



## **AGENDA**

### **Heritage Advisory Committee**

July 11, 2022

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 11, 2022 Heritage Advisory Committee agenda be accepted as presented.

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

4

#### **RECOMMENDATION**

THAT the June 13, 2022 Heritage Advisory Committee meeting minutes be accepted as presented.

7. **BUSINESS ARISING FROM MINUTES**

7.1. **78 Robinson Street**

## **8. REGULAR BUSINESS**

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

#### **8.1.1. Heritage Permits**

- 8.1.1.1. DEV 45-2022 15 Church St. N. (Library) Southside Exit Door** 9

##### **RECOMMENDATION**

**THAT** DEV 45-2022 15 Church St. N. (Library) Southside Exit door report be received; and

**THAT** the Heritage Committee support a heritage permit for the installation of a new door at 15 Church Street North.

- 8.1.1.2. DEV 46-2022 Library Church Street Door Refurbishing** 16

##### **RECOMMENDATION**

**THAT** DEV 46-2022 Library Church Street Door Refurbishing report be received; and

**THAT** the Heritage Committee support a heritage permit for the refurbishing of a Church Street door at 15 Church Street North

#### **8.1.2. Sign Applications**

- 8.1.2.1. DEV 52-2022, 6 Water St S Sign Permit (Betty's Bookshelf)** 23

##### **RECOMMENDATION**

**THAT** report be received; and

**THAT** ... the Heritage Committee support the façade sign permit

**RECOMMENDATION**

**THAT** DEV 53-2022, 159 Queen St E. Sign Permit (TUTT Co.) be received; and

**THAT** ... The Heritage Committee support the sign permit.

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

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

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

**8.5. Ontario Heritage Conference Report**

**8.6. Homeowner/Property owner letters**

322 Emily Street (designated, sold), 232 Elgin Street East (listed, sold), 75 Water Street North (designated, sold)

**9. COUNCIL REPORT**

**10. OTHER BUSINESS**

**10.1. Canada Day/Homecoming/Heritage Recap**

**11. UPCOMING MEETINGS**

Monday, August 8, 2022 at 6:15 pm

**12. ADJOURNMENT**

**RECOMMENDATION**

**THAT** the July 11, 2022 Heritage Advisory Committee meeting adjourn at pm.



## MINUTES

### Heritage Advisory Committee

June 13, 2022

6:15 pm

Video Conference

Click the following link:

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

Members Present	Al Strathee Councillor Pridham Barbara Tuer Clive Slade Janis Fread Michael Bolton Michelle Stemmler Sherri Winter-Gropp Stephen Habermehl
Staff Present	Amy Cubberley, Cultural Services Manager Grant Brouwer, Director of Building and Development
Members Absent	Paul King

#### 1. CALL TO ORDER

Chair Habermehl called the meeting to order at 6:18 pm

#### 2. DECLARATION OF PECUNIARY INTEREST

None declared

#### 3. AMENDMENTS AND APPROVAL OF AGENDA



**Moved By** Clive Slade

**Seconded By** Barbara Tuer

THAT the June 13, 2022 Heritage Advisory Committee agenda be accepted as presented.

**CARRIED**

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

**5.1 Nancy Patrick: Re 78 Robinson Street**

The Heritage Advisory Committee acknowledged receipt of correspondence from Nancy Patrick re: 78 Robinson Street and further discussed under agenda item 7.1.

**6. AMENDMENT AND ACCEPTANCE OF MINUTES**

**Moved By** Michael Bolton

**Seconded By** Michelle Stemmler

THAT the April 11, 2022 Heritage Advisory Committee minutes be accepted as presented.

**CARRIED**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 78 Robinson Street**

The correspondence between the Heritage Advisory Committee and the owners of 78 Robinson Street was reviewed. Staff was directed to send a follow up letter to the property owners, acknowledging their letter and expressing that the Committee looks forward to meeting once plans are further developed.

**8. REGULAR BUSINESS**

**8.1 Heritage Conservation District Update**

**8.1.1 Heritage Permits**

None

## **8.1.2 Sign Applications**

### **8.1.2.1 6 Water Street South - Miss Jones**

Grant Brouwer spoke to DEV 44-2022 and responded to questions.

