



## **AGENDA**

### **Heritage Advisory Committee**

July 13, 2020

6:15 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

### **Pages**

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

#### **RECOMMENDATION**

THAT the July 13, 2020 Heritage Advisory Committee agenda be accepted as presented.

4. **DELEGATIONS**
5. **CORRESPONDENCE**
6. **AMENDMENT AND ACCEPTANCE OF MINUTES**

4

#### **RECOMMENDATION**

THAT the June 8, 2020 Heritage Advisory Committee minutes be accepted as presented.

7. **BUSINESS ARISING FROM MINUTES**

## **8. REGULAR BUSINESS**

### **8.1 Heritage Conservation District Update**

- 8.1.1 DEV 41-2020 Heritage Permits for Temporary Outdoor Patios in the Heritage Conservation District. 8**

#### **RECOMMENDATION**

**THAT** DEV 41-2020 Heritage Permits for Temporary Outdoor Patios in the Heritage Conservation District report be received for information.

### **8.1.2 Heritage Grant Applications**

- 8.1.2.1 MUS 16-2020 172 Queen St. E. Heritage and Façade Grants 10**

#### **RECOMMENDATION**

**THAT** MUS 16-2020 172 Queen St. E. Heritage and Façade Grants report be received for information.

and

**THAT** the Heritage Advisory Committee recommends approval of a Heritage Grant for the application, as submitted, for 172 Queen Street East.

and

**THAT** the Heritage Advisory Committee recommends approval of a Facade Improvement Grant for the application, as submitted, for 172 Queen Street East.

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

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

#### **8.3.1 MUS 17-2020 Non-Designated Property Removal Request, 78 Robinson Street 17**

##### **RECOMMENDATION**

**THAT** MUS 17-2020 Non-Designated Property Removal Request, 78 Robinson Street be received

and

**THAT** the Heritage Advisory Committee recommends that Council approve the request to remove 78 Robinson Street from the Municipal Register of Non-Designated 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 Driftscape App Launch**

#### **10.2 Heritage Interpretive Plaques- Riverview Walkway**

#### **10.3 Projects/Tasks for 2019-2022 Term 19**

### **11. UPCOMING MEETINGS**

August 10 and/or September 21, 2020

### **12. ADJOURNMENT**

##### **RECOMMENDATION**

**THAT** the July 13, 2020 Heritage Advisory Committee meeting adjourn at pm.



## MINUTES

### Heritage Advisory Committee

June 8, 2020

6:15 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Members Present      Al Strathdee  
                                 Councillor Pridham  
                                 Barbara Tuer  
                                 Clive Slade  
                                 Dan Schneider  
                                 Janis Fread  
                                 Michael Bolton  
                                 Michelle Stemmler  
                                 Paul King  
                                 Sherri Winter-Gropp  
                                 Stephen Habermehl

Staff Present            Trisha McKibbin  
                                 Amy Cubberley

#### 1.      **CALL TO ORDER**

The Chair called the meeting to order at 6:16 pm.

#### 2.      **DECLARATION OF PECUNIARY INTEREST**

None declared.

#### 3.      **AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution**

**Moved By** Clive Slade

**Seconded By** Michelle Stemmler

THAT the June 8, 2020 Heritage Advisory Committee meeting agenda be accepted as presented.

**CARRIED**

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. AMENDMENT AND ACCEPTANCE OF MINUTES**

**Resolution**

**Moved By** Sherri Gropp

**Seconded By** Michelle Stemmler

THAT The May 11, 2020 Heritage Advisory Committee minutes be accepted as presented.

**CARRIED**

**7. BUSINESS ARISING FROM MINUTES**

**8. REGULAR BUSINESS**

**8.1 Heritage Conservation District Update**

Nothing to report.

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

**8.2.1 480 Glass Street- Junction Station Update**

Staff informed the Committee of the Notice of Public Meeting for 480 Glass Street.

**8.2.2 481 Water Street South- McDonald House Update**

Staff informed the Committee that construction is underway at 481 Water Street South.

### **8.2.3 Municipal Buildings Staff Update**

Staff updated the Committee on the Town Hall pointing project, to start in August.

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

No update.

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

No update.

### **8.5 CHO Report**

Paul King informed the Committee that the 2020 Ontario Heritage Conference is canceled. The 2021 conference will take place in Brockville.

A new edition of CHO news was recently circulated.

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

No update.

## **9. COUNCIL REPORT**

Councillor Pridham and Mayor Strathdee provided an update to the Committee regarding the recent Stage 2 reopening announcement for Ontario.

## **10. OTHER BUSINESS**

### **10.1 Driftscape App Update**

Staff updated the Committee on the Driftscape App. As it has been approximately one month since the soft launch, staff will move forward with launching and promoting the app.

