

Appendix 1:

On July 12, 2019, the Old Cemetery Society brought to the City a desire to build a gate for the Ross Bay Cemetery. City's staff response was "we are pleased to support your proposal to fund the design and implementation of a pedestrian gate at Ross Bay Cemetery. The proposal would provide an excellent opportunity for park name signage and place making in a manner that is sympathetic to the heritage fabric of the park. Due to the heritage classification of the park, the next step in the process would be apply for a heritage alteration permit. Our Heritage Community Planner, will be able to walk you through what's involved in the permit process. Once the project has received the support of the Heritage Advisory Panel, our parks design team will support you through our Parks Permitting process which will outline the requirements for third parties to design and construct structures on City land."

On July 17, 2019, City Heritage sent an email that stated "Further to our conversation, attached are the Ross Bay Cemetery guidelines for gates. Basically, they recommend stone and wrought iron, but using a simplified rather than ornate design. The work would require approval through a delegated heritage alteration permit form. You do not need a site profile and the item "amendments to approved development permits or heritage alteration permits..." does not apply. To clearly show what work is proposed, we will need an elevation and plan detail of the gates confirming dimensions and materials. Please bring the completed application along with electronic copies to the City Hall development services counter here on the second floor. Your application will be reviewed by the heritage advisory panel, who meets every month. There is no fee, since this is a city-owned property."

On August 8, 2019, the member of the Old Cemeteries Society sent an email that stated "I met with staff, discussed plans and submitted plans and a Heritage Delegated Permit Application to staff. He indicated that he would put it on the agenda for the Sept.10th meeting of the heritage advisory committee."

On August 9, 2019 the Heritage Staff emailed the Cemetery Society mentioning "Our real estate services division is not able to provide the required owner's authorization until the parks department has reviewed and signed off as well. I have emailed parks to request approval. Until we receive authorization, we will be unable to create the heritage alteration permit file."

On November 12, 2019 the Cemetery Society emailed saying "we basically received approval ((DHP00116 approved on Nov 29, 2019). Steve Barber commented that we should use local granite instead of the limestone that I had picked for cladding (we can do that). Pamela Madoff made the comment "Looking forward to seeing it built.""

On December 6, 2019, the Old Cemetery Society received this email "We're excited about your volunteer involvement in this initiative and we are committed to supporting you to deliver this project. However, as public servants our annual mandate is set by Council in the Official Community Plan, Strategic Plan, and annual Financial Plan. Although we endeavour to support and steward other project proposals, such as yours which falls outside of Councils direction, our first priority is to meet our commitment to Council's mandate. Unfortunately, with our team's current limited resources (we are short staffed 3 park planners) we are currently unable to review and provide you with direction and next steps. We hope to have new resources in Q1 of next year (2021), so please check back with us in the new year regarding support your project. Please note that construction of your project will need to wait

until after the Trent Forcemain work is complete on Fairfield Road, so your project would most likely need to wait until the dryer months in 2021 to be constructed.”

On July 28, 2020, the Old Cemetery Society sent this email to staff “. The Old Cemeteries Society is still interested in the installation of a memorial gate at Ross Bay Cemetery. In following your recommendations and timeline as stated in your email of Dec 6, 2019, we note that the Trent Force Main on Fairfield road is now almost complete and if we are to build in 2021 as you recommend, we need to get some clarification from you soon. You have the plans we submitted. What is the next step?”

On February 22, 2021, the Old Cemetery Society sent this email. “It has been three months since we met at the cemetery and you indicated that our project should proceed. The formal proposal application was submitted to you a few of days later. We have not heard a thing since Dec 21. One of my grant deadline has passed and another is looming. Hoping for some sort of response and maybe even a timeline. “

Staff responded with this email “I still don’t have much in the way of news to share but can assure you that we continue to be in support of the project. We are still waiting to hear back from legal regarding the agreement that is needed for the construction and a general letter of support is in the works. I won’t be able to provide a timeline on our end until we receive a response from legal. There is no need for you to miss out on grant opportunities as far as we’re concerned. Our department commonly provides letters of support for grant applications. If you have identified grant opportunities please share the information with me and we can figure out how best to support your application(s).”

On March 21, 2021, the Old Cemetery Society sent this email. “Time is marching on and it has now been over 4 months since we submitted our formal project proposal (December 6, 2020). I know everyone is busy and we are probably a low priority but 4 months is still a very long time to get a response from a City Department. Is there someone in "legal" that we can contact directly? Our Heritage Alteration Permit expires in November and there is a lot of work to do before then if we are to get this project started. We will have to start over with all the contractors/estimates because it has been well over a year.”

On May 20, 2021, I was sent this email “The Parks Director has just indicated that the gate is in fact going ahead and is supported – the paper work/agreement is sitting with legal but the legal team are very busy. I will check to see where this is on his list.”

On June 24, 2021, I was given this update “It is going to be included in the draft 2022 budget for transparency and formal approval.”