system of public parks and open spaces that celebrate the community and provide opportunities for enjoyment by the entire population. A high quality community should engender a sense of pride as a place to live and a sense of stewardship in its long-term care and maintenance. Objectives are to:</p> <p>iv. Ensure the protection of cultural heritage assets and buildings and integrate them sympathetically within new development;</p>	The HCD Plan will include guidance for new development and streetscape design.

Policy #	Policy	Analysis
3.4.1.c.i	<p>Through effective community planning and design the Town can foster an image of East Gwillimbury that recognizes and promotes the high quality of the rural, natural, and built environment. The Town encourages:</p> <p>The appropriate retention and enhancement of the distinctive rural landscape and the built and natural features within the area, historic buildings, watercourses, and woodlots that contribute to the image of the Town; and</p>	The HCD Plan will include guidance for retention of historic buildings, new development, and streetscape design.
3.4.1.c.ii	<p>Through effective community planning and design the Town can foster an image of East Gwillimbury that recognizes and promotes the high quality of the rural, natural, and built environment. The Town encourages:</p> <p>The thoughtful siting of landmark buildings of significant form and use at appropriate locations within the Town to enhance their visual and functional use and the creation of gateways and destinations that enhance the experience of residents and visitors as they move through the various elements of East Gwillimbury’s urban structure.</p>	A HCD Plan can contribute to meeting this policy by providing guidance to manage change near landmark buildings in Sharon.
3.4.1.e.ii	<p>As the Town grows into lands that are in between Mount Albert, Queensville, Holland Landing, and Sharon, consideration of enhancing individual community identity needs to be considered, including:</p> <p>The identification, through gateway features, of the key historic centres of Mount Albert, Queensville, Sharon, and Holland Landing that recognize both the historic areas of settlement within East Gwillimbury, and their inclusion within the broader East Gwillimbury community. Gateway features may include signage, landscape</p>	The HCD Study has identified gateway features at the edge of Sharon Village.

Policy #	Policy	Analysis
	features, landmark buildings, or some combination of all of those elements;	
3.4.1.e.v	<p>As the Town grows into lands that are in between Mount Albert, Queensville, Holland Landing, and Sharon, consideration of enhancing individual community identity needs to be considered, including:</p> <p>The use of the identified natural heritage features, as they may be expanded through public parks and/or public institutions as part of the urban separator concept within the communities of Queensville, Holland Landing, and Sharon;</p>	The HCD Plan will consider this policy.
3.4.3.f.ii	<p>In addition to compatibility, the Town will have regard for the following when evaluating any development proposal:</p> <p>That cultural heritage resources and cultural heritage landscapes are recognized and incorporated into the design of the development in a manner that conserves the integrity of the resource/landscape;</p>	The HCD Plan will include guidance for development. Providing a definition of integrity should be considered.
3.4.4.a	<p>The Town will manage, conserve, and protect East Gwillimbury's cultural heritage resources which reflect and contribute to the history, identity and character of the Town. Pursuant to the Ontario Heritage Act, the Planning Act and other enabling legislation, the Town may designate cultural heritage resources, including:</p> <ul style="list-style-type: none"> i. Individual properties or groups of properties; ii. Whole or specific parts of buildings or structures upon designated property; iii. Heritage Conservation Districts; 	The adoption of A HCD and A HCD Plan would be consistent with this policy.

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> iv. Cultural Heritage Landscapes; v. Areas of Archaeological Potential; and, vi. Other heritage elements including, but not limited to, scenic heritage routes, roads, or road allowances. 	
3.4.4.b	<p>Methods for the conservation of cultural heritage resources include, but are not limited to:</p> <ul style="list-style-type: none"> i. Designation under Parts IV or V of the Ontario Heritage Act; ii. Listing property on the Town’s Heritage Register; iii. Heritage Conservation Easements or Covenants; iv. Zoning By-law regulations restricting the use of lands to current or compatible uses; v. Conditions within plans of subdivision and condominium and the site plan approval process; and, vi. The offering of incentives to encourage and/ or assist with the conservation, restoration and reuse of heritage resources, as may be set out in a Community Improvement Plan or through other available funding programs. 	The adoption of A HCD and A HCD Plan would be consistent with this policy.

Policy #	Policy	Analysis
3.4.4.c	The inventory, evaluation, and conservation of cultural heritage resources of all types, and related consultation efforts, shall conform with the requirements of the Ontario Heritage Act, the Planning Act and other enabling legislation, and shall be consistent with the applicable standards available in the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada, and the guidelines provided by the Province of Ontario, such as the Ontario Heritage Toolkit.	<p>The Town has a Register of Cultural Heritage Resources called the <i>Town of East Gwillimbury Register of Properties of Cultural Heritage Value or Interest</i>. It includes properties Designated under Part IV Section 29 of the <i>OHA</i> and properties Listed under Part IV Section 27 of the <i>OHA</i>.</p> <p>If A HCD is adopted, the Register will need to be updated to include the Part V designated properties.</p> <p>Changes to the <i>OHA</i> [Section 27(2)] resulting from Bill 23 and <i>O. Reg. 385/21</i> require changes to the Register in the form of adding a legal description, SCHVI, and heritage attributes to designated properties.</p> <p>The current register is available via pdf on the Town’s website. This complies with changes to Section 27(1.1) of the <i>OHA</i> which requires the register to be available to the public on the municipal website.</p>

Policy #	Policy	Analysis
3.4.4.d	<p>All new development permitted by the land use policies and designations of this Plan shall:</p> <ul style="list-style-type: none"> i. Have regard for cultural heritage resources that are designated in accordance with the Ontario Heritage Act, or that are listed on the Town’s Heritage Register, or identified in the Town’s Master Plan of Archaeological Resources; ii. Be planned in a manner that conserves and enhances the context in which cultural heritage resources are situated; iii. Consider the influence of Indigenous Communities in conserving cultural heritage and archaeological resources; and, iv. Wherever possible, incorporate cultural heritage resources into any new development plans in a manner that conserves their integrity. 	The HCD Plan will include guidance for new development.
3.4.4.e	<p>The Town will require the submission of a Heritage Impact Assessment as part of a complete development application where such application includes, or is adjacent to an identified or designated cultural heritage resource. A Heritage Impact Assessment may also be required where cultural heritage resources are identified through the development approval process.</p> <p>Heritage Impact Assessments shall be conducted by a qualified professional and demonstrate how the heritage values, attributes and integrity of the resource are to be conserved and how any impacts to heritage attributes can be mitigated. It is the intent of the Town to</p>	The HCD Plan will include guidance on when an HIA is required.

Policy #	Policy	Analysis
	conserve, enhance and support the reuse of cultural heritage resources in their original location, wherever possible.	
3.4.4.f	Where an application for site alteration or development is of a minor nature, the Town may waive the requirement for a Heritage Impact Assessment or scope the study requirements.	The HCD Plan will include guidance on when a HIA is required.
3.4.4.g	The Town shall prepare a Heritage Conservation District Plan to provide additional guidance to development within a Designated Heritage Conservation District. Prior to designating a Heritage Conservation District, the Town may identify by By-law a Heritage Conservation District Study Area for up to one year, and require the submission of a Heritage Impact Assessment as part of a complete development application within the Study Area during that time.	If adopted, A HCD Plan would be in compliance with this policy. This HCD Study is also in compliance with this policy. A HCD Study Area By-law has not been adopted for this project.
4.1.1.b	<p>This Plan recognizes a range of commercial activity that is differentiated by its planned function and individual location. Schedule 3, including Schedules 3A, 3B, 3C, 3D and 3E identify the locational distribution of the following six land use designations that together comprise the Strategic Growth Areas within the Town:</p> <ul style="list-style-type: none"> i. Queensville Centre Designation; ii. Village Core Area; iii. Commercial Mixed Use; iv. Community Commercial; v. Neighbourhood Commercial; and, vi. Residential Mixed Use. 	The study area has village core area, neighbourhood commercial, and residential mixed-use zones. Consideration must be given towards the intents of the plan within the HCD study area.

Policy #	Policy	Analysis
4.1.3.1.a	Lands within the Village Core Area Designation, shown on Schedules 3A, 3C, and 3E, are historic main street areas associated with the communities of Holland Landing, Sharon, and Mount Albert that are intended to grow and provide greater density and a broader mix of uses to support the local community at densities which are supportive of transit. The planned function of Village Core Areas is to serve as a hub of activity and the centre of each community, providing the widest range of goods and services warranted by that community in a pedestrian-focused setting.	The Village Core designation in Sharon roughly extends from the intersection of Leslie Street and the halfway point between Mount Albert Road (west) and Mount Albert Road (east) in the north to the intersection of Leslie Street and Manor Hampton Street/Colonel Wayling in the south. Properties in the study area and village core area often coincide. The HCD Plan will consider intensification.
4.1.3.2.a	Lands within the Village Core Area Designation may be zoned to permit a wide range of uses, including retail stores, personal service shops, restaurants, business and professional offices, medical clinics, mixed uses, residential units or apartments within commercial buildings, as well as institutional uses and open space.	The HCD Plan will consider permitted land uses and the zoning by-law.
4.1.3.2.b	Uses that are not permitted on lands within the Village Core Area Designation shall specifically include drive-through facilities of any kind, outdoor storage, service stations, gas bars, car washes, self-storage, and generally any use that is primarily automobile oriented.	The HCD Plan will consider permitted land uses and the zoning by-law.
4.1.3.3.a	Applications for new development within the Village Core Areas shall satisfy the applicable policies of this Plan and the following criteria: <ul style="list-style-type: none"> i. Not exceed a height of 4 storeys, except for ornamental structures, such as clock towers, which may be higher; ii. Notwithstanding the identified maximum building height, the Town may consider additional height, where the Town is satisfied that the proposed height achieves compatible development, and 	The HCD Plan will include guidance for new development.

Policy #	Policy	Analysis
	<p>where appropriate transitions to abutting lower scale development are established. Appropriate transitions may be achieved through the implementation of regulatory techniques including, but not limited to new height limitations, enhanced building setbacks and step backs, enhanced landscape buffers and planting requirements, and/or the implementation of an angular plane. Permissions for taller buildings may be established through a site specific zoning By-law Amendment; and,</p> <p>iii. Demonstrate that the development is integrated with adjacent lands, wherever feasible, with respect to parking, landscaping, and pedestrian and vehicular circulation systems.</p>	
4.1.3.3.b	<p>Development, including intensification in areas designated Village Core Area shall preserve, complement, and enhance the historical and/or architectural character of these areas. Among the specific requirements are the following:</p> <p>i. The sensitive location, limited extent, and effective buffering of parking facilities so as not to detract from historic streetscapes and adjacent buildings and uses;</p> <p>ii. The consistency of setbacks and continuity of character, in order to maintain and restore pedestrian-oriented streetscapes and the encouragement of pedestrian activity by providing linkages between the Village Core Area Designation and adjacent areas of residential or other development; and,</p> <p>iii. Compliance with the heritage policies of this Plan.</p>	<p>The HCD Plan will include guidance for development.</p>

Policy #	Policy	Analysis
4.1.3.3.c	<p>Development within the Village Core Area Designation shall satisfy the following criteria:</p> <ul style="list-style-type: none"> i. Traditional main street areas shall be revitalized and preserved to reinforce the character of the main street; ii. Cultural heritage resources shall be conserved and where possible, enhanced; iii. Transit facilities should be easily accessible to pedestrians; iv. The surrounding areas should relate to, and be efficiently connected, with the Village Core Area through the integration of bicycle and pedestrian trail systems; and, v. All utilities shall be provided underground, where feasible. 	The HCD Plan will include guidance on development.
4.1.3.3.e	In the Village Core Area Designation, sidewalks shall be on both sides of every public road and should be wide enough to allow for pedestrian passage, retail displays, street furniture, landscaping, patios, and outdoor dining, where appropriate and subject to related planning approvals.	At present, Sharon’s village core area does have sidewalks on both sides. The HCD Plan can include guidance on streetscape design and sidewalks.
4.1.3.3.g	Parking shall be located interior to the block or at the rear of buildings within the Village Core Area Designation. Limited on-street parking may be explored in appropriate areas.	The HCD Plan will include guidance on parking areas.
4.1.3.3.h	The Town shall encourage water and wastewater services, telecommunications, and other necessary infrastructure to be provided in the Village Core Area Designation during the initial phase of growth to facilitate redevelopment and intensification.	The HCD Plan will include guidance on private and public works.

Policy #	Policy	Analysis
4.1.3.3.i	The Town shall work with York Region Transit to expand transit services within the Village Core Area Designation.	The HCD Plan will consider the location of transit stations and the physical characteristics of any supporting structures.
4.1.3.4.a	<p>In addition to the policies of this Section of this Plan, the following additional policies apply to lands designated Village Core Area within the Sharon Secondary Plan Area, as shown on Schedule 3C:</p> <ul style="list-style-type: none"> i. Notwithstanding any other policy of this Plan, drive through facilities are prohibited within the lands designated Village Core Area in Sharon. ii. Development within the Village Core Area Designation in Sharon shall recognize the unique nature of this area and provide for the protection and enhancement of its historical and architectural features. The preservation and adaptive reuse of existing buildings in a manner compatible with the heritage character of the community shall be encouraged. iii. The Town shall establish a Civic Precinct in the area surrounding the Civic Centre as a community focal point and vibrant central gathering place for residents. iv. Development surrounding the Civic Precinct should reinforce and support the Civic Precinct district in order to enhance the vitality of the area. 	The HCD plan will consider this policy.

Policy #	Policy	Analysis
	<p>v. The Town shall explore opportunities for development which build on the heritage character of the area and enhance the Sharon Temple as a historical and cultural focal point.</p> <p>vi. Development of permitted uses within existing buildings or minor modifications to existing buildings shall be encouraged and shall generally be permitted without an amendment to the Zoning By-law, once the By-law is amended to bring it into conformity with this Plan and provided that adequate services and parking are available; and,</p> <p>vii. New development shall be designed to be compatible with surrounding development, and shall be evaluated based on submission of the following information:</p> <ul style="list-style-type: none"> > Detailed site and landscape concept plans that include information on how the development will be integrated with the surrounding portions of the Village Core Area; and, > Perspective drawings of the proposed buildings. 	
4.1.3.4.b	<p>The Town shall work with appropriate stakeholders to develop a comprehensive and integrated urban design plan for the long term development of the Civic Precinct and shall secure funding through government and non-government sources to ensure the implementation and development of the Civic Precinct.</p>	<p>The HCD Plan will consider relevant urban design guidelines.</p>

Policy #	Policy	Analysis
4.1.5.1.a	Lands within the Residential Mixed Use Designation identified on Schedule 3A, Schedule 3C and Schedule 3D are intended to provide a mix of residential, population-related employment, recreation, and entertainment uses. The intent is that these areas provide opportunities for residents to live close to and engage in a range of social and economic activities in proximity to each other, thereby minimizing dependency on the automobile and creating attractive areas that support activity throughout the day along transit routes.	The HCD Plan will consider this policy.
4.1.5.1.b	To create activity and support transit within the Town’s overall Urban Structure, lands within the Residential Mixed Use Designation should generally be located in a Strategic Growth Area, as identified on Schedule 1. Area specific policies relating to permitted uses and the scale and intensity of development will be determined through the Secondary Plan process.	The HCD Plan will consider this policy.
4.1.5.2.a	Land designated Residential Mixed Use may be zoned to permit: <ul style="list-style-type: none"> i. Retail and service commercial uses; ii. Major institutional uses; iii. Office uses; iv. Medium and high density residential uses; v. Special needs housing v. Recreation and community facilities; and, vi. Restaurants. 	The HCD Plan will consider prescribed land uses. Consideration will also be given towards the zoning by-law.

Policy #	Policy	Analysis
4.2.2.1.a	Lands designated Low Density Residential, as identified on Schedules 3A, 3B, 3C, 3D, and 3E provide areas for the creation of neighbourhoods comprised of ground-related housing and other compatible uses that provide for the day-to-day needs of residents.	The HCD Plan will consider this policy.
4.2.2.2.a	Land designated Low Density Residential may be zoned to permit ground-oriented housing units, such as single detached and semi-detached dwellings and townhouses. Additional Residential Units are permitted within the Low Density Residential Designation.	The HCD Plan will consider this policy.
4.2.2.2.b	<p>In addition to the permitted housing types within the Low Density Residential Designation, lands within this Designation may also be zoned to permit:</p> <ul style="list-style-type: none"> i. Day care facilities; ii. Bed and breakfast establishments; iii. Home-based businesses; iv. Special needs housing; v. Additional residential units; and, vi. Neighbourhood supporting uses. 	The HCD Plan will consider prescribed land uses. Consideration will also be given towards the zoning by-law.
4.2.2.3.a	Lands within the Low Density Residential Designation may be developed to a residential density ranging between 20 and 30 units per net developable hectare, and shall be a maximum height of 3 storeys.	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
4.2.2.3.b	Generally, a minimum of 15 percent of the net residential area of the lands designated Low Density Residential shall be developed for townhouses.	The HCD Plan will consider this policy.
4.2.2.3.c	Rear or backlotting of dwelling units within Low Density Residential Designation shall not be permitted on Arterial and Collector roads and shall be minimized where abutting parks and valleys.	The study area does not include any rear or backlot properties. A HCD Plan can reinforce this policy.
4.2.2.3.d	Infilling of vacant lots and intensification of existing properties is encouraged in the Low Density Residential Designation, subject to the test of compatible development, to the satisfaction of the Town.	The HCD Plan will include guidelines for infill and development.
4.2.2.3.e	Existing dwelling units within Strategic Growth Areas and within the Built Boundary identified on Schedule 2 may be utilized for commercial or office purposes, subject to an Amendment to the Zoning By-law and Site Plan Control.	The HCD Plan will consider this policy.
4.2.6.1.a	<p>Institutional uses can be either owned and operated by a public body such as the Town or York Region, or may be intended for a quasi-public use such as places of worship and community halls. The intent of this Section is to outline the appropriate location and development standards for these uses and ensure that adequate lands are available for institutional uses to meet the needs of the Town’s residents and work force. It is the intent of the Institutional Designation to:</p> <ul style="list-style-type: none"> i. Provide a range and variety of recreational, cultural, educational, and community facilities and activities; ii. Minimize barriers to participation as they relate to age, gender, income, culture, transportation, or physical ability; 	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> iii. Foster a unique sense of civic pride and local identity that reflects and builds upon the Town’s cultural diversity and unique amenities; iv. Encourage the integration of arts, cultural, and recreational facilities with local businesses, health and social services, schools, parks, and civic buildings; v. Encourage and support partnerships with all the providers of institutional and cultural services, including both public and non profit agencies; vi. Ensure adequate library services are provided to Town residents; and, vi. Provide indoor and outdoor recreational facilities and programs to meet the needs of all residents to ensure physical, creative, social, and intellectual opportunities in accordance with the Town’s Parks, Recreation and Culture Strategic Master Plan. 	
4.2.6.2.a	<p>Lands designated Institutional may be zoned to permit uses including, but not be limited to:</p> <ul style="list-style-type: none"> i. Public administration facilities; ii. Health care facilities; iii. Recreation facilities; iv. Cultural and religious activities; v. Private schools, day nurseries, day cares; 	The HCD Plan will consider prescribed land uses.

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> vi. Institutional forms of Special Needs Housing; vii. Places of worship; viii. Funeral homes; x. Transit stations; and, xi. A combination of any or all of these uses. 	
4.2.6.3.a	All institutional uses should be located close to public transit and pedestrian links and away from significant known air emission sources.	Since Leslie Street had public transit along it all current and any potential institutional uses in the Study Area are or will be close to public transit.
4.2.6.3.b	Vehicular access to institutional uses shall be located and designed to discourage the related vehicular traffic from penetrating or congesting residential neighbourhoods.	The HCD Plan will consider this policy.
4.2.6.3.d	The primary use of lands designated Institutional on Schedules 3A, 3B, 3C, 3D and 3E shall be various forms of public, quasi public and/or private educational, health, cultural, recreational, religious, or charitable institutions or similar organizations providing a public service.	The HCD Plan will consider this policy.
4.2.8.1	The Parks and Open Space Designation, as shown on Schedules 3A, 3B, 3C, 3D, and 3E, consists of public parks, environmental management areas, and associated public trail systems. The intent of the Parks and Open Space system is to provide recreational and educational opportunities for existing and future residents. It is the intent of this Plan to:	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> i. Provide connectivity between passive and active recreational areas and environmental features, where possible; ii. Provide public parkland within an 800 metre radius of all residential communities; iii. Establish a system of parks and recreation facilities that accommodate a wide array of recreation, leisure, and cultural activities; iv. Encourage the integration of the Natural Heritage System into the recreational open space system, where appropriate; vi. Provide recreational facilities within public parkland that respond to the needs of existing and future residents; and, vii. Explore opportunities with the school boards for the shared use of buildings, sports fields and parking facilities ,where feasible. 	
4.2.8.2.a	<p>Permitted uses on lands having a Parks and Open Space Designation shall be:</p> <ul style="list-style-type: none"> i. Public or private parks generally involving low-intensity, predominantly outdoor, recreation activities, sportsfields, and facilities, as well as trails; ii. Stormwater management facilities as an integrated natural feature; 	The HCD Plan will consider permitted land uses.

Policy #	Policy	Analysis
	<p>iii. Wildlife or other environmental management operations of a passive nature (including forest management and conservation efforts);and,</p> <p>viii. Other appropriate facilities incidental to open space uses.</p>	
4.2.8.3.b	The Parks and Open Space Designation on Schedules 3A, 3B, 3C, 3D, and 3E recognizes major existing and approved public open space areas and permits the extension and expansion of such uses. The Parks and Open Space Designation may also include lands that are unsuitable for development due to flood susceptibility, steep slopes, and erosion. Such unsuitable lands shall not be included as part of the required parkland dedication.	The HCD Plan will consider this policy.
4.2.8.3.c	The Town should incorporate Crime Prevention through Environmental Design (CPTED) principles in the design of parks.	The HCD Plan will consider this policy.
4.2.8.3.d	The inclusion of public art in parks, Town facilities, and pedestrian spaces is encouraged.	The HCD Plan will include guidance on public art.
4.2.8.3.e	Where the Parks and Open Space Designation is applied to privately owned lands, it shall not be construed that these lands are free and available for public use, or that such lands will be acquired by the Town or any other public agency.	The HCD Plan will consider this policy.
4.2.8.3.f	Parks and Open Space lands may be provided by conveyance in accordance with the provisions of the Planning Act and through other actions by public authorities.	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
4.2.8.3.g	Parks and Open Space areas shall be designed to include pedestrian walkways, trails, and bicycle paths that minimize road crossings and link Parks and Open Space areas into an integrated community-wide network.	The HCD Plan will include guidance on streetscape design and landscaping.
4.2.8.3.h	Public parks shall include clearly defined entrances to the local trail system integrating trail head locations into the design of parks.	The HCD Plan will include guidance on parks. Parameters surrounding how park entrances are defined should be included in the HCD plan.
4.2.8.3.i	Environmental features shall be incorporated into the Parks and Open Space system, wherever feasible. Such environmental features shall not be included as part of the required parkland dedication.	The HCD Plan will consider this policy.
4.2.8.3.j	The majority of residences within a built up residential area shall be served by a Neighbourhood, Community, or Town Park within an 800 metre radius.	The HCD Plan will consider this policy.
4.4.3.1.a	It is the intent of this Plan to ensure that lands within the Environmental Protection Designation are protected from the impacts of development and that the biodiversity and ecological function of the features incorporated within the Designation are protected, maintained, restored or, where possible, enhanced for the long-term.	The HCD Plan will consider this policy.
4.4.3.2.a	The Environmental Protection Designation consists of Provincially, regionally and locally significant features that represent critical components of the Town's Natural Heritage System. The maintenance and protection of these features is imperative to the health and the function of the Town, the watershed, and ultimately Lake Simcoe. The	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
	<p>Environmental Protection Designation has been established in this Plan incorporating the greater of:</p> <ul style="list-style-type: none"> i. From the Oak Ridges Moraine Conservation Plan Area: <ul style="list-style-type: none"> > The Oak Ridges Moraine Natural Core Area; > The Oak Ridges Moraine Natural Linkage Area; ii. From the Greenbelt Plan Area: <ul style="list-style-type: none"> > The Holland Marsh Wetland Complex; > The Environmental Protection Area; iii. From the York Region Official Plan: <ul style="list-style-type: none"> > The Regional Greenlands System; and, iv. From the Existing East Gwillimbury Official Plan: <ul style="list-style-type: none"> > Environmental Protection Designation. v. Other natural heritage and hydrologic features and functions may be identified through the completion of Natural Heritage Evaluations, hydrological evaluation, or other studies. 	
4.4.3.3.a	<p>Permitted uses, subject to the results of an approved Natural Heritage Evaluation, on lands within the Environmental Protection Designation may include:</p> <ul style="list-style-type: none"> i. Existing legally established uses, including agricultural uses; ii. Forest, wildlife, and fisheries management; 	<p>The HCD Plan will consider permitted land uses. Consideration will also be given towards the zoning by-law.</p>

Policy #	Policy	Analysis
	<p>iii. Stewardship, conservation, restoration and remediation undertakings;</p> <p>iv. Non-intensive recreation uses by a public authority, such as pedestrian trails and nature viewing; and,</p> <p>v. Watershed management and flood and erosion control projects carried out or supervised by a public authority.</p>	
4.4.3.3.b	<p>In addition to the permitted land uses listed, municipal service infrastructure projects, and/ or transportation system improvements, where the alignments or locations of those facilities have been established in this Plan, and/or an approved Environmental Assessment, may be permitted on lands within the Environmental Protection Designation, subject to meeting the requirements of applicable Provincial Plans and subject to an approved Natural Heritage Evaluation, or authorized through an Environmental Assessment. Notwithstanding the permission provided by this policy, no public works and no public or private utility facilities shall be permitted within Provincially Significant Wetlands and/or Significant Habitat of Threatened or Endangered Species, unless necessary provincial or federal permits are obtained.</p>	The HCD Plan will consider this policy.
4.4.3.3.c	<p>In addition to the identified list of permitted uses, uses accessory to any of the identified permitted uses may also be permitted within the Environmental Protection Designation.</p>	The HCD Plan will consider this policy.
4.4.3.4.c	<p>No buildings or structures, nor the cutting of trees, or the removal or placing of fill of any kind, whether originating on the site or elsewhere, shall be permitted within the Environmental Protection Designation and the vegetation protection zone. Limited site alteration may be</p>	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
	permitted to prevent harm to life or property subject to the recommendations of a Natural Heritage Evaluation approved by the Town. This Plan recognizes and enforces the minimum buffer and vegetation protection zones as established under all relevant Provincial and Regional policy	
4.4.3.4.e	Lands within the Environmental Protection Designation shall generally not form part of any new lots to be created for the purposes of development, other than to facilitate the establishment of the uses permitted by this Plan.	The HCD Plan will consider this policy.
4.4.3.4.f	The establishment of any permitted use shall demonstrate no negative impact to any natural heritage features or their associated ecological functions, as demonstrated through the required Natural Heritage Evaluation. Where a permitted use requires impact mitigation, the mitigation shall result in no negative impact on the natural heritage features or their associated ecological functions.	The HCD Plan will consider this policy.
4.4.3.4.g	Where development and/or site alteration is necessary within the Environmental Protection Designation, and a negative impact is unavoidable, as identified through a Natural Heritage Evaluation, then the Town, in consultation with the Conservation Authority and any agency having jurisdiction, may accept a compensatory mitigation approach. Where compensatory mitigation is proposed, it must be demonstrated through a Natural Heritage Evaluation that the mitigation results in no net loss of the natural heritage features and/or their supporting ecological functions.	The HCD Plan will consider this policy.

Policy #	Policy	Analysis
4.4.3.4.i	<p>Legally existing uses and/or structures within the Environmental Protection Designation are permitted and may be replaced if destroyed by natural causes. An application for the expansion or enlargement of such uses and/or structures may be considered subject to the submission of a Natural Heritage Evaluation and Site Plan Approval, to the satisfaction of the Town, in consultation with the Conservation Authority and any other agency having jurisdiction. The application shall demonstrate no negative impact to the natural heritage features and/or their supporting ecological functions, and may also require an application for rezoning.</p>	<p>The HCD Plan will consider this policy.</p>
4.6.1.a	<p>Within all of the land use designations, with the exception of the Environmental Protection Designation, the following uses are permitted, subject to any regulatory requirements, such as the provisions of the Environmental Assessment Act and Industry Canada’s requirements, and the relevant policies of this Plan:</p> <ul style="list-style-type: none"> i. Public parks and open spaces and open space linkages/trails, with the exception of Prime Agricultural Designation and Holland Marsh Specialty Crop Designation; ii. Emergency services facilities; iii. Municipal sewer and water services; iv. Storm water management facilities; v. Renewable energy systems; vi. Public and private utilities, including electricity transmission and distribution systems, as well as telecommunication facilities; 	<p>The HCD Plan will consider permitted land uses.</p>

Policy #	Policy	Analysis
	<p>vii. Roads, railway lines and transit facilities; and,</p> <p>vii. Any use which is normally incidental and subordinate to a permitted use shall be permitted.</p>	
5.2.2.2.a	While the Town already has a well-established active transportation network, as shown on Schedule 7, the Town will have regard for the long-range active transportation opportunities, particularly regional opportunities. In addition, the Town will consider policies and guidelines related to active transportation and complete streets included within the Active Transportation and Trails Master Plan and the Urban Design Manual.	<p>Leslie Street is a Regional Arterial road. The York Region TMP has identified that changes – specifically those related to cycling lanes – are planned.</p> <p>Consideration towards roadworks and alterations to the road will be considered in the HCD plan.</p>
5.2.2.2.b	To facilitate implementation of the active transportation network, lands already owned by the municipality and those obtained by donation, dedication, and direct purchase shall be developed as they become available. In addition, the Town may obtain easements and/or enter into agreements with private landowners for the use of lands for temporary or permanent active transportation facilities. On-road refers to facilities within the public road right-of-way, while off-road refers to facilities located outside of a public road right of-way.	Given the Town's desire to include wide sidewalks, outdoor retail space, and outdoor seating space, consideration will be given to this policy in the HCD plan.
5.2.2.2.c	The purpose of active transportation network, identified schematically on Schedule 7 is to provide connectivity, encourage pedestrian movement, reduce dependency on the automobile, and provide for multiple mobility options. To address the needs, safety, and convenience of pedestrians and cyclists when constructing or reconstructing active transportation facilities, the Town will promote the concept of Complete Streets, and will support:	Proposed cycling facilities are identified on Leslie Street and Mount Albert Street (east and west) in the study area. The HCD Plan will consider this policy.