**Moved By** Michael Bolton

**Seconded By** Sherri Gropp

**THAT** DEV 44-2022 6 Water St S Sign Permit be received; and

**THAT** ...the Heritage Committee support the façade sign permit

**CARRIED**

### **8.1.2.2 13 Water Street South - Cloud 9 Kids**

Grant Brouwer spoke to DEV 43-2022 and responded to questions.

**Moved By** Clive Slade

**Seconded By** Janis Fread

**THAT** DEV 43-2022 13 Water St S Sign Permit report be received; and

**THAT** ...the Heritage Committee support the facade and projecting sign applications

**CARRIED**

## **8.1.3 Heritage Grant Applications**

### **8.1.3.1 13 Water Street South**

Amy Cubberley spoke to DCS 30-2022 and responded to questions.

**Moved By** Barbara Tuer

**Seconded By** Michael Bolton

**THAT** DCS 30-2022 13 Water Street South Heritage Grant report be received for information, and;

**THAT** the Heritage Advisory Committee recommends approval of a Heritage Grant for the application, as submitted, for 13 Water Street South in the amount no greater than \$700.

**CARRIED**

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

None discussed.

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

None discussed.

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

None discussed.

**8.5 Homeowner/Property owner letters**

Staff explained there have been several phone calls from realtors and prospective buyers of heritage homes in the past few months. The list of recently sold heritage properties will be passed on to Paul King.

**9. COUNCIL REPORT**

Councillor Pridham and Mayor Strathdee updated the Committee on recently Council activity, including attainable housing, the inflatable water park at the Quarry, and Canadian Baseball Hall of Fame induction weekend.

**10. OTHER BUSINESS**

**10.1 Ontario Heritage Conference**

Amy Cubberley reported that the Ontario Heritage Conference is taking place in Brockville and Paul King is in attendance.

**10.2 Heritage/Homecoming 2022**

Amy Cubberley reported on Homecoming/Heritage festivities. All heritage bus tours have been covered by Heritage Advisory Committee members.

**11. UPCOMING MEETINGS**

July 11, 2022 at 6:15pm

**12. ADJOURNMENT**

**Moved By** Councillor Pridham  
**Seconded By** Michelle Stemmler

THAT the June 13, 2022 Heritage Advisory Committee meeting adjourn at 6:40 pm.

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Chair

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Committee Secretary



# FORMAL REPORT

**To:** Chair and Members of the Advisory Committee

**Prepared by:** Ray Cousineau, Facilities Manager

**Date of Meeting:** 11 July 2022

**Subject:** **DEV 45-2022 15 Church St. N. (Library) Southside Exit Door**

## PURPOSE

To provide information to the Heritage Committee for their consideration in review of an application for a heritage permit for 15 Church Street North.

## RECOMMENDATION

**THAT** DEV 45-2022 15 Church St. N. (Library) Southside Exit door report be received; and

**THAT** the Heritage Committee support a heritage permit for the installation of a new door at 15 Church Street North.

## BACKGROUND

15 Church Street north is the St. Marys Public Library and is located within the Heritage Conservation District (HCD). The Public Library is designated a heritage property under Part IV of the Ontario Heritage Act and comes under a Part V heritage designation as part of the HCD. The heritage application is for the replacement of the Southside exit door at 15 Church Street North.

## REPORT

The permit application proposes the replacement of the Southside exit door with a 6-panel wooden door. The existing door has taken on significant damage from water and the freezing and thawing of the past winters. The door has exceeded its useful life expectancy and needs replacement.

## FINANCIAL IMPLICATIONS

### Library Southside Exit Door:

<u>Removal of existing door and replacing with 6-panel wooden door</u>	<u>\$1650.00</u>
Total	<u>\$1650.00</u>

## SUMMARY

**THAT** staff recommend the Heritage Committee support the heritage permit application for the installation of a new door at 15 Church Street North.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #1 Infrastructure:

- Outcome: Given the large number of Town-owned heritage assets, a maintenance schedule ought to be agreed to by Council in prioritizing which of these assets will be the recipient of discretionary funding.
- Tactic(s): Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly. Assess if any assets can be better utilized

