

AGENDA
THE EIGHTH MEETING OF THE MUNICIPAL HERITAGE
COMMITTEE

VIA ZOOM

5:00 P.M.

JUNE 29TH, 2021

DISCLOSURES OF INTEREST

Special Meeting

NEW BUSINESS

Heritage Alteration Permit - HAP-03-21 - 344-360 Talbot Street

The following additional materials have been received in support of the application:

June 25 Letter from Sullivan Mahoney Lawyers **Pages 2-4**

Updated June 23 Heritage Impact Assessment **Pages 5-77**

June 15 Letter from A+Link Architects **Pages 78-79**

April 12 EXP Structural Site Review Report **Pages 80-91**

April 20 EXP E-mail – Opinion Regarding Rework Required for Façade **Page 92**

June 7 Gray & Frick Peer Review of EXP Assessment **Pages 93-94**

“Salvage Quote” from Quantum Murray for Subject Lands **Page 95**

Building Code Orders Issued by City of St. Thomas **Pages 96-116**

NEXT MEETING

July 14, 2021

ADJOURNMENT

June 25, 2021

Via E-mail – mkonefal@stthomas.ca

St. Thomas City Hall
Office of the City Clerk
545 Talbot St., P.O. Box 520,
St. Thomas, ON N5P 3V7
Attn: Maria Konefal, City Clerk

Dear Ms. Konefal:

**Re: Heritage Alteration Permit -344-360 Talbot Street, City of St. Thomas
Our File No. 130430**

As you know, we are the solicitors for 2247171 Ontario Inc. and The GeoFocus Group with respect to the properties known municipally as 344-360 Talbot Street in the City of St. Thomas (“Subject Lands”). Our clients have applied for a Heritage Alteration Permit (“Permit Application”) related to these lands, which fall within the Downtown St. Thomas Heritage Conservation District Plan (“District Plan”).

As we have advised, our client has obtained additional material that relates to the Permit Application, which either had not been previously provided or that which wasn’t in their possession when the City’s Municipal Heritage Committee (“MHC”) considered the matter on June 9, 2021. We wish to provide a complete package of the material, including the following:

- An updated Heritage Impact Assessment, prepared by A+Link Architects, dated June 23, 2021, with appendices;
- The original Heritage Impact Assessment, prepared by A+Link Architects, dated May 11, 2021, with appendices;
- Letter dated June 15, 2021 from by A+Link Architects;
- EXP Structural Site Review Report for Subject Lands dated April 12, 2021;
- EXP email from April 20, 2021 regarding opinion regarding rework required for façade;
- Gray & Fick peer review of EXP assessment dated June 7, 2021;
- A “Salvage Quote” for the Subject Lands prepared by Quantum Murray;
- Building Code Orders issued by City of St. Thomas.

A link to the documents can be access here:

https://www.dropbox.com/sh/16gt8otucm94w5g/AABTXZmMgVhHi_H4Tw3kaJQDa?dl=0

Client Committed. Community Minded.

40 Queen Street, P.O. Box 1360, St. Catharines, ON L2R 6Z2 t: 905.688.6655 f: 905.688.5814

4781 Portage Road, Niagara Falls, ON L2E 6B1 t: 905.357-3334 f: 905.357.3336

sullivanmahoney.com

While the City has already received some of these documents, we wish to provide an explanation in a conjunctive manner.

The City has issued two Orders against the Subject Lands, including a Property Standards Order (PSO-20-008), and Order to Remedy Unsafe Building (ORU-20-002), both dated February 12, 2020. The reason for the Orders were a result of the very serious decline in the buildings on the Subject Lands. We note that our client acquired the Subject Lands in 2017 and the poor state of the buildings had deteriorated well in advance of its acquisition. Our client's intention is to redevelop the Subject Lands and put them into productive use along the City's main street and within the District Plan. The redevelopment will assist in the revitalization of this area of the downtown core in a manner that is sympathetic and compatible with the heritage attributes found within the heritage district.

Notwithstanding that redevelopment component, the focus of this Permit Application is the demolition only. The issuance of the Orders has required our client to quickly move to apply for and demolish the buildings on the Subject Lands. Due to the strict timelines under the *Ontario Heritage Act*, our client moved to obtain a Heritage Impact Assessment ("HIA"), which has been completed by Mr. Ed Van der Maarel of A+Link Architecture. Regrettably, due to these quick timelines, A+Link did not have all of the information that it needed to provide a full and complete assessment of the buildings on the Subject Lands. Accordingly, when the matter was first considered by the MHC, the supporting documentation was incomplete.

The issue that still needed to be resolved related to the comments made in the HIA and during the MHC meeting pertaining to the selective façade demolition along Talbot Street. At the time the original HIA report was written, A+Link did not have all the information with regards to the building's current structural condition, which was subsequently confirmed to be in a serious state of disrepair.

On the structural issue, our client retained engineering firm EXP to prepare a Structural Site Review Report to assess the condition of the building. The assessment concluded that, in general, the building and identified units are in "highly poor condition", including the façade along Talbot Street. It was their opinion that the existing structure cannot be salvaged without extensive review, analysis and testing and that a suggested method of action going forward would be to demolish the existing buildings and re-build the units with modern day construction methods.

In an email dated April 20, 2021, EXP further highlighted the considerable measures that would have to be taken to shore up, partially demolish the rest of the building and then retain the existing masonry façade. EXP notes that the capital costs in doing so will likely exceed the cost to rebuild and restore the exterior façade walls with demolition.

Our clients then undertook to obtain a peer review from Gray and Fick Consulting Structural Engineers, who considered EXP report. The peer report indicated that with the level of neglect persistent through the structure and years of exposure to freeze thaw cycles, it is unlikely that the north façade (i.e., Talbot St) of the building is salvageable.

Our clients have also received a quote from Quantum Murray as to what it would cost to retain the front façade through selective façade demolition. The cost would be in excess of \$1 million dollars. Regrettably, that would make the project unfeasible and would require our client to consider

alternative methods of complying with the Orders and possibly not proceeding with any redevelopment plans.

In his letter dated June 15, 2021, Mr. Van der Maarel clarified his comments on the selective façade demolition requirement. In particular, Mr. Van der Maarel determined that based on the recent investigations on the existing buildings' condition, it is fairly unlikely that much of the existing façade could be re-used. He opined that the buildings' façade has deteriorated to such a degree that many of the materials are falling apart and it poses a safety risk to the public. He further determined that the new building's façade would be re-built to reflect the heritage elements/style of the historic building as well as the surrounding heritage fabric along Talbot Street.

Based on all of this information A+Link has provided an updated HIA dated June 23, 2021, with various updated recommendations/comments.

It is clear that the lands have considerable potential for a redevelopment that will meet the requirements of the District Plan and result in a development that will support the heritage attributes of the downtown core, while also revitalizing this particular area along Talbot Street. While the buildings on the Subject Lands have stood the test of time, they are clearly in poor condition according to qualified engineers. This includes the front façade along Talbot Street.

On that basis, we would ask that the MHC recommend approval of our client's Permit Application, subject to any recommendations outlined in the revised HIA dated June 23, 2021.

Please provide this writer details of the next MHC. We would like the opportunity to make a brief presentation and answer any questions the MHC might have.

Yours very truly,

Sullivan Mahoney LLP

Per:



Patrick Maloney

JPM/ke

Encls.

Cc: Craig Hill
Adam Altobelli

HERITAGE IMPACT ASSESSMENT

344 - 360 Talbot Street
St. Thomas, Ontario

Date:

JUNE 23, 2021 - REVISED

Prepared for:

2247171 Ontario Inc.

296331 29th Line RR3

Lakeside, ON

N0M 2G0

Prepared by:

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architecture inc.
preserve + create + sustain

HERITAGE IMPACT ASSESSMENT
344-360 TALBOT STREET, ST. THOMAS, ONTARIO

a+LiNK Architecture Inc.

23 June 2021

Project No. 2106

2247171 Ontario Inc.

296331 29th Line RR3
Lakeside, ON
N0M 2G0

Re: Heritage Impact Assessment
344-360 Talbot Street
St. Thomas, ON N5P 1B6

Attached is the Heritage Impact Assessment for the property located at 344-360 Talbot Street in conjunction with the Heritage Alteration Permit application for the properties located within the Downtown St. Thomas Heritage Conservation District.

We look forward to the opportunity to present this report to the City as you may require. Please do not hesitate to contact us with any questions or comments regarding this report.

Sincerely,



Ed van der Maarel
Partner, Principal Architect + Heritage Consultant
dipl. Arch., OAA, dipl. Arch.Tech., CAHP, OAHP

and

Tara McLaughlin
Architect, OAA
MArch., B.E.D.S, BA Hons

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APPENDIX A - *Part V Designating By-Law 100-2018*
Downtown St. Thomas Heritage Conservation District
Ontario Heritage Register, Ontario Heritage Trust,
August 13, 2018, Retrieved April 2021

APPENDIX B *Cultural Heritage Resources - Non-Designated,*
344-360 Talbot Street
Municipal Registry
City of St Thomas

APPENDIX C Structural Site Review and Condition Assessments
exp engineers, April 12, 2021
Gray & Fick Engineers, June 7, 2021.

APPENDIX D City Orders:
ORU-20-002, February 12, 2020
PSO-20-008, February 12, 2020

1. SUMMARY AND RECOMMENDATIONS

The Owner, 2247171 Ontario Inc., has applied for a Heritage Alteration Permit (HAP) for the demolition of the existing properties at 344-360 Talbot Street. The HAP has been submitted as a requirement by the City of St. Thomas to address the outstanding City Orders on the property. The City Orders #ORU-20-2020 and PSU-20-008 were issued on February 12, 2020 due to the dilapidated state of the existing buildings, mainly at the rear walls. It is the City's opinion that the current poor condition of the existing buildings poses a safety risk to the public and steps must be taken immediately to remedy the situation. It is the Owner's intention to work with the City of St. Thomas to resolve this issue as quickly as possible for the future safety of the public.

Moving forward, the intention for this property is for a new mixed-use development which will align with the goals of the Downtown St. Thomas Heritage Conservation District (HCD) within which the property resides. The approach to the project will aim to reinforce the architectural merit of the listed property as part of the streetscape within the context of the HCD. This will be achieved by providing a new building facade which would be sympathetic to the heritage character of the existing buildings on the property and that of the adjacent properties.

The prominent location of the site within the downtown core and Downtown St. Thomas Heritage Conservation District makes it an important property to assess for any potential impacts of a proposed development. The potential heritage impact of the proposed development at 344-360 Talbot Street, designated under Part V of the OHA, By-Law 100-2018, on August 13, 2018, has been assessed for its impacts against the Downtown St. Thomas Heritage Conservation District Plan Policies and Guidelines, and the mitigating approaches assessed. The proposed development of a mixed-use, multi-unit residential project and integration of the cultural heritage assets of the property within the addition provides the platform for the vibrancy and character desired within the Downtown St. Thomas Heritage Conservation District. As with most new developments on properties within a designated heritage district, location, height, density, and massing of proposed development provide the highest levels of impact on cultural heritage assets. The following guidelines will be reviewed when designing the new buildings: Parks Canada's *The Standards and Guidelines for the Conservation of Historic Places*, and the *Ministry of Heritage, Sport, Tourism, and Culture's Eight Guiding Principles for the Conservation of Historic Properties*.

The five structures that currently make up the property are in very poor condition, with significant structural concerns that render them uninhabitable in their current condition. Structural remediation is not a viable option so the removal of the existing buildings are required in order to meet occupancy and Ontario Building Code requirements for safety.

A new low density mixed-use residential development is proposed for the property, continuing the historic retail and commercial use on the main street level, and the upper apartment. The proposed design massing of the new building will be developed in further detail to provide articulation of windows and fenestration, entrances, balconies, materials and details. Importantly, the proposed development will ensure not to negatively affect the views, vistas or other heritage elements of nearby and adjacent properties and will retain as much of the heritage fabric of the historical facade along Talbot Street as possible. At the same time, the approach to the building achieves safety measures, and considers the future longevity while aligning with the HCD policies and guidelines.

While the proposed development strives to achieve the majority of impact and mitigation measures identified in this document, the design for the project is still in its early stages. Many details on the articulation of new fenestration, openings and windows, doors, balconies and facade cladding will need to be further developed in order to successfully achieve the balance between new and old. The appearance of the new building will blend into the surrounding area but also create a sensitive and discernible condition from the original heritage context and elements. The size and location of windows, openings and doors can help to achieve this, along with consideration

1. SUMMARY AND RECOMMENDATIONS

for appropriate sized-balconies and openings, and complementary colour and pattern choices for the exterior cladding. These decisions will help to further support the implementation of the project that meets the needs of the program while respecting the identity and character of the neighborhood and the Downtown St. Thomas HCD.

In conclusion, the proposed development meets many of the guidelines provided in the Downtown St. Thomas Heritage Conservation District Plan provided the recommended measures are considered as part of the approach. While we recommend further refinements in the design for consideration as the project proceeds to the detail and working drawing phase, and the inclusion of the mitigation approaches noted in Section 7.0, we believe the design is a good example of respecting and integrating the surrounding heritage value of the district with a new development that allows for harmonious connection of new and old. The retention of original heritage fabric and elements of the existing facade where possible as part of the project would achieve a successful approach to heritage conservation that could otherwise see the complete loss of the building fabric entirely. As such, the proposed development to the municipally listed, Part V designated property at 344-360 Talbot Street would contribute to the vibrancy and character of the historically significant area, while improving the longevity of the property.

Ultimately, a safe building that also respects the original heritage facade through a new design that reflects the character of original heritage elements and a new rebuild sympathetic to the heritage style and quality of materials is the best-case scenario to support the policies and guidelines of the Downtown St. Thomas HCD, while encouraging a future mixed-use development for the property at 344-360 Talbot Street in the City of St. Thomas.

2. INTRODUCTION

a+LiNK architecture inc. was retained by the Owner, 2247171 Ontario Inc., to provide a Heritage Impact Assessment (HIA) for the property located at 344-360 Talbot Street, St. Thomas, Ontario, in regards to the City Orders currently in place for the listed heritage buildings designated under Part V of the OHA, located within in Downtown St. Thomas Heritage Conservation District. This report has been prepared by Ed van der Maarel, Partner, Principal Architect and Heritage Consultant (OAA, CAHP) and Tara McLaughlin, Architect and Heritage Consultant (OAA). The proposal is being submitted as part of a Heritage Alteration Permit Application for 344-360 Talbot Street, and the HIA is included as part of this HAP application. The HAP is a requirement of the City under the city orders currently in place on the property, with a demolition permit required prior to any demolition work on the property.

The purpose of the Heritage Impact Assessment is to analyze the impact of the proposed demolition on the heritage value of the property and the surrounding area. The buildings are individually listed as having cultural heritage value, and designated under Part V of the Ontario Heritage Act (OHA), located within the Downtown St. Thomas Heritage Conservation District (HCD), under By-law 100-2018. The property and proposed development are located within the downtown core of St. Thomas along Talbot Street, a major artery that runs east-west through the downtown core of St. Thomas, Ontario. The property is comprised of five buildings located on the south side of the street, including the addresses of 344, 346, 348, 350 and 360 Talbot Street. Currently the two storey property is vacant, but once housed businesses and retail along the street level, with apartments and offices above and to the rear of the property. The five structures that currently make up the property are in very poor condition, with significant structural concerns that render them uninhabitable in their current condition. A new low density mixed-use residential development is proposed for the property, continuing the historic retail and commercial use on the main street level, and apartments on the upper level.

This document outlines the observations of the proposed development at 344-360 Talbot Street, including demolition of existing buildings, and considers the impact of the development on the heritage value of the listed heritage within the Part V designated Downtown St. Thomas Heritage Conservation District. The document also provides insight into the context of the property, its history and summarizes at a high level, the impact and mitigation recommendation strategies as part of the implementation process.

3. POLICIES AND TERMS OF REFERENCE

The Provincial and the Municipality has set in place a number of policies and terms of reference for the purpose of protecting, preserving, and integrating cultural heritage resources within Ontario cities. The following Policies and Terms of Reference have been used in the preparation of the this Heritage Impact Assessment:

1. THE PLANNING ACT AND PROVINCIAL POLICY STATEMENT (PPS) 2020

The Provincial Policy Statement 2020 (PPS) is the statement of the government’s policies on land use planning. It applies province-wide and provides clear policy direction on land use planning to promote strong communities, a strong economy, and a clean and healthy environment.

The PPS is issued under Section 3 of the Planning Act and is utilized by municipalities to develop their official plans and to provide guidance and information in regards to planning matters. Specifically, and in regards to cultural heritage, the Planning Act has provisions respecting the province’s cultural heritage. The PPS 2020 provides general guidance for municipalities for planning and development of communities in a number of ways by; 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. There are also other documents produced based on the previous PPS 2014 that are useful and applicable to current Heritage Impact Assessments.

Section 2.6 of the Act, specifically 2.6.1, 2.6.3, 2.6.4 and 2.6.5 provides municipalities with rules as to the cultural resources within the community.

2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be 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 consider the interests of Aboriginal communities in conserving cultural heritage and archaeological resources.

The PPS 2020 further provides definition to municipalities in regards to the terms used to describe cultural heritage.

Built heritage resource: means a building, structure, monument, installation or any manufactured remnant that contributes to a property’s cultural heritage value or interest as identified by a community, including an Aboriginal community. Built heritage resources are generally located on property that has been designated under Parts IV or V of the Ontario Heritage Act, or included on local, provincial and/or federal registers.

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-Provincial Policy Statement, 2020 | 42 maker. Mitigative measures and/or alternative development approaches can be included in these plans and assessments.

3. POLICIES AND TERMS OF REFERENCE

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.

Development: means the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the Planning Act, but does not include:

- a. activities that create or maintain infrastructure authorized under an environmental assessment process;
- b. works subject to the Drainage Act; or
- c. for the purposes of policy 2.1.4(a), underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mineral potential in Ecoregion 5E, where advanced exploration has the same meaning as under the Mining Act. Instead, those matters shall be subject to policy 2.1.5(a).

Heritage attributes: 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 or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (including significant views or vistas to or from a protected heritage property).

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.

While the property is not designated under Part IV of the Ontario Heritage Act, it is located within the Downtown St. Thomas Heritage Conservation District, designated under Part V of the Ontario Heritage Act. As per City of St. Thomas By-law for Heritage Alteration Permits, a Heritage Impact Assessment is required when a property within a Heritage Conservation District (HCD) is altered, and the PPS 2020 provides the tools necessary as a Terms of Reference for the document.

2. THE ONTARIO HERITAGE ACT

The Ontario Heritage Act (OHA), R.S.O. 1990, c.0.18 is the legislation for the conservation of significant cultural heritage resources in Ontario. Part V of the OHA references Heritage Conservation Districts. Part V outlines the requirements for designation of a district and requires that all HCD's within a municipality be registered under that section. The HCD also helps to manage changes within a specified district while also protecting the cultural heritage value of the HCD. This Heritage Impact Assessment (HIA) will refer to these policies to determine the potential impacts, mitigation approaches and any conservation recommendations for the development alterations at 344-360 Talbot Street as they relate to the Downtown St. Thomas HCD principles, policies and guidelines. Ultimately, the goal of the HIA is to ensure that the new additions maintain compatibility within the neighbourhood, as well as the visual streetscape and essence of the community within Downtown St. Thomas.

3. POLICIES AND TERMS OF REFERENCE

3. CITY OF ST. THOMAS - TERMS OF REFERENCE: HERITAGE IMPACT ASSESSMENTS AND HERITAGE CONSERVATION DISTRICTS

The Heritage Impact Assessment for the property located at 344-360 Talbot Street is being submitted for as part of the Heritage Alteration Permit application, a requirement part in parcel of the demolition request to remove unstable portions of the existing buildings to accommodate a future proposed development for the site.

City of St. Thomas Heritage Impact Assessment

The City of St. Thomas does not have specific Terms of Reference for the preparation of Heritage Impact Assessments. Generally, municipal Terms of Reference are based on Provincial Policy Statements' Heritage Resources in the Land Use Planning Process, Cultural Heritage and Archaeology Policies of the PPS. This document has provided the general terms of reference for this HIA.