### **10.2 Building Photograph Inventory**

Four Committee members have submitted their photos and staff are working at organizing the photos by street address.

## **11. UPCOMING MEETINGS**

July 13, 2020. Location and format TBD.

## **12. ADJOURNMENT**

Resolution

Moved By Clive Slade

Seconded By Councillor Pridham

THAT the June 8, 2020 Heritage Advisory Committee meeting adjourn at 6:36 pm.

**CARRIED**

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Chair

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Committee Secretary

# INFORMATION REPORT

<b>To:</b>	Chair and Members of the Advisory Committee
<b>Prepared by:</b>	Grant Brouwer, Director of Building and Development
<b>Date of Meeting:</b>	13 July 2020
<b>Subject:</b>	<b>DEV 41-2020 Heritage Permits for Temporary Outdoor Patios in the Heritage Conservation District.</b>

## INFORMATION

To update the Heritage Advisory Committee on Council's verbal direction regarding the requirements for Heritage Permits for Outdoor Patios in the Heritage Conservation District.

## RECOMMENDATION

THAT DEV 41-2020 Heritage Permits for Temporary Outdoor Patios in the Heritage Conservation District report be received for information.

## BACKGROUND

When the Province moved into Stage 2 of Re-opening Ontario, it permitted restaurants to open outdoor patios as a first step. Many restaurant locations in St. Marys have limited space to set up a new outdoor patio or expand an existing outdoor patio, more so in the downtown core. On June 23, 2020, Council gave verbal direction to Staff to take the steps necessary to reduce red tape for outdoor patio approvals during the pandemic, and was comfortable with staff implementing a streamlined building permit process, the Town funding permit application costs from the COVID relief fund, the requirement for a heritage permit for temporary patios being waived, and with staff implementing relaxed parking rules for patios during the pandemic.

## REPORT

Staff is currently developing a process for restaurants to either set up a new outdoor patio or expand an existing outdoor patio. For restaurants that are located in the downtown core and space is limited, we are permitting encroachments onto Town property to help encourage and foster the promotion of these restaurants. Where an outdoor patio will encroach onto Town property, a Heritage Permit would normally be required. As per Council's verbal direction on June 23, 2020, Heritage Permits will not be required for the extension of outdoor patios on municipal property up until November 01, 2020. As Staff works through the process of outdoor patio and issue a permit, Staff will update the Heritage Advisory Committee on the details of the patio based on the permit that was issued.

## SUMMARY & IMPLICATIONS

Moving forward, once staff issues a permit to authorize an outdoor patio, Town Staff will inform the Heritage Advisory Committee on the details of the patio.

## STRATEGIC PLAN

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.



- Pillar #5 Economic Development:
  - Outcome: Business attraction, retention & expansion program
  - Tactic(s): Celebrate local business, and
  - Begin the process of downtown revitalization.

## **OTHERS CONSULTED**

Nil

## **ATTACHMENTS**

Nil

## **REVIEWED BY**

### **Recommended by the Department**



Grant Brouwer  
Director of Building and Development

# INFORMATION REPORT

<b>To:</b>	Chair and Members of the Advisory Committee
<b>Prepared by:</b>	Amy Cubberley, Curator and Archivist
<b>Date of Meeting:</b>	13 July 2020
<b>Subject:</b>	<b>MUS 16-2020 172 Queen St. E. Heritage and Façade Grants</b>

## INFORMATION

This report provides information to the Heritage Advisory Committee for their consideration in their review of a Heritage Grant Application and Façade Improvement Grant Application for 172 Queen Street East.

## RECOMMENDATION

**THAT** MUS 16-2020 172 Queen St. E. Heritage and Façade Grants report be received for information.  
and

**THAT** the Heritage Advisory Committee recommends approval of a Heritage Grant for the application, as submitted, for 172 Queen Street East.

and

**THAT** the Heritage Advisory Committee recommends approval of a Façade Improvement Grant for the application, as submitted, for 172 Queen Street East.

## BACKGROUND

172 Queen Street East is located within the Heritage Conservation District and is eligible for both the Façade Improvement Grant and Heritage Property Grant. As the proposed work is limited to painting and removal of carpet, a Heritage Permit is not required.

## REPORT

The grant applications propose:

- Washing and repainting the entire building façade
- Washing, scraping, sanding and repainting all wooden trim
- Removal of green carpeting in the west entrance
- Repair of existing light fixture in the west entrance

All the proposed work qualifies for a Façade Improvement Grant. The repainting of the wooden trim qualifies for a Heritage Property Grant.

