

**Appendix 2**  
Heritage Conservation District Study Process and Timing

<b>Heritage Conservation District (HCD) Study – Process and Timing</b>		
	<b>Study Background</b>	<b>Time Frame</b>
	Burlington Official Plan was approved. Part II, Sec. 7.5 h) of the OP states that, “Heritage landscapes may be conserved through designation as Heritage Conservation Districts under the Ontario Heritage Act...”	1997
	Burlington Strategic Plan (Future Focus V) came into effect. Strategy 8.1 a) states, “Continue to support Heritage Burlington LACAC’s effort to identify heritage resources, and increase the number of owner-supported building designations and heritage district designations.”	2001
	Heritage Burlington LACAC prepared report supporting the preparation of a HCD Study.	April 2002
	City staff report to CDC recommending that the City initiate a HCD Study, as per identified tasks in the City’s Strategic Plan (Future Focus V); policies in the Official Plan; and findings of the LACAC report.	May 2002
	Council passes a by-law of intent to undertake a HCD Study.	June 2002
	<b>PHASE I – Assessing the feasibility of a Heritage Conservation District</b>	<b>Approximate Time Frame</b>
	Consultant Request for Proposal is issued.	October 2003
	Heritage Consultants Phil Carter and Paul Oberst are retained and study is commenced.	November & December 2003
	Stakeholder Meeting	March 1, 2004
	Heritage District Study Open House	March 23, 2004
	Public Process Advisory Committee Meeting #1	October 6, 2004
	Study Update Newsletter (including Q and A section)	October 2004
	Public Information Session and Presentation: Meeting to build on first public meeting and feedback received thereafter. Session will include a study-to-date review, public consultation schedule, a presentation by Jeff Wills, proposed goals and objectives of a Heritage District and the various planning tools that can assist in achieving those objectives. Consideration will be given to address both residential and commercial interests.	November 8, 2004
	Distribution of meeting notes from the Public Information Session to the public and to the consultants.	November 2004
	Public Process Advisory Committee Meeting #2	November 18, 2004
	Staff report to Community Development Committee to recommend receipt of the Heritage Conservation District Study (prepared by the consultants) and referral of findings to staff for consideration and consultation with the public. Staff report and Heritage Conservation District Study will be available to public in advance of the CDC meeting.	January 17, 2005 January 31, 2005 (Council) Deferred and Received Feb. 21
	Study Update Newsletter #2	March 2005
	Public Process Advisory Committee Meeting #3	March 9 2005
	Public Meeting: Meeting to discuss findings of the Heritage Conservation District Study.	April 6 2005
	Staff report to CDC – Communications Plan	April 18 2005
	Staff report to Community Development Committee: To present staff recommendation	Spring 2005

	regarding the preparation of a Heritage Conservation District Plan. Report will address: consultants' findings; proposed boundaries; heritage conservation objectives; Official Plan policy and Zoning By-law regulation review.	
	Council decision regarding the preparation of a Heritage Conservation District Plan (including boundary delineation).	Late Spring 2005
	Study Update Newsletter #3	Late Spring 2005
	<b>PHASE 2 – Consultation: District Plan and Guidelines</b>	
	Public Process Advisory Committee Meeting #4: Meeting to discuss next steps as part of phase 2.	Summer 2005
	Public meeting: To review Heritage Conservation District Plan and Guideline options.	Fall 2005
	Staff report to Community Development Committee to present staff recommendation regarding: the receipt and adoption of a district plan and the associated guidelines, plan implementation and administration and district designation.	Late Fall 2005
	Council decision on whether to approve the Heritage Conservation District Plan and Guidelines as prepared by the consultants. Council decision regarding designation.	Late Fall 2005
	Study Update Newsletter #4	Late Fall 2005
	Implementation and Administration of Heritage Conservation District Plan	Ongoing