City of St. Thomas Heritage Conservation District - Downtown St. Thomas

The City of St. Thomas maintains By-Laws to protect larger, condensed areas considered of high heritage value within the city boundary. These areas are known as Heritage Conservation Districts. The site at 344-360 Talbot Street is located within a Heritage Conservation District (HCD) called the *Downtown St. Thomas Heritage Conservation District*. The City designated the area under By-Law 100-2018, in 2018 after a Heritage Conservation District Plan and Study was prepared by Stantec and a+LiNK architecture inc. The district is designated under Part V of the Ontario Heritage Act.

As part of this district, policies and guidelines are put in place to assist with change management, including alterations, additions and demolitions. A Heritage Alteration Permit (HAP) Application may be required to adhere to the Heritage Conservation District Plan and By-Law when a proposed demolition and/or development permit application is made for a property within the district. The policies and guidelines that have been implemented also aim to conserve the HCD, with the primary goal of retaining the original street facades of the historic buildings and structures along the key arteries within the downtown core of St. Thomas. The historical and architectural 'Reasons for Designation' (and the district boundary) identified under Section 2.0 of the HCD Plan are important in highlighting the specific conservation and preservation requirements of the HCD. These will be further discussed through the Section 5.0 Historical Context of this HIA.

The HCD also includes key Heritage District Goals, Objectives and Principles (3.0), as well as District Policies and Guidelines (4.0), Municipal Policies (5.0), and Heritage Alteration Permits (6.0). A summary of the Heritage District Goals, Objectives and Principles are listed below, as an overview of the policies that help inform this HIA. Specific District and Municipal policies (listed under Sections 4.0 and 5.0 of the HCD) as they relate to the property at 344-360 Talbot Street will be further outlined and discussed in this HIA report under Section 7.0, Impacts. This HCD plan provides the framework to review and evaluate the proposed demolition and alterations for the property at 344-360 Talbot Street. For the complete HCD plan, refer to the *Downtown St. Thomas Heritage Conservation District Plan*. Throughout this HIA document, this plan will be referred to as the HCD plan.

Heritage District Goals, Objectives and Principles - Downtown St. Thomas

Section 3.1 of the HCD outlines the Goals and Objectives for the area. There are eleven goals and objectives that provide the framework for the conservation of the HCD over the longterm, including the approach and the recommended guidelines. The goals as listed in the HCD plan are noted in *Italics* below.

3. POLICIES AND TERMS OF REFERENCE

Goals and Objectives

The HCD Plan has been prepared to meet the following objectives:

- *Provide a framework for managing changes to existing buildings and public spaces to conserve the heritage 'look and feel' of downtown St. Thomas*
- *Conserve the historic character and heritage attributes of the downtown commercial core and railway character areas*
- *Maintain and enhance the existing downtown street wall that contains historic buildings from the late 19th and early 20th century*
- *Encourage and support existing use or adaptive re-use of contributing resources within the HCD*
- *Avoid the loss, demolition, or deterioration of heritage attributes or heritage fabric within the HCD*
- *Encourage compatible redevelopment in the downtown core to contribute to continued revitalization of the downtown*
- *Collaborate with property owners and business owners to encourage and provide incentives for the conservation, restoration and appropriate maintenance of heritage buildings*
- *Initiate other studies and programs that support the implementation of an HCD for the downtown core and the continued revitalization and enhancement of the downtown core*
- *Encourage connectivity from within the HCD to other community assets and heritage areas*
- *Encourage the enhancement of the public realm and City-owned properties within the HCD in a manner compatible with the district character*
- *Encourage the conservation of murals within the HCD*

Principles

The following principles from the *Downtown St. Thomas Heritage Conservation District Plan* outline the overall foundation for conservation that should be considered, particularly in situations where the policies and guidelines of the HCD do not specifically address a situation or issue. These principles provide the backbone for the plan, offering fundamental direction in lieu of applying specific guidelines or policies from the HCD. The following is taken directly from the HCD, indicated by *Italics*.

The principles at the core of an HCD Plan are drawn from heritage best practices established at the provincial, federal and international level through guiding documents and charters. The principles outlined in this report are derived from the 1964 Venice Charter, the 2007 Eight Guiding Principles in the Conservation of Built Heritage Properties and the 2010 Standards and Guidelines for the Conservation of Historic Places in Canada. The following principles form the basis of the HCD Policies and Guidelines:

Preserve the Historic Context - *A heritage building represents the individuals and periods from history that have been associated with it. The building records the original designer and builder's intentions as well as the historic forces that were at play when it was built. Subsequent alterations to the building also record the historic context at the time of the alterations. It is appropriate to acknowledge that a building is both a functional enclosure and a vehicle for history. As such, historical context is to be considered when planning restorations, alterations or redevelopment.*

Maintain and Repair - *All buildings require some continuous methods of conservation as they are exposed to the constant deteriorating effects of weather and wear from use. Owners are encouraged to undertake appropriate repair and maintenance activities of heritage properties.*

3. POLICIES AND TERMS OF REFERENCE

Find a Viable Social or Economic Use - Buildings that are vacant or under-utilized come to be perceived as undeserving of care and maintenance regardless of architectural or historic merit. City Council and staff should actively encourage and support appropriate forms of adaptive reuse when necessary to preserve heritage properties.

Preserve Traditional Setting - A building is intimately connected to its site and to the neighbouring landscape and buildings. Land, gardens, outbuildings and fences form a setting that should be considered during plans for restoration or change. An individual building is perceived as part of a grouping and requires its neighbours to illustrate the original design intent. When buildings need to change there is a supportive setting that should be maintained.

Preserve Original Decoration and Fittings - A building fits into its larger setting and at a smaller scale is the frame for the decorations and fittings that completed the original design. The original exterior decorations such as bargeboards, verandah trim, wood, metal or brick cornices and parapets are all subject to weathering and the whim of style. Resist the urge to remove or up-date these features or to replace them with poor reproductions of the originals. Their form and materials are an inextricable part of the original design and should enjoy the same respect as the whole building. Where practical, fittings and equipment should be preserved or re-used.

Restore to Authentic Limits - Resist the temptation to embellish a restoration and add details and decorations that would not have been part of the history of the building.

Employ Traditional Repair Methods - Deteriorated elements and materials that cannot be salvaged should be repaired or replaced with the same materials and inserted or installed in a traditional manner. In some cases, some modern technologies ensure better and longer lasting repairs than traditional methods and should be employed if proven to be an improvement.

Respect Historic Accumulations - A building is both a permanent and a changeable record of history. The alterations that have been made since the original construction also tell part of the history of the place and the building. Some of those alterations may have been poorly conceived and executed and research may determine that they can be removed. Other alterations and additions may have merits that warrant incorporating them into the permanent history of the building. In many cases, it is unnecessary to fix a point in history as the target date for restoration. It is more appropriate to aim for a significant period in the history of the building, but be flexible in accommodating more recent interventions that are sympathetic and have improved the historical or functional nature of the building.

Make New Replacements Distinguishable - The construction eras and historical progression should be self-evident. Although new work should be sympathetic to the original and match or mimic as appropriate, it should not attempt to appear as if built as part of the original.

Understand the value of a historic place - Refer to the heritage value and character defining elements to understand the significance of the HCD and to guide appropriate change.

Respect documentary evidence - When repairing, restoring or rehabilitating historic buildings or features, rely on documentary evidence such as historic photographs, drawings or physical evidence where available. Avoid restoring based on conjecture.

Design alterations with reversibility in mind - When making additions or alterations that may cover, obscure or remove original materials, consider methods that could be reversed in the future to retain the original features, materials and/or character

4. DESCRIPTION OF SITE

4.1 CITY + DOWNTOWN CONTEXT

The site of 344-360 Talbot Street is located on the south side of Talbot Street in St. Thomas, Ontario. The property is located along Talbot Street, a major commercial artery that runs east-west through the downtown core of the City. City Hall is located approximately three blocks to the east of the property, at the corner of Mondamin and Talbot Streets.

The site is also located within the Downtown St. Thomas Heritage Conservation District, included in the map below (highlighted in yellow and outlined in blue). The railway lands, also part of the HCD, are a significant feature connected to this downtown core. The district is bounded by Queen Street to the west, and the west side of Alma Street to the east. It is bounded by the properties fronting onto Talbot Street on both sides of the street. The railway lands carry along the lines north and south as well as southeast of Talbot Street.

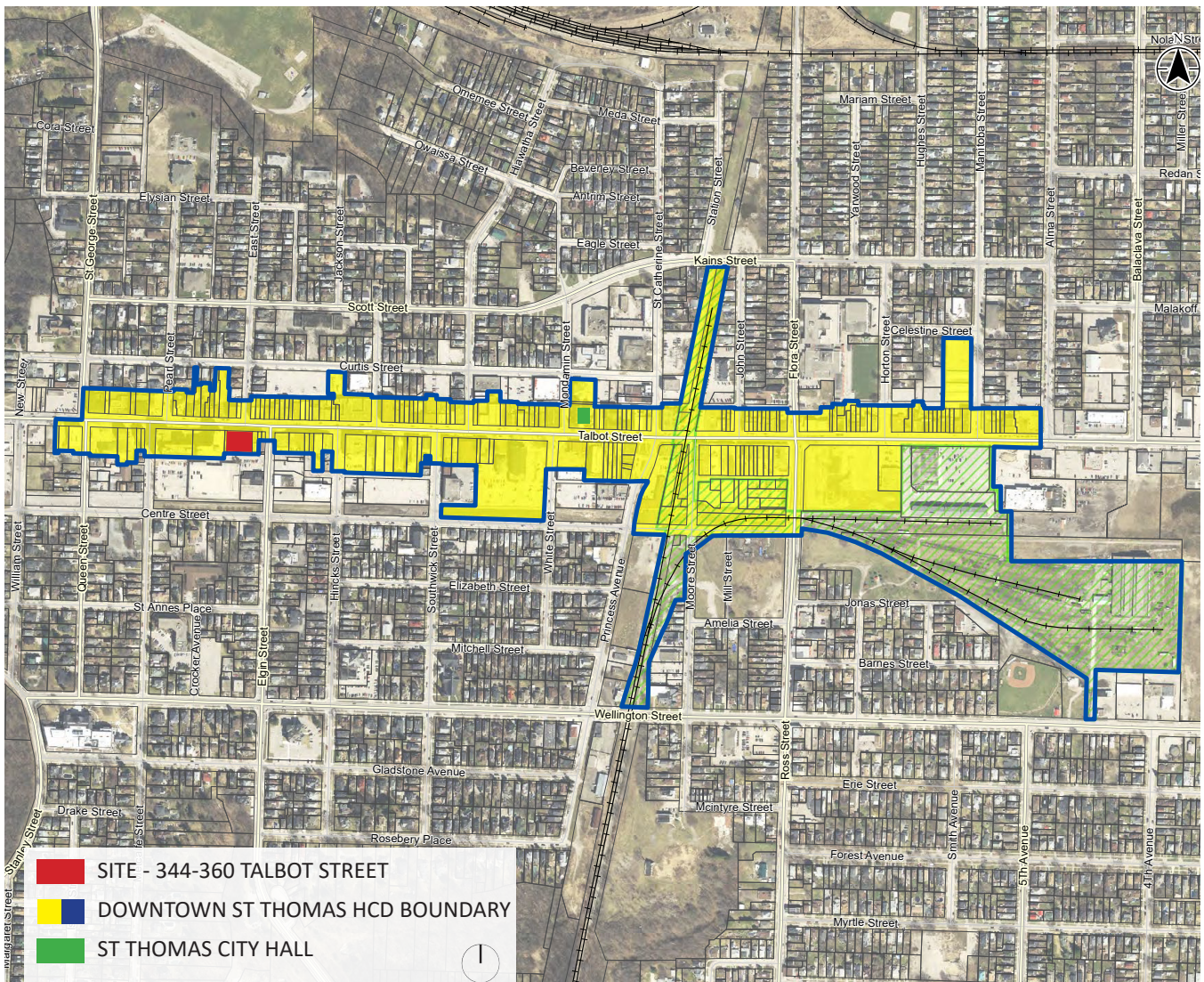


Image 1: City Context Map. Basemap: Downtown St. Thomas HCD, 2018.

4. DESCRIPTION OF SITE

4.2 NEIGHBOURHOOD CONTEXT: DOWNTOWN ST. THOMAS HERITAGE CONSERVATION DISTRICT

The site is located within the Downtown St. Thomas Heritage Conservation District, designated Part V of the OHA, under By-Law 100-2018, on August 13, 2018. The downtown core is considered to be one of the most significant commercial areas within the City of St. Thomas, and an area of high heritage value. Here there is a large proportion of commercial and retail buildings designated under Part IV of the Ontario Heritage Act, and designated or listed in the Municipal Registry of Heritage Properties for the City of St. Thomas as properties of heritage value. There are also several significant civic and institutional properties, and public spaces within the district including City Hall, Elgin Centre City Hall, the Post Office and the Public Library. The railway lands included as part of the district consist of the north-south London and Port Stanley Railway Tracks (owned by the City) between Kains Street and Wellington Street, the Canada Southern Railways Station (CASO) and railway lands south of the CASO Station, as well as the former M.C.R. Locomotive shops (now the Elgin County Railway Museum). The two areas are characteristically very different, but connect at Talbot Street near Moore Street and are linked both physically and historically.



Image 2: Neighbourhood Context + Site Map. Basemap: Google Maps, 2021.

4. DESCRIPTION OF SITE

4.3 SITE + BUILDING CONTEXT

Existing Site - 344-360 Talbot Street

344 -360 Talbot Street is located on the south side of Talbot Street, bounded by properties to the east, by Talbot Street to the north, and also bounded on the west by a narrow service laneway that connects to the rear service laneway running perpendicular to 344-360 Talbot Street, from Elgin Street (to the east) to Metcalfe Street (to the west). There is a large residential tower to the west of the laneway on the west side of the property that is 12 stories in height.

The property consists of four two storey historic structures that were formerly comprised of mixed use spaces with commercial on the street level and apartments (or office space) above. The addresses include: 344, 346, 348, 350 and 360 Talbot Street. 344-350 were built around 1891 and are reminiscent of the Edwardian style, while 360 was built in 1905 and resembles the Romanesque style. Many of the original features such as doors, windows, trimwork, and decorative elements are still present along the street facades facing Talbot Street, while others appear to have been replaced with modern versions including a few doors and windows at the street level. Some alterations have been made to the side and exterior elevations, and the street level facade of 360 Talbot Street has been altered to more closely resemble mid-century modern style with storefront windows and door system, and has since been boarded up with stone marble panelling that covers about two-thirds of the facade at grade level. This marble panel conceals red brick walls set on red stone plynths. When observed from the street level this red brick on the second level appears to have been painted white. The wood trim work and decorative details along the pilasters and rooflines of all of the structures appear to be original with some repairs made, although signs of degradation and lack of conservation are evident throughout the property.

The property at 344-360 Talbot Street is approximately 33.5 meters by 37 meters, with a building height of a 9.75 square meters. The site is currently zoned as C2 Downtown Talbot Central Commercial Zone, and the property is vacant. There is hoarding on most of the windows. The property is owned by 2247171 Ontario Inc.. The property at 344-360 is not designated under Part IV of the OHA, but is listed as a property heritage value on the City of St. Thomas Municipal Registry of Heritage Resources, and designated under Part V of the OHA as part of the Downtown St. Thomas Heritage Conservation District. Further information on the historical significance of the area and the site is included in Section 5.0 of this report.

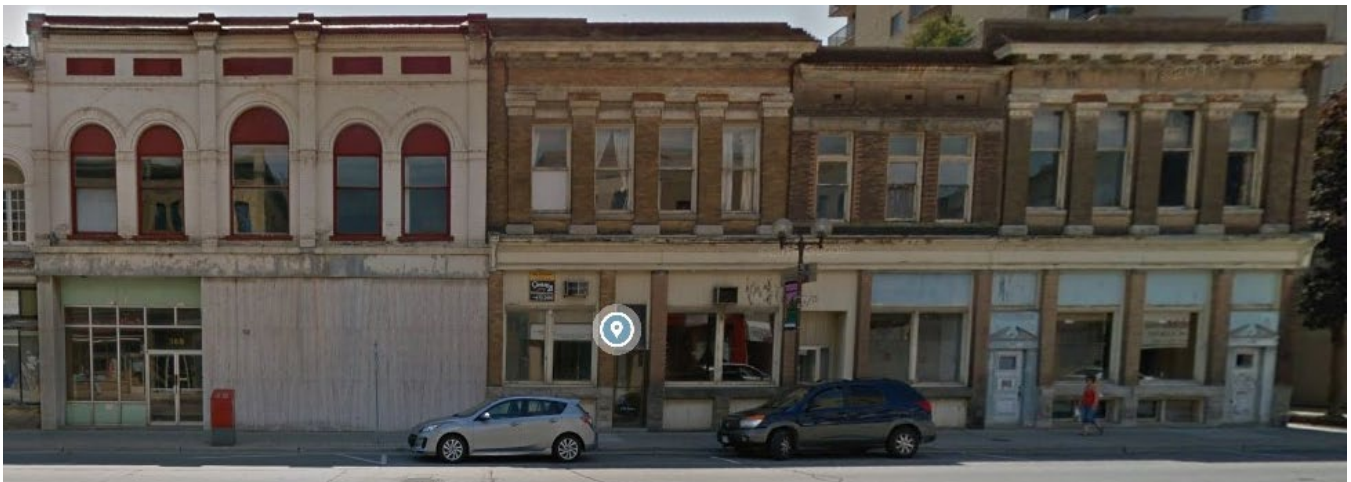


Image 3: North Elevation of Site: 344-360 Talbot Street. Streetview: Google Maps, 2016.

5. HISTORICAL CONTEXT

5.1 NEIGHBOURHOOD HISTORICAL VALUE - DOWNTOWN ST. THOMAS CONSERVATION DISTRICT (PART V)

As outlined in the Downtown St. Thomas Heritage Conservation District Executive Summary, By-law 100-2018

The boundary of the Downtown St. Thomas HCD reflects both historical and visual considerations. The area includes most the downtown commercial core that developed between the 1870s and 1930s, containing urban form and architecture representative of these eras. It also includes remnants of former railway lands and the associated buildings which, while visually different than much of the commercial core, are historically tied to development throughout the late 19th and early 20th century. Within both areas there are concentrations of heritage properties, as well as visual cohesion noted particularly in the commercial streetscape. Both qualities contribute to the sense of time and place experienced in the downtown core and railway lands areas.

Downtown St. Thomas Heritage Conservation Plan, April 2018

5.1.1 HERITAGE CHARACTER STATEMENT

The following information noted in *Italics* is provided from the HCD plan to help frame the historic context of the district.

Description of Historic Place

The St. Thomas Downtown HCD is located in downtown St. Thomas, Ontario, Canada. The HCD consists of the properties in the downtown commercial core along Talbot Street from the west side of Queen Street to the west side of Alma Street. The HCD plan also contains remnants of the city's railway heritage including parts of the London and Port Stanley Railway tracks between Kains Street and Wellington Street and remnants of the Canada Southern tracks parallel to Talbot Street, south of the commercial core, up to and including the former M.C.R. locomotive shops.

Historic Character

The HCD Plan boundaries are connected to the development of the City of St. Thomas through the influence of the railway boom beginning in the early 1870s. Prior to the arrival of the Canada Southern Railway (C.S.R.) and Great Western Railway (G.W.R.) lines, St. Thomas was a small town with little opportunity for growth. With the construction of the railways, employment and business was brought to the community, increasing the town's size and fostering growth for it to become a prosperous city by the end of the 19th century. The area's historical importance as a railway city provides the distinctive quality required for an HCD through heritage elements such as the CASO station, railway tracks, and late 19th century building blocks.

