



# Town of East Gwillimbury

## DEVELOPMENT SERVICES MEMORANDUM

To: Council

From: Victoria Moore, Manager of Planning  
Margot Bégin, General Manager of Development Services

Date: February 22, 2023

Subject: Sharon Heritage Conservation District Study Update

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The purpose of the memorandum is to update Council on the status of the Sharon Heritage Conservation District Study. A Heritage Conservation District is a planning tool used to guide change in specific neighbourhoods through policies and guidelines for conservation, protection and enhancement of the area's special heritage character. The study will examine character and appearance of building, structures and other property features, recommend district area boundaries, recommend objectives of designation and content of HCD plan, and recommend changes to the Official Plan and municipal bylaws as appropriate.

### **A comprehensive procurement process occurred through May and June 2022**

The RFP for the Sharon Heritage Conservation District project was advertised publicly for 21 days. In total, there were ten (10) plan takers and two (2) proposals submitted to the Town. A consensus evaluation of the proposals was performed by the evaluation committee consisting of staff and members of the Town's Heritage Advisory Committee, and the submission by Letourneau Heritage Consulting (LHC) in partnership with Timmins Martelle Heritage Consultants (TMHC) was ranked the highest and awarded.

### **LHC and TMHC are highly reputable and recognized heritage planning firms**

The partnership of LHC and TMHC for the Sharon HCD project means that two highly reputable and longstanding heritage consulting firms will be working with the Town and providing a robust set of skills and experience to ensure the success of the project.

The proposal submitted by LHC and TMHC is also priced at \$79,920.00, which is under the Council approved capital budget of \$100,000.00. An effective team structure is also outlined, with LHC being the primary point of contact and multiple additional resources and staff (graphics, consultation specialists, archivists etc.) provided by the firms.

### **The Sharon HCD Study will formally commence in early March, 2023**

Staff have been working with the consulting team for the past several months to conduct preliminary background research and gather information to inform the study. Planning Staff will be issuing a notice of study commencement by the end of February to residents within the study area, and in the newspaper to advise residents that the study will be taking place.

A public engagement session has been scheduled for March 14<sup>th</sup>, 2023, at 5:00pm at the Sharon Temperance Hall. The purpose of the session is to advise the public of the HCD objectives and process. It will also provide an opportunity to obtain preliminary feedback from members of the public including the owners of properties within the study area boundary.

Both the consulting team and Town Staff will be present at the meeting to answer questions and solicit feedback regarding the project.

The Sharon HCD project will have two phases – a study phase and the HCD plan development phase – with public consultation being a cornerstone throughout the entirety of the project. The project is anticipated to be completed within +/- 18 months, by Q2 of 2024, and all project updates will also continually be provided to Council throughout the duration of the project.

### **ATTACHMENTS**

Appendix 1 – Sharon HCD Study Area Map

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