## SUMMARY & IMPLICATIONS

A Façade Improvement Grant may cover up to 30% of the total project costs. A Heritage Property Grant may cover up to 50% of eligible project costs. The two grants may be combined, but the maximum

amount that can be funded for this project by combining the two grants is capped at 50% of the lowest quote provided, which is \$1977.50.

As this is the first grant application to be received in 2020, there is funding available to cover the maximum eligible amount.

## **STRATEGIC PLAN**

- ☑ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #4 Culture and Recreation:
    - Outcome: Downtown Revitalization Plan
    - Tactic(s): Investigate options for incentivizing or enforcing standards for heritage properties after the review of the HCDP.

## **OTHERS CONSULTED**

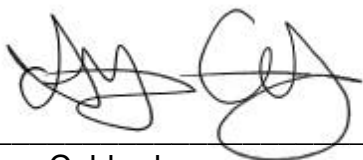
- Jason Silcox, Building Official

## **ATTACHMENTS**

- Designated Heritage Property Grant Application and Façade Improvement Grant Application attachments

## **REVIEWED BY**

### **Recommended by the Department**



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Amy Cubberley  
Curator and Archivist

Attach two independent contractor estimates for each aspect of the job. Funding will be awarded on the basis of the lowest estimate.

1. Name of Contractor/Subcontractor with lowest bid: **Seth Cook**

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Bid Amount **\$3,955.00**

2. Name of Second Contractor/Subcontractor: **Mark Clark**

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Bid Amount **\$4,463.50**

**Describe Proposed Improvements:**

*(Please attach a detailed drawing/sketch of the proposed façade.)*

*\* Provide notes on the drawing to show what areas of the façade are to be cleaned, repaired, painted, rebuilt, resurfaced, etc.*

*\* Indicate what fixtures are being replaced, such as new windows, doors, signage, or awnings.*

*\* If you need additional space for description, please attach additional pages.*

**Wash, repaint 2 coats on whole front of building. All trim wash, scrape, sand, repaint 2 coats. Repair existing light fixture. Black accents to be washed and repainted 2 coats. Removal of green carpet in right hand door well.**

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**Photo Documentation:**

*Please attach a photograph(s) showing the façade(s) subject to the application.*

**See Attached.**

Quote for 172. Queen St. E.

To: G. Boyle.

I hereby offer to paint the facade of  
172. Queen St. East. St Marys at + for  
the price of \$2500<sup>00</sup> which includes  
the cost of paint (painting include  
capping, spot priming + two (2) <sup>coats of</sup> paint  
(any taxes are not included).

As discussed it will be necessary to erect  
scaffolding to comply with town rules  
That will cost an additional sum of  
money (\$1000<sup>00</sup> +).

Dated at St Marys



SEINCOOK

519-317-4392

\$2,500

\$1,000

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\$3,500

13% HST = \$455

Total = \$3,955.00

MARK CLARK

1345 Perth South Rd 127  
ST.MARYS, ON N4X 1C6  
519-639-0169

# Estimate

Date	Estimate #
23/06/2020	156

Name / Address
GC BOYLE LAW FIRM 172 QUEEN ST.EAST ST.MARYS,ON

Project

Description	Qty	Rate	Total
LABOUR AND MATERIAL TO PREP AND REPAINT FRONT OF STORE, INCLUDES REPAINTING OF BLACK- 2 COATS REPAIR LAMP IF POSSIBLE HST (ON) on sales		3,950.00	3,950.00
		13.00%	513.50
Quote		<b>Total</b>	\$4,463.50

Wash, Scrape  
& Repaint whole  
building.

Wash, Repaint  
black accents

Wash, Scrape,  
Repaint

Fix existing  
light fixture

Wash, Scrape,  
Repaint existing  
door & trim

Wash, Scrape,  
Repaint

Remove green  
Carpet from door  
well floor.







## FORMAL REPORT

<b>To:</b>	Chair and Members of the Advisory Committee
<b>Prepared by:</b>	Amy Cubberley, Curator and Archivist
<b>Date of Meeting:</b>	13 July 2020
<b>Subject:</b>	<b>MUS 17-2020 Non-Designated Property Removal Request, 78 Robinson Street</b>

### RECOMMENDATION

**THAT** MUS 17-2020 Non-Designated Property Removal Request, 78 Robinson Street be received and

**THAT** the Heritage Advisory Committee recommends that Council approve the request to remove 78 Robinson Street from the Municipal Register of Non-Designated Properties.

### BACKGROUND

Section 27 of the *Ontario Heritage Act* requires the Clerk of every municipality to keep a publicly accessible register of properties that are of cultural heritage value or interest in the municipality. The municipal register of heritage properties must list all properties in the municipality that are designated under Part IV (individual property designation) and Part V (within a designated heritage conservation district) of the *Ontario Heritage Act*.