With the opening of the C.S.R. line in 1872, the railways attracted businesses and investors of influence from larger commercial and manufacturing centres and increased accessibility to the community. These influential citizens brought with them new ideas and finances for enterprise. Numerous building blocks along Talbot Street were constructed for a variety of new businesses catering to both the city's more affluent citizens and the railway workers. The Talbot Streetscape grew substantially, moving from the west end at Stanley Street east towards the CASO station. Growth continued into the 1880s. St. Thomas became a city in 1881, with a population of 8,367. In the following year, a new city hall and county courthouse were constructed in St. Thomas and further building blocks filled in the Talbot Streetscape. More railways were constructed through St. Thomas in the late 19th century, including the Canadian Pacific Railway, Wabash Railway, Lake Erie and Detroit Railway and the Pere Marquette Railway. For its

5. HISTORICAL CONTEXT

significant railway history, St. Thomas was inducted into the North American Railway Hall of Fame in 2008 as the Railway Capital of Canada.

Built Heritage

The Downtown St. Thomas HCD contains a wealth of built heritage resources. Together the built form contributes to the character of the area and is representative of a commercial core streetscape intersected with railway character elements that make it a railway hub community that was unique in the province. The built heritage resources of the HCD consist of the commercial and mixed-use properties fronting on Talbot Street that make up the streetscape. The commercial core buildings are typically between two and four storeys in height, with flat roofs.

Architectural styles such as Italianate and Edwardian reflect the two waves of development in the downtown core: 1870-1900 and 1900-1930. Architectural details such as decorative window surrounds, decorative brickwork, decorative cornices, parapets and certain window shapes are reflective of the architectural styles. Numerous vernacular buildings and building without a defined architectural influence or ones that have been altered over time also make up the downtown commercial core character. Brick is the dominant historical building material. In many of the commercial core buildings architectural details are evidence of the prosperity of the city in the late 19th and early 20th century.

Railway Heritage

The City's railway heritage is an important theme in its historical development, as well as its current identity as the "Railway Capital of Canada." While many of the railway buildings and infrastructure have been removed since the decline of the railway, key buildings and remnants of the railway lines and yards exist. These features include the CASO station, BX Interlocking Tower, the former M.C.R. locomotive shops (now the Elgin County Railway Museum), and remnant tracks from the C.S.R. and the L.&P.S. lines. The HCD also contains a replica of the London and Port Stanley Railway Station that was demolished in the 1960s. The railway heritage elements of the HCD intersect with the commercial core area and provide a link between two different but interconnected pieces of St. Thomas's past. Many of these assets are already designated properties (the CASO Station, BX Interlocking Tower and M.C.R. Locomotive shops) or are City-owned land.

Visual Context

Key elements in the visual context that contribute to the heritage character of the proposed HCD includes viewscapes within the rail corridor. These consist of two relatively intact historical views of the rail corridor and associated rail structures; east and west at the CASO station along the rail corridor, and looking north from Moore Street at Centre Street. These are defining heritage views with heritage attributes both in the foreground and background of the viewscapes.

The visual experience of the commercial corridor is also a contributing heritage attribute of a relatively consistent massing of the commercial buildings, the dominance of brick as the façade material, the consistent set back and the length of shorter distances between side streets that retain the heritage character of the urban form.

5.2 HERITAGE ATTRIBUTES

There are specific heritage attributes listed for the district, as designated under Part V of the OHA. The key heritage attributes for the area are highlighted below. The full cultural heritage designation outlining the historical, built, railway and visual aspects can be found in the designation documents included as Appendix A of this HIA.

5. HISTORICAL CONTEXT

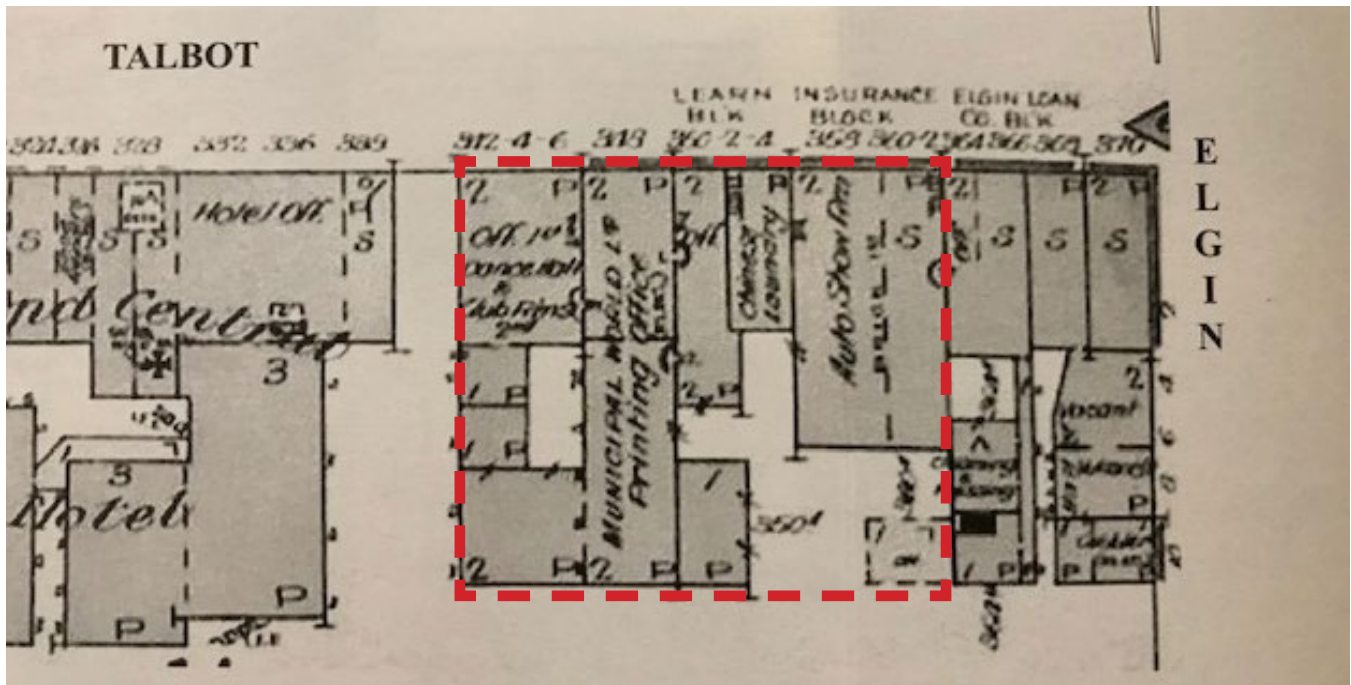


Image 4: Fire Insurance Plans of the Talbot Street (1929). The red dashed line indicates current property boundary of 344-360 Talbot Street. Source: Down the Street to Yesterday, 2000, p 232.

5.2.1 SUMMARY OF THE KEY ATTRIBUTES FOR THE DISTRICT

- The high concentration of late 19th and early 20th century commercial buildings forming a commercial street wall along Talbot Street, typically consisting of two to four storey buildings of purpose-built commercial character
- Cohesiveness of building setbacks, materials (brick), heights and massing along Talbot Street, creating a predominantly unified heritage visual experience
- The predominance of Italianate, Edwardian, and vernacular architectural influences that represent the periods of construction of most downtown buildings between 1870 and 1930
- Architectural details of the various styles and influences including: decorative brickwork, window surrounds or brick voussiors, brick corbelling, decorative cornices, dichromatic brickwork, round arch, segmental arch or rectangular window openings, brick pilasters, classical motifs, and stone detailing
- Predominant use of brick as an exterior cladding material
- Traditional façade organization of commercial or mixed-use buildings including shop entrance, apartment entrance, and storefront display windows
- The urban form of the smaller block lengths associated with historical neighbourhoods and the laneway system to service the stores from the rear
- Remnant railway buildings and infrastructure including the CASO station, BX Interlocking tower, the former M.C.R. locomotive shops, remaining railway tracks, and open space areas that were former railway lands south of Talbot Street
- Views along the remnant railway corridors, including north-south along the London and Port Stanley tracks and east-west along the Canada Southern tracks terminating at the CASO station and locomotive shops
- Views into the district along the side streets terminating at the Talbot commercial street wall
- Views along Talbot street defined by the low profile historic street wall and City Hall tower

5. HISTORICAL CONTEXT

The Downtown St. Thomas Heritage Conservation District Plan provides the necessary references to help clarify the historic character of the area through its noted attributes. The HCD also helps to frame an understanding of the heritage value of the listed property at 344-360 Talbot Street, as it contributes to historical context of the district.

5.2 BUILDING HISTORICAL VALUE + CONTRIBUTING ATTRIBUTES: 344-360 TALBOT STREET (PART V)

The property located at 344-366 Talbot Street is listed on the Municipal Heritage Registry and designated under Part V of the OHA, as part of the Downtown St. Thomas HCD. Because it is not individually designated under Part IV of the OHA, it is likely that the property contributes to the overall streetscape of the HCD because of its sequence, form and massing, setback close to the street, as well as its general architectural merit, which is representative of the Edwardian and Romanesque styles. The massing and form of the property highlights its program typical of the area; commercial business at the street level with private apartments (or offices) at the second level. The horizontal datum between the ground and second storey are consistent across all of the structures, and they form a consistent street wall that continues throughout the corridor of Talbot Street. The fenestration and window organization is consistent throughout the property and mimics that of many of the nearby properties, specifically on the second storey. The decorative woodwork at the pilasters, entrances and rooflines are also important.

The five addresses that comprise the site at 344-360 are highlighted on the following pages, with a brief summary of their history, former uses, and contributing heritage value to the overall character of the Downtown St. Thomas HCD. Refer to Appendix B of this HIA report for the City of St. Thomas Heritage Inventory of the property addresses: 344, 346, 348, 350, and 360 Talbot Street. Further details regarding the heritage of each address can be found in Appendix E of the Downtown St. Thomas Heritage Conservation District Plan by Stantec and a+LiNK architecture inc.

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CULTURAL HERITAGE VALUE - 344-360 TALBOT STREET, ST THOMAS


	<p>344-360 Talbot St.</p>	<p>030-240-14600</p>	<p>2247171 Ontario Inc.</p>	<p>Feb 19, 2013</p>	<p>ADM-08-13</p>	<p>Built in 1891, was Provincial Provident Institute, George T. Claris Brokers and The Municipal World. 360 was built in 1905 and included Misses Crandell Dressmakers, Robert Housley Broker and Andrew Clarke Real Estate.</p>
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Image 5: Excerpt of the property listing for 344-360 Talbot Street, Municipal Registry of Cultural Heritage Properties, “Non-Designated”, City of St. Thomas.

5. HISTORICAL CONTEXT



Image 6: 344 Talbot Street, NNorth Elevation. Google Streetview, 2021.

344 Talbot Street

Designation: PART V OHA (HCD); Listed on Register
By-law 100-2018

Two Storey
Mixed Commercial Residential, private ownership
Constructed in 1891
Edwardian Style
Historical Association with Provincial Provident
Institute, George T. Claris Brokers, Municipal World

Contributing Heritage Property within the HCD:
Four bay, brick building with decorative wood trims,
details and wood windows; Cornice, stone bands,
pilasters, dentils and colonial style broken pediment

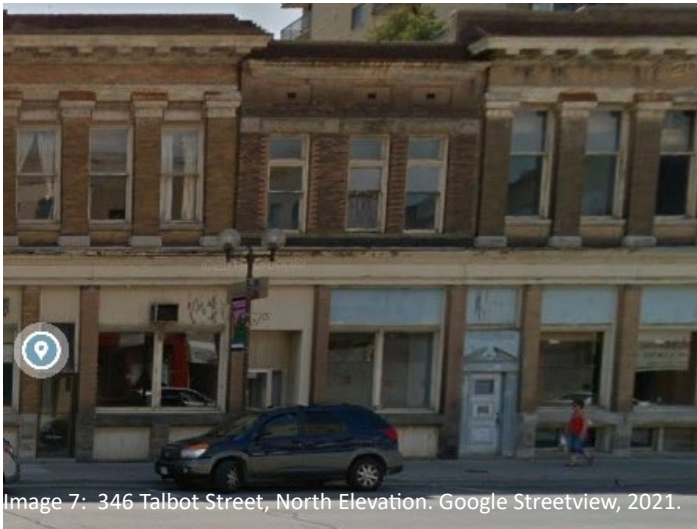


Image 7: 346 Talbot Street, North Elevation. Google Streetview, 2021.

346 Talbot Street

Designation: PART V OHA (HCD); Listed on Register
By-law 100-2018

Two Storey
Mixed Commercial Residential, private ownership
Constructed in 1891
Edwardian Style
Historical Association with Provincial Provident
Institute, George T. Claris Brokers, Municipal World

Contributing Heritage Property within the HCD:
Three bay, brick building with decorative wood trims,
details and wood windows; Cornice, stone bands,
and colonial style broken pediment

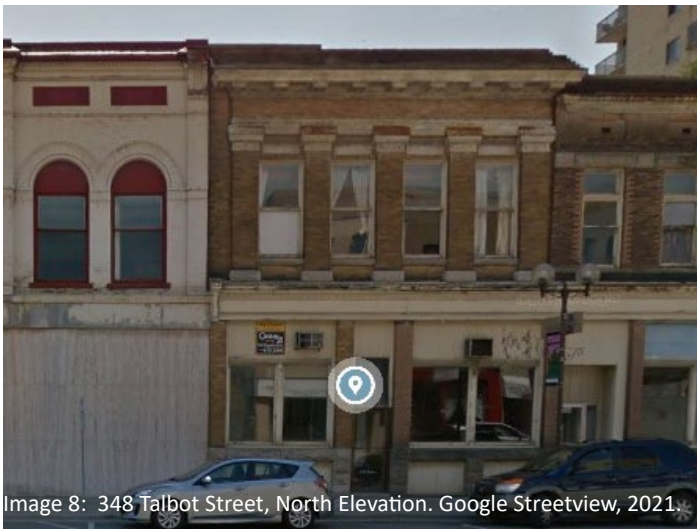


Image 8: 348 Talbot Street, North Elevation. Google Streetview, 2021.

348 Talbot Street

Designation: PART V OHA (HCD); Listed on Register
By-law 100-2018

Two Storey
Mixed Commercial Residential, private ownership
Constructed in 1891
Edwardian Style
Historical Association with Provincial Provident
Institute, George T. Claris Brokers, Municipal World

Contributing Heritage Property within the HCD:
Four bay, brick building with decorative wood trims,
details and wood windows; Cornice, stone bands,
pilasters, dentils and colonial style broken pediment

5. HISTORICAL CONTEXT

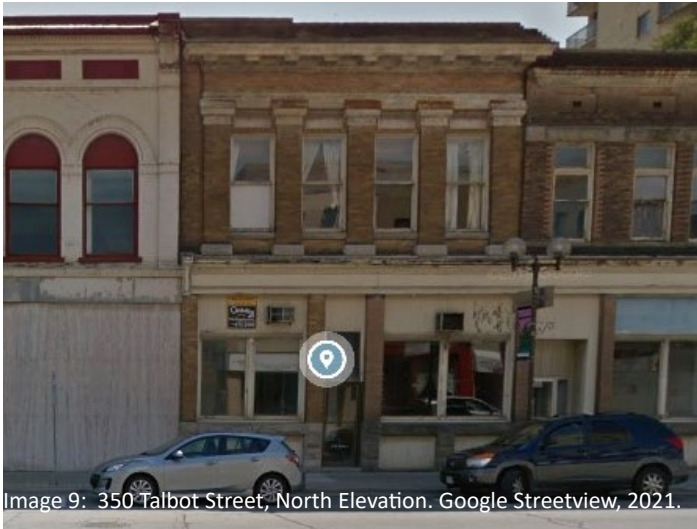


Image 9: 350 Talbot Street, North Elevation. Google Streetview, 2021.

350 Talbot Street

Designation: PART V OHA (HCD); Listed on Register
By-law 100-2018

Two Storey
Mixed Commercial Residential, private ownership
Constructed in 1891
Edwardian Style
Historical Association with Provincial Provident
Institute, George T. Claris Brokers, Municipal World

Contributing Heritage Property within the HCD:
Four bay, brick building with decorative wood trims,
details and wood windows; Cornice, stone bands,
pilasters, dentils and colonial style broken pediment



Image 10: 360 Talbot Street, North Elevation. Google Streetview, 2021.

360 Talbot Street

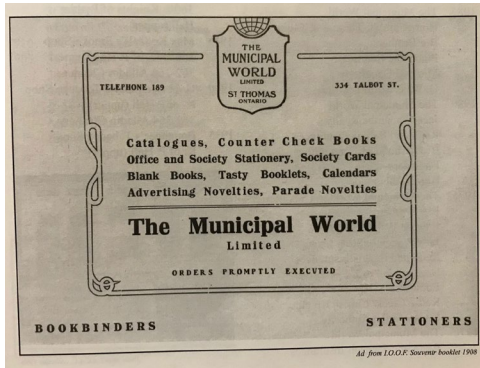
Designation: PART V OHA (HCD); Listed on Register
By-law 100-2018

Two Storey
Mixed Commercial Residential, private ownership
Constructed in 1905
Romanesque Style / Mid Century modern alteration
Historical Association with Misses Crandell
Dressmaker, St. Thomas Storage Battery Co., Robert
Housley Broker, Andrew Clarke Real Estate

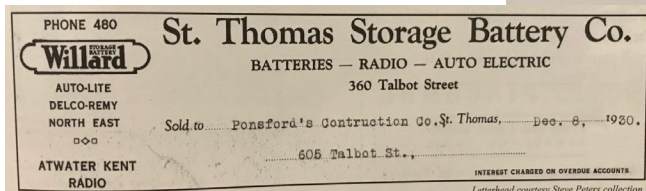
Contributing Heritage Property within the HCD:
Two bays, with central bay; arched wood windows,
cornice, pilasters, decorative brick bands

5. HISTORICAL CONTEXT

344-360 Talbot Street - Municipally Listed, Designated PART V OHA (HCD);



Images 11 and 12 Image of *The Municipal World* signage and Historic Photograph of 342-354 Talbot Street. Home of *The Municipal and Printing World*. Source: *Down the Street to Yesterday*, 2000, p 246-247.



Images 13 and 14: Image of *St. Thomas Storage Battery and Co* and Historic Photograph of 360 Talbot Street (1996). Home of *St. Thomas Storage Battery Co*. Source: *Down the Street to Yesterday*, 2000, p 248-249.

6. IMPACTS

6.1 TREATMENT OF HERITAGE RESOURCES - DOWNTOWN ST. THOMAS HERITAGE CONSERVATION DISTRICT PLAN

The property located at 344-360 Talbot Street is listed as a property of Cultural Heritage Value within the HCD and on the City of St. Thomas Register of Cultural Heritage Resources. The property, however, has been altered and over time fallen into disrepair, diminishing its individual heritage value. The structural assessments conducted on the existing confirm that the buildings are in very poor condition and have been deemed unsafe. Although the intention was to retain the existing heritage facade along Talbot Street, due to its current state of deterioration, the restoration or reconstruction of the facade is highly unlikely. Based on the requirement to comply with the existing City Orders and the structural assessments done on the property, the existing buildings will require demolition as soon as possible to mitigate any risks to public safety.

The property is not individually designated but is considered as a contributing resource within the HCD, so it is considered of value; it contributes to the streetscape of the HCD due to its sequence, grouping, setback and alignment along the urban street wall, as well as its architectural merit as an example of Edwardian and Romanesque styles with some remaining original decorative woodwork, cornices, dentils, pilasters, fenestration organization, windows and rooflines. Because of its listing as a Cultural Heritage Resource within the Municipality, and its designation as a contributing resource within the HCD under Part V of the OHA, a review of the impact of the proposed demolition of the existing buildings at the property is necessary.

The Downtown St. Thomas Heritage Conservation District Plan identifies policies and guidelines applicable to the proposed development at 344-360 Talbot Street, including aspects of Section 4.0 District Policies. In order to assess the impacts of the proposed demolition a review of these key aspects of the HCD plan against the proposal are provided. The following is a summary of the impacts of the proposed demolition with specific reference to Section 4.0 of the HCD. Recommendations for mitigation are also provided for implementation in order to align with the policies and recommendations of the HCD with the goal of retaining as much of the original heritage fabric as possible. For the complete outline of all policies of the HCD, refer to the Downtown St. Thomas Heritage Conservation District Plan. Anything noted below in *Italics* are taken directly from the HCD for ease of reference.