## **OTHERS CONSULTED**

1. JSB Construction

## **ATTACHMENTS**

1. Heritage Permit Application
2. Photo of Existing Door
3. Photo of Door Location

## **REVIEWED BY**

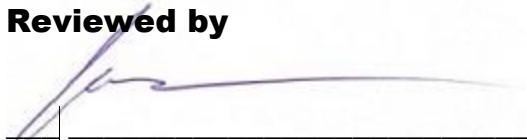
### **Recommended by the Department**



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Ray Cousineau  
Facility Supervisor

### **Reviewed by**



---

Grant Brouwer  
Director of Building and Development



Town of St. Marys  
PO Box 998  
408 James Street South  
St. Marys ON N4X 1B6  
Tel: 519-284-2340 ext 243  
Fax: 519-284-0902

I hereby make application for a Heritage Permit under the provisions of the Town of St. Marys Heritage Conservation By-law, being By-law No. 62-2012 pursuant to Section 33/34 and 42 of the *Ontario Heritage Act*, RSO 1990, c.18 for alteration or demolition as described in this application.

#### APPLICANT INFORMATION

Name: RAY COUSINEAU  
Mailing Address: 408 JAMES ST S. Box 998  
Phone Number: Day (519) 284 2340 Alternate (5A) 521 2236  
Fax ( ) \_\_\_\_\_ E-mail: rcousineau@town.stmarys.on.ca

#### PRESENT OWNER (IF DIFFERENT FROM APPLICANT)

Name: TOWN OF ST. MARYS  
Mailing Address: 408 JAMES ST S. Box 998  
Phone Number: Day (519) 284 2340 Alternate ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

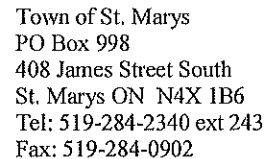
#### PROPERTY SUBJECT TO THIS APPLICATION

Street No: 15 Street Name: CHURCH STREET NORTH

#### PURPOSE OF APPLICATION

☐ Building Alteration      ☐ Building Addition      ☐ New Construction  
☐ Building Demolition      ☒ Other

Description of Proposed Work REPLACEMENT OF EXISTING SOUTHSIDE  
EXIT DOOR WITH A 6-PANEL WOOD DOOR TO MATCH  
EXISTING. PAINTED TO MATCH EXISTING DOOR COLOR



- ☐ Signed letter authorizing applicant/agent to act on behalf of property owner
- ☐ Digital photographs of structure from the street(s) showing existing front and side elevations
- ☐ Drawings showing proposed alterations, addition or new construction
- ☐ Survey or site plan showing addition, new construction or building removal
- ☐ Manufacturer's brochures and/or product sample

I, the undersigned KAL COSMINEAU, am the authorized (owner/agent of owner) named in the above application and I certify the truth of all the statements or representations contained herein.

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any requirements of the Town of St. Marys Heritage Conservation District By-law or regulations made hereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of, or in connection with the above application.

I acknowledge that in the event a permit is issued, any departure from plans, specifications or locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with the requirements of the Town of St. Marys Heritage Conservation District Bylaw, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official there of and any such claim is hereby expressly waived.

Ray Carini  
Signature of Property Owner/Applicant

Date June 15/22

Date Received (Complete) \_\_\_\_\_ Received By (Signature): \_\_\_\_\_

Review and Approval/Denial

Planning Staff: \_\_\_\_\_ Date: \_\_\_\_\_

HCDA Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Council: \_\_\_\_\_ Date: \_\_\_\_\_















# FORMAL REPORT

**To:** Chair and Members of the Advisory Committee

**Prepared by:** Ray Cousineau, Facilities Manager

**Date of Meeting:** [Click here to enter a date.](#)

**Subject:** **DEV 46-2022 Library Church Street Door Refurbishing**

## PURPOSE

To provide information to the Heritage Committee for their consideration in review of an application for a heritage permit for 15 Church Street North

## RECOMMENDATION

**THAT** DEV 46-2022 Library Church Street Door Refurbishing report be received; and

**THAT** the Heritage Committee support a heritage permit for the refurbishing of a Church Street door at 15 Church Street North

## BACKGROUND

15 Church Street north is the St. Marys Public Library and is located within the Heritage Conservation District (HCD). The Public Library is designated a heritage property under Part IV of the Ontario Heritage Act and comes under a Part V heritage designation as part of the HCD. The heritage application is for the replacement of the Southside exit door at 15 Church Street North

## REPORT

The permit application proposes the refurbishing of the Church Street Door. The door has taken on significant damage from the weather and ice Melter deployed around the entrance door. The door is a historic double door with brass hinges and hardware. This project is to return the door to it's former pristine condition.

