



AGENDA
Heritage Advisory Committee

December 9, 2019
6:15 pm
St. Marys Museum
177 Church Street South, St. Marys

Pages

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. AMENDMENTS AND APPROVAL OF AGENDA

RECOMMENDATION

THAT the December 9, 2019 meeting agenda of the Heritage Committee be accepted as presented.

4. DELEGATIONS

5. CORRESPONDENCE

5.1 Letter of Resignation from Dan Schneider

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RECOMMENDATION

THAT the Heritage Committee receive Dan Schneider's resignation with regrets; and

THAT the Heritage Committee recommend to Council that the vacancy on the Heritage Committee not be filled at this time.

6. AMENDMENT AND ACCEPTANCE OF MINUTES

4

RECOMMENDATION

THAT the Minutes of the November 21, 2019 Heritage Committee meeting be approved.

7. BUSINESS ARISING FROM MINUTES

8. REGULAR BUSINESS

8.1 Heritage Conservation District Update

8.1.1 Heritage Permits

8.1.2 Sign Applications

8.1.3 Heritage Grant Applications

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 Heritage Permits

8.2.2 Municipal Register, Part 1 Staff Report

8.3 Municipal Register, Part 2 - List of Significant properties

8.4 Properties of interest or at risk (not necessarily designated)

8.5 CHO Report

8.6 Homeowner/Property owner letters

9. COUNCIL REPORT

10. OTHER BUSINESS

10.1 Heritage Committee Projects/Tasks Document

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11. UPCOMING MEETINGS

January 13, 2020, St. Marys Museum at 6:15 p.m.

12. ADJOURNMENT

RECOMMENDATION

THAT the meeting of the Heritage Committee adjourn at _____ p.m.

Tue 2019-11-19 11:01 AM

Hello Stephen,

With regret I'm writing to inform you of my resignation from the St. Marys Heritage Committee.

With the meeting this week I will have missed three meetings in a row and would likely have missed the December meeting as well. Under the circumstances I believe my only choice is to leave the committee.

I have very much enjoyed my time on the committee and the predecessor HCD Advisory Committee. I look forward to the continued success of the committee in carrying out its important work.

If my situation becomes more predictable in future I hope to reapply for membership on the committee. In the meantime if there is anything I could help with as a non-member please let me know.

Thank you for the opportunity to serve on the committee. I wish you and the other members of the committee all the best.

Dan



MINUTES

Heritage Advisory Committee

November 21, 2019

6:15 p.m.

Town Hall Council Chambers

175 Queen Street East, St. Marys

Members Present: Barbara Tuer
Clive Slade
Janis Fread
Paul King
Michael Bolton
Stephen Habermehl
Michelle Stemmler
Councillor Fern Pridham

Members Absent: Al Strathdee
Dan Schneider
Sherri Winter-Gropp

Staff Present: Trisha McKibbin
Brent Kittmer
Jeff Wolfe

1. CALL TO ORDER

The Chair called the meeting to order at 6:15 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Clive Slade

Seconded By Mike Bolton

THAT the November 21, 2019 meeting agenda of the Heritage Committee be accepted as presented.

CARRIED

4. DELEGATIONS

None.

5. CORRESPONDENCE

5.1 Letter from Dena and Larry McNutt

The Committee reviewed the letter from the McNutt's. Paul King discussed the conversation that he has had with Dena McNutt regarding the requirements of their insurance company if they were to designate their property. The insurance company wants assurances from the municipality that if the house was destroyed by fire that it would not have to be rebuilt in stone. Staff will reach out to the McNutt's regarding insurance and the process of designation.

6. AMENDMENT AND ACCEPTANCE OF MINUTES

Moved By Michelle Stemmler

Seconded By Councillor Pridham

THAT the Minutes of the October 15, 2019 Heritage Committee meeting be approved.

CARRIED

7. BUSINESS ARISING FROM MINUTES

None.

8. REGULAR BUSINESS

8.1 Heritage Conservation District Update

8.1.1 Heritage Permits

8.1.1.1 6 Water Street South

Moved By Janis Fread

Seconded By Clive Slade

THAT DEV 63-2019 Heritage permit application - 6 Water St. S. be received; and

THAT the Heritage Committee support the heritage permit application.

8.1.2 Sign Applications

Committee members inquired about the status of the Buck or Two Sign. A complaint form was submitted by a Committee member on September 25 and the Committee inquired when the sign would be removed.

The Committee also discussed a number of signs that have been installed in the downtown without businesses or owners completing a sign application or receiving a sign permit. The Committee thought a congratulatory letter sent to Bungalow from the Town with a reminder about the process for signage would be beneficial. The letter is to be an educational moment instead of punitive.

The Committee asked for a report from the Building & Planning Department containing information on the process for non-compliant signs and how the current non-compliant or permitted signs are being dealt with.

8.1.3 Heritage Grant Applications

8.1.3.1 6 Water Street South

Moved By Mike Bolton

Seconded By Michelle Stemmler

THAT the Heritage grant application for 6 Water Street South for the replacement of the east door and north window be approved as submitted.

CARRIED

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 Heritage Permits

None.