6.1.1 DOWNTOWN ST. THOMAS HCD - SECTION 4.0 DISTRICT POLICIES

HCD 4.3 Contributing Resources - 4.3.2 Alterations

Contributing resources are properties or buildings that directly support the statement of Cultural Heritage Value or Interest and Heritage Attributes of the HCD. These buildings were constructed between the 1870s and 1930s, either as part of the commercial core or railway industry, and retain historic building fabric or heritage features that distinguish them as older buildings of a particular era, type, or place.

The boundaries of the St. Thomas HCD contain commercial and mixed-use buildings. Most the buildings have been constructed in late 19th and early 20th century. The predominant style of the buildings can be determined to be Italianate, Edwardian or vernacular. The HCD also has railway heritage lands and buildings which are important for the history and the character of the HCD.

The following sections outline the policies and guidelines to follow when making alterations and additions to contributing resources within the HCD. In general, the following process should be considered when making alterations or additions to contributing resources:

6. IMPACTS

- ***(1) Protect and maintain original materials through appropriate cleaning and regular maintenance***
- ***(2) Conserve heritage value by making minimal interventions whenever possible***
- ***(3) Replace historic features in kind or with sympathetic materials when replacement is necessary***
- ***(4) Use sympathetic designs and materials that support the character of the building/ area but make new design distinguishable from historic designs when changes are required***
- ***(5) Inform restoration work with research and documentary evidence of the building's historic features (where available)***
- ***(6) Document changes and interventions when making alterations***

Within the Downtown St. Thomas HCD, there are several aspects of the existing contributing resources that are considered to be intrinsic to the character of the area. Policies and Guidelines regarding various aspects or conditions of a building that could affect the heritage of the district if alterations were completed include: *Maintenance, Setback from the Street Wall, Facade Patterns, Materials, Paint, Overcladding, Storefronts, Signage, Windows, Roofs and Parapets, Side and Rear Elevations.*

These key sections highlight the critical interventions that must be considered when planning to alter a heritage building within the Downtown St. Thomas HCD. The following provides a response to each of the six general guidelines outlined above as they apply to the proposed demolition at 344-360 Talbot Street, with reference to various aspects of a building that could affect the HCD.

General Alterations and Additions (HCD):

- ***(1) Protect and maintain original materials through appropriate cleaning and regular maintenance***

Proposal Response and Impact:

- (1) Until this point, the building has been significantly neglected and regular routine maintenance has not been completed. As a result, the buildings have fallen into disrepair, decay and even collapsed beyond repair based on structural assessments conducted by exp and Gray & Fick.

General Alterations and Additions (HCD):

- ***(2) Conserve heritage value by making minimal interventions whenever possible***

Proposal Response and Impact:

- (2) Structural assessments of the property indicate that the existing structure at 344-360 Talbot Street is in poor condition. Overall, the rehabilitation of the existing buildings and the facades is not possible.

General Alterations and Additions (HCD):

- ***(3) Replace historic features in kind or with sympathetic materials when replacement is necessary***

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Proposal Response and Impact:

- (3) The proposed development proposes to dismantle the existing heritage fabric and to reuse any historic elements that are salvagable as part of the new rebuild of the 2 storey facade at 344-360 Talbot Street. This aligns with the policies and guidelines of the Downtown St. Thomas HCD.

Mitigation Recommendations:

- (3) Any replacement of historic features such as original windows, doors and masonry or wood with dutchman should be done using in kind or like materials, similar in form, shape, profile and size to the original elements being replaced. Storefronts, signage and windows should be re-installed in situ as long as they are in good condition and/or can be repaired and restored. Replacement of these elements should only be considered if they are not fit for re-use, at which point they would be salvaged and stored. A masonry and window/door and wood element conservation assessment should be proposed as part of this work and completed to ascertain the condition of the existing elements. This will help identify those elements that can be retained for reconstruction, versus those elements that would be replaced and re-built with in kind or sympathetic materials as part of the facade reconstruction, rehabilitation and restoration project. The storefront of 360 Talbot Street that is a later addition should be removed and the former storefront reconstructed to more closely resemble the original storefront, windows and entrances of the building using like or sympathetic materials if the originals cannot be utilized.

General Alterations and Additions:

- ***(4) Use sympathetic designs and materials that support the character of the building / area but make new design distinguishable from historic designs when changes are required***

Proposal Response and Impact:

- (4) The proposed rebuild of the exterior facade along Talbot Street will consider sympathetic designs and materials that support the character of the building and area.

Mitigation Recommendations:

- (4) Any new design elements proposed should be distinguishable from the original ones kept, but those that are being replicated should be done so in a way that blends it into the historic fabric but makes it discernible from the original elements.

General Alterations and Additions:

- ***(5) Inform restoration work with research and documentary evidence of the building's historic features (where available)***

Proposal Response and Impact:

- (5) The proposed development will seek to include and retain the original heritage features where possible, incorporating them into the new facade along Talbot Street. This facade would be the face of the project along Talbot Street and tie into the Downtown St. Thomas Heritage Conservation District and its heritage elements.

Mitigation Recommendations:

- (5) Prior to deconstruction and removal, the existing heritage facade, including heritage elements, should be properly documented and salvaged where possible. Historical research should be carried out to recreate elements that are no longer present on the facade at the time of dismantling it to ensure that the accurate

6. IMPACTS

representation of the original elements can be properly created and installed (if possible) within the newly rebuilt facade.

General Alterations and Additions:

- **(6) Document changes and interventions when making alterations**

Proposal Response and Impact:

- (6) The proposal seeks to include heritage elements and fabric as part of the proposed development, and follow the policies and guidelines set out in the Downtown St. Thomas HCD to protect the heritage elements of the property.

Mitigation Recommendations:

- (6) The first step of the process should involve careful and detailed documentation of the existing facade, and all elements being removed noted. Documentation of the original building should be carried out by a qualified heritage professional prior to any removal of heritage fabric using written and photographic recordings.

HCD 4.5 Demolition - 4.35.1 Demolition of Contributing Buildings

The City of St. Thomas is committed to conserving the heritage attributes of the HCD. Therefore, the demolition of contributing buildings within the heritage conservation district is strongly discouraged. Conserve, maintain and restore contributing buildings instead of allowing them to deteriorate. Demolition by neglect is not acceptable.

Policies

- ***Permit demolition of contributing buildings within the district only under extenuating circumstances such as catastrophic damage from fire, flood or other natural disasters, or structural instability. If a property owner proposes the demolition of a contributing building, council may consider the application. The application must be accompanied by a Heritage Impact Assessment (HIA) prepared by a qualified heritage professional and member of the Canadian Association of Heritage Professionals that outlines potential impacts to the heritage resources and heritage attributes of the HCD. The HIA shall contain mitigation measures where adverse impacts are anticipated. Council has the authority to refuse applications for demolition if they determine demolition does not support the goals and objectives of the HCD Plan, or if the demolition poses adverse impact on the heritage attributes of an individual property or the district heritage attributes.***
- ***Adhere to the HCD policies and guidelines for new construction if a new building is proposed for the site of the property to be demolished***

Guidelines

- ***Document buildings prior to demolition, if demolition is approved by Council. Documentation can be achieved through written/photographic form for deposition in municipal archives. Consideration shall be given to salvaging materials from the building to be demolished, and where possible, reusing the salvaged materials in future construction or site features.***
- ***Encourage commemorative or interpretive features, such as plaques or panels at the site where contributing buildings are demolished, particularly if the HIA identifies a significant person, event, group, organization, or theme associated with the property.***

6. IMPACTS

Proposal Impact:

- The proposed demolition addresses the issue of safety and structural concerns.

Mitigation Recommendations:

- The removal of the heritage facade is recommended, as per the structural assessments, as the cost to shore the existing facade in place is not feasible. Documentation of the original building should be carried out by a qualified heritage professional prior to any removal of heritage fabric using written and photographic recordings and any elements that can be salvaged carefully stored in a storage facility with temperature and humidity controls.

7. RESOURCES

Government Documents

1. Her Majesty the Queen in Right of Canada. *Standards and Guidelines for the Conservation of Historic Places in Canada*. 2010.
2. Ministry of Municipal Affairs and Housing. *Ontario Provincial Policy Statement, Under the Planning Act*. 2014.
3. Ontario Ministry of Culture. *Heritage Resources in the Land Use Planning Process, Cultural Heritage and Archaeology Policies of the Ontario Provincial Policy Statement*. 'Info Sheet #5, Heritage Impact Assessments and Conservation Plans.' 2005.
4. Ontario Heritage Trust. *Ontario Heritage Act, R.S.O. 1990 c. O.18: Part IV and V Designated Properties*. Version July 1, 2019.
5. Ontario Heritage Trust. Ontario Heritage Register: Part V Designating By-Law 100-2018 Downtown St. Thomas Heritage Conservation District. August 13, 2018. Retrieved April 2021.

Municipal Documents

1. City of St. Thomas - *Municipal Register of Cultural Heritage Properties Non-Designated*.
2. Player, Diana. *Down the Street to Yesterday*. St. Thomas Local Architectural Conservancy Advisory Committee. 2000.
3. Stantec, a+LiNK architecture inc. *Downtown St. Thomas Heritage Conservation District Plan*. For the City of St Thomas. April 2018.

Other

1. Map Images: *St. Thomas, Ontario*. 2018-2021. Google Maps, <https://www.google.ca/maps/place/St.Thomas+ON>

8. APPENDICES

APPENDIX A - *Part V Designating By-Law 100-2018*
Downtown St. Thomas Heritage Conservation District
Ontario Heritage Register, Ontario Heritage Trust,
August 13, 2018, Retrieved April 2021

APPENDIX B *Cultural Heritage Resources - Non-Designated,*
344-360 Talbot Street
Municipal Registry
City of St Thomas

APPENDIX C Structural Site Review and Condition Assessments
exp engineers, April 12, 2021
Gray & Fick Engineers, June 7, 2021

APPENDIX D City Orders:
ORU-20-002, February 12, 2020
PSO-20-008, February 12, 2020

a+LiNK
architecture inc.
preserve + create + sustain

APPENDIX A

Part V Designating By-Law 100-2018, Downtown St. Thomas Heritage Conservation District

Ontario Heritage Register, Ontario Heritage Trust, August 13, 2018, Retrieved April 2021.

(NOTE - Schedule 2 - HCD not included in appendices)

CITY OF ST. THOMAS

BY-LAW NO. 100-2018

**A By-law to Adopt the Downtown Heritage Conservation District Plan
and Designate a Heritage Conservation District Known as
the Downtown St. Thomas Heritage Conservation District.**

WHEREAS pursuant to Subsection 41. (1) of *the Ontario Heritage Act*. R.S.O.1990, c 0/18, the Council of the municipality may by by-law designate the municipality or any defined area thereof as a heritage conservation district;

AND WHEREAS pursuant to Subsection 41.1 (1) of *the Ontario Heritage Act*. R.S.O. 1990, c 0/18, the Council of the municipality may by by-law adopt a Plan for the heritage conservation district;

AND WHEREAS the Official Plan for the City of St. Thomas contains policies relating to the establishment of heritage conservation districts;

AND WHEREAS it is intended to designate the area defined by the by-law as a heritage conservation district;

AND WHEREAS it is intended to adopt the Downtown St. Thomas Heritage Conservation District Plan;

THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS FOLLOWS:

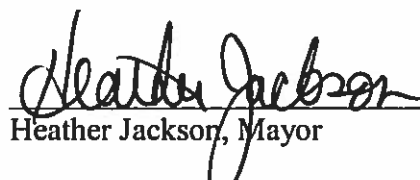
1. The area shown on Schedule "1" hereto annexed and forming part of this by-law is hereby designated as a Heritage Conservation District.
2. The Downtown St. Thomas Heritage Conservation District Plan, attached as Schedule "2" is hereby adopted.
3. This by-law shall come into force in accordance with Section 41 of *The Ontario Heritage Act*, R.S.O. 1990, either on the day following the last day of the prescribed appeal period or as otherwise provided by subsection 41(10) of the Act.

READ a First and Second time this 13th day of August, 2018.

READ a Third time and FINALLY PASSED this 13th day of August, 2018.

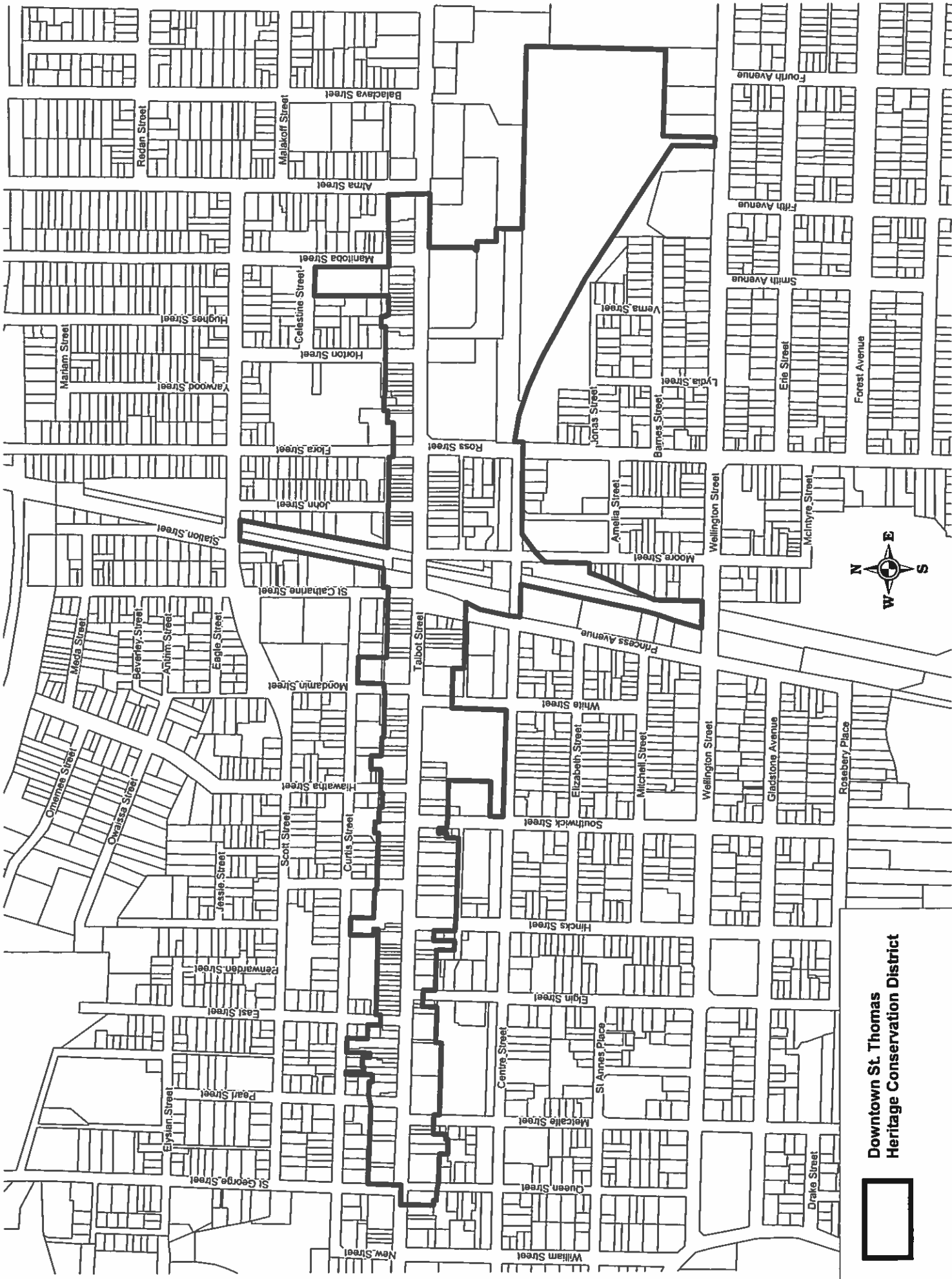


Maria Konefal, City Clerk



Heather Jackson, Mayor

Location Plan



This is Schedule "1" to By-Law 100-2018
 Passed this 13th Day of August, 2018.


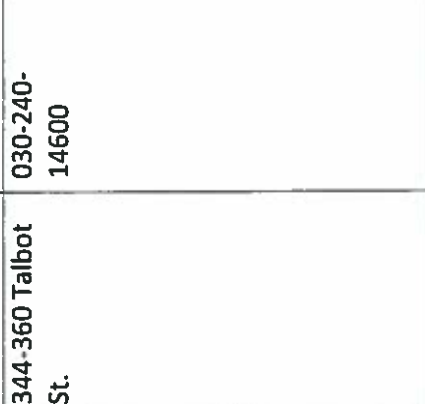




Maria Konefal
 Maria Konefal, City Clerk

Heather Jackson
 Heather Jackson, Mayor

Schedule “2” – Downtown St. Thomas Heritage Conservation District Plan

APPENDIX B

Cultural Heritage Resources - Non-Designated, 344-360 Talbot Street, Municipal Registry
City of St Thomas

	<p>288 Talbot St.</p>	<p>030-240-13700</p>	<p>Jay Patry Enterprises 2247171 Ontario Inc.</p>	<p>Feb 19, 2013</p>	<p>ADM-08-13</p>		<p>Built in 1880, was Roadnight's Hotel and Hotel Albany.</p>
	<p>344-360 Talbot St.</p>	<p>030-240-14600</p>	<p>2247171 Ontario Inc.</p>	<p>Feb 19, 2013</p>	<p>ADM-08-13</p>		<p>Built in 1891, was Provincial Provident Institute, George T. Claris Brokers and The Municipal World. 360 was built in 1905 and included Misses Crandell Dressmakers, Robert Housley Broker and Andrew Clarke Real Estate.</p>
	<p>364-366 Talbot St.</p>	<p>030-240-14900</p>	<p>Dale & Christie Brown</p>	<p>Feb 19, 2013</p>	<p>ADM-08-13</p>		<p>Built in 1885, was the Carriage Trimming Shop, Wagon Shop and Blacksmith, William Copeman Carriages, London Free Press and Huron and Erie Loans.</p>
	<p>368 Talbot St.</p>	<p>030-240-15000</p>	<p>Dagmar Wendt and Ruben Vega</p>	<p>Feb 19, 2013</p>	<p>ADM-08-13</p>		<p>Built in 1905, was Youmans Undertakers, Youmans Insurances and Isaac Cassis Fruits.</p>
	<p>370 Talbot St.</p>	<p>030-240-15100</p>	<p>1724873 Ontario Limited</p>	<p>Feb 19, 2013</p>	<p>ADM-08-13</p>		<p>Built in 1893, was Robert Pincombe Butcher, Pincombe Brothers Butchers, H.T. Pincombe Meats and Pincombe Real Estate.</p>
	<p>247-251 Talbot St.</p>	<p>010-010-15500</p>	<p>2612571 Ontario Inc.</p>	<p>Feb 19, 2013</p>	<p>ADM-08-13</p>		<p>Built in 1871-1874, first two bays by Joseph McAdams, second half by John McLean. There is strong street presence, 2nd floor slender arched windows and the site of renowned historical and art societies. Companies included: McAdams Grocers, Manual Training Public School, Griffin Dry Goods, Stephen Corbett Boots, Locke and McLachlin Auctioneers, John McLean Barrister and Womens Art Association.</p>

APPENDIX C

Structural Site Review and Condition Assessment - exp engineers, April 12, 2021

Structural Site Review and Condition Assessment - Peer Review by Gray & Fick, June 7, 2021



1266 South Service Road
Unit C1-1 Stoney Creek, ON L8E 5R9 CANADA
T: 905.525.6069 • www.exp.com

April 12, 2021

VIA E-MAIL
(adam@thegeofocusgroup.com)

2247171 Ontario Inc.
c/o The GeoFocus Group
29 – 111 Zenway Blvd.
Vaughan, ON L4H 3H9
Attention: Adam Altobelli

Project: Structural Site Review Report – 344-360 Talbot St, St Thomas, ON
EXP Project No.: HAM-21007239-A0

Subject: Structural Site Review & Condition Assessment

Dear Sir:

On Tuesday April 5th, 2021 EXP Services Inc visited the site at 344 – 360 Talbot St, St. Thomas, Ontario to review the structural condition of each of the respective units of the noted address. The attendees at the site were the below undersigned. The visit was requested by the The GeoFocus Group on behalf of 2247171 Ontario Inc., with the purpose to identify the current structural state of the buildings for future use or upgrade.