The *Ontario Heritage Act* (subsection 27(1.2)) also allows a municipality to include properties of cultural heritage value or interest that have not been designated in its municipal register. What this means for the property owner is that the owner of a non-designated property on the Municipal Register is legally required to give the Town 60 days written notice of intention to demolish. This notice period allows the Town to make a well-informed decision about whether long term protection of the property should be sought through the formal designation process.

At the January 23, 2018 Council meeting Council approved a list of Non-Designated properties for inclusion in the Municipal Register of Heritage Properties.

With the passing of By-law 13-2018 establishing the Non-Designated List, property owners still have the opportunity to request that their property be added or removed from the List. The Non-Designated Property – Correct / Remove Application Form can be submitted to Town Staff, where it will then be reviewed by the Heritage Committee. The Committee will then provide a recommendation to Council, who will have the ultimate decision on whether a property should be added or removed from the List.

### REPORT

In January, 2018 Council passed By-law 13-2018 establishing the Non-Designated List of Properties in the Municipal Register of properties that are of cultural heritage value or interest. 78 Robinson Street was included in that list as:

78 Robinson		Lauriston Cruttenden built this house in 1886 and moved his family there from his first brick house on Ontario Street. Only two families have lived here: various members of the Cruttenden family and subsequently, of Dr. George Smith.
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A Non-Designated Property – Correction/Removal Application Form for 78 Robinson Street was received by Town staff on June 29, 2020.

## FINANCIAL IMPLICATIONS

None

## SUMMARY

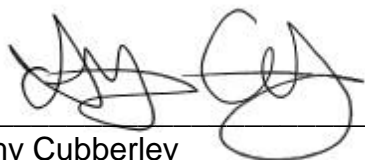
At the January 23, 2018 Council meeting Council approved a list of Non-Designated properties for inclusion in the Municipal Register of Heritage Properties. A Non-Designated Property – Correction/Removal Application Form for 78 Robinson Street was received by Town staff on June 29, 2020. Council has the ultimate decision on whether a property should be added or removed from the List.

## STRATEGIC PLAN

☒ Not applicable to this report.

## REVIEWED BY

**Recommended by the Department**



Amy Cubberley  
Curator and Archivist

### Heritage Committee Projects/Tasks for 2019-2022 Term

Project	Description	Responsibility Assigned to:	Timeline	Status
Annual Review of Listed Properties	<ul style="list-style-type: none"> <li>Review of property owner's names and mailing addresses</li> <li>Review for those properties that need to be removed or added to the list</li> </ul>	<ul style="list-style-type: none"> <li>Town staff</li> </ul>	<p>Monthly</p> <p>Annually</p>	<p>Yes</p> <p>Ongoing</p>
Designation – Part IV	Designation of properties to the Municipal Register under Part IV of the OHA.	<ul style="list-style-type: none"> <li>Town staff</li> <li>Heritage Committee</li> </ul>	Ongoing	On hold due to COVID-19
Heritage Interpretive Plaque	Heritage Plaques that are located throughout Town. Contain heritage information, photographs about people, places and buildings. 13 currently in place.	<ul style="list-style-type: none"> <li>Town staff</li> <li>Heritage Committee</li> </ul>	New plaque annually	
Heritage Buildings - Photograph Inventory	Photograph inventory of significant heritage properties <ul style="list-style-type: none"> <li>Photographs of HCD (downtown)</li> <li>Photographs of Part IV designated properties</li> <li>Photographs of Listed Properties</li> </ul>	<ul style="list-style-type: none"> <li>Heritage Committee</li> <li>Consider enlisting help of photography club?</li> </ul>	Every 10 years	Waiting on a couple of outstanding submissions
Doors Open 2019	September 28 – date of event Volunteers required <ul style="list-style-type: none"> <li>Site volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Town staff</li> </ul>	Prior to September 17	Successful event!
Walking Tour App	Walking tours, heritage or history information available to residents and visitors in an App.	<ul style="list-style-type: none"> <li>Town staff with assistance of Heritage Committee</li> </ul>	To be launched early in 2020	Went live in May 2020 Officially launched, July 6, 2020

Heritage Festival	Sat., July 13 – date of event <ul style="list-style-type: none"> <li>Walking Tours guides</li> <li>Bus Tour guides</li> <li>Other?</li> </ul>	<ul style="list-style-type: none"> <li>Town staff</li> </ul>		Yes Walking Tours not offered in 2019. Staff conducted guided bus tours.
Homecoming 2020	To be held the first weekend in July, 2020.			Postponed due to COVID-19
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	<ul style="list-style-type: none"> <li>Town Staff</li> <li>Heritage Committee</li> </ul>		
Significant Tree List	Creation of significant tree list			