8.2.2 Municipal Register, Part 1 Staff Report

8.2.2.1 PW 79-2019 Church St. Bridge Project – Heritage Advisory Committee

Jeff Wolfe spoke to PW 79-2019 Church St. Bridge Project Report. Staff described the repairs that will occur to the decking and parapet walls:

- It is unlikely that the stone can be reused from the parapet walls. Staff are attempting to source local stone for the replacement stone.
- The hand rail will be replaced and relocated to the side of the decking and will have a 4 inch opening instead of 5 inch opening.
- Street lights - will try to offset lights to the west to prevent being hit by wing of snow plow. The replacement poles and the use of LED lights will match height and diameter of current poles.

Moved By Michelle Stemmler

Seconded By Barb Tuer

THAT PW 29-2019 Church St. Bridge Project – Heritage Advisory Committee be received for information.

THAT the Heritage Committee recommends the approval of the permit for the reconstruction of the Church St. Bridge deck and parapet walls using St. Marys limestone for the parapet walls; and

That if St. Marys limestone cannot be used, staff will return to the Committee with alternative materials for review and recommendation.

CARRIED

8.2.3 McDonald House & Junction Station Update

CAO Brent Kittmer provided an update to the Committee on the sale of the McDonald House and Junction Station. Staff explained that the sales process began in 2016 when Council gave direction to staff to sell the property. While there was interest in the McDonald House earlier in 2019 the sale was not completed. The zoning of the property has been changed and is ready to be sold.

The sale process opened in July, 2019 with the request for proposal (RFP) written very broadly to attract a wide range of interested parties. When the RFP closed in August the McDonald House had two submissions and the Junction Station had three submissions. These submissions were reviewed by Council and one submission for each site has been selected. These two proponents had to submit a detailed business plan in September for the property. The Town has had meetings with both applicants and final submissions are to be made in January. Information will be shared with the Committee as it becomes available.

8.3 Municipal Register, Part 2 - List of Significant properties

Councillor Pridham provided the Committee with an update on a meeting that took place on November 21 between Town staff and local real estate agents. Included in the staff presentation was information on heritage designations, heritage permits and where the Municipal Register, including the List of Significant Properties, can be accessed on the Town's website.

8.4 Properties of interest or at risk (not necessarily designated)

Nothing to report at this time.

8.5 CHO Report

Paul King confirmed with Committee members that they have received the latest email edition of CHO News.

Staff also reported that they had been in contact with the staff liaison and a committee member of the newly established Ingersoll Heritage Committee. Staff shared with them the Community Heritage Ontario website, and additional heritage resources. They were also invited to attend a future meeting of the St. Marys Heritage Committee.

8.6 Homeowner/Property owner letters

No suggestions at this time.

9. COUNCIL REPORT

Council Pridham provided an update to the Committee that Council had recently approved a \$50,000 pilot project to incentivize affordable housing. Included in the pilot project are three key programs, one of which includes the reinstatement of the 40% portion (Program B) of the Heritage Tax Rebate Program.

10. OTHER BUSINESS

10.1 Driftscape App Update

Staff provided an update on the project and showed a video clip of the current content of the App. The content building is taking longer than anticipated and will be shared with the Committee for a soft launch when complete.

11. UPCOMING MEETINGS

December 9, 2019 - 6:15pm at Museum - Committee members are reminded that this is a potluck meeting.

12. ADJOURNMENT

Moved By Janis Fread

Seconded By Michelle Stemmler

THAT the meeting of the Heritage Committee adjourn at 7:23 p.m.

CARRIED

Chair

Committee Secretary

Heritage Committee Projects/Tasks for 2019-2022 Term

Project	Description	Responsibility Assigned to:	Timeline	Completed
Annual Review of Listed Properties	<ul style="list-style-type: none"> Review of property owner's names and mailing addresses Review for those properties that need to be removed or added to the list 	<ul style="list-style-type: none"> Town staff 	<ul style="list-style-type: none"> Monthly Annually 	Yes
Designation – Part IV	Designation of properties to the Municipal Register under Part IV of the OHA.	<ul style="list-style-type: none"> Town staff Heritage Committee 		
Heritage Interpretive Plaque	Heritage Plaques that are located throughout Town. Contain heritage information, photographs about people, places and buildings. 13 currently in place.			
Heritage Buildings - Photograph Inventory	Photograph inventory of significant heritage properties <ul style="list-style-type: none"> Photographs of HCD (downtown) Photographs of Part IV designated properties Photographs of Listed Properties 			
Doors Open 2019	September 28 – date of event Volunteers required <ul style="list-style-type: none"> Site volunteers 	<ul style="list-style-type: none"> Town staff 	Prior to September 17	Yes - Volunteers secured for sites. Staff conducted guided bus tours.

Project	Description	Responsibility Assigned to:	Timeline	Completed
Walking Tour App	Walking tours, heritage or history information available to residents and visitors in an App.	<ul style="list-style-type: none"> Town staff 	To be launched early in 2020	75% complete
Heritage Festival	Sat., July 13 – date of event <ul style="list-style-type: none"> Walking Tours guides Bus Tour guides Other? 	<ul style="list-style-type: none"> Town staff 		Yes Walking Tours not offered in 2019. Staff conducted guided bus tours.
Homecoming 2020	To be held the first weekend in July, 2020.			
Downtown Transoms	Review of successful rehabilitation of transoms and creation of list of buildings that have the potential to rehabilitate transoms.			
Presentation to Council	Annual update to Council on Heritage Committee achievements			
Significant Tree List	Creation of significant tree list			