The assessment consisted of an on-site visual walk-through and review of the structural components visible and accessible from a ground vantage point. Due to the nature of the review and the state of the building, there may be conditions which may be unexpected or encountered that may have not been explored as in depth within the scope of this report.

Existing Structural Systems:

Units 344 – 360 are attached two – storey mixed use units with one basement level. The age of the structure was not identified at the time of the review however it appears that the buildings would be between 60 – 100 years old. As a result, each of the units appears to have gone through many renovations and alterations throughout its history.

The main structural composition involves load bearing timber floor framing supported on timber framed stud walls and masonry shared party walls. Where visible, the floor framing of the ground and second floor appeared to be 2 x 12 sawn timber at approximately 16” spacing. The masonry walls separating the units in many cases were shared party walls, built up of brick masonry, measuring 13 ½” in width. Within units, timber framing was measured to be 2 x 6 sawn timber stud walls. Stud walls were spanning significant floor to floor heights without timber blocking in visible areas.

Within each of the units it appeared that the framing was altered or additions were made to the original structure. These areas were mainly structural steel framing supporting timber floor framing.

Within the basement, the ground floor timber framing was supported by a rubble foundation (beneath masonry party walls) and timber framing (beam and columns) that were sawn timber of varying sizes and shapes.

It is our assumption that the roof structure is timber framing, however given that all ceilings were still in place at the time of review it was not clear to determine the framing type (long span truss or roof joist.)

The exterior of the building, including façade system, is a brick masonry structure. Over the years, various renovations and infills to windows are apparent throughout the units.

Observations:

In general, the building and identified units are in **highly poor condition**. It appears that the building has been either abandoned or condemned for many years. It is clear that there are no mechanical HVAC systems or piping that is functioning within the building. Furthermore, there are very large openings and failures in the building facade, windows and doors that are allowing exterior elements to infiltrate and continuously damage the building.

The following are structural observations made during our site review:

1. From our inspection of some lower roof areas, the roof appears to be considerably beyond its service length and there are significant failures. In addition, there are large debris, and dirt build up on the roof because of a lack of proper functioning roof drains (Photograph 2.)
2. The poor condition of the roof has likely contributed to several roof structure collapses. At the time of our review there were 5 locations where we identified structural collapse of the roof structure. These collapses have also led to visible signs of water ingress into the building (Photograph 3.)
3. The masonry façade system at the frontage of the building appeared to be in average condition. In general, there were some cracking within the mortar joints and considerable weathering and staining to the bricks (Photograph 9.)
4. Along the north side of the building, the masonry façade also appeared to be in average condition. Similar to the front façade, there appeared to be mortar joint cracking and considerable weathering and staining to the bricks.
5. Along the back side of the building, the masonry façade system has shown several areas of collapse. In one area, a collapse has left a large opening in the exterior wall. The area is un-shored and poses a significant safety concern. The area has been fenced off (Photographs 1, 13.)
6. Above the roof, there appears to be an addition to the existing chimney which appears to be in poor condition. The top of the chimney appears to have many loose bricks that may have fallen on to the

lower roof. This may pose a safety concern if the chimney's condition continues to deteriorate (Photograph 4.)

7. All additional façade elements including windows, doors, and paneling are all in very poor condition and should be replaced. In many areas the paneling appears to have failed and a past owner has patched it with plywood (Photograph 5, 10.)
8. Many openings through both load bearing timber and masonry walls appear to have been completed without the appropriate lintel design (Photograph 12.)
9. In several areas the second floor framing composition has been altered. In two (2) specific areas it was visible that the floor framing joists were not tight to the underside of the floor. The joists were "hovering" in mid air and not directly supporting the floor.
10. There are existing stairwells from ground floor to access the basement (in each unit), these stairs are unsafe and not designed according to acceptable building code.
11. There are existing stair wells from ground floor to second floor, these stairs are also unsafe. The stair has experienced significant movement and stair treads slope down. The handrails are very low and also very loose.
12. The floor composition in many areas was not visible at the time of the review. Most of the areas had moist carpet or floor finishes had covered the timber planks.
13. Similar to the floor composition, the roof structure was not visible as a result of ceilings being installed, however there was clear evidence of roof leaks through soaked ceiling tiles (Photograph 11.)

Additional photos of similar conditions have been identified in Appendix A. In addition, a database of all photos taken during our review has been downloaded and saved on our EXP server.

Summary and Conclusions:

In our opinion, based on the site condition review, the existing units from 344 – 360 Talbot St are in a **very poor and unserviceable condition**. The state of the building poses a life safety concern and without considerable restoration and renovation should not be used or habited by the community. Further to the interior of the building, the area to the back side of the building should be properly secured and brick shored up, as it poses a safety concern to the exterior community.

The building has sat for several years, without maintenance, in an un-heated state and left exposed to water ingress and exposed to freezing temperatures. The impact to the structure is evident with multiple collapses, sagging of floor framing and other unsafe conditions. Beyond the impact to the overall structural impacts, there will be significant underlying issues such as mold and additional remediation within wall and ceiling spaces. **The building requires immediate action**. If the building is left in this state for a continued time frame the impacts to the structure will continue to deteriorate and likely experience continued collapses and additional safety concerns.

It is our opinion that the existing structure can not be salvaged without extensive review, analysis and testing. In addition, the remediation of all designated substances within the building will need to be assessed,

investigated, and removed. The building will require a new HVAC system in order to keep the structure heated and upgrades to all façade and roof systems to protect against the exterior elements. The cost to complete this remediation, upgrades, and all analysis will likely outweigh the cost of re-building the units from the ground up. A suggested method of action going forward would be to demolish the existing buildings and re-build the units with modern day construction methods.

We hope this letter fulfills your requirements, feel free to contact the undersigned for further information.

Best regards,



Paolo Marcello, M.Eng., P.Eng.
Manager Buildings Division - Hamilton

Shamim Zubery, P.Eng.
Lead Structural Engineer - Hamilton

Enclosure
Appendix A – Site Review Photographs

cc: L. Scott



Appendix A – Site Review Photographs





Photograph 1 – Back of Building: Collapse of Brick Facade



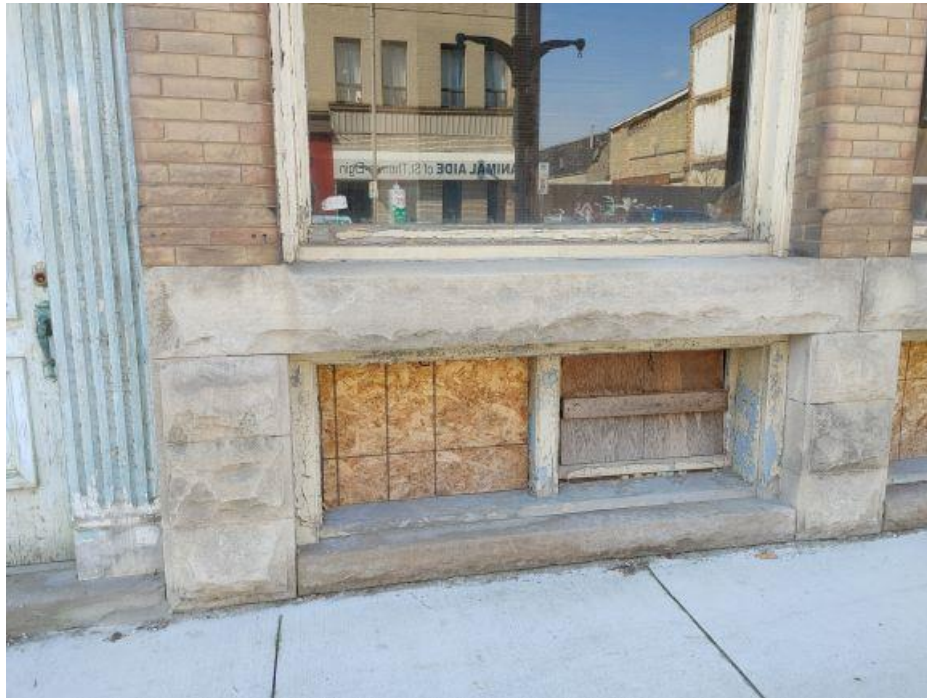
Photograph 2 – Low Roof: Debris and Abandoned Roof top Unit



Photograph 3 – Roof Collapse on Low Roof



Photograph 4 – Damaged Chimney



Photograph 5 – Frontage of Building: Damaged Panelling Replaced with Plywood



Photograph 6 – Renovation in Unit 360: Level 2 Framing Removed – Masonry Wall Unbraced at Level 2





Photograph 7: Additional Façade Collapses on Back of Building



Photograph 8: Roof Framing Sagging at Unit 360 and Roof Leak at Midspan



Photograph 9: Boarded Up Windows with Plywood at Frontage of Building



Photograph 10: Damaged window frame (Typical)



Photograph 11: Evidence of Many Roof Leaks



Photograph 12: Opening Through Brick Wall Without Proper Lintel



Photograph 13: Large Damage to Back of Building Brick Façade



Photograph 14: Opening through Load Bearing Wall (No Lintel, No Blocking)



June 7th, 2021

2247171 Ontario Inc.
29-111 Zenway Blvd.
Vaughan, On
L4H 3H9

C/O - The GeoFocus Group
111 Zenway Boulevard – Suite 29
Woodbridge, ON
L4H 3H9

Attention: Mike Klecina

RE: 344-360 Talbot St, St. Thomas, Structural Site Review and Condition Assessment – Peer Review

Dear Mike:

2247171 Ontario Inc., care of The GeoFocus Group, has retained Gray and Fick Limited (G&F) to conduct a peer review of the Structural Site Review and Condition Assessment report written by EXP (HAM-21007239-A0). The purpose of the report from EXP was to conduct an on-site (non-destructive) visual assessment of the structural elements of the building located at 344-360 Talbot St in St Thomas.

The conclusions of the site visit and report are:

- Primary structure is wood framed with some load bearing masonry walls.
- The structure has been neglected for many years and many of the structural elements are in very poor condition
- Building envelope has been compromised in multiple locations and likely has been for many years
- There are no sources for heat or any form of conditioned air space

Discussion:

Gray & Fick Ltd has thoroughly reviewed the information provided within the report including photographs found in Appendix A. There are several observations made within the report that would suggest that elements of the existing structure are failing and in disrepair. The current state of the building envelope are contributing to continued deterioration of the structural elements of the building. Corrective action to the building envelope, at the structure's current condition, would not likely be worthwhile. Therefore, we agree with the report's general conclusions that the structure is in very poor condition and requires immediate attention.

The condition of the existing brick, as stated in the report by EXP, along the north side of the building is in average condition. Based on the age of the building and the masonry failures in other portions of the building, we believe that this opinion may be overly optimistic. With the level of neglect persistent through the structure and years of exposure to freeze thaw cycles, it is unlikely that the north façade of the building is salvageable. To our knowledge, no strength testing of the existing masonry has been conducted and therefore should not be relied on as satisfactory.

The implications of structural collapse of this building may not be limited to the addresses identified as part of the report. As the buildings are constructed in a ‘row’ format with structures sharing common (“party”) walls, structural collapse could destabilize the adjoining wall structure. An investigation should be conducted to determine the stability of the adjacent structure(s) to determine if masonry reinforcement is required.

Limitations:

We have not conducted a site visit to review the current condition and are reliant on the information being true and accurate as represented by EXP. This report was prepared exclusively for the purposes, project, and site locations outlined in the report.

The report is based on information provided to, or obtained by, Gray and Fick as indicated in the report, and represents a review of available information within an established work scope, schedule and budget. The material in this report reflects Gray and Fick’s judgment in light of the information available to it at the time of preparation.

Any uses that a third party makes of this report, or any reliance on decisions made based on it, are the responsibilities of such third parties. Gray and Fick Ltd. accepts no responsibility for damages, if any, suffered by any third party because of any decisions made based on this report.

We trust that you will find this satisfactory. If you should have any questions or require additional information, please do not hesitate to contact the undersigned.

Sincerely:



Travis Parker, P. Eng.
Vice President

APPENDIX D

City Order - ORU-02-002, February 12, 2020

City Order - PSO-02-008, February 12, 2020



ORDER TO REMEDY UNSAFE BUILDING

PURSUANT TO SECTION 15.9 (4) OF THE BUILDING CODE ACT, S.O. 1992, c.23

City of St. Thomas

Building Services
Planning & Building Services Dept
P.O. Box 520
545 Talbot Street
St. Thomas, ON N5P 3V7
(519) 631-1680

Order No.: ORU-20-002

Order Date: 12 February 2020

Permit No.: N/A

ORDER APPLIES TO:

Municipal Address: **344-360 TALBOT STREET, St. Thomas, ON N5P 1B6**

Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

ORDER ISSUED TO:

2247171 Ontario Inc
c/o Matt McLennan
296331 29th Line RR3
Lakeside, ON N0M 2G0

AND

Matt McLennan
185 Lake Margaret Trail
St. Thomas, ON
N5R 0B7

TAKE NOTICE that as the property described above is owned by you, or in which you have an interest, and has been inspected on or about 10 February 2020 has been found to pose a danger to the health or safety of any person in the vicinity.

YOU ARE HEREBY ORDERED to correct the contraventions itemized in the attached **Schedule "A"** which must be complied with on or before the dates provided in attached Schedule "B".

Sandy Dale, CPSO
Building Inspector
Building Services, City of St. Thomas

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [Building Code Act, 1992 s. 20]
- The Chief Building Official may prohibit the use or occupancy of the building; and may cause the building to be renovated, repaired or demolished to remove the unsafe condition or take such other action as he or she considers necessary for the protection of the public. [Building Code Act, 1992 s. 15]
- Failure to comply with this Order is an offence which could result in a fine. [Building Code Act, 1992 s. 36]
- No construction affected by this Order is to be covered until inspected and approved. [Building Code Act, 1992 s. 13]

SCHEDULE "A"

Municipal Address: **344-360 TALBOT STREET, St. Thomas, ON N5P 1B6**

Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

The following unsafe conditions were observed at the above noted address:

ITEM	LOCATION and UNSAFE CONDITION	
1.	<p>LOCATION #1: South (rear) wall of building with Municipal address #344-346 Talbot Street, St.Thomas (see attached item#1 for specifics to location#1)</p> <p>UNSAFE CONDITION: Part of the existing rear multiple wythe brick wall is deteriorating. The wall has cracking and spalling of bricks and failing mortar. Brick and brick pieces are loose and falling to the city sidewalk below.</p>	
	REFERENCE	
	BCA 15.9(2)	<p>A building is unsafe if the building is,</p> <p>(a) Structurally inadequate or faulty for the purpose for which it is used; or</p> <p>(b) In a condition that could be hazardous to the health or safety of persons in the normal use of the building, persons outside the building or persons whose access to the building has not been reasonably prevented.</p>
ITEM	LOCATION and UNSAFE CONDITION	
2.	<p>LOCATION #2: South (rear) wall of building with Municipal address #350-360 Talbot Street, St.Thomas (see attached item#1 for specifics to location#2)</p> <p>UNSAFE CONDITION: Part of the existing rear multiple wythe brick wall is deteriorating. The wall has cracking and spalling of bricks and failing mortar. Brick and brick pieces are loose and falling to the ground below where there is a door into the building and parking spaces. This wall is seriously deteriorated, and appears to no longer be structural adequate</p>	
	REFERENCE	
	BCA 15.9(2)	<p>A building is unsafe if the building is,</p> <p>(a) Structurally inadequate or faulty for the purpose for which it is used; or</p> <p>(b) In a condition that could be hazardous to the health or safety of persons in the normal use of the building, persons outside the building or persons whose access to the building has not been reasonably prevented.</p>

A Building Permit is required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

SCHEDULE "B"

Municipal Address: **344-360 TALBOT STREET, St. Thomas, ON N5P 1B6**

Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

REQUIRED ACTION:

- 1) The building owner shall provide barricades to restrict access to the sidewalk by the public on the portion of the sidewalk which extends along the rear of #340-346 Talbot **forthwith and before 5:00pm Tuesday February 18, 2020. (see attached item#1 for specifics to location #1)**
- 2) The building owner shall provide barricades to protect users of the door at the rear of #350-360 Talbot Street **forthwith and before 5:00pm Tuesday February 18, 2020. (see attached item#1 for specifics to location #2)**. Alternatively – if this section of the building is vacant and the door is not a required exit or egress, the door may be boarded up and made inaccessible.
- 3) The building owner shall maintain the barricades to protect users of the parking spaces rear of #350-360 Talbot Street **until all work is complete. (see attached item#1 for specifics to location#2)**.
- 4) The building owner shall provide scaffolding which allows use of the city sidewalk by pedestrians, while protecting the users of the city sidewalk extending along the rear of #340-346 Talbot **on or before 5:00pm Monday March 9, 2020. (see attached item#1 for specifics to location #1)**
- 5) The building owner shall retain a professional engineer to either repair or demolish the building. The engineer retained by the owner is to provide written conformation to Mrs. Sandy Lale, Building Inspector, **on or before 5:00pm Friday March 20, 2020 (slale@stthomas.ca)** that they have been retained to address the structural requirements and prepare a written report.
- 6) The building owner is to provide an engineering report prepared by a Professional Engineer to Mrs. Sandy Lale **on or before 5:00pm Friday April 17, 2020**. The engineering report is to summarize the structural integrity of the unsafe locations noted above, in relation the building as a whole. The report shall outline the design of temporary shoring, repairs and stabilization of the damaged masonry and provide direction to correct any structural concerns or describe the process to safely demolish the building.
- 7) The building owner is to apply for a building permit to remove the unsafe conditions, via repairs or demolition of the building, specified in item#6 above **on or before 5:00pm Friday May 8, 2020**.
- 8) The building owner is to coordinate and commence the building repairs or demolition per the issued permit **on or before 5:00pm Friday May 29, 2020**.

A Building Permit is required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

NOTE:

A Right-of-Way permit is required before blocking of City Sidewalks. Contact the Environmental Services Department for more information regarding this.

This property is registered as a Designated Heritage Property. As such, any reconstruction or proposal for demolition must be approved by the Heritage Committee prior to the issuance of a building permit.

A Building Permit is required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

344-360 TALBOT - ITEM #1





Portion of
City Side Walk
to Be Protected

ITEM #1

PG 3 of 3



Barricade
to be
maintained

Door to
be protected



City of St. Thomas
Planning & Building Services Department
9 Mondamin Street
St. Thomas, ON N5P 2T9
PH: (519) 631-1680

ORDER
of the
PROPERTY STANDARDS OFFICER
PURSUANT TO SECTION 15.2 (2) OF THE BUILDING CODE ACT, S.O. 1992, c.23

Order No.: PSO-20-008

Order Date: 12 February 2020

ORDER APPLIES TO:

Municipal Address: **344-360 Talbot Street, St. Thomas, ON N5P 1B6**
Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

ORDER ISSUED TO:

2247171 Ontario Inc
c/o Matt McLennan
296331 29th Line RR3
Lakeside, ON
N0M 2G0

AND

Matt McLennan
185 Lake Margaret Trail
St. Thomas, ON
N5R 0B7

TAKE NOTICE that as the property described above is owned by you, or in which you have an interest, and has been inspected by a Property Standards Officer appointed by the City of St. Thomas on or about **10 February 2020** has been found to be not in compliance with the standards set out in the City's By-law No. 80-2019 as amended.

IT IS HEREBY ORDERED, pursuant to Section 15.2 (2) of the Building Code Act, S.O. 1992, c.23, as amended, that the violations set out in the attached **Schedule "A"** be remedied and the property brought into compliance with the prescribed standards. The terms and conditions of this Order and the attached Schedule must be complied with on or before **11 June 2020**.