Policy #	Policy	Analysis
	<p>i. Built forms and mixed land uses adjacent to active transportation facilities that encourage active transportation choices;</p> <p>ii. A comprehensive pedestrian sidewalk network throughout the Town that creates direct, convenient, safe and frequent connections between destinations and points of interest, and within a 200 metres radius of a transit stop; and,</p> <p>iii. New public roads shall accommodate active transportation facilities through the inclusion of cycle lanes, sidewalks, multi-use pathways, and/or a combination thereof, on both sides of the road, unless otherwise exempted by the Town.</p>	
5.2.3.4.g	<p>Regional arterial roads have the following functional characteristics and technical requirements:</p> <p>Functional Character</p> <ul style="list-style-type: none"> • Serve inter-regional and regional travel demands, including movement of heavy trucks • Carry large volumes of traffic • Connect Collector and other Arterial roads • Accommodate higher order transit <p>Technical Requirements</p> <ul style="list-style-type: none"> • High degree of access control, especially in rural areas, with direct access from abutting properties discouraged • Maximum 6 travel lanes 	<p>Leslie Street and Mount Albert Road are regional arterials. The HCD Plan will consider this policy.</p>

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> • Right-of-way width up to 45 metres, in accordance with Regional standards • Where transit is proposed, right-of-way width may be in excess of 36 metres • Pavement width 11 to 22 metres, excluding turning lane requirements 	
5.2.3.4.h	<p>The following policies apply to the roads designated as Regional Arterial Roads on Schedule 8:</p> <ul style="list-style-type: none"> i. Where feasible, the existing road right of-way of Leslie Street through Sharon and Queensville, and Yonge Street through Holland Landing - River Drive Park should not be further widened, to ensure protection and preservation of their heritage streetscapes, with the exception of Leslie Street in Sharon as outlined in the policies of this Plan. Priority will be given to protecting existing heritage streetscapes using techniques such as variable rights of-way, use of by-passes and innovative road cross section standards; ii. Changes to the Leslie Street right-of-way within the Village Core Area of Sharon shall only be permitted if justified through an Environmental Assessment process. Any changes shall be in keeping with Council's position that there shall only be two lanes of through traffic and that any change would relate only to turning movements at intersections; iii. The Town shall work with York Region to redesign the Regional Arterial Roads within Local Centres. Such redesign shall also be in a manner that promotes speed management, improves the 	<p>Leslie Street and Mount Albert Road are regional arterials. The HCD Plan will consider this policy.</p> <p>Two lanes will be the maximum width.</p>

Policy #	Policy	Analysis
	amenity of the area for pedestrians and minimizes impacts on the existing right-of-way;	
5.2.3.4.q	<p>Local Roads have the following functional characteristics and technical requirements:</p> <p>Functional Character</p> <ul style="list-style-type: none"> • Intended for local traffic only • Serves residential neighbourhood and employment area travel demands; • Connect to Collectors and Arterials <p>Technical Requirements</p> <ul style="list-style-type: none"> • No access control with the exception of safety related restrictions • Direct connection with Arterial Roads shall be discouraged • Maximum 2 travel lanes • Right-of-way width 18 metre • Pavement width max. 8.6 metres (in residential areas) to 12 metres (in employment areas) • Sight triangles at intersections with collectors and other local streets: <ul style="list-style-type: none"> > 5 metres x 5 metres in residential areas > 10 metres x 10 metres in employment areas 	Other than Leslie Street and Mount Albert Road, all roads in the study area are local roads. The HCD plan will consider this policy and the outlines requirements.

Policy #	Policy	Analysis
	<ul style="list-style-type: none"> Sidewalks on at least one side of the road. In important circumstances, sidewalks shall be required on both sides of the road, as follows: <ul style="list-style-type: none"> > Within 200 metres of any public park > Within 400 metres of an elementary school or a local public transit stop > Within 800 metres of a secondary school and/or a higher order transit stop within a defined Major Transit Station Area 	

Town of East Gwillimbury Urban Design Manual (2022)

The Town of East Gwillimbury *Urban Design Manual (EGUDG)* was revised alongside the *EGOP 2022* for the purposes of “encourag[ing] the design of a complete, effective, and sustainable built environment consistent with East Gwillimbury’s character and vision for the future.”

Relevant cultural heritage related guidelines are identified in Table 6 below:

Table 6: Relevant EDUGD Guidelines

Guideline #	Guideline	Analysis
2.2.8.1	<p>Ensure sidewalks are continuous throughout the community and constitute an integral part of the pedestrian system to promote active transportation. Design sidewalks as follows:</p> <ul style="list-style-type: none"> • 1.5 metres on Local Roads; • 1.8 to 2.0 metres on Collector and Arterial Roads; and • 1.8 to 3.0 metres in high pedestrian areas in the Village Cores, Centres, or along Corridors, particularly where retail is provided along the street. <p>In all cases, provide sufficient space for street furnishings, public utilities, lighting, tree plantings, and transit shelters.</p>	The HCD Plan may suggest modifications to this guideline in specific circumstances to consider heritage conservation considerations.
2.3.8.3.1	Concentrate street furniture in areas with the highest pedestrian traffic, such as Village Cores, key intersections, and parks.	The HCD Plan will include guidance on streetscape design.
2.3.8.5.2	Provide signalized pedestrian crosswalks at locations where important destinations or significant walking traffic is anticipated, such as near retail shops, schools, and civic buildings.	The Town's Civic Centre is located in the Study Area. The HCD Plan will consider this policy.
2.3.8.6.1	Develop comprehensive wayfinding strategies to include directional signage and mapping at key locations, such as mixed-use nodes, neighbourhood centres, and key intersections. Key destinations also include the access points to parks, public transit stations, community/ recreation centres, and off-road trails.	The HCD plan will consider the use of signage as a means of improving wayfinding in the study area.
2.3.8.7.2	Locate public art in areas of high pedestrian traffic, including near key intersections and within gateway locations.	The HCD Plan will include guidance on public art.

Guideline #	Guideline	Analysis
3.1.1.1	The Village Cores are focused along the historic main street areas associated with the communities of Holland Landing, Sharon, and Mount Albert. Village Cores are expected to function as a hub of activity and the centre of each community for residents, tourists, and the traveling public. These main streets are reflective of the character of the area, include historical and architectural qualities, and are in proximity to the surrounding neighbourhoods offering services within walking distance of residents.	The HCD Plan will consider this policy. The intents of this guideline align with those of the OP.
3.1.1.2	New development in the Village Cores must be designed to preserve, complement, and enhance the historical and/or architectural character of the area and demonstrate compatibility with its surrounding context. Architectural detailing, landscape treatments, colour, and building materials shall be representative of the highest quality possible.	The HCD Plan will consider this policy.
3.1.1.3	Promote multi-storey buildings that create an urban street condition with building façade proportions that contribute to a comfortable pedestrian experience.	The HCD Plan will consider this policy. Matters of proportion should be considered and can be used to help regulate property-to-property transitions.
3.1.1.4	Orient buildings to frame the street edge and to create a strong street wall in order to clearly define the public realm and create an attractive and safe pedestrian environment.	The HCD Plan will consider building orientation.
3.1.1.5	Locate parking interior to the block or at the rear of buildings within the Village Cores.	The HCD Plan will consider parking location.

Guideline #	Guideline	Analysis
3.1.1.6	Ensure all buildings abutting main streets include the use of quality materials, articulated façades with window displays, and high activity uses at-grade, such as retail stores and restaurants, to animate the streetscape.	The HCD Plan will include guidance on streetscape design and materials.
3.1.1.7	Ensure access from sidewalks and public open space areas to primary building entrances is convenient and direct, with minimum changes in grade. Entrances shall be accessible to people who are mobility challenged.	The HCD Plan will consider this policy.
3.1.1.8	Encourage public art in the Village Cores to reflect the heritage character of the location. Public art can include memorials, sculptures, water features, murals, or individual art installations at visually prominent sites.	The HCD Plan will include guidance on public art.
3.1.2.1	Design Centres as community focal points with a mix of uses and activities.	The southwest corner of the intersection of Leslie Street and Mount Albert Road is a centre. The area is mixed-use. The HCD Plan will consider this policy.
3.1.2.2	Ensure a connected street and sidewalk system in Centres to support active transportation and transit and vehicular access.	This is consistent with the OP. Considerations towards active transportation are also present in the Regional TMP. This is better addressed through these means and will not be addressed in the HCD Plan.
3.1.2.3	Focus the highest density, building massing, and heights at the core of each Centre and at street intersections.	The HCD plan will consider the integration of different intensities and heights.

Guideline #	Guideline	Analysis
3.1.2.4	Ensure buildings are located along the street edge, with primary entrances facing the street.	The HCD Plan will include guidelines for building and entrance location.
3.1.2.5	On the periphery of Centres provide an appropriate transition to existing or planned adjacent uses, through built form, stepping down of heights, or landscape buffering.	The HCD Plan will consider this policy.
3.1.5.6	Public art is encouraged in all significant private sector developments.	The HCD Plan will include guidelines for public art.
3.1.3.1	Locate higher density forms of development, mixed uses, and live-work units along the Corridors with the highest intensity of development near Centres or at key intersections. Between intersections, building forms may transition to medium density building types.	The HCD plan will consider the integration of different intensities and land uses. Lot-to-lot transitions will also be considered.
3.1.3.2	Incorporate transit facilities and active transportation routes along Corridors.	This is consistent with the OP and Regional TMP. This is better addressed through these means and will not be addressed in the HCD Plan.
3.1.3.3	Orient buildings to relate to adjacent streets, particularly at transit stops. Ensure block patterns are permeable, providing access and frontage among buildings within Corridors.	New building orientation will be considered in the HCD plan.
3.1.3.4	Design buildings to be compatible with, and sensitively integrated with the surrounding land uses and built forms. Ensure appropriate transition to adjacent uses and built forms through reduced building heights, setbacks, step-backs, and/or enhanced landscaped buffer strips.	The HCD Plan will consider lot-to-lot transitions.

Guideline #	Guideline	Analysis
3.1.6.1	Minimize the removal or disruption of historically or culturally significant uses, landscapes, structures, or architectural elements, with features integrated into the site design as amenities.	The designation of A HCD and its associated plan will conserve heritage features, therefore, minimizing their removal or disruption.
3.1.6.2	Where applicable, provide for the relocation or adaptive reuse of cultural landscapes such as hedgerows and rural road cross sections.	The HCD Plan will consider this policy.
3.1.6.3	The retention, restoration, and adaptive reuse of existing heritage buildings in their original locations is a priority to provide a tangible example of the cultural heritage of the area.	The HCD Plan will include guidance for retention, restoration, and adaptive reuse.
3.1.6.4	Where cultural heritage resources have been identified, provide a transition in lot sizes, setbacks, massing, and grading that complements the cultural heritage resource.	The HCD plan will include guidance on lot sizes, setbacks, massing, and grading.
3.1.6.5	For heritage designated or listed sites new development is considered adjacent if it shares a property boundary and fronts the same street as the designated sites. A Heritage Impact Assessment will be required as part of a complete development application where new development includes, or is adjacent to an identified or designated cultural heritage resource.	The HCD plan will include guidance on when an HIA is required.
3.1.6.6	Locate and design buildings to respect and complement the scale, character, form and siting of on-site and surrounding cultural heritage resources.	The HCD plan will include guidance on new development.

Guideline #	Guideline	Analysis
3.1.6.7	Ensure façade designs of new development references the articulation of adjacent historic buildings with respect to vertical and horizontal elements, including the rhythm and proportion of its main architectural elements.	The HCD plan will include guidance on new development.
3.1.6.8	<p>New development will reflect the architectural characteristics of adjacent heritage buildings and sites in their design by incorporating a selection of the following:</p> <ul style="list-style-type: none"> a. Roof slopes; b. Details such as cornices and sills; c. Types of entrance features such as porches; d. Architectural style, materials, or detailing; e. Maintaining cornice lines in buildings of the same height; f. Extending horizontal lines of fenestration; g. Proportion, size, and pattern of windows, and doors; h. Setback or average setback of adjacent properties; and, i. Complementary landscaping. 	The HCD plan will include guidance on new development. New buildings should be distinguishable from heritage buildings.
3.1.6.9	Development in proximity to Sharon Temple must reflect the heritage character of the area and enhance the Sharon Temple as a historical and cultural focal point.	The HCD plan will include guidance on new development.

Guideline #	Guideline	Analysis
3.1.6.10	Ensure access to the site and primary sightlines from Leslie Street are not impacted by new development. The most significant view to the Sharon Temple is from Leslie Street towards the east entry.	The HCD plan will include guidance on new development.
3.3.1.1	<p>Infill development in the form of architecture for renovations and new construction shall:</p> <ul style="list-style-type: none"> a. Ensure development is of high quality design and sensitively integrates with the existing context and character of the neighbourhoods identity. b. Preserve the variety of design, colour and construction materials within a range that enhances the character of the neighbourhood; c. Maintain compatible architectural character in the design of roofs, windows, doors, porches and signs; and, d. Minimize or reduce the impacts of increased size, scale, and massing of new construction on neighbouring properties. 	The HCD plan will include guidance on infill.
3.3.1.2	Ensure the architecture of a new dwelling is consistent with the architectural style and era in which its neighbourhood was built	The HCD plan will include guidance on new development. Consideration should be given to new development being distinguishable.
3.3.1.3	Design the architecture of an addition to be consistent with the original architecture of the existing dwelling.	The HCD Plan will include guidance for additions.

Guideline #	Guideline	Analysis
3.3.1.4	On second-story additions and new two-story dwellings, maintain architectural continuity of materials and detailing around all sides of the dwelling, especially where the dwelling backs onto and is visible from adjacent streets or other public areas.	The HCD Plan will include guidance for additions.
3.3.1.5	Ensure solar access by designing a new dwelling or addition to not adversely affect the availability of daylight falling on neighbouring properties. Design the location, scale, and massing of an addition or new dwelling to have regard for the amount of shadow upon neighbours' rear yard areas.	The HCD plan will include guidance for new development.
3.3.1.6	Where infill development occurs through the severance of large lots into smaller lots, the resulting lots should reflect the rhythm and scale of lots in the surrounding area.	The HCD Plan will include guidance for new development including severances.
3.4.1.1	All low-rise buildings shall demonstrate design excellence and compatibility with the surrounding context. Architectural detailing, landscape treatments, colour, and building materials shall be representative of the highest quality possible.	The HCD Plan will include guidance for new development.
3.4.1.2	Ensure the height difference between adjacent low-rise buildings on the same block does not vary by more than 1 storey to maintain a consistent street wall.	The HCD plan will consider lot-to-lot height differences.
3.4.1.3	Upgrade side and rear elevations of units that are exposed and visible from a public space or public right-of-way, to ensure they are consistent and continuous in design, quality, and material as the front elevation.	The HCD Plan will include guidance for new development.

Guideline #	Guideline	Analysis
3.4.1.4	Locate garages and driveways on a Local Road or Rear Lane, off Arterial or Collector Roads, where possible.	The HCD plan will include guidance on garage location.
3.4.1.5	Screen utility meters, air conditioning units, and similar features from public view and integrate into the design of dwelling units through the use of wall recesses, enclosures, screening, or inseting within the building walls. Rear lane units shall locate utility meters at the rear lot line.	The HCD plan will include guidance on these matters.
3.5.1.1	Concentrate the greatest heights and massing along the frontage of an Arterial or Collector Road.	A HCD Plan will consider this guidance.
3.5.1.2	Ensure the scale of mid- and high-rise buildings is compatible and sensitively integrated with surrounding residential uses in terms of building mass, height, setbacks, orientation, privacy, landscaping, shadow casting, accessibility, and visual impact.	The HCD plan will, in conjunction with the OP and ZBL, consider massing and height of buildings.
3.5.1.3	To demonstrate mitigation of potential shadow or wind impacts on existing or proposed pedestrian routes, public spaces, and adjacent development technical studies may be required including a wind study and/or sun/shadow study.	This is best addressed through the OP. However, shadows can create adverse impacts for heritage attributes. The HCD Plan will not specifically address this; however, this will be addressed through HIAs.
3.5.1.4	Development transition requirements may be met using a combination of the following: a. Separate mid- and high-rise buildings from low-rise buildings with a Local Road;	The HCD plan will, in conjunction with the OP and ZBL, consider massing and height of buildings.

Guideline #	Guideline	Analysis
	<p>b. Locate less dense and lower scale buildings in locations adjacent to existing low-rise neighbourhoods;</p> <p>c. Require a minimum 7.5 metre rear yard setback where mid- and high-rise development abuts low-rise properties;</p> <p>d. Mitigate the actual and perceived massing impacts of a mid- and high-rise building by breaking up the mass horizontally and vertically, through the creative incorporation of changes in materials, balcony and floor plate design, architectural features, and unit/amenity locations;</p> <p>e. Provide rear and side step-backs for upper storeys to provide contextually appropriate transitions from the mid- and high-rise buildings to the surrounding low-rise neighbourhoods; and,</p> <p>f. Provide high quality landscape treatment such as decorative fencing, trees, shrubs, grassed areas, and berming.</p>	
3.5.1.5	<p>Angular planes can be used as a tool to evaluate the massing and height transitions of proposed developments to ensure appropriate skyview, light, and separation. Development within the Centres and Corridors shall apply a minimum 45 degree rear yard angular plane measured from the abutting property line where a building transitions to an adjacent lowrise residential area.</p>	<p>The HCD plan will, in conjunction with the OP and ZBL, consider massing and height of buildings.</p>

Guideline #	Guideline	Analysis
3.5.1.6	Ensure new development is compatible with adjacent and neighbouring development by siting and massing new buildings to avoid undue adverse impacts on adjacent properties particularly in regard to adequate privacy conditions for residential buildings and their outdoor amenity areas.	The HCD Plan will include guidance for new development.
3.5.1.7	Use prominent built form to address gateway locations within the community. Within Centres, ‘paired’ corner buildings on either side of a street to emphasize a sense of entry.	The HCD plan will consider entry points to the HCD area.
3.5.1.8	Locate and orient primary building entrances to public roads, and design to be visible and accessible to the public.	The HCD plan will consider the orientation of buildings.
3.5.1.9	Screen rooftop mechanical equipment from view through architectural design that reflects the building’s façade treatment. Add on screening elements such as lattice are prohibited.	The HCD plan will consider the management of rooftop mechanical equipment.
3.6.1.1	Use mixed-use buildings and smaller scale retail and commercial stores to frame the street with a consistent building setback.	Land use is best addressed through the OP and ZBL and, therefore, will not be addressed in the HCD Plan. Setback distances will be considered in the HCD plan and will correspond with existing policy direction.
3.6.1.2	Ensure the siting and massing of buildings provides a consistent relationship, continuity, and enclosure to adjacent public roads. A pedestrian-scaled, permeable, and connected internal layout (block and street pattern) creates comfortable and protected pedestrian spaces that have a sense of enclosure.	The HCD plan will consider the siting and massing of buildings.

Guideline #	Guideline	Analysis
3.6.1.3	At key corner sites, sidewalk cafes, kiosks, and street vendors are encouraged, and larger setbacks may be permitted. The area within the front yard setback should be hardscaped with paving for visual extension into the sidewalk.	Land use is best addressed through the OP and ZBL and, therefore, will not be addressed in the HCD Plan. Setback distances will be considered in the HCD plan and will correspond with existing policy direction.
3.6.1.4	Ensure buildings located adjacent to, or at the edge of parks or urban squares provide opportunities for overlook into the public space with windows and doors. The massing, siting and scale of these buildings should create a degree of enclosure or definition appropriate to the type of open space they enclose.	The HCD Plan will consider this guideline.
3.6.1.5	Ensure primary entrances to buildings are clearly visible and located on a public road or onto a public open space for reasons of public safety and convenience. Secondary doors, such as those that face the parking area, emergency exits, and service doors should be designed to blend in with the building façade.	The HCD Plan will consider this guideline.
3.6.1.6	Ensure access to primary building entrances from sidewalks and public open space areas are illuminated, convenient, and direct with minimum changes in grade.	The HCD Plan will consider this guideline.
3.6.1.7	Ensure no parking, driveways, or lanes are located between the buildings and the street. Exceptions may be granted for large buildings on large sites with multiple buildings where the larger buildings are be situated to the interior of the block with smaller buildings facing the street.	The HCD Plan will consider this guideline.

Guideline #	Guideline	Analysis
3.6.1.8	Locate patios along primary streets in areas that maximize sun exposure and effectively animate the public realm.	The HCD Plan will consider this guideline.
3.6.1.9	Provide accessible and secure bicycle racks and parking at retail, commercial, and employment developments, as well as at other key locations to promote active transportation.	The HCD Plan will consider this guideline.

Sharon Village Urban Design Guidelines (2010)

The Sharon Village Urban Design Guidelines (SVUDG) was first adopted in 2010 and remains in force as defined under Policy 1.2.3 of the EGUDG. The SVUDG “establish the physical design concepts that will guide the development of new high quality, sustainable and complete neighbourhoods. The Sharon Village Urban Design Guidelines identifies the overarching community vision, design principles and objectives, the neighbourhood’s structure, and illustrative design guidelines.”³¹ Please note that much of the area defined within the SVUDG is not part of the HCD Study Area. Relevant cultural heritage related guidelines are identified in Table 7 below

³¹ Malone Given Parson Ltd, NAK Design Group and MMM Group, “Sharon Village Urban Design Guidelines,” last modified February 2010, accessed 18 September 2023, <https://www.eastgwillimbury.ca/en/government/resources/Documents/Sharon-UDG.pdf>, Section 1.1.

Table 7: Relevant Cultural Heritage Policies from the *SVUGD*

Guideline #	Guideline	Analysis
2.3 'Attractive Streets'	The Sharon Village street pattern will respond to natural features and topography and create short residential blocks that enable pedestrian connections within the community. The visual quality of the public realm will be further defined through the treatment of streetscape elements within the right-of-way such as street trees, light standards, paving and other landscape elements. Prominent streets will be carefully considered to include design elements which support this important role.	A HCD Plan can include guidance consistent with this guideline.
2.3 'District Neighbourhoods'	Sharon Village shall be made up of a collection of nine low density neighbourhoods defined by natural boundaries and the road system. Connection between these neighbourhoods will be facilitated through a pedestrian system that includes sidewalks, walkways, and trails. The public realm will be defined by a combination of common and distinguishing design elements that will unify the community and allow for the distinctiveness of each neighbourhood.	Since the Study Area bisects the broader Sharon Village area and has a distinct heritage character a HCD Plan will include guidance on the pedestrian system.
2.3 'Heritage District Area Enhancement'	The Sharon Community Plan identifies the Leslie Street corridor including the Sharon Temple and a number of historic residences. This area shall be the focal point of the community and a major determinant for the areas character. The Heritage District Area is one of the defining elements of Sharon and a significant edge condition for Sharon Village. The Town's vision for this area includes streetscape enhancements and pedestrian friendly design along Leslie Street. The enhancements and some of the design elements along Leslie Street can be adapted to the streets in the Plan to create	The HCD Plan will include guidance for streetscape design and sense of place. The HCD Study describes and defines the heritage area.

Guideline #	Guideline	Analysis
	a sense of place that is consistently recognizable throughout the community.	
2.3 ‘Distinct Gateways’	Distinct Gateways which reflect the character of the community shall be created at major entrances to the community on Leslie St. and Mount Albert Road. The use of landscaping features and signage shall be included in the road allowance to clearly identify gateway areas.	The HCD Plan will consider gateways into the HCD area. The HCD Study has identified properties that serve as gateways.
3.3	<p>Nine neighbourhoods have been proposed for Sharon Village with a variety of housing opportunities, building types and tenures. In Sharon Village this will add to the richness of the neighbourhood fabric and vitality of the community. Sharon Village will be characterized by low density housing throughout, with medium density housing in key locations. Each neighbourhood will contain a mix of residential densities and lot sizes to accommodate a diversity of living requirements. Each neighbourhood is within easy walking distance to transit stops, schools, and parks.</p> <p>There is one mixed use block identified in the block plan for Sharon Village. This is located at the southwest corner Leslie Street and Mount Albert Road and provides an opportunity to develop intensified uses and built form that builds upon and provides a northern anchor for the Heritage District Area.</p>	The southwest corner of Leslie Street and Mount Albert Road is in the HCD Study Area but is not recommended by the Study to be included in a HCD.
3.4	The Sharon Community Plan identifies a ‘Heritage District Area’ centered along Leslie Street that includes the Sharon Temple and a number of other heritage buildings. This designation recognizes the distinct character of the area and its importance in defining Sharon’s identity. Sharon Village will build upon this character and will strengthen Sharon’s identity. The Sharon Village Block Plan	<p>The HCD Plan will address the ‘Heritage District Area’ and its distinct character.</p> <p>The HCD Study more clearly defines a heritage area.</p>

Guideline #	Guideline	Analysis
	interfaces with Leslie Street and provides for a range of compatible uses and anticipated building forms that will build upon the vision for Leslie Street.	
3.5	<p>The Open Space System forms a major structuring element of the community. It is comprised of trails within the natural heritage system, stormwater management facilities, parks, and pedestrian systems. The Block Plan emphasizes the importance of these features as focal elements through the layout of streets and defined visual and physical accesses.</p> <p>An active transportation system of sidewalks, trails and bike paths and on-street bicycle lanes has been planned to provide service throughout Sharon Village and to allow non automobile connections to and through the natural features. Existing trails within this system will be maintained. A trail head is located along Mount Albert Road adjacent to the North-South Collector Road as the major access point to the Nokiidaa Trail. Its design shall be coordinated with the design of any entrance features in this location and incorporate parking.</p>	Where active transportation systems cross the proposed HCD, relevant guidance to conserve heritage values will be proposed.
4.1.1	<p>Low density residential uses are permitted throughout the majority of the Sharon Village area and allow for single detached, semi-detached, duplex and townhouse dwelling units. Coordinated variety is a desirable objective for any community, particularly one as large as Sharon Village. Within the low-density housing areas there will be a variety of residential architecture based on traditional influences.</p> <p>a) Lotting for low density housing will be generally compatible with the adjacent existing communities.</p>	The HCD Plan will include guidance on lotting, housing styles and design, and materials. It will also address ensuring that new buildings are distinguishable from heritage buildings while still being compatible.