## FINANCIAL IMPLICATIONS

### Library Church Street Door:

<u>Refurbishing of Existing Door</u>	<u>\$2800.00</u>
Total	<u>\$2800.00</u>

## SUMMARY

**THAT** staff recommend the Heritage Committee support the heritage permit application for the installation of a new door at 15 Church Street North.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #1 Infrastructure:
    - Outcome: Given the large number of Town-owned heritage assets, a maintenance schedule ought to be agreed to by Council in prioritizing which of these assets will be the recipient of discretionary funding.
    - Tactic(s): Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly. Assess if any assets can be better utilized

## OTHERS CONSULTED

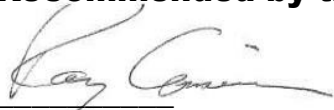
1. JSB Construction

## ATTACHMENTS

1. Heritage Permit Application
2. Photo of Existing Door
3. Photo of Door Location

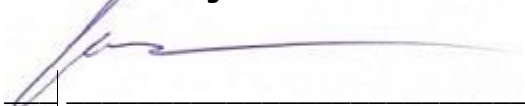
## REVIEWED BY

### Recommended by the Department



Ray Cousineau  
Facility Supervisor

### Reviewed by



Grant Brouwer  
Director of Building and Development



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#### APPLICANT INFORMATION

Name: RAY COUSINEAU  
Mailing Address: 408 JAMES ST. SOUTH Box P.O. Box 998  
Phone Number: Day (519) 284 2340 Alternate (519) 285 21 2236  
Fax ( ) \_\_\_\_\_ E-mail: rcousineau@town.stmarys.on.ca

#### PRESENT OWNER (IF DIFFERENT FROM APPLICANT)

Name: TOWN OF ST. MARYS  
Mailing Address: 408 JAMES ST SOUTH Box 998  
Phone Number: Day (519) 284 2340 Alternate ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

#### PROPERTY SUBJECT TO THIS APPLICATION

Street No: 15 Street Name: CHURCH ST NORTH

#### PURPOSE OF APPLICATION

☐ Building Alteration      ☐ Building Addition      ☐ New Construction  
☐ Building Demolition      ☐ Other

Description of Proposed Work REMOVAL + REFURBISHING OF CHURCH  
STREET ENTRANCE DOORS. REFURBISHING OF COPPER  
HINGLES + LOCKING MECHANISMS. REINSTALLATION OF  
DOORS IN ORIGINAL FRAME.



Town of St. Marys  
PO Box 998  
408 James Street South  
St. Marys ON N4X 1B6  
Tel: 519-284-2340 ext 243  
Fax: 519-284-0902

#### ATTACHMENTS

- ☐ Signed letter authorizing applicant/agent to act on behalf of property owner
- ☐ Digital photographs of structure from the street(s) showing existing front and side elevations
- ☐ Drawings showing proposed alterations, addition or new construction
- ☐ Survey or site plan showing addition, new construction or building removal
- ☐ Manufacturer's brochures and/or product sample

#### DECLARATION

I, the undersigned RAY COUSINEAU, am the authorized (owner/agent of owner) named in the above application and I certify the truth of all the statements or representations contained herein.

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any requirements of the Town of St. Marys Heritage Conservation District By-law or regulations made hereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of, or in connection with the above application.