Alanna Shaw
Property Standards Officer
Planning & Building Services Dept.
City of St. Thomas
alshaw@stthomas.ca
Phone (519) 631-1680 ext. 4220

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- When the Owner or Occupant upon whom an Order has been served is not satisfied with the terms or conditions of the Order, the Owner or Occupant may appeal to the Property Standards Committee by sending a Notice to Appeal by registered mail to the Secretary of the Committee within fourteen (14) days after service of the Order. The address of the Committee is: The City of St. Thomas, City Hall, P.O. Box 520, St. Thomas, Ontario, N5P 3V7. [*Building Code Act, 1992 s. 15.3*]
- An appeal to the Property Standards Committee carries a \$150.⁰⁰ administration charge.
- The final date for giving Notice of Appeal from this Order is **02 March 2020**. An Order that is not appealed within the time specified shall be deemed to be confirmed.
- Take notice that if such repair or clearance is not carried out within the time specified in this Order, the Municipality may carry out the repair or clearance at the expense of the owner and place all costs on the tax roll for the property as a priority lien, in accordance with Section 1 of the Municipal Act, S.O. [*Building Code Act, 1992 s. 15.4*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s. 36*]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992 s. 13*]

SCHEDULE "A"

Municipal Address: **344-360 Talbot Street, St. Thomas, ON N5P 1B6**
 Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

The following violation(s) of the City of St. Thomas Property Standards By-law No. 80-2019 (PSB), the Building Code Act, 1992(BCA) and/or the Ontario Building Code, O.Reg. 332/12 (OBC) were observed at the above noted address:

ITEM	DESCRIPTION and LOCATION	
1.	Dilapidated Building.	
	REFERENCE	
	PSB 1.6	No person shall cause or permit a structure to deteriorate into a ruinous or dilapidated state such that the structure poses or constitutes an undue or unreasonable hazard or risk to life, limb or health of any person in or about the property.
	REQUIRED ACTION	
Bring property into compliance with St. Thomas Property Standards By-Law No.80-2019 or apply for and obtain a demolition permit and remove and clear the site of the building, debris and leave the site in graded and levelled condition. <i>Contact this office for inspection upon completion of the work.</i>		

ITEM	DESCRIPTION and LOCATION	
2.	The structure is in severe disrepair.	
	REFERENCE	
	PSB 4.2.1	An Owner shall maintain every part of a structure in good repair
	PSB 4.2.2	Without restricting the generality of Subsections 4.1.2 and 4.2.1, good repair includes: a) maintained in a sound structural condition; and b) able to sustain its own weight together with the loads that may be imposed by its use, occupancy and natural causes such as snow and wind.
REQUIRED ACTION		
Bring property into compliance with St. Thomas Property Standards By-Law No.80-2019 or apply for and obtain a demolition permit and remove and clear the site of the building, debris and leave the site in graded and levelled condition. <i>Contact this office for inspection upon completion of the work.</i>		

- A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.
- A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

ITEM	DESCRIPTION and LOCATION	
4.	There are openings in the building.	
	REFERENCE	
	PSB 3.1.1	An Owner shall maintain all structures free of rodents, vermin, insects and/or pests.
	PSB 3.1.2	Openings in structures, including but not limited to cellars, soffits, fascia, and crawl spaces, shall be protected to prevent the entrance of rodents, vermin, insects and pests.
	REQUIRED ACTION	
Bring property into compliance with St. Thomas Property Standards By-Law No.80-2019 or apply for and obtain a demolition permit and remove and clear the site of the building, debris and leave the site in graded and levelled condition. <i>Contact this office for inspection upon completion of the work.</i>		

ITEM	DESCRIPTION and LOCATION	
5.	There is loose and spalling brick around the exterior of the building and many sections which mortar is missing, provide repairs or apply appropriate finish.	
	REFERENCE	
	PSB 4.3.1	An Owner shall maintain all exterior walls, and other exposed surfaces, not inherently resistant to deterioration in good repair.
	PSB 4.3.2	Without restricting the generality of Subsection 4.3.1, good repair includes: <ul style="list-style-type: none"> a) treated with a protective coating of paint or preservative; b) maintained in good repair to prevent deterioration due to weather, insects, rodents or other elements; c) free from loose and unsecured or improperly secured objects and material which may create an unsafe condition; and d) insulation in accordance with the provisions of the Ontario Building Code.
	REQUIRED ACTION	
Bring property into compliance with St. Thomas Property Standards By-Law No.80-2019 or apply for and obtain a demolition permit and remove and clear the site of the building, debris and leave the site in graded and levelled condition. <i>Contact this office for inspection upon completion of the work.</i>		

- A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.
- A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

ITEM	DESCRIPTION and LOCATION	
6.	Many windows and trim components have exposed untreated wood	
	REFERENCE	
	PSB 4.4.1	An Owner shall maintain all exterior doors, windows, skylights, and shutters, including storm doors and storm windows, in good repair.
	PSB 4.4.1	Without restricting the generality of Subsection 4.4.1, good repair includes: <ul style="list-style-type: none"> a) constructed, erected and installed in accordance with the requirements of the Ontario Building Code; b) free of conditions which may create a health, fire or safety hazard; c) preventing the entrance of wind, rain or snow into the building; d) the refitting, replacing or renewing of damaged, decaying or defective doors, windows, frames, sashes, casings, shutters, hatchways or screens; e) re-glazing cracked, broken or missing glass; f) replacing or repairing defective hardware g) providing missing hardware; h) re-screening or weather stripping where such is defective or missing; and i) painting or applying an effective preservative.
	REQUIRED ACTION	
Provide paint or appropriate finish to exposed wood and <i>contact this office for inspection upon completion of the work.</i>		

ITEM	DESCRIPTION and LOCATION	
7.	There are broken windows	
	REFERENCE	
	PSB 4.4.1	An Owner shall maintain all exterior doors, windows, skylights, and shutters, including storm doors and storm windows, in good repair.
	PSB 4.4.1	Without restricting the generality of Subsection 4.4.1, good repair includes: <ul style="list-style-type: none"> a) constructed, erected and installed in accordance with the requirements of the Ontario Building Code; b) free of conditions which may create a health, fire or safety hazard; c) preventing the entrance of wind, rain or snow into the building; d) the refitting, replacing or renewing of damaged, decaying or defective doors, windows, frames, sashes, casings, shutters, hatchways or screens; e) re-glazing cracked, broken or missing glass; f) replacing or repairing defective hardware g) providing missing hardware; h) re-screening or weather stripping where such is defective or missing; and i) painting or applying an effective preservative.
	REQUIRED ACTION	
Repair windows and <i>contact this office for inspection upon completion of the work.</i>		

A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

ITEM	DESCRIPTION and LOCATION	
8.	Soffits and fascia contain openings, exposed untreated wood, broken pieces which are hanging and, in some areas, missing completely	
	REFERENCE	
	PSB 3.1.1	Openings in structures, including but not limited to cellars, soffits, fascia, and crawl spaces, shall be protected to prevent the entrance of rodents, vermin, insects and pests.
	PSB 4.3.3	An Owner shall maintain all roofs, including valleys, fascia boards, soffits, eavestroughs, roof gutters, down pipes, guards, lightning arrestors, and cornices, in good repair.
	PSB 4.3.4	Without restricting the generality of Subsection 4.3.3, good repair includes: <ul style="list-style-type: none"> a) free from obstructions; b) free from hazardous accumulations of ice and snow; c) free from loose and unsecured or improperly secured objects and material which may create an unsafe condition; and d) maintained in a watertight condition so as to prevent leakage of water into the building.
	REQUIRED ACTION	
Provide repairs to the soffits and fascias <i>and contact this office upon completion of the work.</i>		

- A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.
- A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

SCHEDULE "A"

BY-LAW No. 80-2019

Administration Fee for Issuance of Orders

Property Standards Order \$ 200.00

Administration Fee for Registration of Orders against title

Property Standards Order \$ 700.00

Administration Fee for Removal of Orders from title

Property Standards Order \$ 700.00

Administration Fee for Appeals

Property Standards Committee \$ 150.00

Superior Court Judge \$ 300.00

Fees for Services related to execution of Orders

Fees for staff service:

Time - Chief Building Official \$ 75.00 /hour
Time – Property Standards Officer \$ 50.00 /hour
Time – Building Services Assistant \$ 50.00 /hour
Mileage, photocopying, phone, etc. as per City guidelines

External Disbursements actual cost
(Professional services, contractor services, etc.)

Administration fee 15% of total disbursements

Administration Fee for Issuance of Certificates of Compliance

Residential \$ 200.00 per unit

Commercial \$ 500.00 per unit

Industrial/Institutional \$ 50.00 per 100 m² of building area
minimum \$ 500.00

Vacant and Derelict property \$ 200.00

Corporation of the City of St. Thomas

HERITAGE CONSERVATION DISTRICT GUIDELINES

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

Municipal Address: **344-360 Talbot Street, St. Thomas, ON N5P 1B6**

Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

A consultation request form has been attached to discuss the repair of the above-mentioned address before any work is to start. This consultation will be to discuss with staff the potential requirements of a heritage alteration permit, a building permit and to ensure all repairs will comply with the guidelines to manage developments within the district. Every Heritage Conservation District is unique and reflects the history and values of a community.

This form can be submitted to the Planning and Building Department at 9 Mondamin Street between the hours of Monday-Friday 08:30-04:30 except holidays. **Please contact the office to determine submissions requirements specific to the proposal at 519-633-2560 or planning@stthomas.ca.**

City of St. Thomas Property Standards By-Law 80-2019

5.3 Part V Heritage Property

- 5.3.1 The Owner shall comply with the provisions of the *Ontario Heritage Act* and obtain a permit when altering or permitting the alteration of any part of the property, other than the interior of any structure or building on the property, or when erecting, demolishing or removing any building or structure on the property, or permitting the same, unless excepted from such requirement under the *Ontario Heritage Act*

A copy of the Downtown St. Thomas Conservation District Plan can be viewed on the city website at <https://www.stthomas.ca/cms/one.aspx?portalId=12189805&pageId=12512745>

Corporation of the City of St. Thomas

CONSULTATION REQUEST FORM

All proposals are to be submitted to the City of St. Thomas Planning & Building Services Department. Staff will determine whether the information submitted is sufficient to warrant the scheduling of a consultation meeting. If additional information is required staff will advise the applicant.

Attendants at the meeting will be representatives from the Planning & Building Services Department and Environmental Services Department. Depending on the nature of the site and proposal, other City staff or outside agencies may also be called on to attend.

Meetings will be scheduled to take place within approximately 15 business days of the submission of a complete Consultation Request Form. Meetings are held in the boardroom of the Planning & Building Services Department, 9 Mondamin Street (lower level of City Hall). Please see attached, **Appendix A** which indicates the predetermined submission deadlines and meeting dates. A consultation meeting will not be scheduled until the required information has been provided.

In addition to those professionals who will be involved with the designing/managing of the development proposal, in all cases, the Owner of the property should also be in attendance at the meeting.

While efforts will be made to schedule a meeting on the applicants preferred date, meetings will be booked on a first come first serve basis. The City reserves the right to limit the number of meetings on any date.

The applicant should be prepared to discuss the proposal in detail and answer general questions about the contents covered within the Consultation Request Form.

Submission Requirements for a Consultation Meeting

A consultation meeting will be scheduled upon receipt of the following information:

- A completed Consultation Request Form with signatures
- (4) full size (24x 36) paper copies and a digital (PDF) version of a concept plan, drawn to scale, which illustrates the proposal and includes the following (where applicable):
 - Existing uses and uses adjacent to the lands
 - Setbacks and gross floor area of the existing and proposed buildings and structures
 - Dimensions and area of the lands
 - Existing and proposed pedestrian and vehicular access and parking areas
 - Adjacent streets with labels
 - Existing trees/vegetation, watercourses, slopes and natural features

Notes

All measurements are to be in metric, the plan(s) both paper and digital must be to scale; plan(s) must have a north arrow, title block with date, revision block, and a key map showing the general location of the lands.

The submission requirements are minimum requirements. The submission of other plans and/or documents that inform the application are beneficial and will assist staff in their review. These documents may include surveys, building elevations and floor plans, site services and utilities and restrictive covenants or easements, as examples.

For more information regarding the consultation process please contact the Planning & Building Services Department:

City of St. Thomas Planning & Building Services Department
9 Mondamin Street, St. Thomas, ON, N5P 2T9
Phone: 519-633-2560 Email: planning@stthomas.ca



Corporation of the City of St. Thomas
CONSULTATION REQUEST FORM

Office Use: Request Accepted By: _____ Date: _____ Reference # _____

Type of Application

This is a consultation request for (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Zoning By-law Amendment |
| <input type="checkbox"/> Draft Plan of Subdivision | <input type="checkbox"/> Draft Plan of Condominium |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Minor Variance |
| <input type="checkbox"/> Consent | <input type="checkbox"/> Heritage Alteration Permit |

Registered Owner

Name: _____ Email: _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____

Applicant/Agent (if applicable)

Name: _____ Email: _____
Company: _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____

Subject Property

Municipal Address: _____
Legal Description: _____

Description of Proposal (please provide a separate sheet of paper if required)

Current Property Owner

***If an applicant/agent is advancing this Consultation Request, see Appendix B - Authorization of Owner.**

Owners Name (Print) Signature of Owner Date

Appendix B – Authorization of Owner

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize
_____, to act on our behalf as the agent for the submissions required for all
matters relating to the subject lands, and to provide any of my personal information that will be included in this
application or collected during the planning process.

Date

Signature of Owner

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: City of St. Thomas
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name	Unit number	Lot/con.
Municipality St. Thomas	Postal code	Plan number/other description
Project value est. \$	Area of work (m ²)	

B. Purpose of application

New construction
 Addition to an existing building
 Alteration/repair
 Demolition
 Conditional Permit

Proposed use of building	Current use of building
--------------------------	-------------------------

Description of proposed work

C. Applicant Applicant is: Owner or Authorized agent of owner

Last name	First name	Corporation or partnership
Street address	Unit number	Lot/con.
Municipality	Postal code	Province
Telephone number ()	Email	Cell number ()
		Fax ()

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership
Street address	Unit number	Lot/con.
Municipality	Postal code	Province
Telephone number ()	Email	Cell number ()
		Fax ()

E. Builder (optional)				
Last name	First name	Corporation or partnership (if applicable)		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()	
Telephone number ()	Email	Fax ()		
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
Date:		Signature of applicant:		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.



Authorized Agent Authorization Form

For use by Principal Authority
Building permit number

A. Project Information

Project Address		Unit Number	Lot/Con
Municipality St. Thomas	Postal code	Project Description	

B. Registered Owner Information

Last Name	First Name	Phone Number	
Owner Address		Postal code	Cell Number
Municipality		Email Address	

C. Authorized Agent Information

Last Name	First Name	Phone Number	
Agent Address		Postal code	Cell Number
Municipality		Email Address	

D. Declaration of Registered Owner

I, _____, being the Registered Owner of the above property, hereby authorize the party stated in Section C of this form to make application for permit on my behalf to the City of St. Thomas Planning and Building Services Department, and take all actions necessary for the processing, issuance and acceptance of this permit in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

_____ date _____
owner signature

15 June 2021

Central Elgin Planning Office | Planning
& Building Services Dept.
9 Mondamin Street
St. Thomas, Ontario N5P 2T9

Att: Kevin McClure, MCIP RPP Planner

Re: 344-360 Talbot Street – Heritage Alteration Permit – Heritage Committee comments

Dear Kevin,

We would like to take this opportunity to address some of the comments made at the seventh meeting of the Municipal Heritage Committee held on June 9, 2021; specifically, the Municipal Heritage Committee's recommendations with respect to Heritage Alteration Permit (HAP) and Planning Report - HAP-03-21 - 344-360 Talbot Street.

We have not received the formal copy of the Committee's recommendations to be put forth to Council so we cannot provide any comments specifically towards those. However, we would like to clarify comments made in the Heritage Impact Assessment (HIA) pertaining to the selective façade demolition. At the time that this report was written we had not received all the information with regards to the building's current condition, which has been confirmed to be in a serious state of disrepair.

Due to the current City Orders on the property, the Owner has been forced to rush through the HAP process, which included the provision of an HIA. As the report was being written, the Owner had undertaken several investigations on the condition of the existing buildings, which confirmed the serious deterioration of the buildings. Had this information been received prior to the submission of the HIA, the recommendations put forth in the report would have been different.

Regarding selective demolition of the façade, the HIA recommended:

It is recommended that the original heritage facade be rebuilt to retain the heritage fabric of the building and align with the policies and guidelines of the HCD. Through this process, the original facades along Talbot Street would be carefully documented, dismantled, restored, and reconstructed in the original location of the current heritage facade along Talbot Street. Original heritage elements such as windows, doors and decorative elements such as corbels, dentils, pilasters and rooflines would be reinserted into the reconstructed facade, and replicas created where necessary. (page 2, paragraph 3)

Based on the recent investigations on the existing buildings' condition, it is fairly unlikely that much of the existing façade could be re-used. The buildings' façade has deteriorated to such a degree that many of the materials are falling apart and it poses a safety risk to the public. At this point, the intention would be to try to salvage any of the historical elements in the façade to be re-used in the new building. The new building's façade would be re-built to reflect the heritage elements/style of the historic building as well as the

surrounding heritage fabric along Talbot Street. The new building materials will be similar to the original building façade, both in colour and in style. Using these new materials will provide the building with a longevity that would not be possible with the re-use of the existing façade materials. Ultimately, a safe building that also reinstates the heritage facade through reconstruction and reinsertion of original heritage elements is the best-case scenario to support the policies and guidelines of the Downtown St. Thomas HCD, while encouraging a future mixed-use development for the property at 344-360 Talbot Street in the City of St. Thomas

We put forward this additional letter of information for Council’s consideration.

Sincerely,



Alicia Lesniak
Project Architect
B.E.S. B. Arch.



Ed J. van der Maarel
Principal Architect + Heritage Consultant
Dipl. Arch. RAIC, dipl. Arch. Tech., CAHP, ICOMOS

Cc Lou Pompilii,
Adam Altobelli

Email: lpompilii@stthomas.ca
adam@thegeofocusgroup.com



1266 South Service Road
Unit C1-1 Stoney Creek, ON L8E 5R9 CANADA
T: 905.525.6069 • www.exp.com

April 12, 2021

VIA E-MAIL
(adam@thegeofocusgroup.com)

2247171 Ontario Inc.
c/o The GeoFocus Group
29 – 111 Zenway Blvd.
Vaughan, ON L4H 3H9
Attention: Adam Altobelli

Project: Structural Site Review Report – 344-360 Talbot St, St Thomas, ON
EXP Project No.: HAM-21007239-A0

Subject: Structural Site Review & Condition Assessment

Dear Sir:

On Tuesday April 5th, 2021 EXP Services Inc visited the site at 344 – 360 Talbot St, St. Thomas, Ontario to review the structural condition of each of the respective units of the noted address. The attendees at the site were the below undersigned. The visit was requested by the The GeoFocus Group on behalf of 2247171 Ontario Inc., with the purpose to identify the current structural state of the buildings for future use or upgrade.

The assessment consisted of an on-site visual walk-through and review of the structural components visible and accessible from a ground vantage point. Due to the nature of the review and the state of the building, there may be conditions which may be unexpected or encountered that may have not been explored as in depth within the scope of this report.

Existing Structural Systems:

Units 344 – 360 are attached two – storey mixed use units with one basement level. The age of the structure was not identified at the time of the review however it appears that the buildings would be between 60 – 100 years old. As a result, each of the units appears to have gone through many renovations and alterations throughout its history.

The main structural composition involves load bearing timber floor framing supported on timber framed stud walls and masonry shared party walls. Where visible, the floor framing of the ground and second floor appeared to be 2 x 12 sawn timber at approximately 16” spacing. The masonry walls separating the units in many cases were shared party walls, built up of brick masonry, measuring 13 ½” in width. Within units, timber framing was measured to be 2 x 6 sawn timber stud walls. Stud walls were spanning significant floor to floor heights without timber blocking in visible areas.

Within each of the units it appeared that the framing was altered or additions were made to the original structure. These areas were mainly structural steel framing supporting timber floor framing.

Within the basement, the ground floor timber framing was supported by a rubble foundation (beneath masonry party walls) and timber framing (beam and columns) that were sawn timber of varying sizes and shapes.

It is our assumption that the roof structure is timber framing, however given that all ceilings were still in place at the time of review it was not clear to determine the framing type (long span truss or roof joist.)

The exterior of the building, including façade system, is a brick masonry structure. Over the years, various renovations and infills to windows are apparent throughout the units.