Guideline #	Guideline	Analysis
	<p>b) Housing styles will be varied and reflective of the existing styles found within Sharon and the design objectives of the Sharon Community Plan.</p> <p>c) Brick, stone and other complimentary materials will be common elements in the housing style for low density residential.</p> <p>d) House designs are encouraged to incorporate architectural elements that support attractive and vibrant streetscapes (i.e., front porches, porticoes, window projections, bay windows).</p>	
4.1.2	<p>Medium density housing is permitted in a few key locations throughout the Sharon Community Plan and will generally consist of street townhouses, lane-accessed townhouses and general medium density blocks that may consist of single detached, townhouses, semi-detached, senior's apartments (up to 3 or 4 stories), or duplex units.</p> <p>a) Built form should be sited to reinforce the street.</p> <p>b) Attractive and articulated primary facades of buildings should be oriented to the street.</p> <p>c) The interface between private and public areas should be defined through landscaping.</p> <p>d) Building setbacks and/or block configurations should be considered in conjunction with streetscape design and with a focus on creating attractive and pedestrian scaled street zones.</p>	<p>A HCD Plan will include guidance around different styles of housing, as appropriate.</p>

Guideline #	Guideline	Analysis
4.1.3	<p>The architectural quality and built form of these structures should be reflective of the community’s architectural heritage, reflect a human scale, encourage pedestrian comfort and enhance the public realm. Exterior building material, canopy structures, and signage should be of highlife cycle and aesthetic quality.</p> <p>A mixed-use block is to be located at the southwest corner of Leslie Street and Mount Albert Road. Generally considered a part of the Sharon Temple Precinct, it should be developed with consideration for its function and form within this context. This mixed-use block will have the greatest opportunity for new commercial/office development and may include a small neighbourhood food store as well as smaller retail uses.</p> <ul style="list-style-type: none"> a) Recognize the corner of Leslie Street and Mount Albert Road as a ‘Gateway’ into the community by providing built form in this location that is designed to create a visual landmark. b) The street edge facing the Civic Centre should be developed to include smaller scale buildings that evoke a ‘Main Street’ character, and should be supported by a combination of enhanced landscaping within the private realm, streetscaping within the public realm, minimum building setbacks, highly articulated building facades and minimized parking located along the street no more than 50% of street frontage. c) Larger retail or food store(s) should be located towards the northwest quadrant of the site, with appropriate parking and loading areas. 	<p>The HCD Study does not recommend the properties on the block southwest of Leslie Street and Mount Albert Road be included in a HCD. These guidelines will not conflict with a HCD Plan and are likely consistent with any adjacency policies that may be developed in a HCD Plan.</p>

Guideline #	Guideline	Analysis
4.1.4	<p>A total of four school blocks are shown on the Block Plan. Exterior building material, canopy structures, and signage should be of high-life cycle and aesthetic quality. These community uses and institutions have the potential to act as landmarks reinforcing their focal significance along axial views to them from the surrounding areas.</p> <p>The final locations of the schools will be determined in consultation with the school board and their layout shall be in accordance with school board design criteria finalized through the subdivision plan process. The facility fit concepts for the schools have been prepared to demonstrate standard school layouts and that road frontage, access and parking can be accommodated.</p> <ul style="list-style-type: none"> a) Locate buildings to reinforce the street edge or terminate a view vista. b) Pedestrian connections from sidewalk and circulation within the site should consider safety and efficient movement. This is especially true at vehicular circulation, drop-off and parking areas. c) Design seamless transition with adjacent neighbourhood parks (physically, visually). d) Provide a range of multi-use / flexible outdoor areas that can accommodate a range of recreational and social activities. e) Landscaping within the school block should focus on low maintenance, naturalized landscapes that contribute to the diversity of the community and promote sustainability. 	<p>One school is located within the Study Area although it is understood that it may be closing and a new school built in a new location.</p> <p>The HCD Study Area does not include any new school locations and the existing school is not proposed for inclusion in a HCD.</p>

Guideline #	Guideline	Analysis
	f) There should be limited vehicular (bus lay-by or passenger pick-up and drop-off) access from the NorthSouth Collector to the school blocks.	
4.2.1	<p>Building and site relationships within Sharon Village will be maintained and enhanced through the following guidelines:</p> <ul style="list-style-type: none"> a) Main entrances shall be visible from the street, especially for commercial buildings where they should provide continuous storefronts along the sidewalks with primary access from the front façade. b) Weather protection at main entrances shall be encouraged such as covered porched or overhangs. c) Garages shall not project more than 1.5m from the front façade of the building. In all other cases, it is encouraged that garages are flushed or recessed from the front face of the house. d) A variety of garage door treatments including ones with windows shall be encouraged. e) Wrap around porches shall be encouraged on corner lots. f) Corner lots and lots adjacent to parks or other public use lands shall have articulated elevations that are visible from the public space. Additional fenestration and architectural detailing may be required on these elevations. 	<p>The HCD Plan will consider and include guidance on building and site relationships. These guidelines will be considered against the cultural heritage values and heritage attributes of the area. The HCD Plan development process may include recommendations for revisions to some guidelines.</p>

Guideline #	Guideline	Analysis
	<p>g) The requirement for rear/side upgrading shall apply where the severe stepping of units due to grading causes significant exposure to the side and/or rear wall of a dwelling.</p> <p>h) The main entrance, flankage or long side of the lot to the dwelling shall be oriented to the North-South Collector.</p> <p>i) The massing and height of dwellings adjacent or opposite one another should be compatible.</p> <p>j) Variation in height and massing should be minimized through the use of architecture and groupings of similar architectural features and structures.</p> <p>l) Where steep grade condition occurs, units that adapt to the site to reduce the impact of elevated front entries shall be provided.</p>	
4.2.2	<p>Focal lots have increased visibility since they are located within a view corridor, a vista, or have an identifiable prominence at an intersection. This gives these lots a greater influence on the streetscape and public realm than others within the neighbourhood. These lots may also have substantial impacts on views from open spaces, trails, and entry gateway features, and consequently, should have special high-quality design consideration in their landscaping, massing, and architectural design details. Focal lots generally include corner lots; lots fronting onto, and abutting, open space, pedestrian links and parkettes; and lots at T-intersections and entry streets.</p>	<p>The HCD Study has identified some properties as landmarks and/or gateway properties which may be considered “focal lots”. A HCD Plan can include specific guidance related to these properties.</p>

Guideline #	Guideline	Analysis
4.3.1	<p>The Leslie Street Heritage District Area is core to the character of Sharon. The Sharon Community Plan outlines a number of goals and objectives for the development of Leslie Street and offers design strategies that are meant to preserve and enhance the historic character of the area. The Sharon Village Block Plan interfaces with Leslie Street and provides for a range of compatible uses and anticipated building forms that will build upon the vision for Leslie Street.</p> <ul style="list-style-type: none"> a) Buildings fronting onto the Heritage District Area shall be in character with existing buildings. b) East-west streets intersecting the Heritage District Area will be designed to incorporate and continue streetscape elements along Leslie Street. c) Streetscape elements will include heritage style streetlights, heritage inspired street sign blades, decorative roadway and walkway paving in key locations, and Village inspired palette of plant materials. 	<p>New buildings should be distinguishable from identified heritage buildings. The HCD plan will include guidance for new development. The HCD plan will also consider appropriate streetlights, signs and paving.</p>
4.3.2	<p>The heritage character and values of the Sharon Temple are a valuable and unique national, provincial and community resource that must be preserved. The Sharon Temple is the focus of the Heritage District Area. Access to the site is provided directly from Leslie Street with primary sightlines from Leslie Street. The most significant view to the Temple is from Leslie Street towards the east entry framed by the ‘allée’ of mature trees (Figure 4.7).</p> <p>To mitigate the any potential negative impacts from the development of the Sharon Village the following shall be considered:</p>	<p>The neighbourhood west of the Study Area, that is the main subject of this guideline has been built and these features included.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> a) Provisions for a single loaded local residential street to the west that is 18m wide, that does not cross the creek to the south in order to reduce the amount of traffic, noise and lights along the west side of the Temple site (Figure 4.8). b) On-street parking along this local residential street shall be restricted where possible. c) Locate garages behind the residential uses along the west side of the Temple site thereby reducing the movement of resident's vehicles to and from their houses. d) Provide a 13.5m linear natural feature buffer between the western edge of the Temple site and the eastern edge of the residential street R.O.W. Employ a range of landscape approaches that would help to reduce and dissipate noise and light originating from the neighbourhoods to the west (Figure 4.9). e) The Linear buffer shall incorporate sound dissipation measures such as dense conifer planting, and acoustic berms. f) Generally, maintain the grade difference between the main floor of the Temple and the ground floor of the townhouses (approximately 3.8m) in order to minimize the sightlines from the Temple to the residences to the west, and to reduce the impact of lights and noise emanating from the ground floor elevations of the neighbourhood to the west on the Temple. g) Building heights for the residential uses to the west of the Temple shall generally not be greater than 2 storeys, facing the 	

Guideline #	Guideline	Analysis
	<p>rear of the temple property, in order to reduce visibility from the main floor of the Temple.</p> <p>h) Lower, street and pedestrian lights with baffles to control light direction away from the Temple site shall be provided to contribute to a reduction of visible light as perceived from within the Temple site.</p> <p>i) To the south of the Temple, a park shall be provided to augment the open space around the Temple.</p>	
4.3.3	<p>The combination of the Temple site, Park, and Municipal Offices is important for the creation of a ‘civic or community place;’ every effort should be made to create a well-designed centre for the growing and evolving community of Sharon. This assembly will continue to be a central and prominent place in Sharon (Figure 4.10). Accessibility from all sides and function of this assembly should promote a single, interconnected public and open space that is made up of these different functions.</p> <p>This precinct could be framed with appropriate landscaping to focus views to the entrance and distinctive form, similar to the framing of the Temple. For this potential ‘community place’ to be effective it must be easily permeable and easily accessible from Leslie Street and the surrounding neighbourhoods. As a centre for the community, it is also important that a wide range of activities are programmed for this combined site; activities that attract the nearby residents as well as visitors from other places.</p> <p>The Sharon Temple Precinct is a special area within the community of Sharon. The Town of East Gwillimbury’s vision for the Civic Centre combines a civic square with various landscape elements that</p>	<p>The civic centre is located to the north of Sharon Temple.</p> <p>These guidelines can be considered and additional heritage conservation guidance may be included in a HCD Plan.</p>

Guideline #	Guideline	Analysis
	<p>support the municipal offices as well as other complementary use buildings. The Plan shall recognize the importance of the Civic Centre as a community focal point and provides for land uses, built form and streetscaping that supports the vitality of the area.</p> <p>a) A mixed-use block north of the Civic Centre shall include smaller retail buildings facing the Civic Centre.</p> <p>b) Enhanced streetscape design along streets abutting the Civic Centre shall build upon the design enhancement proposed along Leslie Street and that promote a pedestrian street environment. This may include pedestrian-scaled decorative streetlights with banners and hanging flower baskets, heritage inspired benches, and decorative paving.</p> <p>c) Higher density forms of housing shall be considered to locate along the street(s) abutting the western edge of the Civic Centre. These will include building forms and massing that provide an appropriate transition from the Civic Centre to the low-density housing that characterizes the rest of Sharon Village.</p> <p>d) Rear lanes to support the uses and building proposed shall be considered around the Civic Centre.</p> <p>e) Lay-by parking in association with rear lane accessed street townhouses shall be used to mitigate traffic impacts and animate the street.</p> <p>f) The streetscape design along streets connecting to the Civic Centre and Leslie Street shall complement and draw from the design elements proposed in the Community Plan for the</p>	

Guideline #	Guideline	Analysis
	<p>Heritage District Area and support the type of vibrant and animated pedestrian public realm envisioned for this area.</p> <p>g) Decorative paving, both in the roadway at intersections and in the pedestrian sidewalk shall be continued.</p> <p>h) Heritage inspired decorative streetlights shall be encouraged as well as those that incorporate hanging flower baskets and/or banners.</p> <p>i) A coordinated palette of street furniture, similarly designed, including trash receptacles, traffic bollards, benches tree grates, fencing (where appropriate) and signage is encouraged.</p> <p>j) Where retail uses are planned wider pedestrian walkways may be provided.</p>	
4.4	<p>Gateways play an important role in a community's structure and design by providing visual landmarks that enhance the sense of arrival and place, promote community character and assist with wayfinding. Gateways for Sharon Village are located along Mount Albert Road and Leslie Street.</p> <p>a) Gateway locations should be designed to include a combination of landscape elements and built form.</p> <p>b) Building form should be the dominant feature at gateway locations and should be reinforced through the siting, massing and orientation of the building(s).</p> <p>c) Buildings at gateway locations should provide an attractive presence on the public realm.</p>	<p>The HCD Plan will include guidelines for gateways into the HCD area.</p> <p>Existing historic buildings in Sharon serve a gateway function. The HCD Plan will consider guidance on gateways based on this Study.</p>

Guideline #	Guideline	Analysis
	<p>d) Landscape elements should be integrated with building design and should be contained within a publicly dedicated block of land located behind the daylight triangle.</p> <p>e) Proposed landscape elements can include low stone walls (a feature that reappears in many various forms throughout the community) and ornamental grasses and perennials (part of a consistent palette of planting used in various combinations throughout the community).</p> <p>f) A double-row of deciduous trees should be provided within the right-of-way at gateways, where space permits.</p> <p>g) Landscaped medians are proposed at gateway locations and will include hardy, drought-resistant shrubs and ornamental grasses.</p> <p>h) Decorative paving may be introduced both in the roadway and pedestrian sidewalk in gateway locations.</p> <p>i) Public Art may be incorporated at gateway locations.</p>	
4.5.1	<p>Streetlights</p> <p>a) Street lighting should be designed to promote pedestrian safety.</p> <p>b) Heritage inspired decorative streetlights (Pole, arm and fixture) shall be used within Sharon Village.</p> <p>c) Pedestrian scale lighting should be incorporated in the Sharon Temple Precinct.</p>	<p>The HCD plan will include guidance for streetlights.</p>

Guideline #	Guideline	Analysis
	<p>d) Accent lighting on building façades and landscape elements is encouraged.</p> <p>e) Lighting design will address the safety and security objectives of CPTED (Crime Prevention Through Environmental Design), particularly along the perimeter of parks, schools and trail entrances.</p> <p>f) Lighting should be designed to minimize the projection of light onto adjacent residential properties (i.e., friendly skies), and in accordance with municipal standards.</p>	
4.5.2	<p>The placement and selection of street furniture should be done in a way that adapts to the context of the streetscape. This may include the groupings of benches to promote social interaction at public spaces (i.e., parks, parkettes) and community focal areas (Civic Centre, Mixed-Use Block) or benches along the trail system for rest.</p> <p>a) Street furniture should be selected for ease of maintenance and durability.</p> <p>b) Street furniture design should be coordinated and consistent with or complement the heritage inspired style of other features within the community.</p>	<p>The HCD plan will include guidelines for street furniture.</p>
4.5.3	<p>Community mailbox locations will be determined in consultation with Canada Post at the earliest possible stage of planning.</p> <p>a) It is recommended that mailboxes are located either at parks and stormwater management facilities along the street or along sideyards, between the sidewalk and the corner lot line.</p>	<p>A HCD Plan can include guidance on conserving heritage values around community mailbox locations – if necessary.</p>

Guideline #	Guideline	Analysis
	<p>b) Planting may be provided in these locations to highlight the area.</p> <p>c) Trash receptacles should be provided in these locations.</p> <p>d) The provision of decorative mailboxes is a design option that will contribute to the visual quality of the public realm, provide another opportunity to enhance the character of the neighbourhoods and serve as a unifying element for the community.</p>	
4.5.4	<p>The design of corner lot fencing provides an opportunity to enhance the appearance of neighbourhoods. Consistency in material and colour will unify the community.</p> <p>a) In residential neighbourhoods where space permits, hedges or vines can be planted in conjunction with corner lot fences to create 'green fences.</p> <p>b) For lots adjacent to public use lands, a 1.8m high privacy fence shall be provided. These shall enclose the rear yard and shall not extend beyond 1/4 of the house length from the rear corner of the house.</p> <p>c) Where required, a 1.8m high acoustic fence will be constructed in accordance with noise studies with a design that is compatible with the rest of fencing.</p> <p>d) For residential lots adjacent to parks, schools, and public open space a 1.5m high black vinyl chain link fence shall be provided and located along the common lot line.</p>	<p>The HCD Plan will include guidelines for fencing. Fence by-laws should also be considered in policy development.</p>

Guideline #	Guideline	Analysis
	<p>e) Along the window street(s) along Mount Albert Road, fencing is not being proposed. Instead, a combination of landscape berms and planting is proposed to create a 'green fence' and attractive edge to the community.</p>	
<p>4.5.5</p>	<p>Signage serves an essential function in the community by providing important information that assist people in understanding, navigating through and relating to their environment. Signage will generally include:</p> <ul style="list-style-type: none"> • Street signage, • Trail Signage, and • Mixed Use Development Signage. <p>a) Signage should be coordinated throughout the community to minimize visual clutter and confusion.</p> <p>b) Signage should reflect the character or style of building / use it is representing.</p> <p>c) Street sign design will be inspired by the character of the community, taking cues from local, existing design elements and motifs.</p> <p>d) In key locations such as the Sharon Temple Precinct or along the Spine Road, street signage may be in the form of banners that help to promote the identity of the community.</p> <p>e) A coordinated trail system signage palette will be developed. This will include signage that identifies trail heads and entrances, parking and bicycle parking areas, rest areas, areas of scenic, environmental or heritage significance.</p>	<p>This is consistent with the OP. The HCD plan will include guidelines on appropriate styles and applications of signage.</p>

Guideline #	Guideline	Analysis
	<p>f) A thematic signage template is encouraged for retail developments, such that it contributes to a unified building presence and eliminates visual clutter.</p> <p>g) Usually, Retailers are only permitted a single primary identification sign per business frontage. It is further encouraged to allow building entrance canopies and window awnings to incorporate signs to enhance building character and identification.</p>	
4.5.6	<p>Paving</p> <p>a) Many different types of paving materials may be used throughout the community for functional and aesthetic purposes.</p> <p>b) A coordinated approach to paving design shall be followed.</p> <p>c) Decorative (impressed) asphalt paving is proposed for the roadway at Gateway Locations, key intersections (i.e., collector roads), and major pedestrian crossings of the North-South Collector road.</p> <p>d) Decorative concrete paving (impressed or unit paving) is proposed for pedestrian walkways/sidewalks around the Sharon Temple Precinct and at major pedestrian crossings.</p>	The HCD Plan will include guidance on paving.
4.6.7	It is recognized that public art serves many different functions within a community. It can add to the visual richness and provide landmarks within a community while celebrating its heritage and eliciting emotions and thoughts that engage the viewer. Public art is one way to enhance and promote the character of Sharon. Key areas	The HCD Plan will include guidance on public art.

Guideline #	Guideline	Analysis
	<p>of the community where a public art element may be incorporated are:</p> <ul style="list-style-type: none"> • The Sharon Temple Precinct • Parks • Gateways <p>The form of public art could include for example:</p> <ul style="list-style-type: none"> • Murals on blank building walls • Paving motifs • Street furniture • Free standing sculpture 	
4.5.8	<p>Utilities and Services</p> <p>a) In order to minimize the negative visual impact of above-ground utilities within the streetscape, their coordination is encouraged at the earliest possible stages of development.</p> <p>b) Wherever possible, utilities should be grouped at sideyard locations.</p> <p>c) Conflicts with driveways, walkways, fencing, landscaping and other street elements should be identified as soon as possible.</p> <p>d) Telecommunications poles are being considered for this development. These decorative light poles provide housing for cable and telephone within their base.</p>	<p>The HCD Plan will include guidance on utilities and services.</p>

Guideline #	Guideline	Analysis
5.2	<p>Parks within the Sharon Village will be part of the Town-wide system of parks and will be designed in a manner that serves the Community as a whole and the surrounding rural lands. The types of parks proposed for Sharon Village include:</p> <ul style="list-style-type: none"> • Neighbourhood Parks • Parkettes • View Parks <p>There are five each Neighbourhood Parks and Parkettes within the community. The following general design criteria should apply to the development of parks:</p> <ol style="list-style-type: none"> a) Parks should be generally located within a 10-minute walking distance (800m) of most residents. b) Focal presence should be reinforced through street frontage on least one side. c) Pedestrian links throughout the parks should be designed in a safe and accessible manner. d) Planting plays an important role in defining the visual identity of Sharon Village reinforcing the character of Sharon. Parks provide the opportunity to implement a naturalized, low maintenance planting scheme. This includes native and ornamental shrubs and grasses, particularly in key areas such as the interface with residential lots, around seating / gathering areas and at entrances. 	<p>The HCD Plan will include guidance on parks within the HCD area.</p>

Guideline #	Guideline	Analysis
5.2.1	<p>Neighbourhood Parks shall be campus with schools and provide the opportunity for neighbourhood level play.</p> <ul style="list-style-type: none"> a) Neighbourhood parks shall generally be a minimum of 1.4 hectares in size in accordance with the Sharon Community Plan. b) Where neighbourhood parks are located adjacent to school blocks, their design should be coordinated with the school blocks, particularly if there is an opportunity for shared facilities. c) A non-regulation sized play field (e.g., miniature Soccer, 3x3 basketball courts) may be provided. d) A children's play component (including spray pads) may also be incorporate and located in an accessible and visible location within the park accessible. e) Walkways should be designed to facilitate ease of circulation as well as to include some scenic qualities. f) Park facility fits are conceptual and have been prepared in consultation with the Town for active neighbourhood parks. The Town will determine programming and use of passive parks. 	The HCD Plan will include guidance on neighbourhood parks.
5.2.2	<p>Parkettes are internal to the neighbourhoods and function as neighbourhood focal points where social gathering and limited active play may occur.</p> <ul style="list-style-type: none"> a) Parkettes shall range in size but shall generally be under 1.0 hectare. 	The HCD Plan will include guidance on parkettes.

Guideline #	Guideline	Analysis
	<p>b) A children’s play component shall be provided in each parkette.</p> <p>c) A seating area should be provided in conjunction with the play area and designed to include shade trees, trash receptacles and bicycle racks.</p> <p>d) Outdoor exercise equipment may be provided to promote people of all ages to remain physically active in the community.</p> <p>e) A shade structure may be provided in some of the parkettes depending on the size, location and configuration of the park.</p> <p>f) The main entrance to the parkette shall be designed to include special landscape features. These features could include stone walls and planting that are similar to and coordinated with community gateway features.</p> <p>g) Parkette entrances and street frontages may be enhanced with additional ornamental planting such as daylilies, lilacs, perennials, ornamental grasses and small flowering trees.</p>	
5.2.3	<p>View Parks are public open space areas that have no active play component but are provided for the purpose of furthering the enjoyment of natural features and strengthening the relationship between residents and the natural environment by providing views to natural areas and maximum access to the trail system therein. A number of these spaces shall be provided within Sharon Village to encourage viewing and to accommodate access to the trail system. The varied size and configuration of View parks will add to the richness of the community fabric and enhance the visual interest of the public realm.</p>	<p>The HCD Plan will include guidance on view parks.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> a. Native and low maintenance planting adjacent to the natural feature. b. Landscape features located at the street frontage, similar to the features included at gateways and parkettes. c. Ornamental plantings to reinforce the landscape features at the street. d. Seating. e. Signage if a trail connection is provided. f. A walkway connection from the public sidewalk to the seating area that is paved with a granular material. g. Landscape elements at the street frontage similar to that for Parkettes may be provided to enhance the presence of these view parks within the community. These elements should be developed on a lesser scale than that for the Parkettes. 	
5.3	<p>It is anticipated that the Pedestrian, Trail and Bicycle system will be located in a combination of tableland, buffers and valleylands in a manner that links the key features of the Open Space System within Sharon and the Town of East Gwillimbury. Environmentally sustainable trails are encouraged in the valley as these areas are more scenic and provide for a more enjoyable nature experience. The final location and alignment of the Pedestrian, Trail and Bicycle System shall be determined in consultation with the Town and the Conservation Authority and should be sited and designed to accommodate shared use by utilities providers in the village.</p>	<p>The Pedestrian, Trail and Bicycle system already exists in the Study Area. A HCD Plan will address these as needed.</p>

Guideline #	Guideline	Analysis
	<p>Sharon Village should provide a number of design features and elements that are intended to enhance the Pedestrian, Trail and Bicycle System.</p> <ul style="list-style-type: none"> a) Provisions for traffic calming features along the NorthSouth Collector Road. b) A trail entrance located at the intersection of the NorthSouth Collector and Mount Albert Road. c) A pedestrian bridge that provides a scenic connection the neighbourhoods south of Sharon Creek to the neighbourhoods north of the creek and the Civic Centre area. d) Detailed development of the community plan will identify points of interest along the trail system. e) The trail system shall connect with parks and open space areas in a manner that protects the Natural Heritage System. 	
5.3.1	<p>Off Street Trails</p> <ul style="list-style-type: none"> a) A Regional non-paved trail within the East Holland River Corridor that can accommodate both pedestrians and cyclists. b) A community trail within the Sharon Creek Valley that follows the intent of the community plan and, including the walkways within parks and stormwater management facilities, provides for pedestrians and cyclists within a continuous and looped system. c) Secondary trail entrances may be combined with view parks within the community. 	<p>These trails connect to the Study Area in Children of Peace Park. A HCD Plan will address these guidelines as needed.</p>

Guideline #	Guideline	Analysis
5.3.2	<p>On-Street Bikeway System</p> <ul style="list-style-type: none"> a) Designated on-street bicycle lanes shall be provided on the North-South Collector Road. b) Designated bicycle routes shall be provided on local roads, where appropriate. 	A HCD Plan can address this guidance as needed.
5.3.3	<p>Sidewalk System</p> <ul style="list-style-type: none"> a) Sidewalks shall be provided on both sides of all collector roads. b) Sidewalks will generally be provided on at least one side of all connecting local roads. The final locations of sidewalks will be based on Figure 5.5, subject to approval by the Municipality. 	A HCD Plan can address this guidance as needed.
6.2	<p>The East-West Collector Roads provide access to Sharon Village from Leslie Street and form the main entry roads into the community. Additionally, these roads will provide for efficient access to areas through the community.</p> <ul style="list-style-type: none"> a) A right of way of 22.0m south of Mount Albert Road at Leslie Street, tapering westward to 20.0m will be provided. b) A right-of-way of 22.0m north of Mount Albert Road, east of Leslie Street, will be provided. c) Landscaped Medians shall be provided within the right of-way at the Leslie Street intersections. Their design will include a combination of landscape elements that are coordinated with the built form in the adjacent lands. 	A HCD Plan can address this guidance as needed. It is unlikely that this guidance will conflict with relevant guidance in a HCD Plan.

Guideline #	Guideline	Analysis
	<p>d) A 1.5m wide sidewalk will be provided on both sides of the street, in accordance with Town standards.</p> <p>e) Decorative streetlights will be provided.</p> <p>f) Street trees will be selected for their distinctive form and/or visual impact in defining these prominent streets. It is recommended that one tree species be planted on both sides of the street for the entire length of the road.</p>	
6.3	<p>The local roads comprise the majority of streets within the community offering a great opportunity to enhance the distinctive character of each neighbourhood.</p> <p>a) A right of way of 18.0m will generally be provided, where window streets may be designed to 15.5m in width.</p> <p>b) A 1.5m wide sidewalk will generally be provided on one side of the street, in accordance with Town standards.</p> <p>c) Street trees can have an important impact on the visual appearance of a street and therefore will within each neighbourhood will be selected and organized to create visually distinct areas within the community.</p> <p>d) Landscaped medians will be provided within the right of-way at Leslie Street intersections that includes a combination of landscape elements coordinated with the built form.</p> <p>e) Where appropriate decorative street lighting will be provided at the intersections of Leslie Street.</p>	<p>This guidance does not conflict with the heritage character of the Study Area.</p>

Sharon Village Architectural Control Guidelines (2011)

The Sharon Village Architectural Control Guidelines (SVACG) were adopted by council in 2011 for the purposes of “establish[ing] architectural design principles to ensure appropriate relationships between the private and public realms.”³² The SVACG provides general design guidelines for the Sharon neighbourhood. Guidelines relevant to cultural heritage are identified in Table 8 on the following page.

³² John G. Williams Limited, Architect, “Sharon Village Architectural Control Guidelines,” last modified 1 September 2011, accessed 18 September 2023, <https://www.eastgwillimbury.ca/en/government/resources/Documents/Sharon-ACG.pdf>, Section 1.1.

Table 8: SVACG Relevant Guidelines

Guideline #	Guideline	Analysis
3.2.1 Single Detached Dwellings	<ul style="list-style-type: none"> • Single detached dwellings will become the principal housing form within the development. A variety of lot frontages has been provided, ranging from 9.25m – 21.0m. • Single detached dwellings should be designed to individually and collectively contribute to the character of the various neighbourhoods within the community. • Building elevations visible from public areas should incorporate appropriate massing, proportions, wall openings and plane variation in order to avoid uninteresting facades. • Each dwelling should have appropriate façade detailing, materials and colours consistent with its architectural style. • A variety of bungalow, two storey and three storey building massing will be permitted. It is important to ensure that appropriate measures are taken in the siting of dwellings to ensure compatible and harmonious massing relationships are achieved. • For corner units, both street facing elevations shall be given a similar level of architectural treatment. Main entries for these dwellings are encouraged to be oriented to the flanking lot line. • Dwelling designs with covered front porches or porticos where appropriate to the architectural style are encouraged. • Dwellings on lots with frontage less than 11.0m will have a variety of single-car and 1-1/2 car street facing garage options having up to a 3.65m wide garage door. A maximum of 50% of 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<p> dwellings sited in this lot size category will be permitted to have a 3.65m wide garage door. Provision of a storage area within the garage is recommended.</p> <ul style="list-style-type: none"> • Dwellings on lots with frontage of 11.0m up to 12.0m will be permitted to have two-car garages provided no more than a maximum of 4 abutting dwellings having a two-car garage are permitted in a row within this lot size category. • Dwellings on lots with frontage of greater than 12.0m will be permitted to have two-car street-facing garages. • Dwellings on lots with frontage of 18.3m or greater will be permitted to have three-car street-facing garages, provided the garage face is staggered. • Attached street-facing garages should be incorporated into the main massing of the building to ensure they do not become a dominant element within the streetscape. 	
3.2.1 Semi Detached Dwellings	<ul style="list-style-type: none"> • A combination of semi-detached dwelling types will contribute to the mix of housing types in the development and will add to the diversity of housing choice and streetscape character. • Elevations may be asymmetrical or symmetrical. Both halves of the building shall be compatible in terms of design expression. • Semi-detached dwellings should be fully attached above grade. • Building elevations visible from public areas should incorporate appropriate massing, proportions, wall openings and plane variation in order to avoid large, uninteresting facades. 	<p>The HCD Plan will consider and build upon these guidelines, as required.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Each dwelling should have appropriate façade detailing, materials and colours consistent with its architectural style. • Semi-detached dwellings should have two to three storey massing. Bungalow forms are discouraged for this housing type. • Dwelling designs with covered front porches or porticos are encouraged, where appropriate to the architectural style. • For corner lot buildings, the entry of the interior unit should be oriented to the front lot line, while the entry of the corner unit is encouraged to be oriented to the flanking lot line. • Garages should be incorporated into the main massing of the building to ensure they do not become a dominant element within the streetscape. • Garages / driveways for semi-detached dwellings should be paired to maximize on-street parking opportunities. • Street-accessed semi-detached dwellings will have single-car attached garages. 	
3.2.3	<p>Townhouse dwellings are an efficient use of land and an energy conservative housing form that will add built form diversity to the development of the subject lands. They are proposed to be located in areas of the development where a denser housing form is desired. Since townhouses are comprised of individual units attached and grouped together into a larger architectural form, the massing and design of the whole building, rather than the individual units, should be considered during the design stage.</p>	<p>The HCD Plan will consider and build upon these guidelines, as required.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Townhouse buildings will typically take the form of street townhouses (with front facing garages) or lane townhouses (with garages accessed from a public rear laneway). Lane townhouses are required facing the Sharon Temple and the Civic Centre. Special design consideration will be required for townhouses that interface with the Sharon Temple to minimize negative visual impacts on this important heritage resource. • Each townhouse block should have appropriate façade detailing, materials and colours consistent with its architectural style. Sufficient wall articulation is required to avoid large unbroken expanses of roof or wall planes, including the stepping of units and the use of bays, gables, and porches where appropriate. • Townhouse dwellings should be fully attached above grade. • Townhouse block sizes may range from 3 to 6 units; Mixing of townhouse block sizes within the street can help provide visual diversity of the streetscape. • The overall streetscape composition should display massing and design continuity while achieving adequate streetscape variety. Compatibility in height and massing between adjacent buildings should be displayed. • Building elevations visible from public areas should incorporate appropriate massing, proportions, wall openings and plane variations in order to avoid large, uninteresting facades. 	

