



## MINUTES

### Heritage Advisory Committee

February 10, 2020

6:15 p.m.

St. Marys Museum

177 Church Street South, St. Marys

Members Present: Al Strathdee  
Stephen Habermehl  
Michelle Stemmler  
Sherri Winter-Gropp  
Councillor Pridham  
Janis Fread  
Michael Bolton  
Paul King  
Members Absent: Clive Slade  
Barb Tuer  
Staff Present: Trisha McKibbin

#### 1. CALL TO ORDER

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

#### 2. DECLARATION OF PECUNIARY INTEREST

None declared.

#### 3. AMENDMENTS AND APPROVAL OF AGENDA

**Moved By** Sherri Gropp

**Seconded By** Michelle Stemmler

THAT Driftscape App update be added to the Agenda under 10.3, and;

THAT the February 10, 2020 meeting agenda of the Heritage Committee be accepted as amended.

**CARRIED**

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

**5.1 Royal Canadian Legion Letter - Display of Veterans Banner during Remembrance Period**

The Committee reviewed the letter and attached image and there was consensus for the support of the installation of Veterans Banners in the downtown core. The Committee discussed that a sign permit would be required.

**Moved By** Councillor Pridham

**Seconded By** Janis Fread

**THAT** the correspondence from the Royal Canadian Legion - Branch 236 regarding the Display of Veterans Banners during Remembrance Period be received.

**CARRIED**

**6. AMENDMENT AND ACCEPTANCE OF MINUTES**

**Moved By** Michelle Stemmler

**Seconded By** Al Strathdee

**THAT** the Minutes of the January 13, 2020 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**

None.

**8.1.2 Sign Applications**

Paul King inquired how long the process takes when a formal complaint has been submitted regarding a sign. A complaint was submitted for the Buck or Two sign in the Fall and he has not received confirmation or an update on the status of the complaint.

### **8.1.3 Heritage Grant Applications**

None.

### **8.1.4 Assignment of properties for photograph inventory (HCD/Transoms)**

The Committee discussed that the photograph inventory of properties in the HCD would include the full front and rear facades, architectural elements (i.e. transoms, etc.) as well as a full streetscape of the block. The HCD was divided by blocks and Committee names assigned.

Sherri Gropp – From the River to the West side of Water Street from Trout Creek to Elgin Street.

Michelle Stemmler – From the East side of Water Street N. to the West side of Wellington St. N. from Trout Creek to the North Side of Queen St.

Janis Fread – From the East side of Wellington St. N. to the West side of Church St. N. from Trout Creek to the North Side of Queen St.

Michelle Stemmler – From the East side of Church St. N. to the West side of Peel St. N, from Trout Creek to the North Side of Queen St.

Paul King – From the East side of Water Street S. to the West side of Wellington St. S. from the south side of Queen St. to the North side of Jones St. E.

Fern Pridham – From the East Side of Wellington St. S. to the West side of Church St. S. from the south side of Queen St. to the North side of Jones St. E.

Mike Bolton – from the East side of Wellington St. S. to the West side of Church St. S. from the South side of Jones St. E to the North side of Elgin St. E.

The deadline for submitting the photographs to staff will be the meeting in April. To ensure quality of photographs, members are

encouraged to keep the size of the photographs medium to large and to send a test photograph to staff to ensure that the size is adequate. Staff will speak with those members of the Committee that are absent from the meeting to see if they have an interest in taking photographs of the remaining blocks.

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

### **8.2.1 Designation of 345 Wellington Street South**

The Committee reviewed the Statement to Identify and Describe a Property for Designation for 345 Wellington Street South. The recommendation to designate 345 Wellington Street South will come before Council at a March Council meeting. Once the property is designated it will be removed from the Properties of Cultural Heritage Value document.

**Moved By** Mike Bolton

**Seconded By** Michelle Stemmler

THAT the Heritage Committee recommends to Council the designation of 345 Wellington Street under Part IV of the Ontario Heritage Act, subject to minor edits and consultation with the property owner.