Observations:

In general, the building and identified units are in **highly poor condition**. It appears that the building has been either abandoned or condemned for many years. It is clear that there are no mechanical HVAC systems or piping that is functioning within the building. Furthermore, there are very large openings and failures in the building facade, windows and doors that are allowing exterior elements to infiltrate and continuously damage the building.

The following are structural observations made during our site review:

1. From our inspection of some lower roof areas, the roof appears to be considerably beyond its service length and there are significant failures. In addition, there are large debris, and dirt build up on the roof because of a lack of proper functioning roof drains (Photograph 2.)
2. The poor condition of the roof has likely contributed to several roof structure collapses. At the time of our review there were 5 locations where we identified structural collapse of the roof structure. These collapses have also led to visible signs of water ingress into the building (Photograph 3.)
3. The masonry façade system at the frontage of the building appeared to be in average condition. In general, there were some cracking within the mortar joints and considerable weathering and staining to the bricks (Photograph 9.)
4. Along the north side of the building, the masonry façade also appeared to be in average condition. Similar to the front façade, there appeared to be mortar joint cracking and considerable weathering and staining to the bricks.
5. Along the back side of the building, the masonry façade system has shown several areas of collapse. In one area, a collapse has left a large opening in the exterior wall. The area is un-shored and poses a significant safety concern. The area has been fenced off (Photographs 1, 13.)
6. Above the roof, there appears to be an addition to the existing chimney which appears to be in poor condition. The top of the chimney appears to have many loose bricks that may have fallen on to the

lower roof. This may pose a safety concern if the chimney's condition continues to deteriorate (Photograph 4.)

7. All additional façade elements including windows, doors, and paneling are all in very poor condition and should be replaced. In many areas the paneling appears to have failed and a past owner has patched it with plywood (Photograph 5, 10.)
8. Many openings through both load bearing timber and masonry walls appear to have been completed without the appropriate lintel design (Photograph 12.)
9. In several areas the second floor framing composition has been altered. In two (2) specific areas it was visible that the floor framing joists were not tight to the underside of the floor. The joists were "hovering" in mid air and not directly supporting the floor.
10. There are existing stairwells from ground floor to access the basement (in each unit), these stairs are unsafe and not designed according to acceptable building code.
11. There are existing stair wells from ground floor to second floor, these stairs are also unsafe. The stair has experienced significant movement and stair treads slope down. The handrails are very low and also very loose.
12. The floor composition in many areas was not visible at the time of the review. Most of the areas had moist carpet or floor finishes had covered the timber planks.
13. Similar to the floor composition, the roof structure was not visible as a result of ceilings being installed, however there was clear evidence of roof leaks through soaked ceiling tiles (Photograph 11.)

Additional photos of similar conditions have been identified in Appendix A. In addition, a database of all photos taken during our review has been downloaded and saved on our EXP server.

Summary and Conclusions:

In our opinion, based on the site condition review, the existing units from 344 – 360 Talbot St are in a **very poor and unserviceable condition**. The state of the building poses a life safety concern and without considerable restoration and renovation should not be used or habited by the community. Further to the interior of the building, the area to the back side of the building should be properly secured and brick shored up, as it poses a safety concern to the exterior community.

The building has sat for several years, without maintenance, in an un-heated state and left exposed to water ingress and exposed to freezing temperatures. The impact to the structure is evident with multiple collapses, sagging of floor framing and other unsafe conditions. Beyond the impact to the overall structural impacts, there will be significant underlying issues such as mold and additional remediation within wall and ceiling spaces. **The building requires immediate action**. If the building is left in this state for a continued time frame the impacts to the structure will continue to deteriorate and likely experience continued collapses and additional safety concerns.

It is our opinion that the existing structure can not be salvaged without extensive review, analysis and testing. In addition, the remediation of all designated substances within the building will need to be assessed,

investigated, and removed. The building will require a new HVAC system in order to keep the structure heated and upgrades to all façade and roof systems to protect against the exterior elements. The cost to complete this remediation, upgrades, and all analysis will likely outweigh the cost of re-building the units from the ground up. A suggested method of action going forward would be to demolish the existing buildings and re-build the units with modern day construction methods.

We hope this letter fulfills your requirements, feel free to contact the undersigned for further information.

Best regards,



Paolo Marcello, M.Eng., P.Eng.
Manager Buildings Division - Hamilton

Shamim Zubery, P.Eng.
Lead Structural Engineer - Hamilton

Enclosure
Appendix A – Site Review Photographs

cc: L. Scott



Appendix A – Site Review Photographs





Photograph 1 – Back of Building: Collapse of Brick Facade



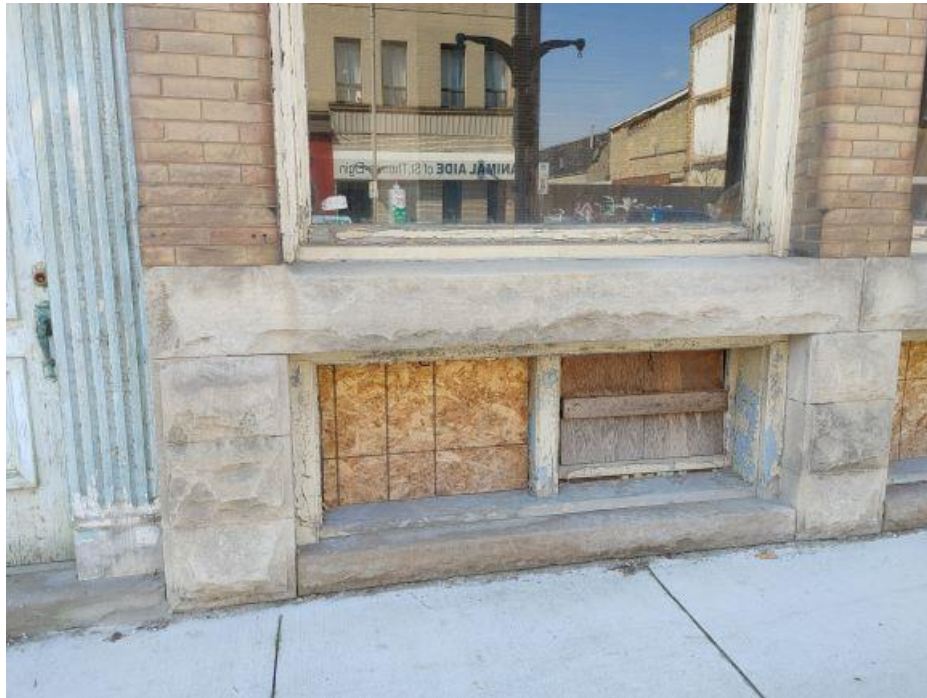
Photograph 2 – Low Roof: Debris and Abandoned Roof top Unit



Photograph 3 – Roof Collapse on Low Roof



Photograph 4 – Damaged Chimney



Photograph 5 – Frontage of Building: Damaged Panelling Replaced with Plywood



Photograph 6 – Renovation in Unit 360: Level 2 Framing Removed – Masonry Wall Unbraced at Level 2





Photograph 7: Additional Façade Collapses on Back of Building



Photograph 8: Roof Framing Sagging at Unit 360 and Roof Leak at Midspan



Photograph 9: Boarded Up Windows with Plywood at Frontage of Building



Photograph 10: Damaged window frame (Typical)



Photograph 11: Evidence of Many Roof Leaks



Photograph 12: Opening Through Brick Wall Without Proper Lintel



Photograph 13: Large Damage to Back of Building Brick Façade



Photograph 14: Opening through Load Bearing Wall (No Lintel, No Blocking)

Craig Hill

From: Paolo Marcello <Paolo.Marcello@exp.com>
Sent: April 20, 2021 10:03 AM
To: Mike Klecina
Cc: Shamim Zubery; Adam Altobelli; Nizar Mawani; Craig Hill
Subject: RE: 344-360 Talbot Street - EXP - Call to Discuss Structural Assessment

EXTERNAL

WARNING: Do NOT CLICK on links or open attachments unless you are expecting it or have verified with the sender.

Hi All,

As per my discussion with Mike this morning the following is our opinion regarding the rework required on the exterior façade (masonry) on all elevations:

- Significant shoring systems will need to be built in order to keep the existing façade wall on the front and alley way sides (without rebuild / demolition). This will include structural steel framing and new foundation work with partial demolition (where back bracing is required.) This will also require you to remove the existing old windows and provide lintel support. Furthermore, while completing the partial demolition DSS remediation will likely need to be completed in all exterior walls and interior floors, which have been subject to exterior conditions for many years. Lastly, the brick is stained and needs repointing in many areas and will need repair with the setup of a large scaffold system.
- The challenge after temporarily shoring the façade wall will then be to tie it back into a new structure and ensure it works with the new architectural vision.
- As a further note, the remainder of the existing building is unsafe and will need to be either demolished, re-built or shored adequately to make safe the area so that the above could be done.
- On the back side of the building the façade is so far collapsed it will need to be re-built.
- The capital cost to keep the existing masonry façade wall in tact will likely exceed the cost to rebuild and restore the exterior façade walls with demolition.

Feel free to give me a call if you'd like to discuss anything further,

Paolo Marcello, EMBA, M.Eng, P.Eng

EXP | Manager - Buildings Division, Hamilton

t : +1.905.525.6069, 1464 | m : +1.647.994.0446 | e : Paolo.Marcello@exp.com

[exp.com](#) | [legal disclaimer](#)

keep it green, read from the screen

From: Mike Klecina <mike@thegeofocusgroup.com>

Sent: Wednesday, April 14, 2021 7:42 AM

To: Paolo Marcello <Paolo.Marcello@exp.com>

Cc: Shamim Zubery <Shamim.Zubery@exp.com>; Adam Altobelli <adam@thegeofocusgroup.com>; Nizar Mawani <nizar@rahmyn.com>; Craig Hill <craig@thegeofocusgroup.com>

Subject: RE: 344-360 Talbot Street - EXP - Call to Discuss Structural Assessment



June 7th, 2021

2247171 Ontario Inc.
29-111 Zenway Blvd.
Vaughan, On
L4H 3H9

C/O - The GeoFocus Group
111 Zenway Boulevard – Suite 29
Woodbridge, ON
L4H 3H9

Attention: Mike Klecina

RE: 344-360 Talbot St, St. Thomas, Structural Site Review and Condition Assessment – Peer Review

Dear Mike:

2247171 Ontario Inc., care of The GeoFocus Group, has retained Gray and Fick Limited (G&F) to conduct a peer review of the Structural Site Review and Condition Assessment report written by EXP (HAM-21007239-A0). The purpose of the report from EXP was to conduct an on-site (non-destructive) visual assessment of the structural elements of the building located at 344-360 Talbot St in St Thomas.

The conclusions of the site visit and report are:

- Primary structure is wood framed with some load bearing masonry walls.
- The structure has been neglected for many years and many of the structural elements are in very poor condition
- Building envelope has been compromised in multiple locations and likely has been for many years
- There are no sources for heat or any form of conditioned air space

Discussion:

Gray & Fick Ltd has thoroughly reviewed the information provided within the report including photographs found in Appendix A. There are several observations made within the report that would suggest that elements of the existing structure are failing and in disrepair. The current state of the building envelope are contributing to continued deterioration of the structural elements of the building. Corrective action to the building envelope, at the structure's current condition, would not likely be worthwhile. Therefore, we agree with the report's general conclusions that the structure is in very poor condition and requires immediate attention.

The condition of the existing brick, as stated in the report by EXP, along the north side of the building is in average condition. Based on the age of the building and the masonry failures in other portions of the building, we believe that this opinion may be overly optimistic. With the level of neglect persistent through the structure and years of exposure to freeze thaw cycles, it is unlikely that the north façade of the building is salvageable. To our knowledge, no strength testing of the existing masonry has been conducted and therefore should not be relied on as satisfactory.

The implications of structural collapse of this building may not be limited to the addresses identified as part of the report. As the buildings are constructed in a ‘row’ format with structures sharing common (“party”) walls, structural collapse could destabilize the adjoining wall structure. An investigation should be conducted to determine the stability of the adjacent structure(s) to determine if masonry reinforcement is required.

Limitations:

We have not conducted a site visit to review the current condition and are reliant on the information being true and accurate as represented by EXP. This report was prepared exclusively for the purposes, project, and site locations outlined in the report.

The report is based on information provided to, or obtained by, Gray and Fick as indicated in the report, and represents a review of available information within an established work scope, schedule and budget. The material in this report reflects Gray and Fick’s judgment in light of the information available to it at the time of preparation.

Any uses that a third party makes of this report, or any reliance on decisions made based on it, are the responsibilities of such third parties. Gray and Fick Ltd. accepts no responsibility for damages, if any, suffered by any third party because of any decisions made based on this report.

We trust that you will find this satisfactory. If you should have any questions or require additional information, please do not hesitate to contact the undersigned.

Sincerely:



Travis Parker, P. Eng.
Vice President



Client: 2247171 Ontario Inc.
c/o The GeoFocus Group

Date: 2021-05-31

Attention: Mike Klecina
29 – 111 Zenway Boulevard
Vaughan, Ontario
L4H 3H9

RE: 344 -360 Talbot Street, St. Thomas - Salvage Quote

QM Environmental are pleased to provide the following price for salvage of the front facade of the above captioned work. Our price includes all necessary labor, tools, equipment, and disposal. For details see scope inclusions and exclusions below.

Pricing:

- To complete a review of the site to determine the structural rigidity of the front façade wall for purposes of removing/dismantling the materials for future re-use.....**\$20,000.00 + HST**
 - Price is to determine if the façade wall can remain structurally sound throughout the removal of the materials without the need for supports, braces, etc.
 - Price does not include for designing any shoring structure or bracing to complete the work or to maintain the front façade wall as a full assembly during the work.

- To carefully dismantle the front façade and palletized for re-use.....**\$785,000.00 + HST**
 - This price includes erecting scaffolding/climbers to access the front façade.
 - Assumes no hazardous materials or designated substances present.
 - Scope of work is anticipated to take +/- 6 weeks.
 - Scaffolding that has been erected for the façade removals could be utilized during the demolition scope of work.

Exclusions:

- Water and Electricity to be supplied by others.
- Staging to be provided on site by others.
- Structural bracing/shoring
- Assumes no utility conflicts
- Permits by others
- Security of the material by others
- Quote valid for 30 days

Please NOTE: Prices are based on mutually agreeable terms and conditions.

Trusting the above is satisfactory, please do not hesitate to contact the undersigned for further information or clarification.

Regards,

Joel Weerdenburg PMP, NCSO, C. Tech | Estimating Manager
T: 416.253.6000 | C: 289.237.7734 | Joel.Weerdenburg@QMenv.com



ORDER TO REMEDY UNSAFE BUILDING

PURSUANT TO SECTION 15.9 (4) OF THE BUILDING CODE ACT, S.O. 1992, c.23

City of St. Thomas

Building Services
Planning & Building Services Dept
P.O. Box 520
545 Talbot Street
St. Thomas, ON N5P 3V7
(519) 631-1680

Order No.: ORU-20-002

Order Date: 12 February 2020

Permit No.: N/A

ORDER APPLIES TO:

Municipal Address: **344-360 TALBOT STREET, St. Thomas, ON N5P 1B6**

Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

ORDER ISSUED TO:

2247171 Ontario Inc
c/o Matt McLennan
296331 29th Line RR3
Lakeside, ON N0M 2G0

AND

Matt McLennan
185 Lake Margaret Trail
St. Thomas, ON
N5R 0B7

TAKE NOTICE that as the property described above is owned by you, or in which you have an interest, and has been inspected on or about 10 February 2020 has been found to pose a danger to the health or safety of any person in the vicinity.

YOU ARE HEREBY ORDERED to correct the contraventions itemized in the attached **Schedule "A"** which must be complied with on or before the dates provided in attached Schedule "B".

Sandy Dale, CPSO
Building Inspector
Building Services, City of St. Thomas

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- The Chief Building Official may prohibit the use or occupancy of the building; and may cause the building to be renovated, repaired or demolished to remove the unsafe condition or take such other action as he or she considers necessary for the protection of the public. [*Building Code Act, 1992 s. 15*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s. 36*]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992 s. 13*]

SCHEDULE "A"

Municipal Address: **344-360 TALBOT STREET, St. Thomas, ON N5P 1B6**

Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

The following unsafe conditions were observed at the above noted address:

ITEM	LOCATION and UNSAFE CONDITION	
1.	<p>LOCATION #1: South (rear) wall of building with Municipal address #344-346 Talbot Street, St.Thomas (see attached item#1 for specifics to location#1)</p> <p>UNSAFE CONDITION: Part of the existing rear multiple wythe brick wall is deteriorating. The wall has cracking and spalling of bricks and failing mortar. Brick and brick pieces are loose and falling to the city sidewalk below.</p>	
	REFERENCE	
	BCA 15.9(2)	<p>A building is unsafe if the building is,</p> <p>(a) Structurally inadequate or faulty for the purpose for which it is used; or</p> <p>(b) In a condition that could be hazardous to the health or safety of persons in the normal use of the building, persons outside the building or persons whose access to the building has not been reasonably prevented.</p>
ITEM	LOCATION and UNSAFE CONDITION	
2.	<p>LOCATION #2: South (rear) wall of building with Municipal address #350-360 Talbot Street, St.Thomas (see attached item#1 for specifics to location#2)</p> <p>UNSAFE CONDITION: Part of the existing rear multiple wythe brick wall is deteriorating. The wall has cracking and spalling of bricks and failing mortar. Brick and brick pieces are loose and falling to the ground below where there is a door into the building and parking spaces. This wall is seriously deteriorated, and appears to no longer be structural adequate</p>	
	REFERENCE	
	BCA 15.9(2)	<p>A building is unsafe if the building is,</p> <p>(a) Structurally inadequate or faulty for the purpose for which it is used; or</p> <p>(b) In a condition that could be hazardous to the health or safety of persons in the normal use of the building, persons outside the building or persons whose access to the building has not been reasonably prevented.</p>

A Building Permit is required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

SCHEDULE "B"

Municipal Address: **344-360 TALBOT STREET, St. Thomas, ON N5P 1B6**

Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

REQUIRED ACTION:

- 1) The building owner shall provide barricades to restrict access to the sidewalk by the public on the portion of the sidewalk which extends along the rear of #340-346 Talbot **forthwith and before 5:00pm Tuesday February 18, 2020. (see attached item#1 for specifics to location #1)**
- 2) The building owner shall provide barricades to protect users of the door at the rear of #350-360 Talbot Street **forthwith and before 5:00pm Tuesday February 18, 2020. (see attached item#1 for specifics to location #2)**. Alternatively – if this section of the building is vacant and the door is not a required exit or egress, the door may be boarded up and made inaccessible.
- 3) The building owner shall maintain the barricades to protect users of the parking spaces rear of #350-360 Talbot Street **until all work is complete. (see attached item#1 for specifics to location#2)**.
- 4) The building owner shall provide scaffolding which allows use of the city sidewalk by pedestrians, while protecting the users of the city sidewalk extending along the rear of #340-346 Talbot **on or before 5:00pm Monday March 9, 2020. (see attached item#1 for specifics to location #1)**
- 5) The building owner shall retain a professional engineer to either repair or demolish the building. The engineer retained by the owner is to provide written conformation to Mrs. Sandy Lale, Building Inspector, **on or before 5:00pm Friday March 20, 2020 (slale@stthomas.ca)** that they have been retained to address the structural requirements and prepare a written report.
- 6) The building owner is to provide an engineering report prepared by a Professional Engineer to Mrs. Sandy Lale **on or before 5:00pm Friday April 17, 2020**. The engineering report is to summarize the structural integrity of the unsafe locations noted above, in relation the building as a whole. The report shall outline the design of temporary shoring, repairs and stabilization of the damaged masonry and provide direction to correct any structural concerns or describe the process to safely demolish the building.
- 7) The building owner is to apply for a building permit to remove the unsafe conditions, via repairs or demolition of the building, specified in item#6 above **on or before 5:00pm Friday May 8, 2020**.
- 8) The building owner is to coordinate and commence the building repairs or demolition per the issued permit **on or before 5:00pm Friday May 29, 2020**.