I acknowledge that in the event a permit is issued, any departure from plans, specifications or locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with the requirements of the Town of St. Marys Heritage Conservation District Bylaw, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

Ray Cousineau  
Signature of Property Owner/Applicant

June 15/22  
Date

#### FOR OFFICE USE ONLY

Date Received (Complete) \_\_\_\_\_ Received By (Signature): \_\_\_\_\_

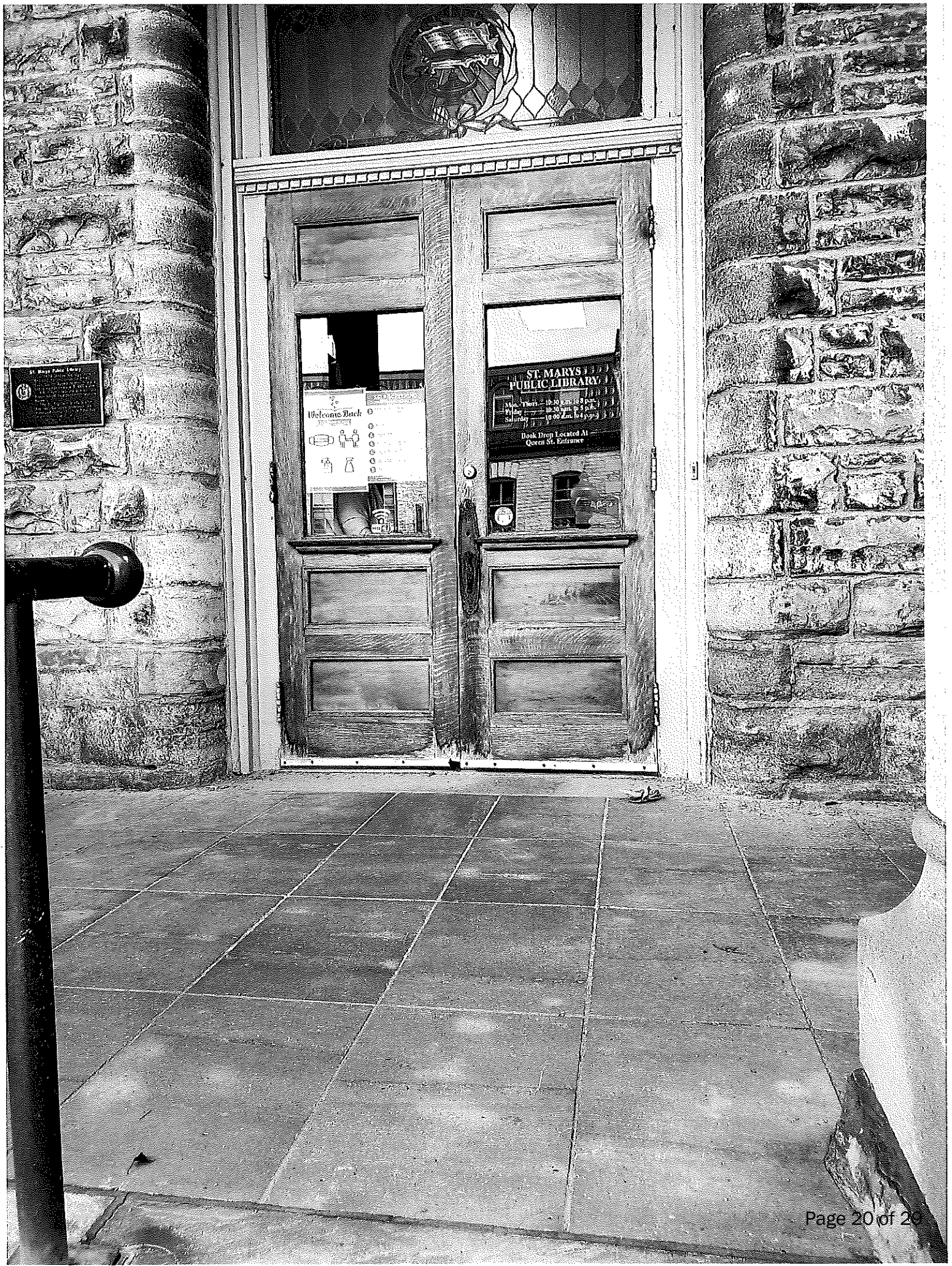
Review and Approval/Denial

Planning Staff: \_\_\_\_\_ Date: \_\_\_\_\_

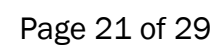
HCDA Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Council: \_\_\_\_\_ Date: \_\_\_\_\_













# FORMAL 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>	11 July 2022
<b>Subject:</b>	<b>DEV 52-2022, 6 Water St S Sign Permit (Betty's Bookshelf)</b>

## PURPOSE

To provide information to the Heritage Committee for their consideration in review of an application for a sign permit at 6 Water St N (Betty's Bookshelf)

## RECOMMENDATION

**THAT DEV 52-2022, 6 Water St S Sign Permit (Betty's Bookshelf) report be received; and**

**THAT** ... the Heritage Committee support the façade sign permit

## BACKGROUND

The property at 6 Water St N is located in the Heritage Conservation District (HCD) and as such is a Part V property under the Ontario Heritage Act. The building does have a Part IV designation under the Ontario Heritage Act. The property at 6 Water St S has been under renovations and has been updating the interior to provide more commercial spaces to the Water St side.