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Townhouse dwellings should generally have two to three storey building massing. Units facing the Sharon Temple (refer to Sec. 4.1) shall be limited to 2 storey building massing. Units facing the Civic Centre (Refer to Sec. 4.2) shall have 2 storey building massing for corner units and may have up to 3 storey building massing for interior units. • Bungalow forms are generally discourages for townhouses unless extra-wide frontages are contemplated. • Where crossfall grade conditions exist, townhouse blocks should be sheared / stepped vertically, to the extent feasible, to minimize main floor heights above finished grade. • Dwelling designs with covered front porches or porticos are encouraged, where appropriate to the architectural style. • For corner lot buildings, the entry of the interior units shall be oriented to the front lot line, while the entry of the corner unit shall be oriented to the flanking lot line. • Garages should be incorporated into the main massing of the building to ensure they do not become a dominant element within the streetscape. • Garages / driveways for townhouse dwellings should be paired, wherever feasible, to maximize on-street parking opportunities. • Street-accessed townhouse dwellings will have single-car attached garages accessed from the street. • Lane-based townhouse dwellings may have single-car or 2-car garages accessed from the lane. Rear lane garages may be 	

Guideline #	Guideline	Analysis
	<p>attached or detached from the dwelling. Rear laneways will be public.</p> <ul style="list-style-type: none"> • Utility meters shall comply with local utility company requirements. 	
<p>3.2.4</p>	<p>Development on the medium density sites may take the form of street townhousing, condominium/block townhousing or low-rise apartments (potential Seniors Residence).</p> <p><u>Condominium / Block Townhousing</u></p> <p>Block townhousing will have similar characteristics to Street Townhousing with the exception that they may be situated on a private road, public road or public laneway. The use of stacked townhouses may also be considered in these areas. In addition to the design criteria stated in Section 3.2.3, the following will apply:</p> <ul style="list-style-type: none"> • Building heights may range up to 3.5 storeys maximum. • Facades should be developed to incorporate architectural elements found on lower density housing forms such as peaked roofs, gables, porches and roof overhangs. Flat main roofs may be permitted only to allow for rooftop terraces. • Publicly exposed building facades shall be highly articulated to provide an attractive built form. Careful coordination of materials and colours will be required within each development to foster a distinct identity. • Common open space areas, such as tot lots, may be provided where other park facilities are not located nearby. 	<p>The HCD Plan will consider and build upon these guidelines, as required.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Walkways should provide safe and direct access between dwellings, parking areas, public areas and streets. • For stacked townhousing, private outdoor amenity space may be provided in the form of at-grade courtyards a balcony located above the garage for the upper-level units and in the form of an at-grade or sunken courtyard for the lower-level units. • Banked and screened utility meters are encouraged and should be located on internal end units wherever feasible. Placement of meters shall comply with local utility company requirements. • This form of development will be subject to a Site Plan Approval process conducted by the Town of East Gwillimbury in conjunction with the Control Architect. <p><u>Low-Rise Apartments</u></p> <ul style="list-style-type: none"> • Building heights may range up to 4 storeys maximum. • The design of the building should consider overall form and rhythm of building elements to create a consistent and attractive building street facade that reinforces a human scale environment. • The building should be located to relate well to the adjacent roadway and open space areas. Building forms should consider scenic amenities, view corridors and adjacent open space areas in their design and site planning. • Building setbacks should be minimized to maintain a strong relationship with the street and sidewalk while allowing 	

Guideline #	Guideline	Analysis
	<p>sufficient space for a comfortable pedestrian zone and landscaping opportunities.</p> <ul style="list-style-type: none"> • Building facades shall provide visual interest through use of materials, colours, ample fenestration, sophisticated wall articulation and style-appropriate architectural detailing. All facades exposed to public view shall be highly articulated and detailed. Variety of building designs should be provided. • Corner buildings shall provide facades which appropriately address both street frontages. • Main entrances should be designed as a focal point of the building and should face the street. They should be recessed or covered and provide visibility to interior lobbies to allow for safe and convenient arrival and departure from the building. Main entrances should also be ground-related and wheelchair accessible. • The provision of courtyards and plazas at ground level are encouraged. • Residential apartments are encouraged to include covered private open space (i.e., Balconies / terraces) where feasible to enhance the private living environment of residents. • A variety of harmonious building materials and colours should combine to create an attractive, cohesive façade treatment. The use local and environmentally responsible building materials, such as masonry, will be encouraged. 	

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Where flat-roofed buildings are contemplated, a prominent cornice treatment should be provided. • Parking shall be provided in a non-obtrusive manner. Surface parking areas shall be screened from street view through the use of landscaping (including features such as metal fencing with masonry pillars) or building location to provide appropriate screening. • Garbage and recycling facilities shall be incorporated into the overall design of the building and hidden from high profile areas. • Mechanical equipment shall be screened from public view and integrated into the design of the building. • Lighting shall be directed inward and downward to mitigate negative impacts on neighbouring uses. • This form of development will be subject to a Site Plan Approval process conducted by the Town of East Gwillimbury in conjunction with the Control Architect. 	
3.3.1 Building Relationship to Street	<p>A well-defined street edge contributes to the pedestrian-oriented goals of the community. Attractive streetscapes typically consist of a landscaped (sodded and treed) boulevard adjacent to a defining edge of private front yards and carefully placed, well-designed dwellings. The following design guidelines shall apply:</p> <ul style="list-style-type: none"> • Dwellings should be designed to suit the site topography conditions. Elevated entries and porches should be avoided wherever feasible, except where site topography and grading 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<p>require such elevations, in order to reinforce a pedestrian-scale neighbourhood. Ground related entries are preferred to minimize the negative visual impact of large concentrations of stairs.</p> <ul style="list-style-type: none"> • The scale, height and massing of buildings within the streetscape should seamlessly connect to the adjacent street, creating a well-balanced, human-scale massing which encourages pedestrian activity. The primary façade of the dwelling should relate directly to the street and be sited generally parallel to it. • Publicly exposed elevations shall incorporate adequate massing, proportions and wall openings (i.e., window, doors, porches, etc.) to avoid large, blank facades. Side and/or rear facades which are highly visible within the public realm shall be upgraded to create visual interest. Projections into the front or flankage yard, such as porches, entrance canopies, porticos, entrance steps and bay windows are encouraged for their beneficial impact on the streetscape. • Architectural detailing, appropriate to the style of the dwelling, should be applied to all street facing facades. • Covered front porches, sized to comfortably accommodate seating (1.5, min. depth), are encouraged on the majority of dwellings to encourage social interaction among residents and opportunities for ‘eyes on the street.’ Wraparound porches are encouraged on corner lots where appropriate to the 	

Guideline #	Guideline	Analysis
	<p>architectural style. Porch encroachments into front and exterior side yards are provided in the zoning by-law to enable these features.</p> <ul style="list-style-type: none"> • Garages should be subordinate to the overall home façade to contribute to a comfortable pedestrian environment. The preferred location for the garage is incorporated into the main massing of the dwelling set back from the primary façade or in the rear yard, where practical. Garages should be oriented away from special areas (i.e., facing the Sharon Temple and Civic Centre or along the north-south Spine Road). • Corner buildings should be designed to address both street frontages in an equally enhanced manner. • Buildings located at a view terminus should have an enhanced design to promote visual interest. • Privacy fencing for corner lot dwellings should generally not extend beyond the rear corner of the dwelling and must comply with the Town’s fencing by-law. • Building setbacks should define the street edge and create a visually ordered streetscape. While it is generally recommended that buildings be sited close to the streetline, where lot frontages and depths are generous, or where interfacing with existing building form, greater setbacks are recommended in order to create larger front yards consistent with existing neighbourhoods in Sharon. 	

Guideline #	Guideline	Analysis
3.3.2 Variety in the Streetscape	<p>Attractive, harmonious streetscapes are essential in creating a vibrant, liveable community with a positive identity. Variety of massing and architectural expression among publicly exposed building elevations should occur within each street block through the use of alternative façade treatments, massing, roofline, materials, colours and architectural style.</p> <ul style="list-style-type: none"> • Building elevations will be evaluated on their ability to contribute to a distinct character for each street. It is important that individual buildings combine to create harmony when sited together within the streetscape in order to avoid a cluttered or disorganized streetscape appearance. This can be reinforced by use of complementary building materials, colours, details and architectural elements. • Jarring visual contrasts within the streetscape should be avoided. • Variation in the design of abutting house types should be provided to avoid undue repetition and monotony within the streetscape as follows: <ul style="list-style-type: none"> ○ Identical dwelling facades (single detached & semi-detached) should be separated by a minimum of 2 distinctly different dwelling facades (or pairs of dwellings for semis) and should not be permitted directly opposite one another. ○ The repetition requirements stated above for single-detached and semi-detached dwellings will not apply to townhouses. Instead, the massing and design of each 	<p>The HCD Plan will consider and build upon these guidelines.</p>

Guideline #	Guideline	Analysis
	<p>townhouse block, rather than the individual units, will be reviewed based on the design merits of the block. Identical block elevations should generally not occur adjacent or opposite to each other unless part of a themed enclave.</p> <ul style="list-style-type: none"> ○ Identical dwelling facades should not comprise more than 30% of a street block and should be separated as noted above. ○ A maximum of 3 alternative elevations of the same model may be sited adjacent one another. There should be at least 3 different model designs (having a different building footprint and floor plan) within each group of ten dwellings. ○ For corner lots, flanking elevations must be different from those flanking elevations on lots abutting or directly opposite. Identical kitty-corner elevations are permitted. ● Exceptions to this may be permitted at the discretion of the Control Architect where it is desirable to have planned repetition of a façade to create a special theme. 	
3.3.3 Massing Within the Streetscape	<p>The arrangement of buildings within the street block is a key component in providing an attractive streetscape. The overall impression created by the grouping and massing of dwellings within a block will have a greater visual impact than the detailing of an individual dwelling. A pedestrian-friendly, comfortable scale environment will be achieved by incorporating height and massing that</p>	<p>The HCD Plan will consider and build upon these guidelines.</p>

Guideline #	Guideline	Analysis
	<p>is appropriate to the context of the street. The following design criteria shall be observed to ensure harmonious massing within the streetscape.</p> <ul style="list-style-type: none"> • Residential built form should include a mix of single storey, 1-1/2 storeys, 2 storey and 3 storey dwellings. Where a third storey is contemplated, it is encouraged to be incorporated into the roof form as a loft space with dormer windows. • Massing should transition from greater building heights to lower building heights by providing appropriate building designs which create harmonious streetscape massing. • Harmonious variety of massing and architectural expression among publicly exposed building elevations is encouraged through the use of alternative façade treatments, massing, roofline, materials, colours and architectural style. • Buildings adjacent or opposite one another should be compatible in massing and height. Extreme variation in massing should be avoided. For example: <ul style="list-style-type: none"> ○ 3-storey dwellings should not be sited adjacent to bungalows, raised bungalows or 1-1/2 storey dwellings. ○ Where bungalows, raised bungalows, or 1-1/2 storey dwellings are sited amongst 2-storey dwellings they are encouraged to comprise groupings of at least 2 adjacent units. Consideration to single bungalows amongst 2-storey dwellings may be given where raised front facades and increased roof massing (i.e., side-gabled) is 	

Guideline #	Guideline	Analysis
	<p>employed to provide an acceptable visual transition between these house types.</p> <ul style="list-style-type: none"> ○ 2-storey dwellings sited amongst bungalows, or 3 storey dwellings should comprise groupings of at least 2 adjacent units. ○ 3-storey dwellings sited amongst 2 storey dwellings should comprise groupings of at least 2 adjacent units. 	
3.3.4 Site Grading Conditions	<ul style="list-style-type: none"> • The subject lands are comprised of naturally rolling topography. It is important that builders provide models which consider site grading conditions to avoid elevated entrances or dropped garage conditions which have a negative visual impact on the streetscape. • Where severely sloping grade conditions occur, the builder should provide dwelling designs which are adapted to suit the site. This is particularly important for lots having back to front sloping grade conditions (full or partial front walk-out condition) to ensure an appropriate relationship between the dwelling, the garage and the street is maintained. • The following are suggested design approaches for reducing the height of elevated front entries and reducing the impact of visible stairs in the streetscape: <ul style="list-style-type: none"> ○ Integrate steps into the front walkway (i.e., provide landscape steps). ○ Turn steps toward the driveway. 	<p>The HCD Plan will consider and build upon these guidelines.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> ○ Provide dwelling designs with a lowered foyer and internal steps up to the main living level. • Where severe crossfall conditions occur (where lots slope from one side of the lot to the other side), garages should be located on the higher side of the lot. • Efforts to limit use of retaining walls should be adhered to by the builders' lot grading consultant. • Care should be taken to ensure foundation walls are not exposed. Grading should be coordinated with dwelling foundation design and constructed so that generally no more than ~300mm of foundation walls above finished grade is exposed on all exposed elevations of the dwelling, when possible. • Where sloping finished grades occur, finished wall materials and foundations should be stepped accordingly to minimize exposed foundation walls. • Where crossfall grade conditions exist, townhouse blocks should be sheared / stepped vertically, to the extent feasible, to minimize main floor heights above finished grade. 	
3.3.5	<ul style="list-style-type: none"> • Corner lot fencing should be provided to provide enclosure to private rear yards otherwise exposed to flanking streets. • The design of corner lot fencing should reflect the character of Sharon and be complementary to other fencing proposed within the community. Fencing will be designed by the developer's consulting Landscape Architect. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Corner lot fencing shall be located within private property and should generally not extend beyond the rear corner of the dwelling so that the side façade of the dwelling is fully visible to the flanking street. • Corner lot fencing height may range from 1.2m to 1.8m; Consideration may be given to the use of a 1.5m solid fence with 0.3m open lattice at the top to achieve a maximum height of 1.8m. • Special requirements for corner lot fencing / landscaping along Spine Road will need to be explored by the developers' Landscape Architect. • All fencing shall comply with the Town of East Gwillimbury fencing requirements and by-laws. 	
3.4.1 Architectural Character	<p>It is important to recognize that the urban densities proposed for Sharon Village will mark a profound change in built-form character from the existing rural and suburban development pattern in the area. To integrate new with existing it is recommended that the architectural character for new development, particularly within Special Areas, should be influenced by heritage-inspired precedents to respect the heritage roots of the local area and create an 'urban village' character.</p> <ul style="list-style-type: none"> • A blend of modern and traditional architectural styles are expected. Design inspiration taken from local vernacular or other heritage-inspired architecture is encouraged particularly in key areas of the community. 	<p>The HCD Plan will consider and build upon these guidelines. New buildings should be distinguishable from the existing buildings. Identifying specific styles that are appropriate is common in HCD plans and will be included in this HCD Plan.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • The design of each building should have distinguishing elements characteristic of a single identifiable architectural style. Mixing discordant architectural styles together within a single building should be avoided. Regardless of the architectural style of the building, however, it is important that a consistent level of design quality is achieved. • A range of architectural styles will be provided to characterize streets and neighbourhoods. Architectural themes will be developed in a coordinated manner in consultation with the Builder, the Design Architect and the Control Architect. • Architecture should suit the building's use and location within the community and complement the landscape design of the public realm. Uninteresting generic architecture, devoid of character, will be discouraged. • The use of high quality, durable building materials, such as brick, stone, stucco and siding should be selected as the main cladding materials, to support the intended architectural character of the building. The use of vinyl siding as a main cladding material will require special design considerations and restrictions as noted in section 3.4.6. <div data-bbox="472 1182 1297 1339"> <p>The image shows five distinct architectural styles in a row, each with a label underneath: Georgian, Victorian, Arts & Crafts, English Tudor, and French Eclectic. Each style is represented by a detailed line drawing of a two-story house with characteristic features like gables, chimneys, and window placements.</p> </div>	

Guideline #	Guideline	Analysis
3.4.2 Main Entrance	<ul style="list-style-type: none"> • Main entries should be directly visible from the street and well lit. • Main entrances shall provide direct access to the street, sidewalk, or driveway via a walkway. • Weather protection at entries should be provided through the use of covered porches, porticos, overhangs or recesses. • The Front entry design and detail should be consistent with the architectural style of the dwelling. • Elevated main front entrances and large concentrations of steps at the front should generally be avoided. Typically, a relationship of no more than approximately five risers to the porch is desirable to maintain a pedestrian scale. Site grade conditions may warrant additional risers. 	The HCD Plan will consider and build upon these guidelines.
3.4.3 Porches and Porticos	<ul style="list-style-type: none"> • Front porches, porticos, courtyards and/or patios help to promote safe, socially interactive and pedestrian-friendly residential streets by providing an outdoor amenity area, shelter from inclement weather, and a linkage between the public and private realm. • Porches should generally be located closer to the sidewalk / street than the garage. This diminishes the visual impact of the garage and creates a comfortable pedestrian environment. • Wraparound porches are encouraged on corner lots, where appropriate to the dwelling style. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Porch dimensions should be adequate to comfortably accommodate seating. Porch depths should be no less than 1.5m. Deeper porches are encouraged and should be in proportion to the scale of the dwelling. • Porch design and detailing should be consistent with the character of the house. An exposed beam / frieze is required at the top of the support columns on the underside of the soffit. • All stairs at the main front / flanking entrance to the dwelling shall be poured-in-place. Notwithstanding, where only one step is required, an upgraded precast / natural stone (Credit Vally Stone) step may be provided. • The width of stairs should be maximized to the extent feasible to match the porch opening width (i.e., between columns) or portico opening width. • Where handrailings are used, they should be consistent with the character of the house. Maintenance-free, prefinished aluminum / wrought iron railings or high quality composite railings are preferred. Plain, thin profile metal railing are discouraged. • Colour of railing should be integrated with the dwelling's colour package. 	
3.4.4 Windows	<ul style="list-style-type: none"> • Ample fenestration, in a variety of styles consistent with the dwelling's architecture, is required for all publicly exposed facades to enhance the dwelling's appearance and to promote "eyes on the street." 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • All windows should be maintenance-free, thermally-sealed, double glazed and either casement, single-hung or double-hung. • Large ground floor windows are encouraged. • Bay windows should be used at appropriate locations and designed in a manner consistent with the architectural style of the dwelling. • Window mullions and muntin bars should be used to reflect heritage window patterns throughout the community on publicly exposed elevations. • The use of shutters is encouraged. Where used, they should be ½ the width of the window to which they are attached. • Sills and lintels should be consistent with the architectural style of the dwelling. • Where windows and doors are set into stucco or siding, casings having a minimum width of 100mm are required. • Basement windows located on front and flanking elevations facing the street should match the main floor windows. Large basement windows are encouraged, where feasible (i.e., on walkout conditions). • The use of black glass (false glazing) should be minimized; its use may be permitted above the eaves line only; where used it shall be of a high quality. 	

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • The monotonous universal use of white window frames for all homes within the streetscape is discouraged. The use of coloured window frames is required on the majority of homes to add variety, appropriate to the dwellings' colour package. • Window acoustic performance must meet or exceed the noise attenuation requirements of any applicable noise reports. 	
3.5.4 Roof Form	<ul style="list-style-type: none"> • Roofs play a significant role in the massing of the individual dwelling and in the overall built form character of a neighbourhood. • A variety of roof types and forms are encouraged consistent with the architectural style of the dwelling and may include gables, dormers, hips or ridges set parallel or perpendicular to the street; alternate designs for a given model should have differing roof designs. • Within the design of a streetscape, attention shall be paid to the relationships of adjacent roof forms to ensure appropriate transitions. • Flat main roofs should not be permitted on primary roof forms unless they are a component of a mansard roof. • Minimum main roof slopes should be 7.9:12 pitch (side slopes) / 5.9:12 (front to back slopes); Bungalows should have minimum 7.9:12 side slopes and front to back slopes. • Bungalows should incorporate gabled roof forms and/or roof dormers to assist in massing compatibility with 2-storey dwellings. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Steeper pitches than the minimums stated are encouraged where appropriate to the architectural style of the dwelling to ensure roof form variety within the streetscape. Lower roof slopes may be considered where authentic to the dwelling style (i.e., Arts & Crafts, Prairies, Georgian). • Roof overhangs should generally be 300mm. • Where metal accent roofs are used (i.e., on bay features, porticos or turrets) they should be a heavy gauge, have a standing seam and be prefinished in a dark tone complementary to the main roof colour. • All vent stacks, gas flues and roof vents should be located on the rear slope of the roof wherever possible. Roof vents should be prefinished on the rear slope of the roof wherever possible. Roof vents should be prefinished to match the roof colour. • Where skylights are proposed, they should be located on the rear or side slope of the roof. They should have a flat profile with a frame that blends with the roof colour. 	
3.4.6 Exterior Materials and Colour	<p>i) Materials</p> <p>The use of high quality exterior building materials reflective of the architectural style of the building will be required to contribute to the established character of Sharon.</p> <ul style="list-style-type: none"> • The following main wall cladding materials are suitable for the community: <ul style="list-style-type: none"> ○ <u>Brick</u> in a variety of earth tones and textures; 	<p>The HCD Plan will consider and build upon these guidelines.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> ○ <u>Stone</u> should display heritage styles, colours and textures; ○ <u>Stucco</u> in natural tones with appropriate trim detailing such as detailed mouldings or half-timbering; ○ <u>Cement Fibre Siding</u> in board and batten or shiplap profiles; ○ <u>Vinyl Siding</u> in board and batten or shiplap profiles (subject to design criteria noted below in Section 3.4.6ii); <ul style="list-style-type: none"> • The dominant main wall cladding material throughout “Sharon Village” will be brick. Alternate materials may be used where appropriate to the architectural character of the building. • The use of accent materials such as stone, stucco, precast, cement-fibre siding, vinyl siding, prefinished shakes/shingles or prefinished panelling is encouraged where consistent with the architectural style of the dwelling. Its use shall be complementary to the primary cladding materials. • Main wall cladding material shall be consistent on all elevations of the dwelling; no false fronting is permitted (i.e., brick on front elevation with siding on rear elevations). Exceptions to this may be permitted where an upgraded stone façade, stucco façade or stone plinth is incorporated into the design and the side and rear walls have brick. These features should return along the side walls a minimum of 1200mm from the front of 	

Guideline #	Guideline	Analysis
	<p>the dwelling or to a logical stopping point such as an opening, downspout or change in plane.</p> <ul style="list-style-type: none"> • Material changes which help to articulate the transition between the base, middle and top of the building are appropriate. Where changes in materials occur, they should happen at logical locations such as a change in plane, wall opening, or downspout. • Exposed foundation walls and/or basement foundation walls are to be limited. The main wall cladding material shall be within 200mm-300mm of finished grade. Foundation walls must be check-stepped along sloping grade to allow masonry veneering to be installed. Particular care shall be taken for sides of projecting garages, porches/porticos, front and flanking dwelling elevations. <p>ii) Requirements for Dwellings with Vinyl Siding</p> <ul style="list-style-type: none"> • The use of vinyl siding as a main cladding material is generally discouraged within the community due to its tendency to require a higher degree of homeowner maintenance than masonry, stucco or cement fibre siding. However, the interplay of a variety of main cladding materials within the streetscape can have a beneficial visual impact provided measures are taken to ensure a high standard of material quality and architectural detailing is achieved. 	

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Where vinyl siding is proposed it shall comply with the following criteria to ensure its use enhances the streetscape and does not cheapen the appearance of new housing: <ul style="list-style-type: none"> ○ Dwellings using vinyl siding as a primary cladding material (50% of the façade or greater) shall be limited to a maximum of 30% of any streetscape. Additionally, these dwellings shall employ suitable heritage-inspired architectural design styles. ○ Vinyl siding is not permitted as a main or accent material on dwellings facing the Sharon Temple. ○ The use of vertical “Board + Batten” style siding is preferred over horizontal “Ship Lap” or “Clapboard” styles. Use of “Dutch Lap” profile is discouraged. Where horizontal siding is used it should not exceed double 4” (114mm) profile in width; ○ The gauge or thickness of vinyl siding available typically ranged 0.038” for lower quality grades up to 0.050” + for higher quality grades. Since the thickness of the vinyl siding impacts durability, vinyl siding used within the community shall have a minimum gauge of 0.045.” Builders will need to demonstrate compliance with this criterion. ○ Dwelling designs shall display appropriate massing, proportions and detailing consistent with their heritage-inspired architectural style to ensure an attractive, high- 	

Guideline #	Guideline	Analysis
	<p>quality appearance and to avoid large unarticulated planes exposed to public view.</p> <ul style="list-style-type: none"> ○ The use of decorative architectural details such as prefinished vinyl window headers, sunbursts, shutters, brackets and door surrounds will be required where stylistically appropriate to the dwelling design. ○ A wide range of vinyl siding colours, including darker tones, shall be offered to purchasers. ○ Siding shall be framed with minimum 150mm maintenance-free trim boards on the top, bottom, sides, corners and at all openings (i.e., windows, doors, etc.). Trim boards should be accentuated by using a contrasting but compatible colour to that of the siding colour. ○ A minimum 150mm continuous frieze board is required at all roof soffits and where siding abuts any masonry wall. ○ Good workmanship practices shall be maintained by the Builder in the fit, finish and application of siding to avoid buckling and leaking. ○ J-mouldings shall be applied to close any gaps between siding profile and corner covers or window/door surroundings. 	

Guideline #	Guideline	Analysis
	<p>iii) Colours</p> <p>A sufficient variety of exterior colour packages shall be offered by the Builder to avoid monotony within the streetscape. Individual exterior colour packages should combine to create a visually harmonious streetscape appearance. In this respect, jarring colour contrasts will be discouraged. Exterior colours shall display the following design criteria:</p> <ul style="list-style-type: none"> • Compatible material colours are required within each individual colour package. • Adjacent and/or directly opposite dwellings shall not have the same main wall cladding colour. Identical colour packages shall not exceed 30% of a street block and should be separated by at least 2 dwelling units. • The use of an accent colour for brick detailing such as lintels, bands or quoins, should be subtly different from and complementary to the colour of the main façade brick. • The roof shingle colour should complement the colour of the primary wall cladding. The use of light-coloured shingles, such as white or light grey, shall be avoided. • The use of trim colours which are the same or directly similar to the dominant wall cladding colour is discouraged. • All flashing is to be prefinished to match the roof or adjacent wall cladding colour. • Refer to example of “Sample Board” & “Colour Schedule” below. Builders should follow this format in the preparation of 	

Guideline #	Guideline	Analysis
	their proposed colour packages for submission to the Control Architect.	
3.4.7	<ul style="list-style-type: none"> • New dwellings should be designed to incorporate appropriate architectural detailing to avoid monotonous and uninteresting facades. • All detailing should be consistent with the architectural style of the proposed dwelling. Detailing should be subtle and sincere rather than contrived and gaudy. • A high standard of architectural detailing is expected for dwellings within the subject lands to suit the architectural style, including: <ul style="list-style-type: none"> ○ Cornice / frieze board treatments; ○ Upscale coach lamps for entrances and garages; ○ Decorative address plaques; ○ Large diameter porch columns; ○ Generous use of precast stone elements; ○ Moulded detailing (i.e., Canamould, Fypon, etc.); ○ Decorative metal railings; ○ Good quality garage doors (see section 3.5); ○ Overall use of high-quality materials and crafting. • All masonry detailing should be accentuated by projecting about 12mm from the wall face, where possible. • A frieze board (or brick soldier course cornice) is required on all publicly exposed elevation returning a minimum of 1200mm along non-exposed elevations. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Where masonry detailing (i.e., brick soldier course banding and/or stone sills) occurs on the front elevation of primarily masonry clad dwellings, it must return a minimum of 1200mm along the sidewall elevations. • Each dwelling design shall include materials and detailing characteristics to the architectural style of the dwelling on all publicly exposed elevations. Where a dwelling elevation has reduced visibility from the public realm (i.e., sides and rears) the level of building detail may be simplified. 	
3.4.8	<ul style="list-style-type: none"> • A coordinated approach to municipal address numbers shall be provided by the builder. The design of the address plaque should be complementary to the character of the dwelling and reflect the image of the community. • The municipal address shall be located prominently on the front façade of the dwelling. It is critical that the municipal address is legible from the street, particularly in emergency situations. For this reason, the following criteria shall apply: <ul style="list-style-type: none"> ○ The municipal address shall be located prominently on the front façade of the dwelling or garage in a well-lit area. ○ Numbering shall be a minimum of 100mm tall and in a simple, legible font fact using high contrast light and dark colours between the numbers and background for maximum legibility. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> Acceptable designs include: <ul style="list-style-type: none"> Etched masonry plaques set into the wall cladding; Prefinished plaques set in a bezel. 	
3.4.9	<ul style="list-style-type: none"> To reduce their visual impact, utility meters or service connections for hydro, water, natural gas, telephone and satellite should be discreetly located away from public view, preferably on a wall that is perpendicular to the street and facing an interior side yard. For townhousing, utility meters should be recessed in to the wall where permitted by the local utility company, or screened from public view. Care should be taken in the design of recessed utility meters to ensure they are not located in areas which can be enclosed by homeowners, rendering them inaccessible. For corner lot dwellings, utility meters should be located on the interior side wall; where utility meters must be located on flanking walls exposed to public view, they should be located to reduce their visibility from the street and receive appropriate screening. The location and method of screening utility meters shall at all times be in compliance with the requirements of the local utility company. Air conditioning units should not be located in the front yard of any dwelling. They may be considered in flankage yard 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	provided they are adequately screened from street view through use of fencing or landscaping.	
3.5.1 Garages	<p>While the intention is to move towards a pedestrian-oriented society, it is understood that vehicles still play an important role. One of the prime objectives in creating a safe, attractive and livable community is to minimize the visual impact of garages and driveways on the residential streetscape. The following general design criteria for the treatment of street accessed attached garages shall apply:</p> <ul style="list-style-type: none"> • All garage projections, dimensions, riser encroachments, etc. shall be designed in accordance with the requirements of the applicable Zoning By-law. • Attached garages should be complementary in character and quality to the principal dwelling. • Attached garages shall not dominate the massing of the dwelling. This can be achieved by: <ul style="list-style-type: none"> ○ Giving the habitable portion of the dwelling a larger and more dominant mass; ○ Integrating the garage into the main massing of the dwelling; ○ Positioning the main front wall and porch face closer to the street than the garage. • A variety of typical attached garage options will be encouraged including: <ul style="list-style-type: none"> ○ Garages flush with the porch or main wall face; ○ Garages recessed behind the porch or main wall face; 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> ○ Tandem garages; ○ Staggered garages; ○ Garages with a 0.6m max. Projection beyond the porch or main wall face. ● Street-facing garages shall generally not project beyond either the main front wall or porch face. Exceptions to this may be considered on a limited basis subject to the following: <ul style="list-style-type: none"> ○ The garage may project a maximum of 0.6m in front of the main front wall or porch face on up to a maximum of 20% of dwellings any street block where it can be demonstrated that the resulting design will be beneficial to the overall streetscape appearance. ○ Dwellings on lots with frontages between 11.0m-12.0m or on lots greater than 13.0m frontage shall not be permitted to have projecting garages. ○ Dwellings on shallow depth lots (less than 30m) shall not be permitted to have projecting garages. ● Where a second storey habitable room is located above the garage (at least 60% of the garage’s width), it shall not be set back more than 2.5m. Dwelling designs with the second storey wall face flush with the garage wall face below should be avoided unless an appropriate design treatment is provided to create a visual break (i.e. a boxed-bay window; an intermediate roof; or other elements appropriate to the architectural style of the dwelling). 	