A Building Permit is required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

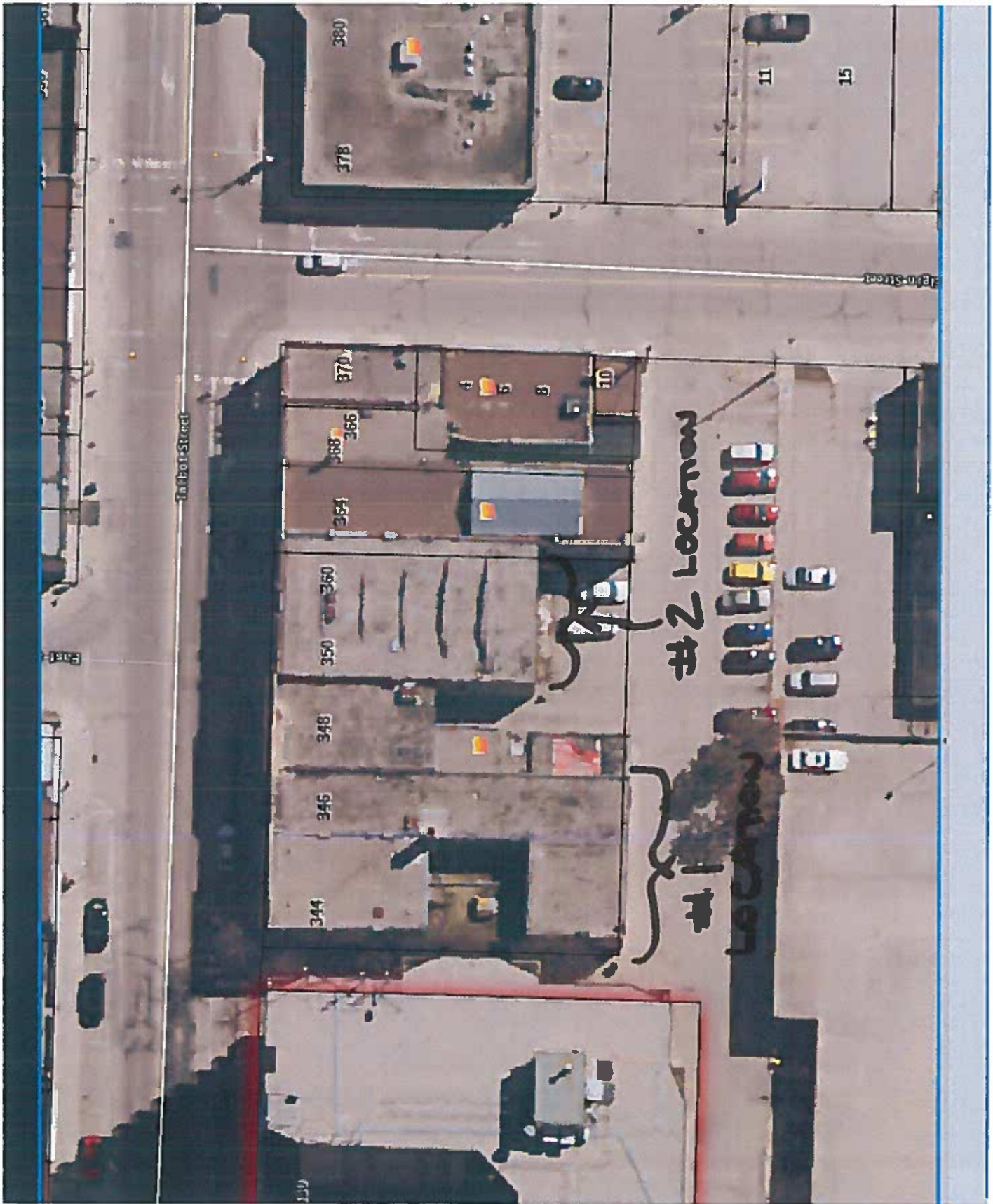
NOTE:

A Right-of-Way permit is required before blocking of City Sidewalks. Contact the Environmental Services Department for more information regarding this.

This property is registered as a Designated Heritage Property. As such, any reconstruction or proposal for demolition must be approved by the Heritage Committee prior to the issuance of a building permit.

A Building Permit is required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

344-360 TALBOT - ITEM #1





Portion of
City Side Walk
to Be Protected

ITEM #1

PG 3 of 3



Barricade
to be
maintained

Door to
be protected



City of St. Thomas
Planning & Building Services Department
9 Mondamin Street
St. Thomas, ON N5P 2T9
PH: (519) 631-1680

ORDER
of the
PROPERTY STANDARDS OFFICER
PURSUANT TO SECTION 15.2 (2) OF THE BUILDING CODE ACT, S.O. 1992, c.23

Order No.: PSO-20-008

Order Date: 12 February 2020

ORDER APPLIES TO:

Municipal Address: **344-360 Talbot Street, St. Thomas, ON N5P 1B6**
Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

ORDER ISSUED TO:

2247171 Ontario Inc
c/o Matt McLennan
296331 29th Line RR3
Lakeside, ON
N0M 2G0

AND

Matt McLennan
185 Lake Margaret Trail
St. Thomas, ON
N5R 0B7

TAKE NOTICE that as the property described above is owned by you, or in which you have an interest, and has been inspected by a Property Standards Officer appointed by the City of St. Thomas on or about **10 February 2020** has been found to be not in compliance with the standards set out in the City's By-law No. 80-2019 as amended.

IT IS HEREBY ORDERED, pursuant to Section 15.2 (2) of the Building Code Act, S.O. 1992, c.23, as amended, that the violations set out in the attached **Schedule "A"** be remedied and the property brought into compliance with the prescribed standards. The terms and conditions of this Order and the attached Schedule must be complied with on or before **11 June 2020**.

Alanna Shaw
Property Standards Officer
Planning & Building Services Dept.
City of St. Thomas
alshaw@stthomas.ca
Phone (519) 631-1680 ext. 4220

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- When the Owner or Occupant upon whom an Order has been served is not satisfied with the terms or conditions of the Order, the Owner or Occupant may appeal to the Property Standards Committee by sending a Notice to Appeal by registered mail to the Secretary of the Committee within fourteen (14) days after service of the Order. The address of the Committee is: The City of St. Thomas, City Hall, P.O. Box 520, St. Thomas, Ontario, N5P 3V7. [*Building Code Act, 1992 s. 15.3*]
- An appeal to the Property Standards Committee carries a \$150.⁰⁰ administration charge.
- The final date for giving Notice of Appeal from this Order is **02 March 2020**. An Order that is not appealed within the time specified shall be deemed to be confirmed.
- Take notice that if such repair or clearance is not carried out within the time specified in this Order, the Municipality may carry out the repair or clearance at the expense of the owner and place all costs on the tax roll for the property as a priority lien, in accordance with Section 1 of the Municipal Act, S.O. [*Building Code Act, 1992 s. 15.4*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s. 36*]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992 s. 13*]

SCHEDULE "A"

Municipal Address: **344-360 Talbot Street, St. Thomas, ON N5P 1B6**
 Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

The following violation(s) of the City of St. Thomas Property Standards By-law No. 80-2019 (PSB), the Building Code Act, 1992(BCA) and/or the Ontario Building Code, O.Reg. 332/12 (OBC) were observed at the above noted address:

ITEM	DESCRIPTION and LOCATION	
1.	Dilapidated Building.	
	REFERENCE	
	PSB 1.6	No person shall cause or permit a structure to deteriorate into a ruinous or dilapidated state such that the structure poses or constitutes an undue or unreasonable hazard or risk to life, limb or health of any person in or about the property.
	REQUIRED ACTION	
Bring property into compliance with St. Thomas Property Standards By-Law No.80-2019 or apply for and obtain a demolition permit and remove and clear the site of the building, debris and leave the site in graded and levelled condition. <i>Contact this office for inspection upon completion of the work.</i>		

ITEM	DESCRIPTION and LOCATION	
2.	The structure is in severe disrepair.	
	REFERENCE	
	PSB 4.2.1	An Owner shall maintain every part of a structure in good repair
	PSB 4.2.2	Without restricting the generality of Subsections 4.1.2 and 4.2.1, good repair includes: a) maintained in a sound structural condition; and b) able to sustain its own weight together with the loads that may be imposed by its use, occupancy and natural causes such as snow and wind.
REQUIRED ACTION		
Bring property into compliance with St. Thomas Property Standards By-Law No.80-2019 or apply for and obtain a demolition permit and remove and clear the site of the building, debris and leave the site in graded and levelled condition. <i>Contact this office for inspection upon completion of the work.</i>		

- A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.
- A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

ITEM	DESCRIPTION and LOCATION	
4.	There are openings in the building.	
	REFERENCE	
	PSB 3.1.1	An Owner shall maintain all structures free of rodents, vermin, insects and/or pests.
	PSB 3.1.2	Openings in structures, including but not limited to cellars, soffits, fascia, and crawl spaces, shall be protected to prevent the entrance of rodents, vermin, insects and pests.
	REQUIRED ACTION	
Bring property into compliance with St. Thomas Property Standards By-Law No.80-2019 or apply for and obtain a demolition permit and remove and clear the site of the building, debris and leave the site in graded and levelled condition. <i>Contact this office for inspection upon completion of the work.</i>		

ITEM	DESCRIPTION and LOCATION	
5.	There is loose and spalling brick around the exterior of the building and many sections which mortar is missing, provide repairs or apply appropriate finish.	
	REFERENCE	
	PSB 4.3.1	An Owner shall maintain all exterior walls, and other exposed surfaces, not inherently resistant to deterioration in good repair.
	PSB 4.3.2	Without restricting the generality of Subsection 4.3.1, good repair includes: <ul style="list-style-type: none"> a) treated with a protective coating of paint or preservative; b) maintained in good repair to prevent deterioration due to weather, insects, rodents or other elements; c) free from loose and unsecured or improperly secured objects and material which may create an unsafe condition; and d) insulation in accordance with the provisions of the Ontario Building Code.
	REQUIRED ACTION	
Bring property into compliance with St. Thomas Property Standards By-Law No.80-2019 or apply for and obtain a demolition permit and remove and clear the site of the building, debris and leave the site in graded and levelled condition. <i>Contact this office for inspection upon completion of the work.</i>		

- A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.
- A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

ITEM	DESCRIPTION and LOCATION	
6.	Many windows and trim components have exposed untreated wood	
	REFERENCE	
	PSB 4.4.1	An Owner shall maintain all exterior doors, windows, skylights, and shutters, including storm doors and storm windows, in good repair.
	PSB 4.4.1	Without restricting the generality of Subsection 4.4.1, good repair includes: <ul style="list-style-type: none"> a) constructed, erected and installed in accordance with the requirements of the Ontario Building Code; b) free of conditions which may create a health, fire or safety hazard; c) preventing the entrance of wind, rain or snow into the building; d) the refitting, replacing or renewing of damaged, decaying or defective doors, windows, frames, sashes, casings, shutters, hatchways or screens; e) re-glazing cracked, broken or missing glass; f) replacing or repairing defective hardware g) providing missing hardware; h) re-screening or weather stripping where such is defective or missing; and i) painting or applying an effective preservative.
	REQUIRED ACTION	
Provide paint or appropriate finish to exposed wood and <i>contact this office for inspection upon completion of the work.</i>		

ITEM	DESCRIPTION and LOCATION	
7.	There are broken windows	
	REFERENCE	
	PSB 4.4.1	An Owner shall maintain all exterior doors, windows, skylights, and shutters, including storm doors and storm windows, in good repair.
	PSB 4.4.1	Without restricting the generality of Subsection 4.4.1, good repair includes: <ul style="list-style-type: none"> a) constructed, erected and installed in accordance with the requirements of the Ontario Building Code; b) free of conditions which may create a health, fire or safety hazard; c) preventing the entrance of wind, rain or snow into the building; d) the refitting, replacing or renewing of damaged, decaying or defective doors, windows, frames, sashes, casings, shutters, hatchways or screens; e) re-glazing cracked, broken or missing glass; f) replacing or repairing defective hardware g) providing missing hardware; h) re-screening or weather stripping where such is defective or missing; and i) painting or applying an effective preservative.
	REQUIRED ACTION	
Repair windows and <i>contact this office for inspection upon completion of the work.</i>		

A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

ITEM	DESCRIPTION and LOCATION	
8.	Soffits and fascia contain openings, exposed untreated wood, broken pieces which are hanging and, in some areas, missing completely	
	REFERENCE	
	PSB 3.1.1	Openings in structures, including but not limited to cellars, soffits, fascia, and crawl spaces, shall be protected to prevent the entrance of rodents, vermin, insects and pests.
	PSB 4.3.3	An Owner shall maintain all roofs, including valleys, fascia boards, soffits, eavestroughs, roof gutters, down pipes, guards, lightning arrestors, and cornices, in good repair.
	PSB 4.3.4	Without restricting the generality of Subsection 4.3.3, good repair includes: <ul style="list-style-type: none"> a) free from obstructions; b) free from hazardous accumulations of ice and snow; c) free from loose and unsecured or improperly secured objects and material which may create an unsafe condition; and d) maintained in a watertight condition so as to prevent leakage of water into the building.
	REQUIRED ACTION	
Provide repairs to the soffits and fascias <i>and contact this office upon completion of the work.</i>		

- A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.
- A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

SCHEDULE "A"

BY-LAW No. 80-2019

Administration Fee for Issuance of Orders

Property Standards Order \$ 200.00

Administration Fee for Registration of Orders against title

Property Standards Order \$ 700.00

Administration Fee for Removal of Orders from title

Property Standards Order \$ 700.00

Administration Fee for Appeals

Property Standards Committee \$ 150.00

Superior Court Judge \$ 300.00

Fees for Services related to execution of Orders

Fees for staff service:

Time - Chief Building Official \$ 75.00 /hour
Time – Property Standards Officer \$ 50.00 /hour
Time – Building Services Assistant \$ 50.00 /hour
Mileage, photocopying, phone, etc. as per City guidelines

External Disbursements actual cost
(Professional services, contractor services, etc.)

Administration fee 15% of total disbursements

Administration Fee for Issuance of Certificates of Compliance

Residential \$ 200.00 per unit

Commercial \$ 500.00 per unit

Industrial/Institutional \$ 50.00 per 100 m² of building area
minimum \$ 500.00

Vacant and Derelict property \$ 200.00

Corporation of the City of St. Thomas

HERITAGE CONSERVATION DISTRICT GUIDELINES

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

Municipal Address: **344-360 Talbot Street, St. Thomas, ON N5P 1B6**

Legal Description: **PLAN 187 LOTS 2 TO 5 PT LOT 6**

A consultation request form has been attached to discuss the repair of the above-mentioned address before any work is to start. This consultation will be to discuss with staff the potential requirements of a heritage alteration permit, a building permit and to ensure all repairs will comply with the guidelines to manage developments within the district. Every Heritage Conservation District is unique and reflects the history and values of a community.

This form can be submitted to the Planning and Building Department at 9 Mondamin Street between the hours of Monday-Friday 08:30-04:30 except holidays. **Please contact the office to determine submissions requirements specific to the proposal at 519-633-2560 or planning@stthomas.ca.**

City of St. Thomas Property Standards By-Law 80-2019

5.3 Part V Heritage Property

- 5.3.1 The Owner shall comply with the provisions of the *Ontario Heritage Act* and obtain a permit when altering or permitting the alteration of any part of the property, other than the interior of any structure or building on the property, or when erecting, demolishing or removing any building or structure on the property, or permitting the same, unless excepted from such requirement under the *Ontario Heritage Act*

A copy of the Downtown St. Thomas Conservation District Plan can be viewed on the city website at <https://www.stthomas.ca/cms/one.aspx?portalId=12189805&pageId=12512745>

Corporation of the City of St. Thomas

CONSULTATION REQUEST FORM

All proposals are to be submitted to the City of St. Thomas Planning & Building Services Department. Staff will determine whether the information submitted is sufficient to warrant the scheduling of a consultation meeting. If additional information is required staff will advise the applicant.

Attendants at the meeting will be representatives from the Planning & Building Services Department and Environmental Services Department. Depending on the nature of the site and proposal, other City staff or outside agencies may also be called on to attend.

Meetings will be scheduled to take place within approximately 15 business days of the submission of a complete Consultation Request Form. Meetings are held in the boardroom of the Planning & Building Services Department, 9 Mondamin Street (lower level of City Hall). Please see attached, **Appendix A** which indicates the predetermined submission deadlines and meeting dates. A consultation meeting will not be scheduled until the required information has been provided.

In addition to those professionals who will be involved with the designing/managing of the development proposal, in all cases, the Owner of the property should also be in attendance at the meeting.

While efforts will be made to schedule a meeting on the applicants preferred date, meetings will be booked on a first come first serve basis. The City reserves the right to limit the number of meetings on any date.

The applicant should be prepared to discuss the proposal in detail and answer general questions about the contents covered within the Consultation Request Form.

Submission Requirements for a Consultation Meeting

A consultation meeting will be scheduled upon receipt of the following information:

- A completed Consultation Request Form with signatures
- (4) full size (24x 36) paper copies and a digital (PDF) version of a concept plan, drawn to scale, which illustrates the proposal and includes the following (where applicable):
 - Existing uses and uses adjacent to the lands
 - Setbacks and gross floor area of the existing and proposed buildings and structures
 - Dimensions and area of the lands
 - Existing and proposed pedestrian and vehicular access and parking areas
 - Adjacent streets with labels
 - Existing trees/vegetation, watercourses, slopes and natural features

Notes

All measurements are to be in metric, the plan(s) both paper and digital must be to scale; plan(s) must have a north arrow, title block with date, revision block, and a key map showing the general location of the lands.

The submission requirements are minimum requirements. The submission of other plans and/or documents that inform the application are beneficial and will assist staff in their review. These documents may include surveys, building elevations and floor plans, site services and utilities and restrictive covenants or easements, as examples.

For more information regarding the consultation process please contact the Planning & Building Services Department:

City of St. Thomas Planning & Building Services Department
9 Mondamin Street, St. Thomas, ON, N5P 2T9
Phone: 519-633-2560 Email: planning@stthomas.ca



Corporation of the City of St. Thomas
CONSULTATION REQUEST FORM

Office Use: Request Accepted By: _____ Date: _____ Reference # _____

Type of Application

This is a consultation request for (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Zoning By-law Amendment |
| <input type="checkbox"/> Draft Plan of Subdivision | <input type="checkbox"/> Draft Plan of Condominium |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Minor Variance |
| <input type="checkbox"/> Consent | <input type="checkbox"/> Heritage Alteration Permit |

Registered Owner

Name: _____ Email: _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____

Applicant/Agent (if applicable)

Name: _____ Email: _____
Company: _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____

Subject Property

Municipal Address: _____
Legal Description: _____

Description of Proposal (please provide a separate sheet of paper if required)

Current Property Owner

***If an applicant/agent is advancing this Consultation Request, see Appendix B - Authorization of Owner.**

Owners Name (Print) Signature of Owner Date

Appendix B – Authorization of Owner

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize
_____, to act on our behalf as the agent for the submissions required for all
matters relating to the subject lands, and to provide any of my personal information that will be included in this
application or collected during the planning process.

Date

Signature of Owner

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: City of St. Thomas
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name		Unit number	Lot/con.
Municipality <b style="text-align: center;">St. Thomas	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	

B. Purpose of application

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building	Current use of building			

Description of proposed work

C. Applicant Applicant is: Owner or Authorized agent of owner

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email		Fax ()

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email		Fax ()

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	Cell number ()
Telephone number ()		Email		Fax ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
Date:		Signature of applicant:		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.



Authorized Agent Authorization Form

For use by Principal Authority
Building permit number

A. Project Information

Project Address		Unit Number	Lot/Con
Municipality St. Thomas	Postal code	Project Description	

B. Registered Owner Information

Last Name	First Name	Phone Number	
Owner Address		Postal code	Cell Number
Municipality	Email Address		

C. Authorized Agent Information

Last Name	First Name	Phone Number	
Agent Address		Postal code	Cell Number
Municipality	Email Address		

D. Declaration of Registered Owner

I, _____, being the Registered Owner of the above property, hereby authorize the party stated in Section C of this form to make application for permit on my behalf to the City of St. Thomas Planning and Building Services Department, and take all actions necessary for the processing, issuance and acceptance of this permit in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

owner signature _____
date