**CARRIED**

### **8.2.2 Municipal Register, Part 1 Staff Report**

Staff provided an update that the capital projects for 2020 are being reviewed for required heritage permits, and these permits will be coming forward to the Committee over the next several months.

### **8.2.3 Heritage Permits**

None.

## **8.3 Municipal Register, Part 2 - List of Significant properties**

### **8.3.1 Review of Heritage Property Evaluation process**

Staff reviewed with the Committee the 2003 research process and forms that were used to create Schedule D of the Official Plan. Copies of completed research forms were circulated for review. Schedule D was used as the Municipal Register of Heritage Properties and contained both designated properties and those of Cultural Heritage

Value (non-designated). In 2016 and 2017 the Heritage Committee members transcribed this list into a new format, added and removed properties and organized the document by Ward. At the January 23, 2018 Council meeting Council approved the list of Non-Designated properties for inclusion in the Municipal Register of Heritage Properties.

The Committee reviewed the current document and noted that internal staff notes needed to be removed from the document. Staff would also confirm that the property at 275 Emily Street was removed from the official document.

The Committee had a discussion on those properties that had asked to be excluded during the 2017 process as well as what properties did not make it on the final version. The Committee discussed if previous members of the Heritage Committee had a list of those properties excluded from the 2018 document.

#### **8.3.2 Suggestions for Additions to the Register**

The Committee discussed the Meighen House on Elgin Street and Mike Bolton offered to complete the evaluation form for this property. Staff will contact the property owner's to get permission for Committee members to access the property to take photographs. Mike Bolton also offered to complete a review of the properties in the Cultural Heritage Value document located in the North section of the West Ward.

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

None.

#### **8.5 CHO Report**

None.

#### **8.6 Homeowner/Property owner letters**

None at this time.

### **9. COUNCIL REPORT**

Mayor Strathdee and Councillor Pridham provided a Council update to the Committee. Councillor Pridham shared that at the previous Council meeting one member of the public expressed that the Heritage content in the Official Plan was too restrictive. Mayor Strathdee explained that the Official Plan amendments have been

reviewed and that it is the hope it will come before Council in the Fall for approval. The Provincial Policy Statement needs to be drafted and approved by the Province before the Official Plan can be approved.

Mayor Stratthdee provided an update on the sale of the McDonald House and Junction Station. Progress is occurring but the process will take some time to complete. The proposals for both sites will be coming forward to the Committee. Due to the condition of the rear wing of the McDonald House some alterations may be required.

## **10. OTHER BUSINESS**

### **10.1 Presentation to Council - Discussion on content**

The Committee discussed the content and the timeline for making a presentation to Council. The Committee thought that a presentation to Council in May would be best. The Committee discussed that the key themes of the presentation should be:

- who are the members of the committee, what the Committee does and why it is done
- why it is important to keep heritage in corporate plans and documents
- that the Committee is willing to work with the Town, property owners and members of the public. Presentation should include specific examples
- that there is a desire by the Committee to keep buildings in use
- include information on the congratulatory and thank you letters sent to property owners
- the success of the Heritage and Façade grant programs. Include before and after photographs
- explain the change in building materials (i.e. materials used in the refurbishment of Shackleton's façade)

### **10.2 Significant Tree List**

Staff provided an update that the municipal tree list only includes those trees located in the public road allowance. Staff also provided a list of the municipalities that have designated a tree under the Ontario Heritage Act.

### **10.3 Driftscape App Update**

Staff provided an update to the Committee on the content currently in the App. The App was circulated to members so that they could see the design, content, and functionality. A soft launch will take place in March.

**11. UPCOMING MEETINGS**

Monday, March 9, 2020, St. Marys Museum at 6:15p.m.

**12. ADJOURNMENT**

**Moved By** Michelle Stemmler

**Seconded By** Mike Bolton

THAT the meeting of the Heritage Committee adjourn at 7:55 p.m.

**CARRIED**

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Chair

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Committee Secretary