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Garage widths should be in proportion to the width of the lot and in accordance with the zoning by-law. • Storage areas within the garage are encouraged. This can be achieved by designing deeper garages or providing storage niches along interior side walls of the garage. • Where 2-Car garages are permitted, the use of single bay (2.4m wide) garage doors separated by a pier, rather than a double wide (4.8m) single garage door is preferred in order to break down the horizontal scale of the garage. • Consideration may be given on a very limited basis to the use of a double wide (4.8m) single garage door where the door set into a niche (porte-cochere) and is patterned to appear as 2 single doors. • Where triple-car wide garages are permitted (lots with frontages of 18.3m or greater), one bay of the garage should be located approximately 0.6m-1.2m behind the adjacent garage bay(s) to allow for a variety of wall and roof massing and material design. Articulation of the garage wall face should occur in a variety of configurations. • A variety of upgraded garage door styles are required throughout the community. The streetscape should include a combination of garage door styles to avoid repetition and dominance by a single door type. • Garage doors shall be sectional (roll-up), panelled and have a variety of header/lintel treatments above. 	

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> Glazing in overhead garage doors is required, except on rear laneway garages. 	
3.5.2	<ul style="list-style-type: none"> Dropped garages generally occur where rear-to-front sloping grade conditions exist. This often creates “top-heavy” garage massing resulting from additional wall height between the garage door opening and the soffit. Where the slab of the garage drops more than 600mm below what is indicated on the working drawings, an alternative design treatment must be submitted for architectural review and shown on the streetscape. The preferred alternative design treatments for dropped garages include: <ul style="list-style-type: none"> Lowering the garage roof; Providing additional detailing or brick banding and soldier coursing above the garage doors; Adding a habitable scale window above the garage doors; Increasing the height of the garage door; Providing arched headers above the garage doors; Repositioning light fixtures above the garage doors. 	The HCD Plan will consider and build upon these guidelines.
3.5.3 Rear Lane Garages	<p>In key areas of the community rear lane townhouses have been provided to remove garages and driveways from these important streetscapes. The following general design criteria for treatment of rear lane garages shall apply:</p> <ul style="list-style-type: none"> Rear lane garages may be detached from the dwelling or attached with a breezeway. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • The siting of rear lane garages should be close to the minimum setbacks as possible to maximize the rear yard amenity area. • Rear lane garages shall be complementary to the principal dwelling in terms of materials, colours, massing, character and quality. The use of siding as a main cladding material is acceptable for garages with a low degree of public visibility (i.e., not on corner lots). • Garages shall be designed and arranged to provide an attractive visual environment within the rear landscape. The elevation facing the lane should be enhanced by using traditional style garage doors; gables, cupolas or dormers are also encouraged where appropriate. • Garage doors should be sectional roll-up type. Due to tighter vehicular turning manoeuvres when entering the garage from the lane, it is recommended that double wide (4.8m) single garage door be used for 2-car garages. • A 2-car garage or a single-car garage with an open parking pad to the side shall be provided for all rear lane townhouses. • Parking pads are permitted beside the rear yard garage for interior lots but are not permitted between the rear yard garage and a flankage lot line. Parking pads should be screened from the rear yard by a fence. • Pairing of garages within the laneway should occur wherever feasible. 	

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Rear lane garages on corner lots or adjacent to other high exposure lots (such as walkways, parks open space, etc.) shall be of increased design quality consistent with the main dwelling. This will include additional fenestration; introduction of gables and trim detailing; main wall cladding which is the same as the main dwelling. • The municipal address shall be provided on the garage in a well-lit location facing the lane. • Lighting should be mounted above or to the sides of the garage doors. • Habitable space or an apartment provided above an attached rear yard garage is permitted, subject to zoning restrictions, and is encouraged for its beneficial overlook effect on the lane. 	
3.5.4 Driveways	<ul style="list-style-type: none"> • Generally, the pairing of driveways is desirable in order to maximize the green space between garages (landscaped courtyard) and maximize on-street parking. However, under certain circumstances the use of unpaired driveways can assist in: placement of street furniture / servicing facilities; maximizing the number/spacing of street trees; lessening the impact of adverse grade conditions on the dwelling design reducing the need for retaining walls. • Driveway locations shall be predetermined on the landscape and site servicing plans and approved by the Town. • The frequency and width of curb cuts should be kept to a minimum. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Driveway widths shall not exceed the width of the garage. • Where 3-car garages are permitted (18m lot frontages or greater), the driveway width should taper at the street line to 6.5m. • Driveways for dwellings adjacent intersections, transit stops, public walkways, open space and other non-residential land uses should be located as far from the adjacent use as possible. • Driveway slopes between garage and street shall keep to municipal standards, and are encouraged to be as shallow as possible. Reverse driveway slopes are not permitted. • Driveways located at the top of T-intersections are encouraged to be located to the outside of the pair of dwellings which terminate the view, when possible, depending on grade conditions. • Adjacent driveways at cul-de-sac and street elbow location should be designed to eliminate overlap between the property line and the curb. • All driveways shall be finished with a hard surface paving material. Use of permeable paving materials (interlock pavers) is encouraged. • For dwellings designs incorporating a 1-1/2 car garage (single garage door with integrated internal storage area) an area between the driveway and the front lawn should be constructed of interlock pavers to allow 2 cars to park side by 	

Guideline #	Guideline	Analysis
	side on the driveway but to limit the negative visual impact of excessive asphalt.	
4.1	<p>New residential development west of the Sharon Temple <u>will</u> occur as lane-based townhousing in order to avoid having garages, driveways and associated vehicular activity facing this important heritage feature. In addition to the design criteria for Townhouses (Section 3.2.3) the following design criteria will apply:</p> <ul style="list-style-type: none"> • Townhouse dwellings facing the Sharon Temple <u>shall</u> be limited to 2 storeys maximum • Block sizes <u>should</u> not exceed 6 units per townhouse block. • Garages and driveways <u>shall</u> not be oriented towards the Sharon Temple • Building main entrances (front doors) <u>shall</u> face the street and be connected to the public sidewalk with a walkway • Finished floor heights <u>should</u> be kept to an absolute minimum above grade to minimize and visual impact of these dwellings upon the Sharon Temple. Floor heights should not exceed 2.74m. • Buildings should be sited close to the front lot line (3.0m minimum setback) to support an active pedestrian environment. • Covered front porches with sufficient size to comfortably accommodate seating (min. depth of 1.5m) are encouraged. • Elevated entrances and main floors will not be permitted. A maximum of 3 risers to the porch will be permitted. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Roof form for dwellings facing the Sharon Temple should not exceed 6:12 (front-to-back pitch) in order to keep the ridge low and minimize visual impact of new housing. • Local vernacular heritage-based architecture is encouraged. • Materials and colours that are harmonious to the local heritage context should be selected. Where brick is proposed it should display heritage tones and textures. The use of vinyl siding as the main cladding material is not permitted. However, the use of prefinished wood (i.e., Maibec) or cement-fibre siding (i.e., Hardie) is an acceptable high-quality alternative that is appropriate to the local context. • Mitigation of negative impacts upon the Sharon Temple associated with new development will also be addressed through provision of a berm and naturalized landscape buffering along the west side of the Temple site and installation of street lighting with baffles to direct lighting away from the Temple as outlined in the Sharon Village Urban Design Guidelines (November 2009) and the Sharon Temple Heritage Impact Assessment (May 2009). 	
4.2	<p>The requirements for new residential development west of the Civic Centre are similar to that for dwellings facing the Sharon Temple. These dwellings will also occur as lane-based townhousing in order to avoid having garages, driveways and associated vehicular activity facing the Civic Centre. In addition to the design criteria for Townhouses (Section 3.2.3) the following design criteria will apply:</p>	<p>The HCD Plan will consider and build upon these guidelines.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Townhouses facing the Civic Centre shall have 2-3 storey building massing; • Consideration may be given to townhouse blocks that provide a combination of 2 storey end units and 3 storey central units to create a ‘manor house’ appearance. • Block sizes should not exceed 6 units per townhouse block. • Garages and driveways shall not be oriented towards the Civic Centre. • Building main entrances (front doors) shall face the street and be connected to the public sidewalk with a walkway. • Buildings should be sited close to the front lot line (3.0m minimum setback) to support an active pedestrian environment. • Covered front porches and/or raised balconies with sufficient size to comfortably accommodate seating (min. depth of 1.5m), are encouraged. 	
5.1 Heritage District Development	<p>A site at the main southern entrance to the community has been designated as a “Heritage District Policy Area” due to location and relationship within the existing heritage corridor of Leslie Street which helps to define Sharon’s rural ‘village’ character. This gateway site is important in enhancing and revitalizing the character of the community and establishing built form appropriate to its heritage context. The site and its built form shall be designed in a manner which is sensitive to its physical context within the Leslie Street streetscape and respects the heritage goals of the community. Development of this site may occur as commercial, residential or mixed-use (live-work).</p>	<p>The HCD Plan will consider and build upon these guidelines. The ACG acknowledges the forthcoming HCD study.</p>

Guideline #	Guideline	Analysis
	<p>The Town is presently conducting a “Heritage District Study” for new development and re-development along Leslie Street between the Sharon Public School and the Sharon Temple. Notwithstanding the architectural design objectives stated below, the final recommendations of the “Heritage District Study” will apply to any development proposed for this subject site. Design objectives include:</p> <ul style="list-style-type: none"> • The building should be located close to the corner with its principal facades addressing both Leslie Street and the east-west collector road (Street B). • Building facades should be designed to create an attractive, rural streetscape appearance. • Vehicular access to the site should be from Street B, located as far as feasible from the intersection. • Garages should not face the street. Parking areas should be located at the rear or side of the building; where visible to the street they should be given a landscape screening treatment. • The building should have 1-1/2 to 2 storey massing in order to relate to the existing built form character of the area. If a 3rd storey is proposed it should be incorporated within the roof form as a loft space or otherwise stepped back from the principal façade. • Building architecture, style, massing, materials, colours, signage should be selected based upon the ultimate use of the building and adherence to local vernacular precedents. • Main entrances should be ground-related and wheelchair accessible. 	

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • The main building entrance shall face the street and be connected to the public sidewalk with a walkway. • A covered entrance that emulates a porch or portico treatment should be provided facing Leslie Street to provide a comfortable pedestrian environment. • Loading, service, garage areas and utility meters should be located away from public view and should be integrated into the building design or screened to minimize negative impacts. • Utility meters, transformers and HVAC equipment should be located away from public views. Rooftop mechanical equipment shall be screened from ground level view by integration into the roof or a parapet. • The Town of East Gwillimbury should call upon the design review services of the Control Architect during their Site Plan Approval process. 	
5.2 Mixed Use/ Commercial Development	<p>A mixed-use / commercial site is located at the southwest corner of Mount Albert Road and Leslie Street where access and visibility from the major arterial roads will contribute to its economic viability and to a sense of community identity. Although this site is located on a non-participating landowner's property, outlined below are general design guidelines and principles for mixed-use / commercial development intended to provide guidance in the preparation of the detailed design proposal for this site. The Town of East Gwillimbury should call upon the design review services of the Control Architect during their Site Plan Approval process.</p>	<p>The HCD Plan will consider and built upon these guidelines.</p>

Guideline #	Guideline	Analysis
5.2.1 General Design Criteria	<ul style="list-style-type: none"> • The design of successful and attractive mixed-use developments hold in common several characteristics, including: <ul style="list-style-type: none"> ○ Buildings adjacent to the street edge; ○ Well-articulated street facades which provide visual interest to pedestrians; ○ Prominent display windows; ○ Building entrances that are directly accessible from the adjacent street; ○ Lay-by-street parking in front of buildings; ○ On-street parking areas that do not dominate street frontages; ○ Minimum two storey height; ○ Mix uses vertically within the building; ○ Pedestrian-supportive building scale; and ○ Signage that is incorporated into the building and/or landscape design (including signage which may be perpendicular to the building face). • Where appropriate, strive to create mixed-use opportunities (retail, office, service, residential) that will draw from a more varied group of users at different times of the day within the neighbourhood or beyond. • Establish a ‘village’ character with a strong built form relationship to the surrounding streets (Leslie Street & Mount Albert Road) through minimum building setbacks, accessibility 	<p>The HCD Plan will consider and built upon these guidelines.</p>

Guideline #	Guideline	Analysis
	<p>to businesses from adjacent sidewalks and curb-side parking where practical.</p> <ul style="list-style-type: none"> • The design of buildings and landscaping should support the heritage character of Sharon with a scale that is appropriate to the surrounding context and that effectively relates to the pedestrian level. This is to avoid the typical, generic box commercial plaza that has no relationship to the place or neighbourhood context. • Architectural styles and materials for commercial buildings should be compatible and complementary to the Leslie Street heritage context to establish an identifiable character. 	
5.2.2 Building Location and Massing	<ul style="list-style-type: none"> • The design of mixed-use buildings should reflect the combination of uses. A strong base should be designed to reinforce the pedestrian nature of the uses on the street. • Buildings should generally be designed with the façade parallel to the roadway to appropriately address, define and relate to the adjacent street frontage and promote a pedestrian-scaled street edge. • Building frontages should ideally occupy a minimum of 75% of the street frontage and extend in front of on-site parking areas, where practical. • Opportunities to provide more compact building forms should be considered, including multi-storey buildings ranging up to 3 storeys. Buildings that provide ground level retail / commercial 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<p>use with office or residential use on the upper floor (s) are encouraged.</p> <ul style="list-style-type: none"> • Corner buildings should be sited close to the intersection and address both street frontages in a consistent manner. • Regard for adjacent residential areas shall be exhibited in the design and placement of the buildings to promote a cohesive visual transition characteristic of the existing architectural precedents in Sharon should be used. This may include brick, stone or stucco. The use of concrete block, pre-cast concrete panels, glass curtain wall, vinyl or metal siding is discouraged. • Glazed areas should be maximized along street frontages to encourage comfortable and safe pedestrian-scaled shopping / live-work environment. • Building facades which do not face the street but are exposed to public view (facing open spaces, parking areas, internal traffic routes or wide apertures in the streetscape) should provide visual interest through the provision of windows, wall articulation and/or architectural detailing similar to the main façade. • Outdoor patios should be considered in the design of the building where appropriate to its commercial use. 	

Guideline #	Guideline	Analysis
5.2.3 Building Architecture	<ul style="list-style-type: none"> • Buildings should have facades which express a high quality character. All buildings should have a heriage-based architectural character, appropriate to the local context, to convey a cohesive image. • Architectural design treatment (wall / roof articulation, doors, fenestration, masonry detailing, character lighting) shall be provided to avoid uninteresting facades. • Distinctive building designs shall be provided at corner location and view terminals within the mixed-use / commercial site to reinforce their landmark status in the streetscape. • Main entrances should be grade-related, face the street / sidewalk wherever feasible, be accessible from the sidewalk adjacent to the street and be given design emphasis. Weather protection should be provided at entries through the use of canopies, porticos or wall recesses. • Within mixed-use buildings, entrances to residential uses should be distinguishable from entrances to commercial uses. • Building designs are encouraged to incorporate pitched roofs in order to integrate into surrounding residential areas. Where larger buildings are proposed, a pitched mansard roof, roof parapet or cornice treatment should be provided. • Building projections, including bay features, cornices, canopies, patios, porches, and porticos are encouraged. • High quality building materials with heritage themed tones and textures characteristic of the existing arhcitectoral precedents 	The HCD Plan will consider and built upon these guidelines.

Guideline #	Guideline	Analysis
	<p>in Sharon should be used. This may include brick, stone or stucco. The use of concrete block pre-cast concrete panels, glass curtain wall, vinyl or metal siding is discouraged.</p> <ul style="list-style-type: none"> • Glazed areas should be maximized along street frontages to encourage comfortable and safe pedestrian-scaled shopping / live-work environment. • Building facades which do not face the street but are exposed to public view (facing open spaces, parking areas, internal traffic routes or wide apertures in the streetscape) should provide visual interest through the provision of windows, wall articulation and/or architectural detailing similar to the main façade. • Outdoor patios should be considered in the design of the building where appropriate to its commercial use. 	
5.2.4 Parking and Vehicular Circulation	<ul style="list-style-type: none"> • Surface parking areas should be located to the rear of the building(s). Where visible from the street, parking areas shall be screened through the use of edge landscaping and/or architectural elements. • Large expansive parking areas should be avoided. Smaller human-scale blocks defined by landscaping and walkways are preferred. • Landscaped medians which terminate parking aisles are encouraged. 	<p>The HCD Plan will consider and build upon these guidelines.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • Parking for residential components within the mixed use area should be separated from general commercial parking and reserved for tenants / residents. • Buildings should be located to ensure good sight lines for all vehicular access points and to create coherent on-site traffic circulation. • Access for larger vehicles to loading and service areas should be located away from pedestrian routes. • Drive-thru facilities are not permitted. 	
5.2.5 Pedestrian Circulation	<ul style="list-style-type: none"> • Easy, direct and barrier-free access should be provided to the ground level of all buildings and to public destinations within each development site. • Pedestrian routes should be well defined and provide direct, barrier-free connection to parking areas, building entrances, transit shelters and adjacent developments. Where pedestrian routes cross traffic areas they should be emphasized through decorative or raised paving. • Walkways should be embellished with landscaping and lighting, • Sidewalk depths should be maximized along the front of buildings, with consideration to the provision of a canopy or arcade treatment for pedestrian weather protection. 	<p>The HCD Plan will consider and build upon these guidelines in conjunction with the OP and TMP.</p>

Guideline #	Guideline	Analysis
5.2.6 Loading, Service and Garbage Areas	<ul style="list-style-type: none"> • Loading, service and garbage areas should be located away from residential areas and public view and should be integrated into the building design or screened with landscaping, wall or fencing to minimize negative impacts of noise, visibility, odours and vibrations on adjacent properties. • Utility meters, transformers and HVAC equipment should be located away from public views. Rooftop mechanical equipment shall be screened from ground level view by integration into the roof or a parapet. • Noise attenuation measures shall be provided where service areas are in proximity to residences. These features should be complementary in material and design to surrounding buildings / structures to reinforce the image of the community. 	The HCD Plan will consider and build upon these guidelines.
5.2.7 Lighting, Signage and Site Furniture	<ul style="list-style-type: none"> • Heritage-style light standards and fixtures consistent with the Sharon community should be provided to reinforce the architectural design vision for this site. Lighting for individual buildings should be integrated into the architecture. • Light standards should include design elements that allow for hanging flower baskets and banners. • Parking areas, sidewalks, driveways and walkways shall be adequately illuminated with low level, pedestrian-scaled lighting. Lighting shall be directed downward and inward to avoid light spill-over onto adjacent properties. • High quality signage, characteristic of the neighbourhood's identity, should be incorporated into the building architecture. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
	<p>Plastic backlit signage and tall pylin signage is not permitted. Front lit signs are preferred.</p> <ul style="list-style-type: none"> • Signage viewable by passing pedestrians shall be provided. In this respect, signage may extend perpendicular from the building face. • Provision of upgraded site furniture (regular and senior-scaled benches, public art, community notice boards, mail boxes, trash cans, bicycle racks) is encouraged to support the community character. 	
5.2.8 Landscaping	<ul style="list-style-type: none"> • Landscaping which screens parking areas and focuses attention on the buildings and promotes a pedestrian friendly environment is encouraged. • Streetscape elements established for the community should be provided along the street frontages for commercial uses to maintain a consistent community character. • Site fencing design shall be complementary with the community fencing design where facing public streets. • Community entrance features, such as walls, columns or decorative fencing shall be coordinated with the architectural detailing of the commercial building. • Provision of a continuous landscaped connection between the buildings and the street is encouraged in order. 	The HCD Plan will consider and build upon these guidelines.

Guideline #	Guideline	Analysis
5.3 Institutional (Schools)	<p>Schools will act as landmark buildings within the community and will help to define the character of the individual neighbourhoods. School sites within the community have been strategically located based on several factors including:</p> <ol style="list-style-type: none"> 1) Locations which promote maximum accessibility by pedestrians, cyclists and motorists; 2) Locations which provide maximum visibility from adjacent areas such as the intersections of major roads; and 3) Locations which provide linkages with the open space system through pairing with neighbourhood parks. <p>It is recognized that each school site and building will be designed by the respective school board. It is desirable that the following design criteria be considered in the design of the school sites and by the Town of East Gwillimbury in their Site Plan Approval review process:</p> <p>School buildings should address and define the street by generally being located close to the streetline and/or intersection in the case of corner sites.</p> <p>A strong built form relationship to the surrounding streets should be created through minimum building set-backs and accessibility to the main entry from adjacent sidewalks.</p> <p>Main entrances should be directly visible from the street and be given design emphasis to serve as a focal feature.</p> <p>Each school should develop its own distinct visual identity, while harmoniously blending into the community fabric. Architectural styles, materials and colours should relate to the character envisioned for the community.</p>	<p>The only school in the study area is located at 18532 Leslie Street. These parameters are generally focused on new construction, so their application is limited overall. Nevertheless, considerations towards school (institutional development) development/alterations may be useful should changes ever be made to the property.</p>

Guideline #	Guideline	Analysis
	<p>Prominent building features which help to reinforce their landmark status should be employed.</p> <p>A cornice treatment shall be provided to define the roof line.</p> <p>2-3 storey building massing should be provided.</p> <p>Buildings should be located to ensure good sight lines for all vehicular access points and to create coherent on-site traffic circulation. Vehicle circulation at the front of the school should be typically limited to drop off zones.</p> <p>Minimize the impact of main parking facilities from the street edge through siting (at the rear or side buildings away from the street) and landscape buffer treatment.</p> <p>Conflicts between pedestrian routes and vehicular routes should be avoided. Adequate setback between building entrances and on-site traffic routes should be provided. Pedestrian routes should be well defined and provide easy, direct and barrier-free pedestrian accessibility to school entrances.</p> <p>Parking areas, driveways and walkways shall be adequately illuminated with low level, pedestrian-scaled lighting.</p> <p>Lighting for school buildings should be integrated into the architecture. Lighting shall be directed downward and inward to avoid light spill-over onto adjacent properties.</p> <p>Signage should be incorporated into the building architecture. Where ground level signage is used it should be designed to incorporate planting beds.</p>	

Guideline #	Guideline	Analysis
	<p>Loading, service and garbage areas should be integrated into the building design or located away from public view and screened to minimize negative impacts.</p> <p>Utility meters, transformers and HVAC equipment should be located away from public views.</p> <p>Rooftop mechanical equipment shall be screened from ground level view by integration into the roof or a parapet.</p>	
5.4 Utility Buildings	<p>Utility Buildings (required for such purposes as telecommunications, hydro, pumping station, etc.) which are located within the community should be designed in accordance with the following objectives:</p> <ul style="list-style-type: none"> • Utility Buildings are to be located discretely within the community where they will not be highly visible. Where possible, they should be located within a landscaped area in close proximity to, or within, a storm pond facility block. Locations shall be determined during the block planning process. • When located in an open space area or SWM pond block, the Utility Building should be treated as a feature and given architectural design emphasis. • The appearance of Utility Buildings should be integral to the overall streetscape. • The exterior appearance of Utility Buildings should exhibit residential design characteristics. 	<p>The HCD Plan will consider and build upon these guidelines.</p>

Guideline #	Guideline	Analysis
	<ul style="list-style-type: none"> • The use of pitched roofs, articulated street-facing walls and exterior materials which are harmonious with the residential architecture of the community (i.e. brick and/or stone). • Associated air condition units and/or mechanical equipment are to be oriented as far away as possible from adjacent residential areas, school buildings and play areas. • Integrated landscaping should be provided around the Utility Building. 	

Town of East Gwillimbury Zoning By-law 2018-043

The Town of East Gwillimbury Zoning By-law 2018-043 (ZBL) was approved by Council in 2018 and was most recently consolidated in 2020. Table 9 below identifies the land use designations prescribed in the ZBL and their allowable uses and site-specific parameters.

Leslie Street, as it passes through the Sharon district, is typically zoned as mixed-use that is interrupted or abutting several different residential, commercial, institutional, open space, and rural zones. In general, the mixed-use zoned ‘core’ of the HCD study area allows for taller, more dense development in contrast to the other zones. Residential zones that comprise most of the land abutting the mixed-use zones are generally limited in height to no greater than 12 metres.

Mixed-use 1 zones enable a broad range of uses/development types, allowing for everything except for:

- building apartment;
- dwelling, multiple;
- dwelling, townhouse;
- dwelling, back-to-back townhouse;
- financial institution with a drive-through facility;
- restaurant with a drive through facility; and
- trade convention centre.

The Mixed-use 5 zone, to the southwest of the Leslie Street and Mount Albert Road intersection is slightly more restrictive and prohibits hotel, funeral home, hotel/motel, place of amusement, and theatre uses. The Zoning By-law does not include policies specific to cultural heritage. Some building designs permitted by the Zoning By-law may not be compatible with the heritage attributes of the potential HCD. A HCD Plan may provide guidance to reconcile differences between permitted zoning and heritage character or may recommend changes to the zoning by-law. However, the HCD Plan will not rewrite the zoning by-law and the consultant team will attempt to work within zoning wherever possible. In the event of an irreconcilable difference the HCD Plan will prevail.