## REPORT

The Town has received a sign application for a projecting sign at 6 Water St N (Betty's Bookshelf). The new proposed sign is made of aluminum with vinyl lettering. The proposed sign will be located above the main entrance of Betty's Bookshelf, roughly 3.35m (11ft) above the sidewalk. The size of the proposed sign is .45mx.45m (18" x 18"). Maximum projection proposed with arms is .6m (24"). The main purpose of this sign is to help draw traffic from Queen St.

## FINANCIAL IMPLICATIONS

None

## SUMMARY

That staff recommend the Heritage Committee support the façade sign permit application

## 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): Encourage existing businesses to optimize on their existing buildings/ spaces.

## **OTHERS CONSULTED**

Amy Cubberley, Cultural Services Manager

## **ATTACHMENTS**

- 1- Schematic of proposed sign at 6 Water St S (Betty's Bookshelf), and
- 2- Location of proposed sign at 6 Water St S (Betty's Bookshelf)

## **REVIEWED BY**

### **Recommended by the Department**



Grant Brouwer  
Director of Building and Development

## INFO

Date: June 7, 2022  
 Designer: CT  
 Due:

## SIGN SPECS

Size: 18" x 18" Face  
 Qty: 1  
 Sides: Double Sided  
 Materials: All Aluminum  
 Construction, Painted 1  
 Colour With Vinyl  
 and/or 1/4" Acrylic

Paint ■ Mp34852

(Matthews Paint Online  
 Match to Benjamin Moore  
 Deep Royal 2061-10)