Table 9: Zoning By-law Relevant Policies

Land Use Designation	Parameters
R2-1	<p>The Residential Two (R2) Zone (and Sub-zones R2-1, R2-2, R2-3 and R24) replace the Residential Urban (R4), (R5) and (R6) Zones, and the portions of the existing Residential Urban (R7) Zone related to single detached dwellings.</p> <p>Permitted Uses: Accessory apartment, single detached dwelling, group home, home business, and home childcare.</p> <p>Min lot frontage: 13.7m</p> <p>Min front yard: 4m</p>

Land Use Designation	Parameters
	<p>Min rear yard: 7m</p> <p>Min interior side yard: 1.2m on one side, 0.6m on the other</p> <p>Min exterior side yard: 3m</p> <p>Max height: 12m</p> <p>Min setback for a private garage from front lot line: 6m</p>
R2-2	<p>The Residential Two (R2) Zone (and Sub-zones R2-1, R2-2, R2-3 and R24) replace the Residential Urban (R4), (R5) and (R6) Zones, and the portions of the existing Residential Urban (R7) Zone related to single detached dwellings.</p> <p>Permitted Uses: Accessory apartment, single detached dwelling, group home, home business, and home childcare.</p> <p>Min lot frontage: 12m</p> <p>Min front yard: 4m</p> <p>Min rear yard: 7m</p> <p>Min interior side yard: 1.2m on one side, 0.6m on the other</p> <p>Min exterior side yard: 3m</p> <p>Max height: 12m</p> <p>Min setback for a private garage from front lot line: 6m</p>
R2-3	<p>The Residential Two (R2) Zone (and Sub-zones R2-1, R2-2, R2-3 and R24) replace the Residential Urban (R4), (R5) and (R6) Zones, and the portions of the existing Residential Urban (R7) Zone related to single detached dwellings.</p> <p>Permitted Uses: Accessory apartment, single detached dwelling, group home, home business, and home childcare.</p> <p>Min lot frontage: 10.7m</p> <p>Min front yard: 4m</p> <p>Min rear yard: 7m</p> <p>Min interior side yard: 1.2m on one side, 0.6m on the other</p> <p>Min exterior side yard: 3m</p> <p>Max height: 12m</p> <p>Min setback for a private garage from front lot line: 6m</p>

Land Use Designation	Parameters
R2-4	<p>The Residential Two (R2) Zone (and Sub-zones R2-1, R2-2, R2-3 and R24) replace the Residential Urban (R4), (R5) and (R6) Zones, and the portions of the existing Residential Urban (R7) Zone related to single detached dwellings.</p> <p>Permitted Uses: Accessory apartment, single detached dwelling, group home, home business, and home childcare.</p> <p>Min lot frontage: 9m</p> <p>Min front yard: 4m</p> <p>Min rear yard: 7m</p> <p>Min interior side yard: 1.2m on one side, 0.6m on the other</p> <p>Min exterior side yard: 3m</p> <p>Max height: 12m</p> <p>Min setback for a private garage from front lot line: 6m</p>
R3, R4, and R5	<p>The Residential Three (R3) Zone replaces the portions of the existing Residential Urban (R7) Zone related to semi-detached dwellings and the Residential Urban (R8) Zone.</p> <p>The Residential Four (R4) Zone permits townhouses, replacing the existing Residential Urban (R9) Zone and the Multiple Residential (RM1) Zone. The new R4 Zone also permits duplexes, multiples and retirement homes.</p> <p>The Residential Five (R5) Zone replaces the existing Multiple Residential (RM2) Zone and implements the Medium Density Residential designation in the Queensville, Yonge Street/Green Lane and 2nd Concession/Green Lane Centres and Regional and Local Corridors identified in the OP. The R5 Zone permits townhouses and low-rise apartment buildings.</p> <p>Allowable Dwellings (R3): Accessory apartment, semi-detached dwelling, home business, home childcare.</p> <p>Allowable Dwellings (R4): Accessory apartment, apartment building, coach house, back-to-back townhouse dwelling, duplex dwelling, multiple dwelling, townhouse dwelling, townhouse with rear lane access dwelling, home business, home childcare, long term care facility, retirement home.</p> <p>Allowable Dwellings (R5): Accessory apartment, apartment building, coach house, back-to-back townhouse dwelling, townhouse dwelling, townhouse with rear lane access dwelling, home business, home childcare, long term care facility, retirement home.</p>

Land Use Designation	Parameters												
		Dwelling Types (where permitted)											
		Semi-detached	Duplex	Townhouse		Townhouse with rear lane access		Back-to-Back Townhouse		Multiple	Apartment (R4 & R5 zones)	Apartment, long term care facility and retirement home	
	Minimum lot frontage	7.0 m (2)	15.0 m	6.0 m (2)		7.0 m (2)		6.0 (2)		20.0 m	30.0 m		
	Minimum front yard	4.0 m (1)	4.0 m (1)	4.0 m (1)		3.0 m		4.0 m (1)		3.0 m (1)	3.0 m		
	Minimum rear yard	7.0 m				1.0 m to garage (3)		0 m		7.0 m	7.5 m		
	Minimum interior side yard	1.2 m / 0.0 m (2)	1.5 m / 0.6 m (2)	End Unit 1.2 m / 0.0 m	Inside Unit 0.0 m	End Unit 1.2 m / 0.0 m	Inside Unit 0.0 m	End Unit 1.2 m / 0.0 m	Inside Unit 0.0 m	3.0 m	7.5 m		
	Minimum distance between the detached private garage & the interior side yard					1.0 / 0.0 (2)							
	Minimum exterior side yard	2.4 m											
	Minimum height	n/a										13.0 m	
	Maximum height	12.0 m								13.0 m		40.0 m	
	Minimum first storey height	n/a										4.5 m	
RPS	<p>The Residential Private Services (RPS) Zone replaces the portions of the existing Residential Urban (R1) Zone for lots serviced with municipal water only or entirely on private services. The RPS Zone also replaces the existing Residential Urban (R2) Zone.</p> <p>Permitted Uses: Accessory apartment, bed and breakfast establishment, single detached dwelling, group home, home business, and home childcare.</p> <p>Min lot frontage (with municipal water / with no municipal water or sewer): 18m / 30m</p> <p>Min lot area frontage (with municipal water / with no municipal water or sewer): 695m² / 1,300m²</p> <p>Min front yard: 7m</p> <p>Min rear yard: 7m</p> <p>Min interior side yard: 1.2m</p>												

Land Use Designation	Parameters
	<p>Min exterior side yard: 6m</p> <p>Max height: 10m</p> <p>Maximum Lot coverage: 40%</p>
RPS (41)	<p>The Residential Private Services (RPS) Zone replaces the portions of the existing Residential Urban (R1) Zone for lots serviced with municipal water only or entirely on private services. The RPS Zone also replaces the existing Residential Urban (R2) Zone.</p> <p>Permitted Uses: Accessory apartment, bed and breakfast establishment, single detached dwelling, group home, home business, and home childcare.</p> <p>Min lot frontage (with municipal water / with no municipal water or sewer): 18m / 30m</p> <p>Min lot area frontage (with municipal water / with no municipal water or sewer): 695m² / 1,300m²</p> <p>Min front yard: 7m</p> <p>Min rear yard: 7m</p> <p>Min interior side yard: 1.2m</p> <p>Min exterior side yard: 6m</p> <p>Max height: 10m</p> <p>Maximum Lot coverage: 40%</p> <p>Exception (42)</p> <p>Permitted Uses: All uses permitted in the RPS zone; medical clinic.</p> <p>Special provisions: A minimum of 8 parking spaces shall be provided. A gravel parking lot may be permitted.</p>
RPS (42) (H1)	<p>The Residential Private Services (RPS) Zone replaces the portions of the existing Residential Urban (R1) Zone for lots serviced with municipal water only or entirely on private services. The RPS Zone also replaces the existing Residential Urban (R2) Zone.</p> <p>Permitted Uses: Accessory apartment, bed and breakfast establishment, single detached dwelling, group home, home business, and home childcare.</p> <p>Min lot frontage (with municipal water / with no municipal water or sewer): 18m / 30m</p> <p>Min lot area frontage (with municipal water / with no municipal water or sewer): 695m² / 1,300m²</p>

Land Use Designation	Parameters
	<p>Min front yard: 7m</p> <p>Min rear yard: 7m</p> <p>Min interior side yard: 1.2m</p> <p>Min exterior side yard: 6m</p> <p>Max height: 10m</p> <p>Maximum Lot coverage: 40%</p> <p>Exception (41)</p> <p>Permitted Uses: All uses permitted in the RPS zone; Business office. Permitted uses on full municipal servicing: financial institution; medical or dental clinic; restaurant; retail store; service commercial use.</p> <p>Holding Provision (H1)</p> <p>The Region and the Town have confirmed that servicing allocation is available and that the Town has allocated sufficient capacity to this development.</p>
C1	<p>Commercial Corridor (C1) Zone is intended to recognize any properties currently zoned Commercial Highway (C2) Zone.</p> <p>Permitted Uses: Adult specialty store; animal clinic; animal daycare centre; banquet hall; commercial recreation use; dwelling units in a non-residential building; equipment rental establishment; farm implement sales and supply establishment; financial institution; financial institution with drive-through service facility; funeral home; garden centre; golf course, miniature; golf driving range; hotel; motor vehicle body shop; motor vehicle repair garage; motor vehicle sales/rental establishment; motor vehicle washing establishment; nanobrewery; outdoor display and sales area; restaurant; restaurant with drive-through service facility; retail store.</p> <p>Minimum lot frontage: 23m</p> <p>Minimum lot area: /</p> <p>Maximum lot area: /</p> <p>Minimum front yard: 7.5m</p> <p>Minimum rear yard: 7.5m</p> <p>Minimum interior side yard: 6m</p> <p>Minimum exterior side yard: 6m</p> <p>Maximum height: 12m</p>

Land Use Designation	Parameters
C4	<p>New Neighbourhood Commercial (C4) Zone to implement the Neighbourhood Commercial designation in the OP.</p> <p>Permitted Uses: Animal clinic; animal daycare centre; art gallery; business office; caterer's establishment; child care centre; commercial school; commercial fitness centre; commercial recreation use; community centre; dwelling units in a non-residential building; financial institution; garden centre; library; medical office; museum; nanobrewery; outdoor display and sales area; place of amusement; place of worship; private club; restaurant; retail store; school, private; service commercial use; theatre.</p> <p>Minimum lot frontage: /</p> <p>Minimum lot area: 1ha</p> <p>Maximum lot area: 5ha</p> <p>Minimum front yard: 3m</p> <p>Minimum rear yard: 3m</p> <p>Minimum interior side yard: 3m</p> <p>Minimum exterior side yard: 3m</p> <p>Maximum height: 12m</p>
I1	<p>The Institutional One (I1) Zone is a new Zone to implement the Institutional designation in the new OP.</p> <p>Permitted Uses: art gallery; cemetery; community centre; childcare centre; funeral home; hospital; library; long term care facility; museum; place of worship; retirement home; school, post-secondary; school, private; school, public.</p> <p>Minimum front yard: 6m</p> <p>Minimum rear yard: 7.5m</p> <p>Minimum interior side yard: 3m</p> <p>Minimum exterior side yard: 6m</p> <p>Maximum height: 15m</p>

Land Use Designation	Parameters
I2	<p>The Institutional Two (I2) Zone is a new Zone that consolidates the existing Institutional (I1) and Institutional Elementary School (I2) Zones, and implements the Elementary and Secondary School designations in the new OP.</p> <p>Permitted Uses: Community centre; childcare centre; library; school, post-secondary; school, public.</p> <p>Minimum front yard: 6m</p> <p>Minimum rear yard: 7.5m</p> <p>Minimum interior side yard: 3m</p> <p>Minimum exterior side yard: 6m</p> <p>Maximum height: 15m</p>
OS1	<p>The Open Space One (OS1) Zone would apply to lands designated Parks and Open Space in the new OP.</p> <p>Permitted Uses: agricultural use; conservation use; day camp; forest management.</p> <p>Minimum front yard: 7.5m</p> <p>Minimum rear yard: 7.5m</p> <p>Minimum interior side yard: 7.5m</p> <p>Minimum exterior side yard: 7.5m</p> <p>Maximum height: 11m</p>
MU1 (H4)	<p>Mixed Use One (MU1) Zone is based on the existing Commercial General Zone (C1) but is modified to implement the Village Core Areas designation in the OP.</p> <p>Permitted Uses: Accessory apartment; boarding, lodging or rooming house; coach house; dwelling, single detached; dwelling, townhouse with rear lane access; home business; home childcare; long term care facility; retirement home; short term rental accommodation; dwelling unit within a non-residential building; animal clinic; animal daycare centre; art gallery; banquet hall; business office; caterer's establishment; child care centre; commercial school; commercial fitness centre; community centre; financial institution; funeral home; garden centre; hotel; library; medical office; museum; nanobrewery; outdoor display and sales area; place of amusement; place of worship; private club; restaurant; retail store; service commercial use; school, private; theatre.</p>

Land Use Designation	Parameters
	<p>Rear yard adj. to residential zone: 3m</p> <p>Max height – duplex, back-to-back townhouses, and townhouse dwellings: 12m</p> <p>Maximum height (except above): 16m</p> <p><i>Holding Provision (H4)</i></p> <p>The Town has confirmed that full municipal servicing is available, and that the Town has allocated sufficient allocation to this development. In the interim, only the following uses are permitted:</p> <ul style="list-style-type: none"> • Animal clinic • Animal daycare centre without grooming • Art gallery • Business offices • Commercial school • Financial institution • Library • Medical office • Museum
MU5	<p>Mixed Use Five (MU5) implements the Residential Mixed Use designation permitting a mix of retail and service commercial, institutional, office, medium and high density residential, recreation and community facility uses.</p> <p>Permitted Uses: Boarding, lodging or rooming house; building apartment; home business; home childcare; long term care facility; retirement home; short term rental accommodation; dwelling unit within a non-residential building; animal clinic; animal daycare centre; art gallery; banquet hall; business office; caterer's establishment; child care centre; commercial school; commercial fitness centre; community centre; financial institution; garden centre; library; medical office; museum; nanobrewery; outdoor display and sales area; place of worship; private club; restaurant; retail store; service commercial use; school, private.</p> <p>Minimum rear yard adjacent to any residential zone: 6m</p> <p>Minimum interior side yard adjacent to any residential zone boundary: 2m</p> <p>Minimum exterior side yard: 1m</p> <p>Maximum exterior side yard buildings that have a new floor area that is 500m² or less: 5m</p>

Land Use Designation	Parameters
	<p>Maximum height – duplex, back-to-back townhouses, and townhouse dwellings: 12m</p> <p>Maximum height (except duplex, back-to-back townhouses, and townhouse dwellings): 30m</p> <p>Minimum first storey height (1): 4.5m</p>
RU	<p>The Rural (RU) Zone applies to lands designated Prime Agricultural Area, Holland Marsh Specialty Crop Area, Rural Area, Agricultural/Long Term Growth Area and Environmental Protection Area in the Town’s new OP. The RU Zone also applies to future development lands within the settlement area boundary that are designated for development purposes but require additional zoning approvals. The Rural (RU) Zone replaces the existing Rural (RU) zone.</p> <p>Permitted Uses: Accessory apartment; agricultural use; agricultural-related use; agri-tourism use; animal clinic; bed and breakfast establishment; conservation use; dwelling, single-detached; equestrian uses; farm implement sales and supply establishment; farm produce outlet; forest management; greenhouse; group home; home childcare; home business; kennel; nursery; on farm diversified use.</p> <p>Minimum lot frontage: 60m</p> <p>Maximum lot area for legally existing single detached dwelling unit deemed surplus to farming operation: 2 acres</p> <p>Minimum front yard: 7.5m</p> <p>Minimum rear yard: 7.5m</p> <p>Minimum interior side yard: 7.5m</p> <p>Minimum exterior side yard: 7.5m</p> <p>Maximum height: 11m</p> <p>Maximum lot coverage: 15%</p>

Property Standards By-law 2018-083

The Town of East Gwillimbury Property Standards By-law 2018-083 (PSB) was adopted by Council in 2018. Several subsections of the PSB contain by-laws pertaining to cultural heritage, as listed below in Table 10. These policies will need to be considered in the HCD Plan and built upon where required. Sections of this By-law need to be updated to reflect changes to the *OHA* and its regulations.

Table 10: Relevant Property Standards By-law Policies

By-law Section/Number	By-law
General, general prohibitions and remediation: 2.5	Notwithstanding Subsections 2.3 and 2.4 of this By-law, in the case of buildings and structures located on heritage properties, no owner shall alter or demolish the heritage property or heritage attributes, or permit the alteration or demolition of the heritage property or heritage attributes, if the alteration or demolition is likely to affect the property's heritage attributes, unless the owner has obtained a building permit with Heritage Approval or other form of written consent from the Planning Manager in accordance with the Ontario Heritage Act.
General, requirement to repair or demolish: 2.7	In the case of a heritage property, alternative measures to those prescribed in this By-law may be considered when the By-law requirements may be impractical and detrimental to the preservation of any heritage attributes. Said alternative measures shall be approved by the Officer and Planning Manager.
Standards for all properties, maintenance of yards: 4.5	Notwithstanding Subsections 4.3 and 4.4 of this By-law, the height of grass need not be maintained in: (a) heritage attributes, where said grass is considered the heritage attribute, provided that the unkempt grass does not lead to the degradation of the heritage attribute(s) of the heritage property; or
Standards for all properties, fire/storm damage: 4.34	Notwithstanding Subsections 4.31, 4.32 and 4.33 of this By-law, in the case of buildings and structures located on heritage properties, no owner shall alter or demolish the heritage property or heritage attribute, or permit the alteration or demolition of the heritage property or heritage attribute, if the alteration is likely to affect the property's heritage attributes, unless the owner has obtained a building permit with Heritage Approval or other form of written consent from the Planning Manager in accordance with the Ontario Heritage Act.
Standards for all properties, unoccupied building: 4.45	Subsection 4.44(c) of this By-law does not apply where utilities are necessary for the safety or the security of the building or to protect a heritage property or heritage attribute.
Maintenance of heritage properties and heritage attributes: 7.1	In addition to the minimum standards for the maintenance and security of property as set out in this By-law, the minimum standards listed in this Section shall apply to the maintenance and security of all buildings and structures on a heritage property.

By-law Section/Number	By-law
Maintenance of heritage properties and heritage attributes: 7.2	<p>The owner of a heritage property shall:</p> <p>(a) maintain, preserve and protect the heritage attributes so as to retain the heritage character, and the visual and structural heritage integrity of said heritage property; and,</p> <p>(b) maintain the heritage property, including those components of the heritage property that hold up, support or protect the heritage attributes in a manner that will ensure the on-going protection and preservation of the existing heritage attributes.</p>
Maintenance of heritage properties and heritage attributes, alterations of heritage attributes: 7.3	<p>Despite any other provisions of this By-law, in the case of buildings and structures located on a Heritage Property, no person shall alter the heritage property or permit the alteration of the heritage property if the alteration is likely to affect the property's heritage attributes, unless the owner has obtained a building permit with Heritage Approval or other form of written consent from the Corporation in accordance with the Ontario Heritage Act.</p>
Maintenance of heritage properties and heritage attributes, repair and replacement of heritage attributes: 7.4	<p>Despite any other provisions of this By-law, where a heritage attribute can be repaired, the heritage attribute shall not be replaced. Said repair shall be conducted, following approval by the Corporation:</p> <p>(a) in a manner that minimizes damage to the heritage attribute and is consistent with recognized conservation standards, best practices and processes for the conservation of built heritage resources;</p> <p>(b) in a manner that maintains the design, finishes, form, physical appearance, colour, texture, grain and other distinctive features and qualities of the heritage attribute; and,</p> <p>(c) using the same types of material as the original material being repaired and in keeping with the design, finishes, form, physical appearance, colour, texture, grain and other distinctive features and qualities of the original material. Where the same types of material as the original material are no longer available, alternative materials may be used, subject to review and approval by the Corporation, so long as said materials replicate the design, finishes, form, physical appearance, colour, texture, grain and other distinctive features and qualities of the original material.</p>

By-law Section/Number	By-law
Maintenance of heritage properties and heritage attributes, repair and replacement of heritage attributes: 7.5	Despite any other provisions of this By-law, and subject to all provisions of the Ontario Heritage Act and the Building Code Act, no heritage attribute shall be replaced unless it can be demonstrated, to the satisfaction of the Planning Manager, that the heritage attributes cannot be repaired. Said replacement shall be conducted using the same types of material as the original material in a manner that replicates the design, finishes, form, physical appearance, colour, texture, grain and other distinctive features and qualities of the heritage attribute being replaced to the satisfaction of the Planning Manager. Where the same types of materials as the original material are no longer available, alternative or substitute materials and finishes may be used, subject to review and approval by the Corporation, so long as said materials replicate the design, finishes, form, physical appearance, colour, texture, grain and other distinctive features and qualities of the original material.
Maintenance of heritage properties and heritage attributes, unsafe: 7.6	Where a building or structure on a heritage property has been deemed unsafe by the Corporation and the necessary remedial measures to address the unsafe condition of the building or structure are being undertaken, the owner shall ensure that all necessary measures are taken to protect all heritage attributes on the heritage property and prevent damage or further damage to said heritage attributes.
Maintenance of heritage properties and heritage attributes, unsafe: 7.7	If, in the opinion of the Officer, there is doubt as to the structural condition and adequacy of a building or structure or parts thereof, the Officer may order that such building or structure or parts thereof be examined by both a Professional Engineer that is licensed to practice in Ontario and by a member of the Canadian Association of Heritage Professionals. The owner or authorized agent shall employ the professionals. The professionals shall complete and submit written report(s) to the Officer, which shall include details of the findings of such examination and drawings for any recommended remedial work. All recommended remedial work shall be undertaken under a building permit to the satisfaction of the Planning Manager.

By-law Section/Number	By-law
Maintenance of heritage properties and heritage attributes, demolition: 7.8	Despite any other provision of this By-law, no building or structure located on a heritage property may be altered or cleared, including but not limited to removed, demolished or relocated, except in accordance with the Ontario Heritage Act, under the provisions of the Ontario Building Code, and to the satisfaction of the Planning Manager.
Maintenance of heritage properties and heritage attributes, demolition: 7.9	Upon completion of demolitions and removals of any building or structure on a heritage property in accordance with Subsection 7.8 of this By-law the affected site shall be cleared and cleaned of debris, graded, left free from holes or excavations, and provided and maintained with a suitable ground cover to the satisfaction of the of the Planning Manager.
Maintenance of heritage properties and heritage attributes, conflict: 7.10	Despite any other provisions in this By-law, if there is a conflict between a provision of this By-law and any other provision in this By-law or other Corporation By-law, the provision that establishes the highest standard for the protection of heritage attributes shall prevail.

Property Maintenance By-law 2018-084

The Town of East Gwillimbury Property Maintenance By-law 2018-083 (*PMB*) was adopted by Council in 2018. Several subsections of the *PMB* contain provisions for cultural heritage, as listed below in Table 11. These policies will need to be considered in the HCD Plan. Some of these provisions may need to be updated to match the most recent version of the *OHA*.

Table 11: Relevant Property Maintenance By-law Policies

By-law Section/Number	By-law
General provisions: 2.4	Notwithstanding Subsections 2.1 and 2.2 of this By-law, the height of grass need not be maintained in: (a) heritage attributes, where said grass is considered the heritage attribute, provided that the unkempt grass does not lead to the degradation of the heritage attribute(s) of the heritage property; or
Heritage property: 7.1	In addition to the minimum standards for the maintenance and security of property in the Town as set out in this By-law, the minimum standards listed in Subsections 9.1, 9.2, 9.3, and 9.4 of this By-law shall apply to the maintenance and security of all buildings and structures on heritage properties.

By-law Section/Number	By-law
Heritage property: 7.2	Despite any other provisions of this By-law, in the case of buildings and structures located on heritage properties, no owner shall alter the heritage property or permit the alteration of the heritage property if the alteration is likely to affect the property's heritage attributes, unless the owner has obtained a building permit with Heritage Approval or other form of written consent from the Planning Manager in accordance with the Ontario Heritage Act.
Heritage property: 7.3	The owner of a vacant heritage property shall protect such property including any buildings, structures or heritage attributes located thereon, against the risk of fire, storm, neglect, intentional damage or damage by other causes by effectively preventing the entrance of the elements, unauthorized persons or the infestation of injurious insects or rodents by boarding up and securing any openings to the buildings or structures of the vacant heritage property. Securing shall comply with the requirements of Subsections 9.1, 9.2, 9.3 and 9.4 of this By-law.
Heritage property: 7.4	Where the minimum standards imposed by Subsections 9.1, 9.2, 9.3 and 9.4 of this By-law have, more than once, failed to exclude unauthorized entry and/or where the owner's lack of control, attendance or security measures to protect the vacant heritage property warrant, in the opinion of the Planning Manager, use of a more secure option, then the owner shall supply such measures, or as may be required by the Officer or Planning Manager.
Vacant listed heritage property: 8.1	In addition to the minimum standards for property maintenance, the owner of a vacant listed heritage property shall protect the property against the risk of fire, storm, neglect, intentional damage or damage by other causes by effectively preventing the entrance of the elements, unauthorized persons or the infestation of injurious insects or rodents by boarding up and securing any openings to the vacant listed heritage property. For the purpose of securing a vacant listed heritage property, provisions of Subsections 9.1, 9.2, 9.3 and 9.5 of this By-law must be complied with.
Security measures: 9.1	Securing shall include the following requirements: (d) all boarding shall be installed from the exterior in a manner that minimizes damage to any heritage attributes and building fabric and is reversible.

By-law Section/Number	By-law
Security measures: 9.2	<p>The owner of a vacant heritage property or vacant listed heritage property shall ensure that:</p> <p>(a) all utilities serving the building are properly disconnected, terminated, drained or capped to prevent accidental or malicious damage, with the exception of those utilities necessary for the safety, maintenance and security of the property;</p> <p>(b) appropriate utilities serving the building remain connected and used to provide, maintain and monitor proper heating and ventilation to prevent damage caused to the building by humidity, fluctuating temperatures, including the negative effects associated with freeze-thaw cycles, and other environmental conditions;</p> <p>(c) interior doors, except those in fire separations, are fixed ajar at least 4 inches to allow air to circulate throughout in order to help prevent interior deterioration through excess humidity; and,</p> <p>(d) the exterior of the building, including eavestrough and downspouts, are maintained in order to prevent moisture penetration and damage from the elements that may have an adverse impact on any heritage attributes.</p>
Security measures: 9.3	<p>The owner of a vacant heritage property or vacant listed heritage property shall ensure that the following additional security measures are taken with respect to the building or structure:</p> <p>(a) lock all doors and windows and ensure the good and secure condition of said locks;</p> <p>(b) install and maintain an exterior lighting fixture on a timer in an area adjacent to the front entrance, in a manner that does not damage any heritage attributes, to enhance the safety and security of the building;</p> <p>(c) close all basement hatches, openings, walkways and windows;</p> <p>(d) remove ladders, tool, and other materials that might be used to gain interior access;</p> <p>(e) remove waste material, furniture, appliances, machinery and debris from inside buildings and structures, and from around the property;</p>

By-law Section/Number	By-law
	<p>(f) all floors above the first floor must be rendered inaccessible to entry by raising exterior fire escapes and ladders to a height of at least four meters, and by removing cladding or any other materials that may be used to access the property to the satisfaction of the Planning Manager;</p> <p>(g) significant trees, plantings, grass, lawns, flower beds, hedgerows, ivy, bushes, vines and other vegetation on the grounds of properties shall be maintained and protected at all times in accordance with all relevant Corporation By-laws;</p> <p>(h) chain-off driveways and all other direct means of vehicular access to the property, while still permitting authorized vehicular and emergency vehicular access when necessary; chains should be no greater than 10mm (3/8 inch) in diameter and of a grade 30 or comparable;</p> <p>(i) temporary metal security fencing may be required around the perimeter of a property. Notwithstanding the Corporation's Fence By-law, as amended or superseded from time to time, a fence shall be erected 2.13metres (7 feet) in height above grade, equipped with a horizontal top rail. The temporary fence shall be erected and securely anchored and maintained at all times with all gates locked with appropriate high security pad locks. Barbed wire (minimum of two strands) shall be installed along the perimeter of each fence, projecting inward toward the area that is enclosed by the fence;</p> <p>(j) advise the Corporation's Emergency and Community Safety Services Department, the Corporation's Development Services Department, and York Regional Police that the building is vacant and boarded; and,</p> <p>(k) inspect the property and all buildings and structures on a monthly basis.</p>
Security measures: 9.4	<p>The owner of a vacant heritage property shall:</p> <p>(a) post "No Trespassing" signs on all lot lines, gates and property fencing or locations determined by the Officer or Planning Manager; and,</p> <p>(b) post a heritage notice that complies with the signage standards of the Corporation's Planning Branch and states the following:</p>

By-law Section/Number	By-law
	<p>HERITAGE NOTICE</p> <p>This property is a designated cultural heritage resource protected under the Ontario Heritage Act and applicable Municipal laws. Please help protect and conserve East Gwillimbury’s heritage for future generations by reporting any suspected vandalism or trespass. Violators will be prosecuted. For more information contact the Town of East Gwillimbury Planning Staff at 905-478-4283.</p>
Security measures: 9.5	<p>The owner of a vacant listed heritage property shall:</p> <p>(a) post "No Trespassing" signs on all lot lines, gates and property fencing or locations determined by the Officer or Planning Manager; and,</p> <p>(b) post a heritage notice that complies with the signage standards of the Corporation’s Planning Branch and states the following:</p> <p>HERITAGE NOTICE</p> <p>This property is a cultural heritage resource protected under applicable Municipal laws. Please help protect and conserve East Gwillimbury’s heritage for future generations by reporting any suspected vandalism or trespass. Violators will be prosecuted. For more information contact the Town of East Gwillimbury Planning Staff at 905-478-4283.</p>
Notice of remedy: 13.2	<p>Where a property is not maintained in accordance with the requirements of this By-law:</p> <p>(b) the owner shall repair, remove or clean up all contraventions identified on the Order within the time specified in the Order, in such a manner that no heritage property shall be altered or cleared (including but not limited to removed, demolished or relocated), except in accordance with the Ontario Heritage Act.</p>
Interpretation: 23.2	<p>Notwithstanding Subsection 23.1 of this By-law, in the case of a heritage property or heritage attribute, where there is a provision of this By-law that conflicts with any other provision of this By-law or any other Corporation By-law, the provision that establishes the highest standard for the protection of heritage attributes shall prevail.</p>

Town of East Gwillimbury Active Transportation and Trails Master Plan (2012)

The Town of East Gwillimbury *Active Transportation and Trails Master Plan* (ATTMP) was commissioned by the Town and completed in 2012. The vision and objectives of the ATTMP are:

The Town of East Gwillimbury supports active transportation and recreational trail use, including walking/hiking and cycling, as a means to promote healthy lifestyles, encourage sustainable land management, foster more environmentally friendly community design and reduce the number of single occupant motor vehicle trips. The Town achieves this through pedestrian, trail and cycling systems that are linked and integrated into a Town-wide active transportation and trails network that connects people with their communities, open space areas, significant natural, historic and recreational features and community facilities. The Town encourages barrier-free pedestrian and trail facility design, and through planning policy ensures that active transportation (sidewalks, trails and cycling) facilities are incorporated in new plans of subdivision and green space.³³

The following alterations were recommended:

- Leslie Street: proposed new bike lane.
- Mount Albert Road: proposed new bike lane west of Leslie St. intersection; existing paved shoulder to remain on stretch east of Leslie St.
- Farr Avenue: proposed new signed bike route east of Leslie St. intersection.
- Ward Avenue: proposed new signed bike route.
- Colonel Wayling Boulevard: proposed new signed bike route.

These proposed alterations may be compatible with the heritage value and heritage attributes of the Study Area. However, the HCD Plan may need to include guidance on road cross sections to guide decisions on appropriate designs.

Town of East Gwillimbury Water and Wastewater Master Plan (2010)

The Town of East Gwillimbury Water and Wastewater Master Plan (WWMP) was completed and approved by council in 2010. The purpose of the plan is to identify and anticipate changes in East Gwillimbury's population and to provide guidance on necessary corresponding infrastructural alterations. The WWMP anticipates changes in East Gwillimbury's water and wastewater demands to 2015 and 2031.

Alterations to the Sharon district are anticipated to only affect wastewater infrastructure. By 2031, much of Leslie Street may require a new wastewater town trunk sewer. Environmental assessment work as part of infrastructure upgrades will need to consider and mitigate potential

³³ MMM Group, "East Gwillimbury Active Transportation and Trails Master Plan," last modified June 2012, accessed 19 September 2023, <https://www.eastgwillimbury.ca/en/government/resources/Documents/Active-Transportation-and-Trails-Master-Plan.pdf>, Ex-1.

impacts on cultural heritage resources designated through a HCD. The HCD Study can include guidance for infrastructure work to assist in project planning.

Town of East Gwillimbury Municipal Cultural Plan (2012)

The Town of East Gwillimbury Municipal Cultural Plan (EGMCP) was adopted in September 2012 to “[d]evelop a complete and comprehensive Cultural Plan that will recommend an overall vision and set of strategies to guide cultural development in the Town of East Gwillimbury.”³⁴ The EGMCP provides general guidance to the municipality in terms of how it will approach cultural heritage. The EGMCP contains guidelines that call for the study of HCDs and that address the need of developing an enhanced cultural facility network in the Town.

Establishing a multipurpose cultural centre, heritage centre, and better leveraging the Sharon Temple are each considerations. The property located at 19040 Leslie Street (the Doan House) was directly raised as a possible site for future, culturally focused development.

³⁴ Authenticity, “Town of East Gwillimbury Municipal Cultural Plan,” last modified September 2012, accessed 18 September 2023, <https://www.eastgwillimbury.ca/en/government/resources/Documents/Municipal-Cultural-Plan.pdf>, 1.

Table 12: Relevant Municipal Cultural Plan Policies

Guideline #	Guideline	Analysis
3.3.7	<p>One of the most important outcomes of the Municipal Cultural Plan is to build the capacity of the Town of East Gwillimbury staff to incorporate culture into ongoing planning and decision-making. “Adopting a cultural lens” or factoring culture into a range of other plans and policies was felt by one participant at the Community Forum to be potentially the most powerful outcome of the Municipal Cultural Plan. Adopting a cultural lens on Town plans means asking three questions:</p> <ul style="list-style-type: none"> • How can cultural resources contribute to addressing broader municipal goals and priorities (e.g., economic diversification, retaining youth, growing cultural tourism, etc.)? • How do local planning decisions impact cultural resources (e.g., the impact of new developments on existing and valued natural or cultural heritage resources)? • How can cultural resources enhance the quality of place, form and function of the built environment and the public realm (e.g., through commissioned public art, strong urban design guidelines, interpretive materials related to local history, cultural programming in public spaces, etc.)? The Municipal Cultural Plan will help build the capacity of staff to integrate culture into ongoing planning by: • Establishing a set of shared definitions and assumptions to support cross-departmental planning • Supporting more informed planning through sustained cultural mapping of cultural resources 	<p>The HCD plan could help contribute to the understanding of the questions posed within this guideline.</p>

Guideline #	Guideline	Analysis
3.3.15	<p>The Sharon Temple National Historic Site and Museum is a historical treasure for the Town and the nation. Staff members from the Temple attending the focus group expressed strong interest in working toward a closer and more collaborative relationship with the Town, the East Gwillimbury Public Library, and other cultural groups and activities. To state the obvious, the Temple is a “jewel” in the cultural life and identity of the Town and a great deal more can and must be done to leverage this extraordinary asset. A new Business Plan has been developed for the Temple calling for a range of actions to strengthen marketing, expand and diversify programming, grow attendance and, most important of all, drive increased revenue. A central premise of the Business Plan is that the historical mandate and story of the Temple must be broadened beyond the story of the Children of Peace to tell a wider story of the remarkable rich history of the Town. The Town should explore ways in which it could assist and support the implementation of the Business Plan for mutual benefit.</p>	<p>Reinforcing the heritage value of the Sharon Temple will be a central component of the plan. The Sharon Temple National Historic Site and Museum should be consulted throughout the development of this study and the HCD Plan.</p>
3.3.22	<p>The Cultural Mapping Project revealed a significant stock of heritage properties across the community. The new Official Plan has put in place strong cultural heritage policies that provide a framework for ensuring that cultural heritage resources are conserved as the community grows. The Town is committed to undertaking one or more Heritage Conservation District studies. The Cultural Mapping Project identified a significant concentration of heritage buildings in Sharon. The first study is likely to focus on Sharon with additional studies in other communities to be considered in the years ahead. The designation of Heritage Conservation Districts can be a powerful means of protecting and enhancing the small village character and quality of place that was identified as a priority throughout the community engagement process. A Heritage Conservation District</p>	<p>The study/plan meet this guideline/objective.</p>

Guideline #	Guideline	Analysis
	study for Sharon can also address the desire for a cultural hub built around the Civic Centre and the Sharon Temple National Historic Site. The study could suggest new ways to better leverage these assets to build a „destination downtown“ that would attract people to visit and stay longer to shop, dine and participate in a range of cultural events.	
3.3.23	A key to building capacity strengthening the Committee is to recruit committee members with solid professional expertise in heritage conservation. While the primary focus of municipal heritage advisory committees in many municipalities remains preservation of built heritage, the current Ontario Heritage Act does define a broader potential committee mandate. This can include a larger and more integrated vision of cultural heritage resources (including collections, intangible heritage resources and community stories). Some committees have taken on broader roles in heritage promotion and public programming (such as heritage walking tours) could be of particular interest to new residents. Given that a range of heritage issues were raised as priorities through the community engagement process, consideration could be given to assigning the Heritage Committee with a wider range of responsibilities than built heritage preservation.	This is outside the scope of the HCD Study and HCD Plan. However, additional responsibilities for the Committee related to the HCD could be outlined during the process.
3.3.24	According to the Ontario Heritage Act, “a Cultural Heritage Landscape refers to a defined geographical area that has been modified or characterized by human activity. It usually involves a grouping of features that are both man-made and natural. Collectively, they create unique cultural heritage that is valued not only for its historical, architectural or contextual significance but also for its contribution to the understanding of the forces that have shaped and may continue to shape the community including social, economic, political and	A HCD is a type of CHL. The HCD plan could make this explicitly clear to help meet this objective.

Guideline #	Guideline	Analysis
	<p>environmental.” Examples of cultural heritage landscape include heritage conservation districts designated under the Ontario Heritage Act, villages, parks, gardens, cemeteries, main streets, neighbourhoods, valley and watercourses, lakes, woodlands, wetlands, hedgerows, scenic vistas.</p> <p>A Cultural Heritage Landscape Study for the Town of East Gwillimbury would be undertaken for the purposes of: developing specific cultural heritage landscape definitions tailored to the Town’s specific range of resource types and historical land uses; identifying potential cultural heritage landscapes that may be designated under the Ontario Heritage Act and/or integrated into the land use planning process; assessing the potential for mapping significant cultural heritage landscapes on a Geographic Information System platform; and developing implementation recommendations. Among the municipalities having undertaken Cultural Heritage Landscape Studies that could be examined for precedent and guidance are Mississauga, Caledon, Town of Blue Mountain and Vaughan.</p>	

Town of East Gwillimbury Health and Active Living Master Plan (2018)

The Town of East Gwillimbury Health and Active Living Master Plan (HALMP) was approved by council in 2018 to guide parks, recreation, and culture to 2028. The HALMP identifies recreational and cultural programs and operates as a service arranger to ensure services throughout the Town. The HALMP addresses the Town's cultural compositions and cultural heritage, but it offers no direct guidance towards how heritage resources should be managed or conserved.

Using future population projections, the HALMP also defines surplus and required sports and walking trail facilities that are needed to fulfill municipal targets. Action items including attaching Sharon Temple to the city's walking trail network, redeveloping Sharon Sports Complex Park, and adding a leash-free dog zone are considered. Policies relevant to the HCD are included below in Table 13.

Table 13: Relevant Health and Active Living Master Plan Policies

Guideline #	Guideline	Analysis
12	Develop policies and processes that promote culture and heritage preservation and special events expansion.	This is addressed in the Town's OP and will be in the HCD plan.
23	Facilitate the creation of an Arts, Culture and Heritage Committee for representation, advocacy and guidance. Develop a strategy for the support and growth of Arts Culture and Heritage with the committee in conjunction with representatives from the arts community and in discussion with the Heritage Advisory Committee.	The Arts, Culture, and Heritage Committee (if one exists) should be consulted during the HCD Study and HCD Plan processes.
24	The Town should continue to leverage partnership programming with the Sharon Temple Museum Society and continue work to review the potential for a partnership with a proposed new Visitors Centre where purpose built shared program space could be provided.	The HCD plan could consider acceptable programming initiative for the HCD/Temple.

APPENDIX G

Description of Architectural Styles and Influences Present in the HCD Study Area

The following is a list and description of architectural styles commonly used in Ontario over the last two centuries. Buildings built in these styles or demonstrating influences from these styles are present in the HCD Study Area. Most of the buildings in the HCD Study Area are vernacular buildings that include some influences from these styles. Some buildings may include details common to more than one style.

Georgian

The Georgian architectural style was common between 1784 and 1860. The style was a continuation of the English Renaissance and Palladian Classicism styles and was brought to Upper Canada (Ontario) by English settlers and United Empire Loyalists. Ontario's climate, harsh land conditions, and the limited amount of money held by settlers led to them constructing small, simple homes. Many of these early homes were influenced by the Georgian style. Attributes indicative of the Georgian style include uncluttered, symmetrical design; central motif on the primary façade – often a frontispiece or elaborate entryway; roof and widow cornices; steeply pitched roof; large chimney(s); cut stone walls; string or belt course; 12/12 sash windows; moulded cornice; and pilasters and/or piers.

Picturesque

The Picturesque style began in England before migrating to Canada beginning in the early 19th century. As the War of 1812 ended, more money and time was available to settlers in Upper Canada. Availability of these resources enabled for the construction of more elaborate buildings. In Canada, the Picturesque style borrowed from preceding Classical styles including Georgian and Neo-Classical. The style also relied on the physical location of a building, as it encouraged a more dramatic character. Attributes indicative of the Picturesque style include Romantic, secluded, or heavily wooded setting; either irregular and asymmetrical or symmetrical in form; large windows; tall chimneys; and smooth cladding (i.e., stucco, clapboard siding).

Regency

The Regency style began in England in 1815 when Prince Regent commissioned John Nash, one of England's most notable architects, to build the Royal Pavilion in the style of an Indian temple. At first, renditions of the style in Ontario were commissioned by British officers settling in Canada. Several architectural differences between English Regency and North American Regency prevail and are largely the result of the differing climate. In Ontario, Regency buildings were generally one storey in height, rectangular or square in shape, had a shallow pitched hipped roof, and had large verandahs with trellis supports. Extensive, floor to ceiling windows; decorative frieze; simple roof cornice; and French doors are also common attributes. In Ontario, the Regency style was often eclectic and borrowed design characteristics of earlier architectural styles including Georgian and Neo-Classical.

Classical Revival

By 1930, a growing interest in Classical architecture (Greek and Roman) reached North America, leading to the Classical Revival era. Classical architecture followed several different orders including the Doric, Ionic, and Corinthian which were defined by the Greek, and the Tuscan and Composite which were later defined by the Romans. Each order is identifiable by the ornamentation of the column base, shaft, and capital, which differed considerably between the five orders. Attributes indicative of the Classical Revival style include: Temple form, with a taller centre area flanked with lower wings; Square or rectangular floor plan; symmetrical floor plan; central portico supported by columns or pilasters; pilasters on the building's corners; gabled roof with cornice or return-eave; dentilled frieze; large, multi-paned sash windows; lintel of straight-headed windows; stone, brick, or wood exterior cladding; cupola; and decorative elements including entablature, metopes, triglyphs, and volutes.

Gothic Revival

Gothic Revival buildings in Ontario shared many similar design elements to the Georgian and Neo-Classical architectural styles, with the inclusion of specific Gothic design elements serving as the distinguishing factor. Common Gothic Revival design elements include a rectangular floor plan, one-and-a-half storey height, three-bay façade with central entrance, central gable with lancet window, the use of vergeboard or bargeboard, hood-moulds, steeply pitched gable roofs with numerous dormers, finials, pinnacles, bay windows, verandahs, and decorated chimneys. Gothic Revival residences were promoted by A. J. Downing, a landscape architect, and J. C. Loudon, an academic, as well as by The Canada Farmer, which identified the architectural style as cheap residential dwelling. As a result, the Gothic Revival architectural style became abundant in Ontario.

Romanesque

The Romanesque style was common in Ontario between 1850 and 1900. The style's origins date to the 9th century when Charlemagne, who was then the Emperor of the Holy Roman Empire, developed an interest in reviving earlier Roman architectural forms. Over the course of Charlemagne's rule, the style was subsequently adopted throughout much of Europe. In the mid 19th century, the style was revived through romanticism. Attributes indicative of the Romanesque style include use of round arches for entryways, windows, and other architectural details; stone string courses; dichromatic stone or brick; heavy window transoms; arched entryways with short columns; square or round buttresses; large finials; large oriel window; and exterior staircases with oversized handrails and newel posts.

Edwardian

The Edwardian architectural style became popular starting in the early 20th century and became favoured for its adherence to classical design motifs and general simplicity. Because of the style's simplicity, buildings in the Edwardian style were easy to build and were favoured by developers, making them common in domestic, residential settings. Attributes that are indicative of the Edwardian style include: simple, formal design; balanced façade; smooth, brick exterior bearing walls with fine joints; monochromatic colour use; simple, large roofs (often

with cornice); roof eaves supported with block or cantilevered brackets; dormers that match the overall roof shape/style of the main roof; simple, tall chimneys; generous use of fenestration; flat, brick arches or stone lintels over windows; voussoirs over windows; frontispiece or portico over main entrance; subdued pilaster and piers on portico; and, full length glass doors.

Neo-Gothic

The Neo-Gothic architectural style was common from 1900 until 1945. Although similar to the preceding Gothic Revival style common from the mid to late 19th century, the Neo-Gothic style is differentiated by building size, absence of polychromatic finishes, and lack of picturesque qualities. Neo-Gothic architecture was inspired by the Beaux-Arts Classicism, English Perpendicular Gothic, and Early English Gothic styles. Attributes indicative of the Neo-Gothic style include large, symmetrical form focusing on the building's horizontal dimension; shallow buttressing on facades; large windows composed of a single or several panes; flat rooflines with flat roof; squat tower or turret with spires; and stone or brick external material sometimes with white terra cotta.

Arts and Crafts

The Arts and Crafts movement, which was most common from 1910 to 1930, can best be described as an approach to design, rather than an architectural style. It is most often expressed through residential architecture. The movement emerged in Late Victorian Britain – in response to industrial mass production – in the ideals of architects William Morris and Philip Webb, who combined “a deep respect for traditional domestic building forms and craft practices with a commitment to design in a modern manner”. Ricketts et. al. describes the appeal of Arts and Crafts homes as laying in the “bold composition of projecting volumes, steeply pitched roofs and massive irregularly placed chimneys” as well as their picturesque overhanging eaves. Attributes that are indicative of the Arts and Crafts style include: horizontal building profile; organically shaped façade and details; masonry, stucco, board and batten, clapboard, drop lap, shiplap, masonry, or shake cladding; half timbering; gable or hipped roof; prominent chimneys; multiple window types, often composed of small glass panes.

Minimal Traditional

The Minimal Traditional architectural style was common in Ontario between 1925 and 1950. It was developed primarily in response to growing demand for inexpensive, efficient homes that could be built quickly for the working class. The style dominated residential development during the Great Depression and the Second World War before declining in popularity in place of larger, Ranch style houses. Attributes characteristic of the Minimal Traditional style include a rectangular floor plan; one storey height; low- to moderately-pitched gable or hipped roof; shallowly overhanging or flush eaves; stucco or brick chimney; stucco, clapboard, shiplap, or tongue-and-groove cladding; brick or stone accent cladding; grouped, multi-light sash windows; solid or partially-glazed wooden main entrance door; and small covered entrance porch.

Mid-Century (1950's Contemporary)

The Mid-Century architectural style was common in Ontario between 1945 and 1965. Growing societal optimism and a recovering economy following the Second World War precipitated the emergence of Mid-Century architecture. Stylistically, Mid-Century architecture followed many of the same principles as the preceding and ongoing Modernism movement. This includes a focus on the functionality of space, retaining an open floor plan layout, making extensive use of glazing, making use of new materials, and avoiding any form of historicism. Attributes characteristic of the Mid-Century style include varying materials and colour schemes; window aprons and curtain walls; clerestory; floor-to-ceiling windows; main entrance composed of a brightly coloured door with large sidelight and transom; split-entry layout; and a low-sloped shed roof, butterfly roof, or gabled roof.

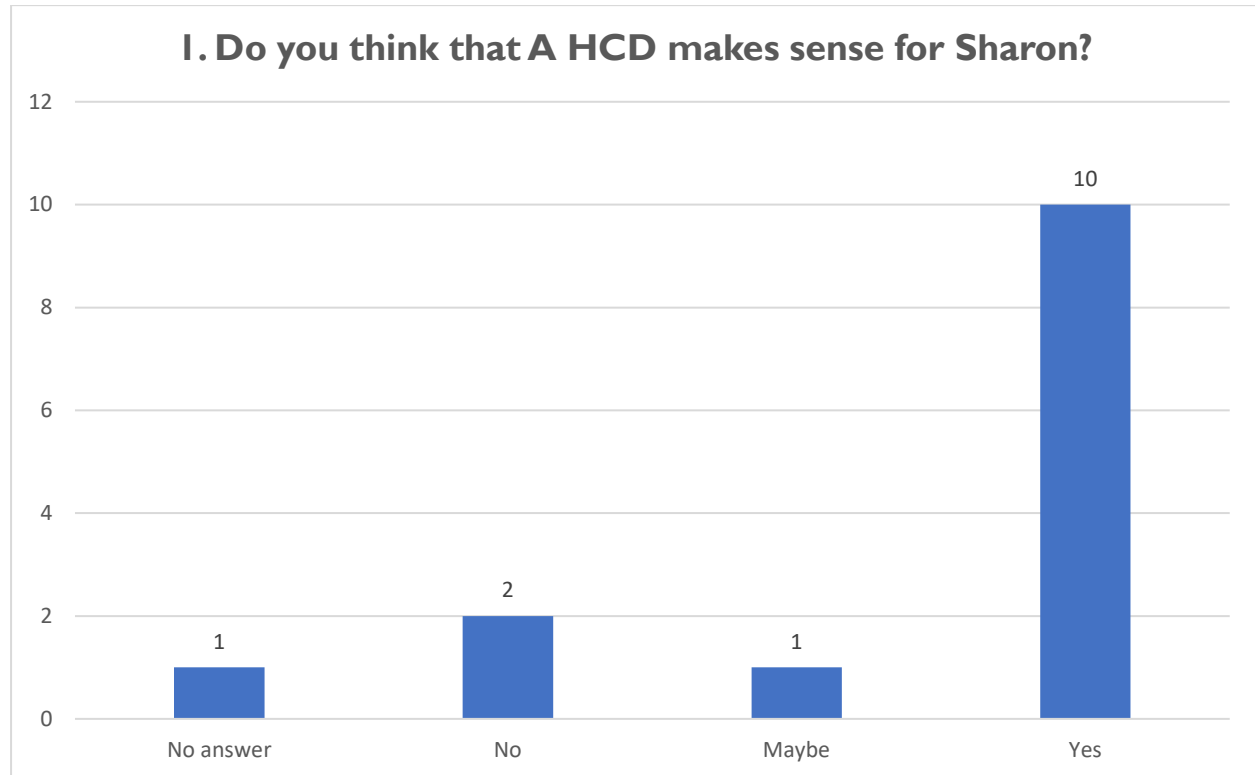
APPENDIX I

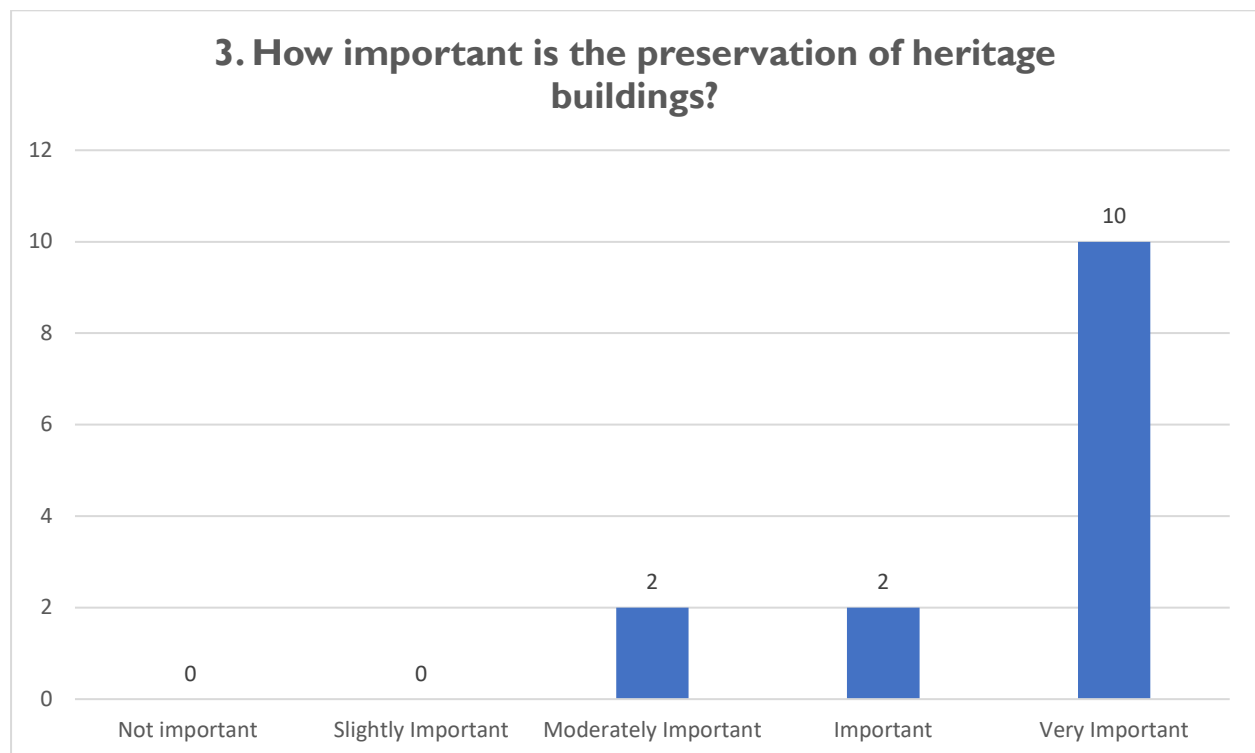
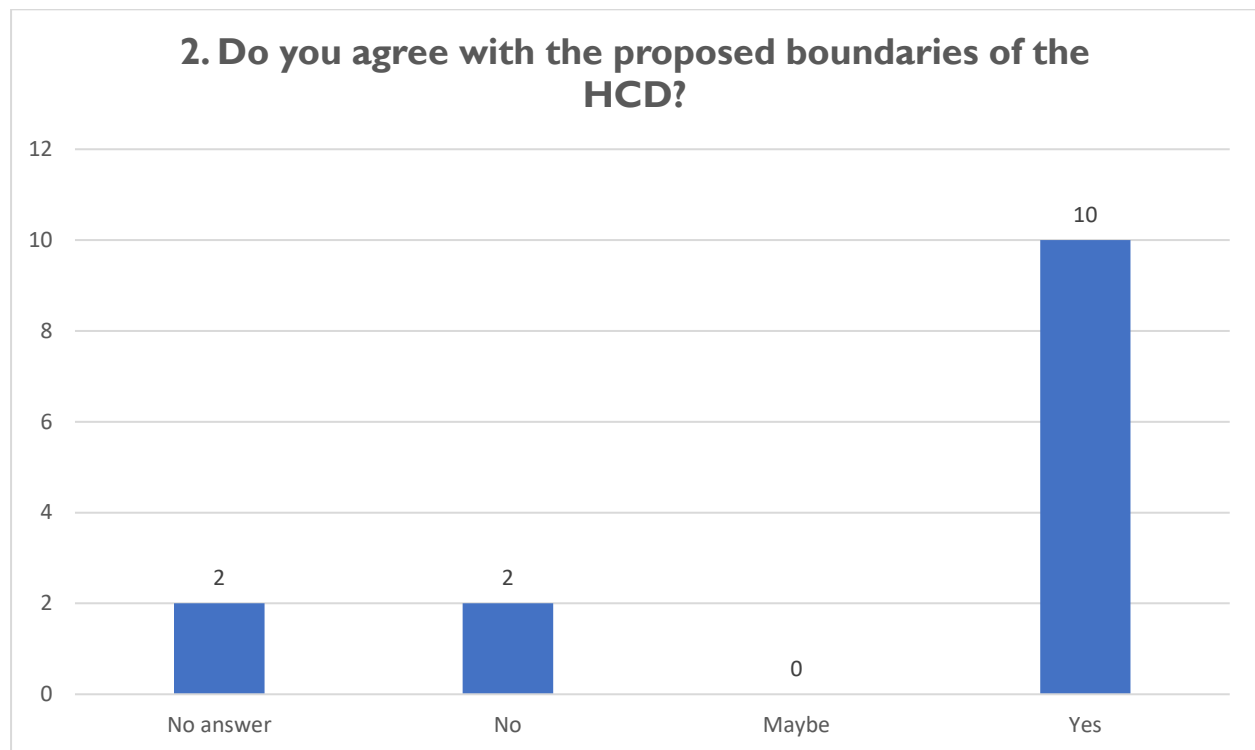
Engagement

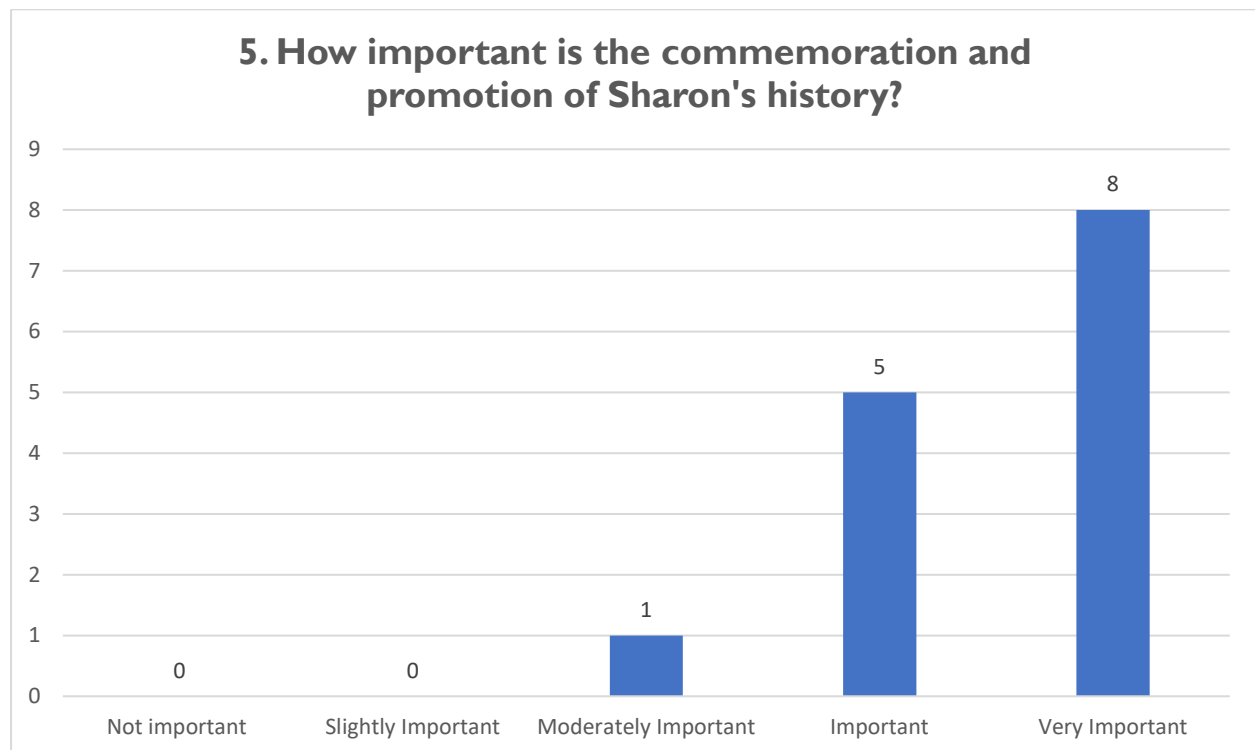
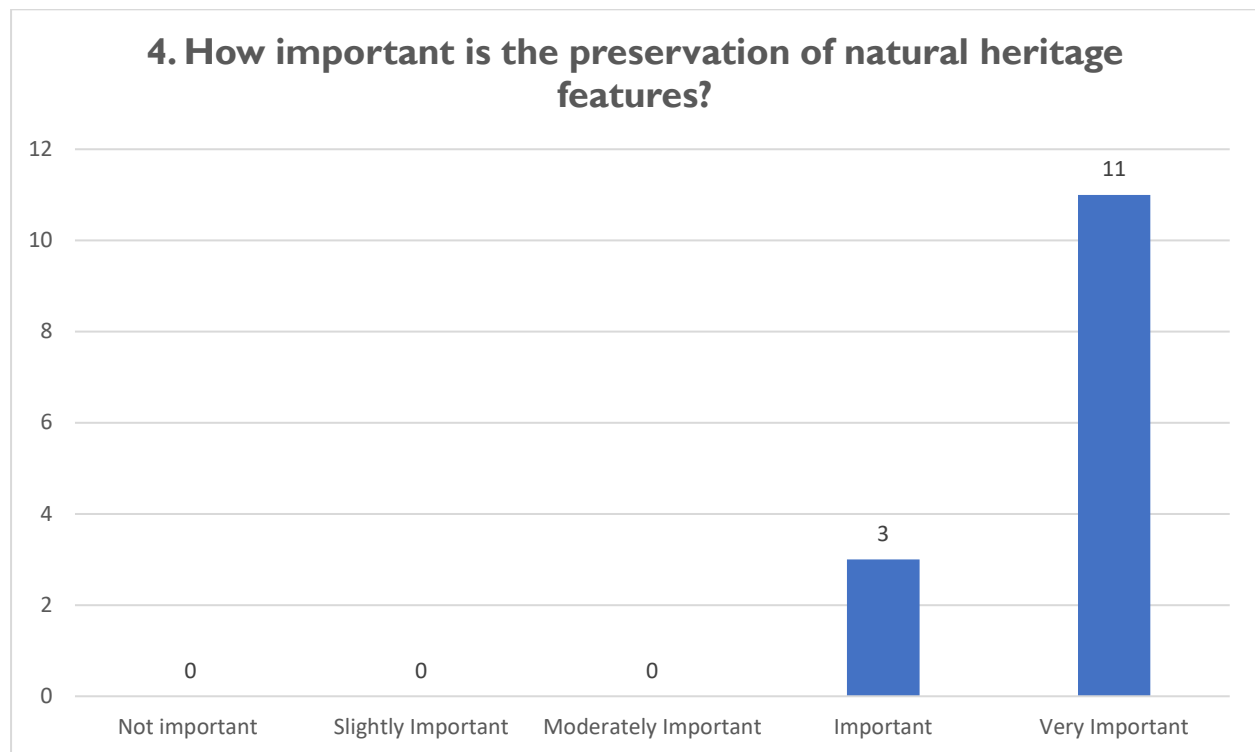
Community Feedback – Public Information Centre #1