Vinyl ☐ White

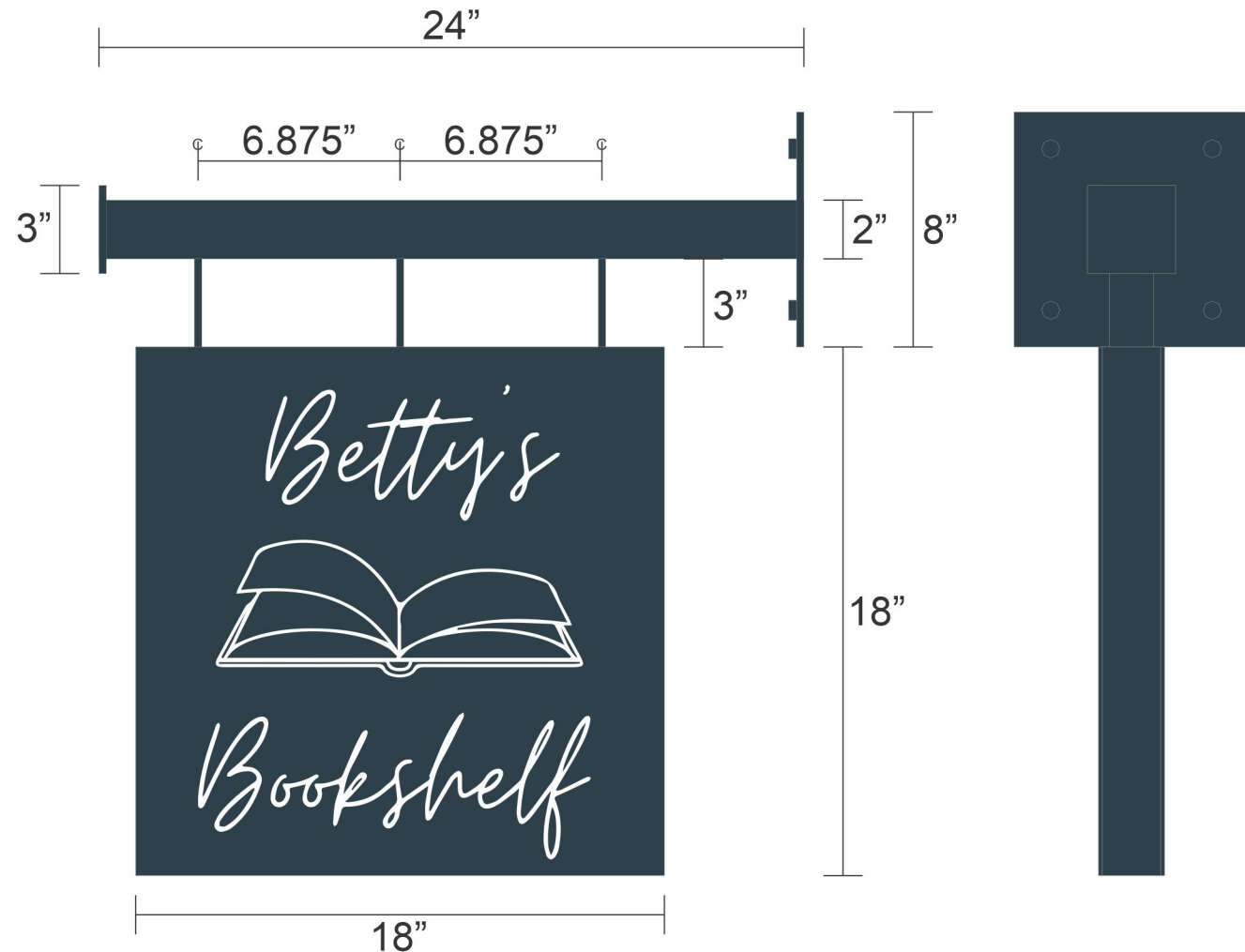
Colors ☐

## INFO

## INSTALL

## DESIGN TIME

# Betty's Bookshelf #20436 - Projecting Sign



SIGN OFF SIGNATURE

DATE

PHONE 519.271.1707

WWW.SIGNONT.CA

SALES@SIGNONT.CA

PERTH LINE 34, 2838, STRATFORD ON, N5A 6S5

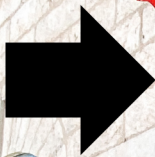
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BETTY'S  
BOOKSHELF

NEW RELEASES,  
COOKBOOKS,  
CHILDREN'S  
BOOKS, PUZZLES,  
GAMES, CARDS,  
ETC

OPEN 10-2

## FORMAL 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>	11 July 2022
<b>Subject:</b>	<b>DEV 53-2022, 159 Queen St E. Sign Permit (TUTT Co.)</b>

### PURPOSE

To provide information to the Heritage Committee for their consideration in review of an application for a sign permit at 159 Queen St E. Sign Permit (TUTT Co.)

### RECOMMENDATION

THAT DEV 53-2022, 159 Queen St E. Sign Permit (TUTT Co.) be received; and

THAT ... The Heritage Committee support the sign permit.

### BACKGROUND

The property at 159 Queen St E. is located in the Heritage Conservation District (HCD) and as such is a Part V property under the Ontario Heritage Act. The building (G.B. McIntyre Store) also has a Part IV designation under the Ontario Heritage Act.

### REPORT

The Town has received a sign application for:

- 1- a façade sign with .25m (10") acrylic letters,
- 2- a hanging sign that are .58m x .91m (23" x 36") that is made out of acrylic, and
- 3- two vinyl window signs that are .58m x .91m (23" x 36).

All of the sign locations as well as the sizes of each sign are included on the attachment. The proposed signs meet the criteria set out in the Town's sign bylaw.

### FINANCIAL IMPLICATIONS

None

### SUMMARY

That staff recommend the Heritage Committee support the permit application for façade sign, hanging sign, and two windows at 159 Queen St E.

## **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): Encourage existing businesses to optimize on their existing buildings/ spaces

## **OTHERS CONSULTED**


Amy Cubberley, Cultural Services Manager

## **ATTACHMENTS**

1-159 Queen St E, Window Sign (TUTT Co.)

## **REVIEWED BY**

**Recommended by the Department**



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Grant Brouwer

Director of Building and Development