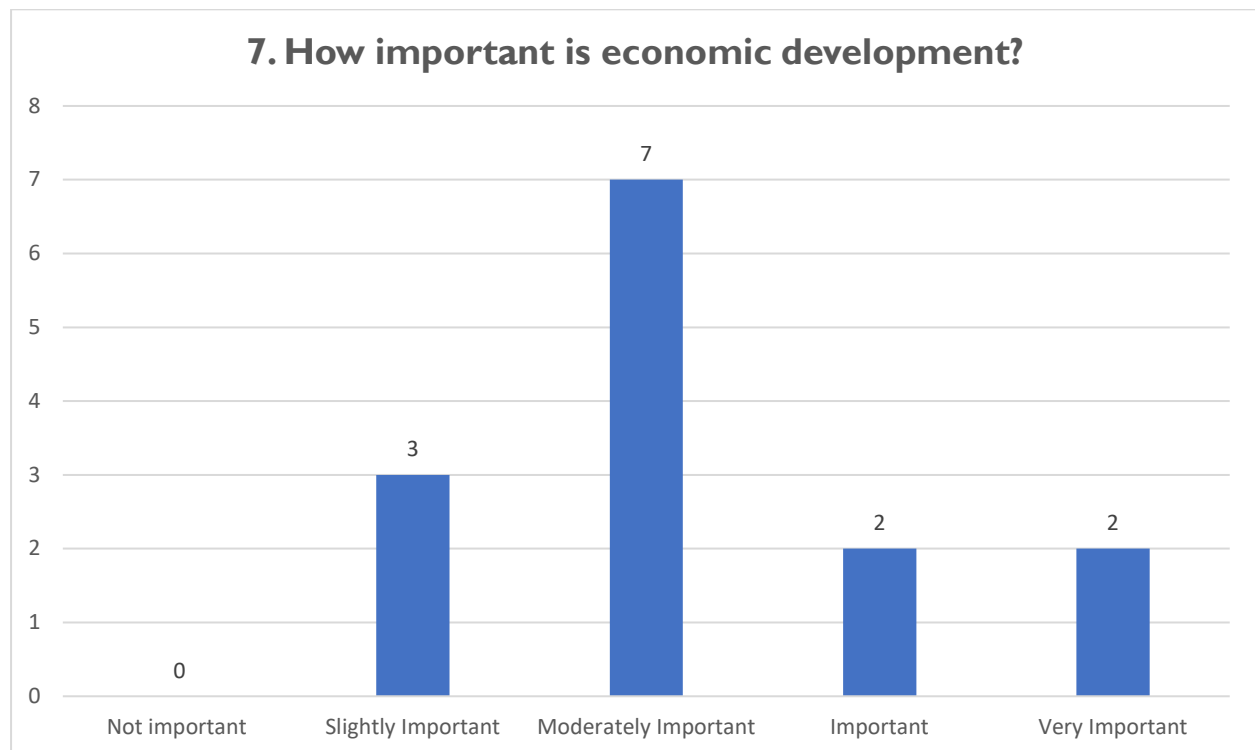
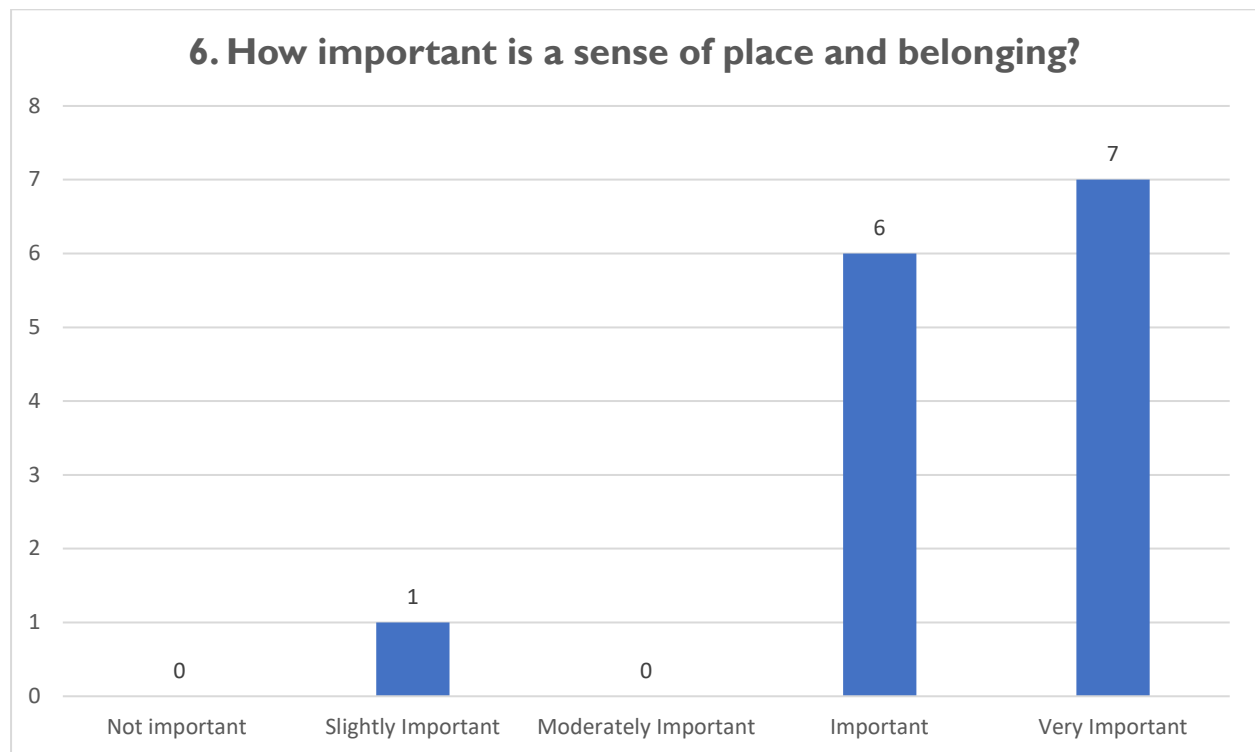
Attendees of Public Information Centre #1 were given a community feedback form and encouraged to fill it out. Fourteen people filled out the form which posed twelve questions about their community. The results of those questions can be found here.

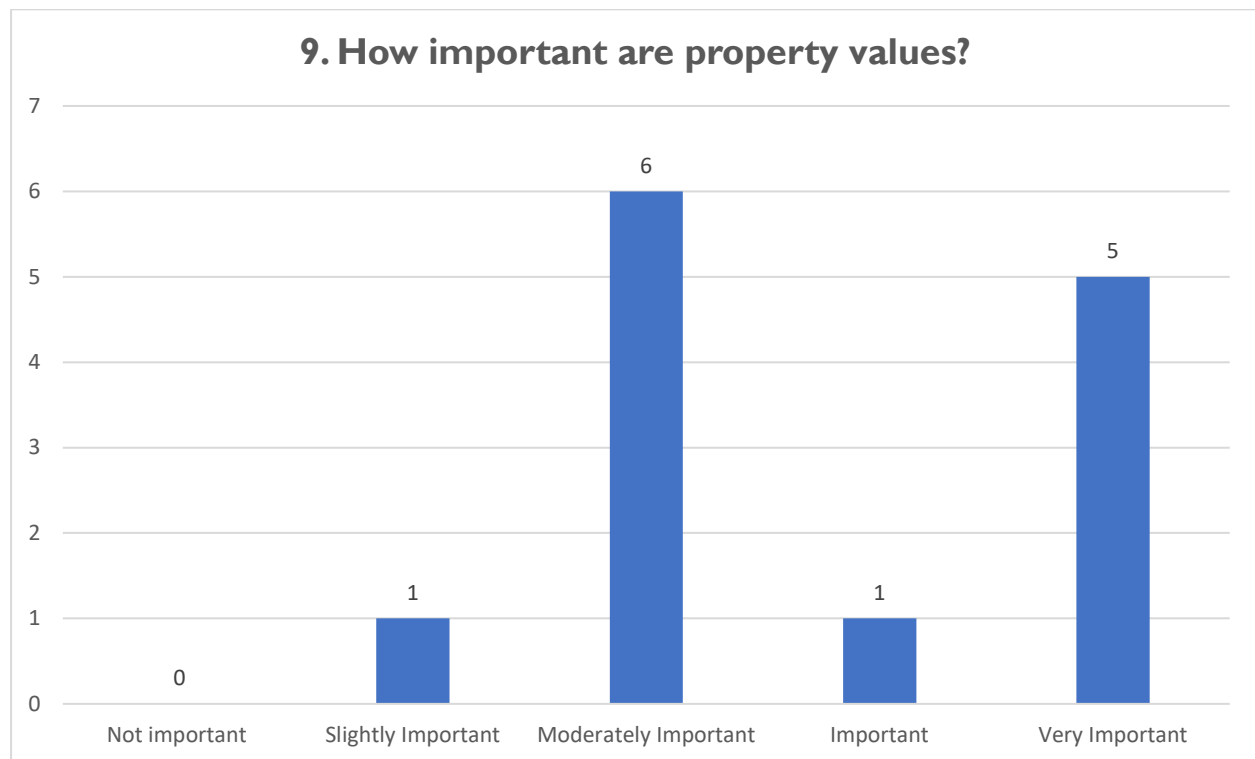
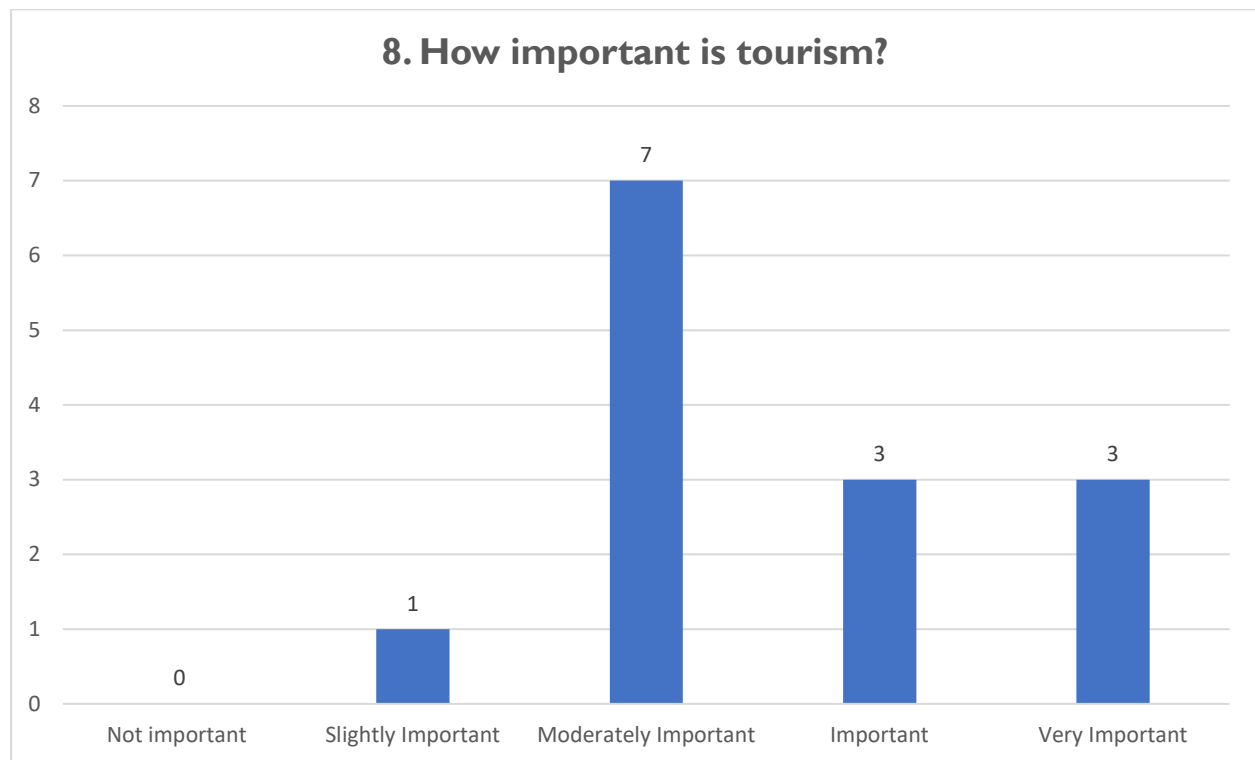
Most of the respondents felt that the HCD and its initial boundaries were appropriate. Respondents also typically identified built and natural heritage as very important. There was less consensus with respect to economic themes such as tourism, property values, economic development, and growth. Roughly equal numbers indicated these were either very important/important components or only moderately important.

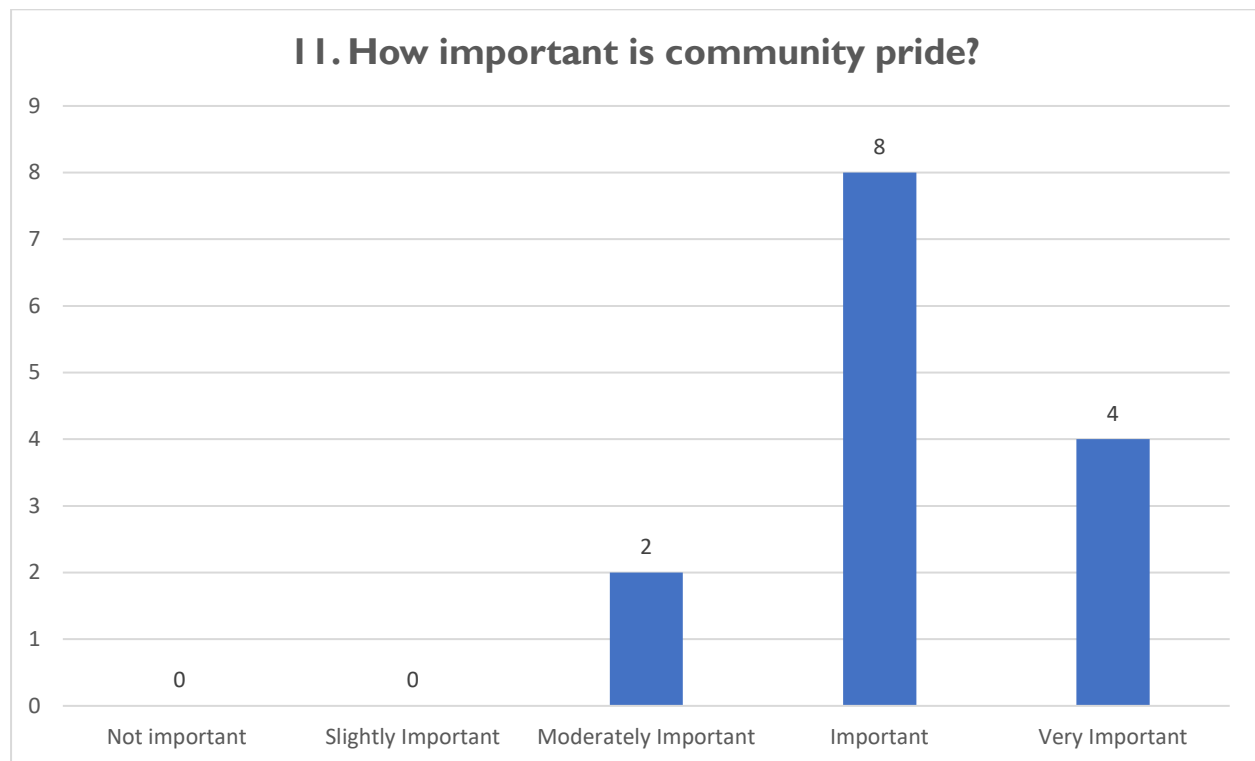
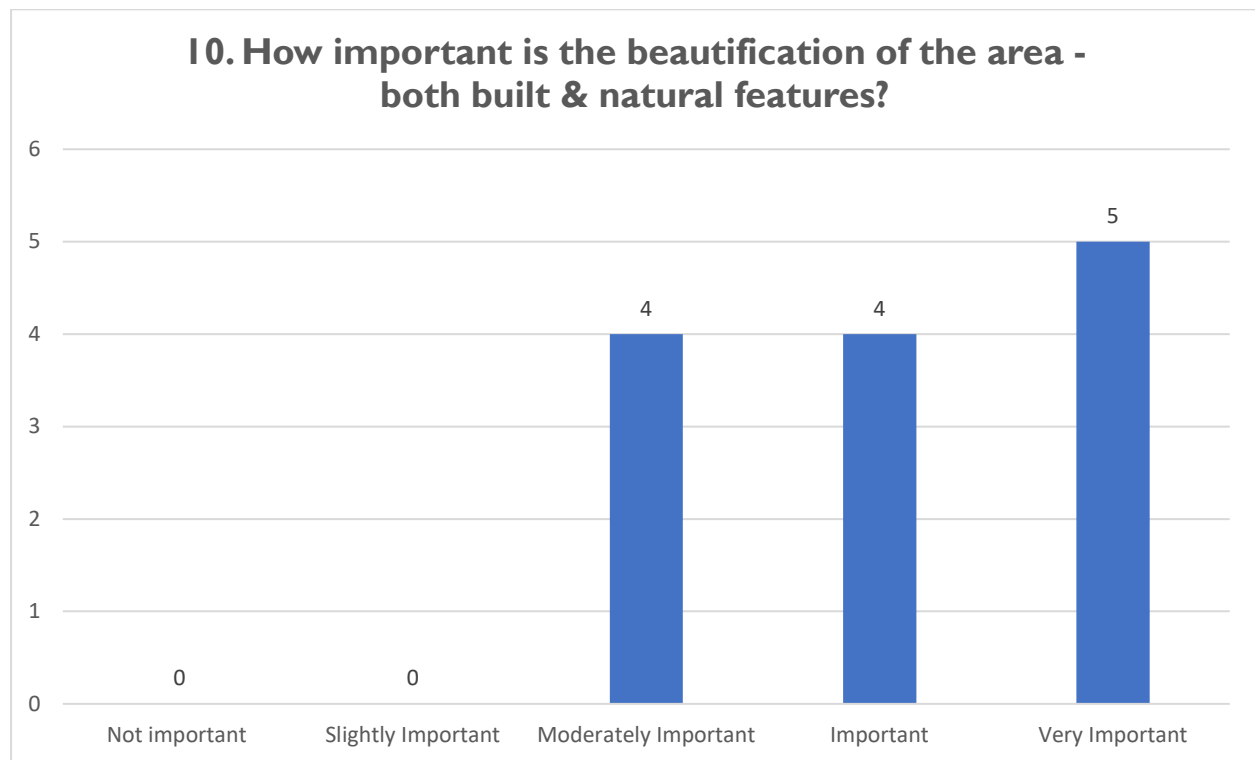


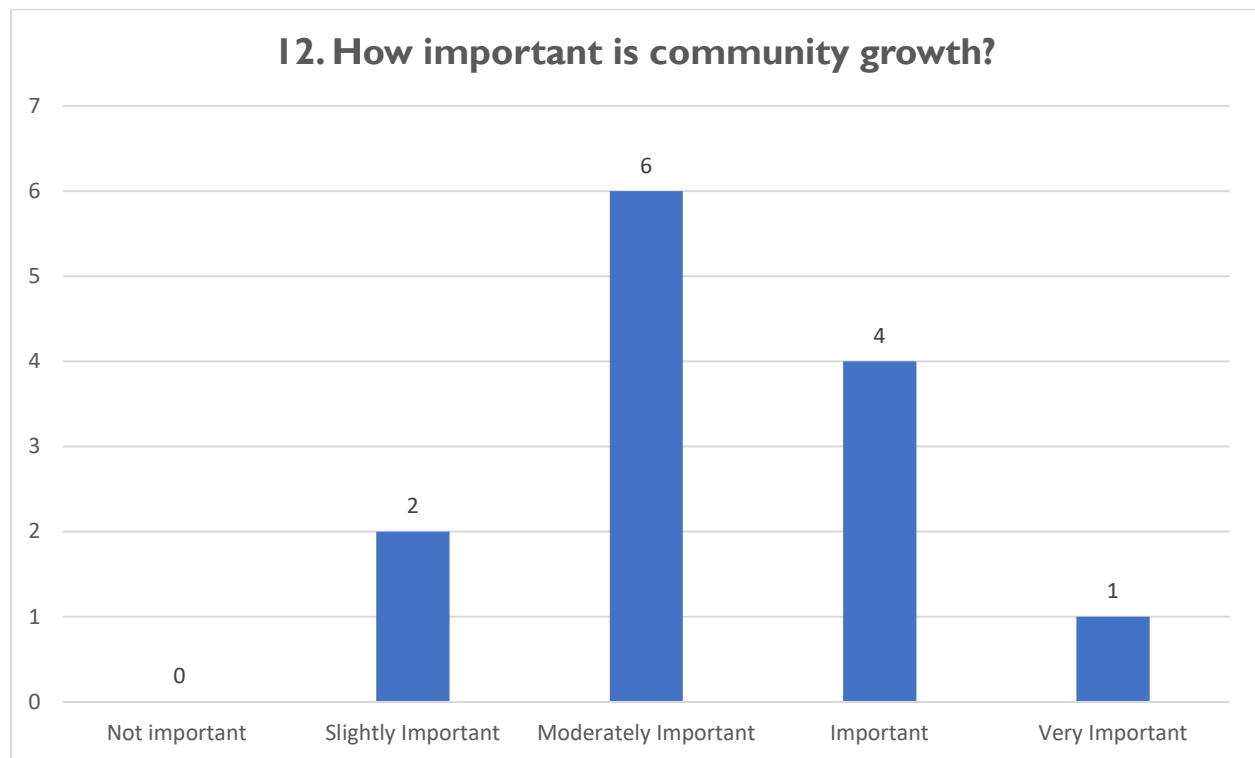












Community Feedback – Public Information Centre #2



Basic Summary:

PIC #2 was held at the East Gwillimbury Civic Centre Atrium, Feb. 15, 2024, 6 – 8 pm. It was a Drop-in, informal style meeting. Approximately 40-45 people attended.

- Consultants attending: Ben Holthof, Chris Uchiyama & Ben Daub with LHC; Joan Crosbie and Sheila Creighton with TMHC.
- East Gwillimbury staff attending: Victoria Moore.
- East Gwillimbury Councillors attending: Scott Crone, Terry Foster, Brian Johns (Acting Mayor), and Tara Roy-Di Clemente.

Materials Displayed:

- Nine poster boards describing HCD Study results.
- A 6.5-minute looping slide show describing high level HCD Study results.
- Large map of the Recommended HCD Area for people to write on.
- Property Inventory Booklets.
- Copies of the Draft HCD Study.

General Observations of the Meeting:

- The meeting was positive overall.
- People were generally positive regarding the study itself.
- There was a good turnout for a cold, snowy evening.
- The community is engaged and wants to be involved in the process.
- Many people still don't understand what a HCD will achieve or what the benefits would be for a property owner within a HCD.
- The community is eager to proceed – there is a feeling that past studies have not resulted in actionable outcomes.
- Lots of curiosity about how a HCD Plan will affect personal property.
- Many people are supportive but concerned how Part V designation would affect them as heritage property owners in the HCD.
- Homeowners in the proposed HCD area were interested to see the individual write up done in the property inventory booklets – some made notes about their property.
- Generally, the mood was positive and several people said that they were excited for the project to move forward.
- Did not encounter anyone who was unhappy about the project.
- The meeting went well overall. Lots of attendees seemed happy with the approach and the justification for selecting our recommended option.

- Some attendees were interested in the next steps of the project.

Questions and Concerns:

- Why agricultural properties and the cemetery were not included.
- How development on land adjacent to properties in the HCD will be handled.
- Some concern regarding data collection from local residents and a member of the heritage committee. Some thought that more engagement/data collection would occur throughout the process and during the meeting.
- Residents were concerned about development in the area. Some mentioned recent sale of land to developers and commercial uses in former houses.
- Concern that our study found that the agricultural properties at the south end of the study did not have cultural heritage value (this concern was due to how the map was interpreted).
- Several attendees were concerned with new development in/near Sharon, including in areas directly adjacent to the recommended HCD.
- There was some concern regarding historical details of properties. This includes the presence of the Reid Shoe Shop (19041 Leslie) and that the school is the oldest in the Region.
- Some concern as to why the HCD process didn't happen years ago.

Specific Questions and Answers:

- Several people felt the Sharon Burying Ground should be part of the HCD. Response: that the Sharon Burying Ground was Designated under OHA part IV and as a site of historical importance so it would be safe.
- Several attendees were very concerned about the heritage properties at the south end of the study area not being included in the HCD, specifically Walnut Farm (house and barn) and Morton Stables. Response: individual Part IV designation is being recommended for these properties. In many cases, concern was lessened when this was mentioned
- There was concern that there is not enough time to designate these individual properties and there was concern that the developer who now owns Walnut Farm will develop the property as soon as possible and not care about the heritage. Response: the EG Planning Department would be able to respond to the timing and urgency for these individual designations.
- Several homeowners in the HCD area asked about what types of restrictions would they need to comply with. Response: the specific criteria of what homeowners can and cannot do would be part of the HCD Plan should the municipality wish to proceed with that. Several people had this same concern.

- Some people were there because they wanted clarification on what it meant for the identified properties and were satisfied with the response. Response: it is a planning tool to manage change.
- One attendee asked about the next steps of the project and how their property may be affected by a HCD plan. Response: described that the next step, should council decide to pursue it, would be the preparation of a HCD Plan based on council's approved boundary. Further explained that a HCD is not intended to freeze property, but to help guide ongoing development in the area through specific guidelines. The attendee seemed pleased with this answer.
- Several attendees asked about our process for determining the boundary for Option 3. Response: described that the intent was to focus specifically on the village landscape of Sharon and that Option 3 was the most accurate and true representation of this intent. Also spoke to the north/south ends of Option 3 being clearly framed with historic properties/buildings which creates a distinct character in the area.
- Several attendees asked about municipal/regional infrastructure works. Response: mentioned that the HCD Plan, if prepared, would define policies/guidelines for these types of works.

Reaction to the Recommended Option 3:

- Concern about exclusion of properties at the south.
- Councillors seemed pleased. Good compromise between conservation and development. They expressed interest in a sensible (i.e., simple, easy) HCD Plan.
- A developer who was present liked the boundary.
- Members of the heritage committee were generally supportive. They often mentioned the agricultural properties and cemetery at the south of the study area.
- Some identified that the agricultural properties and cemetery should be the gate into Sharon at its south end.
- Several people were concerned about developers currently building in the area, specifically industrial land development adjacent to the Sharon Burying Ground.

Comments Received in the Booklets:

- HCD Study
 - No notes in either book.
- Property Inventory
 - 19041 Leslie Street (Wilson Reid's Shoe Shop) – "See note on HCD map". Note on map iterated that the shoe shop still exists behind the house. The possible shoe shop is completely obscured from view from Leslie Street.

- 18908 Leslie Street – ‘Phoebe Willson House’ crossed out with comment “See note on HCD map”. Note on map iterated that Phoebe Willson never lived on the property and died before the house was built.
- 18849 Leslie Street – ‘vinyl’ in main exterior wall materials crossed off.
- 18391 Leslie Street (Burying Ground) – “Name: Sharon Burying Ground; Circa 1812”.

Other comments to help inform the overview of this public meeting:

- Hoping to get more feedback on heritage attributes and objectives for the HCD Plan. Will have to be some other form of engagement early in the plan process. More meetings could be helpful to walk through the process.
- Some people expressed an appetite for more meetings of similar nature.

Photographs of Public Meeting #2:







