



## **AGENDA**

### **Heritage Advisory Committee**

October 3, 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 October 3, 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**

**8. REGULAR BUSINESS**

**8.1. Heritage Conservation District Update**

- 8.1.1. Heritage Permits: DEV 77-2022 Heritage Permit for 136 Queen Street East (Bank of Montreal) 9**

**RECOMMENDATION**

**THAT** DEV 77-2022 Heritage Permit 136 Queen St. E (Bank of Montreal) report be received; and

**THAT** The Heritage Committee supports the application for a Heritage Permit for windows W3, W4, W5E, W5F, and W6, but does not support the application for Heritage Permit for windows W1, W2, or any windows on the second story that haven't been identified on the drawings of 136 Queen St. E.

- 8.1.2. Sign Permits: DEV 76-2022 26 Water Street South Sign Permit 23**

**RECOMMENDATION**

**THAT** DEV 76-2022 26 Water St S sign permit be received; and

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

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

**8.3. Municipal Register**

**8.4. Homeowner/Property owner letters**

398 Queen Street East

**9. COUNCIL REPORT**

**10. OTHER BUSINESS**

- 10.1. Heritage and Culture Committee TOR 26**

**11. UPCOMING MEETINGS**

None scheduled

**12. ADJOURNMENT**

**RECOMMENDATION**

**THAT** the October 3, 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 current and former 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

<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>	3 October 2022
<b>Subject:</b>	<b>DEV 77-2022- Heritage Permit 136 Queen St E (Bank of Montreal)</b>

## PURPOSE

To provide information to the Heritage Advisory Committee for their consideration in review of an application for a heritage permit for 136 Queen St. E.

## RECOMMENDATION

**THAT** DEV 77-2022- Heritage Permit 136 Queen St E (Bank of Montreal) report be received; and

**THAT** The Heritage Committee supports the application for a Heritage Permit for windows W3, W4, W5E, W5F, and W6, but does not support the application for Heritage Permit for windows for W1, W2, or any windows on the second story that haven't been identified on the drawings of 136 Queen St E.

## BACKGROUND

136 Queen St. E. has been the location of the Bank of Montreal since the 1890s. It is located within the Heritage Conservation District (HCD). 136 Queen St. E. comes under a Part V heritage designation as part of the HCD. The heritage permit application is for the replacement of the of windows and doors as identified on drawing "136 Queen St E St Marys Window Location" W1, W2, W3, W4, W5E, W5F, and W6. All current doors and windows are not original to the building and were installed prior to the creation of the Heritage Conservation District.

## REPORT

TELSTORM was retained by BGIS on behalf of BMO to replace all existing windows at 136 Queen Street East, St. Marys with new clear anodized aluminum windows to match the windows currently installed on site in both material and design. This included mullion patterns, spandrel inserts, provisions for existing thru-window air conditioning units and, metal panels at the arched header locations. It was to TELSTORM's understanding that a heritage permit would not be required as the window system would match the existing elements and materials of the original per the Heritage Conservation District Plan under Chapter 6.2 "When a Permit is Not Required".

At the onset of construction, the Contractor had applied for sidewalk permit but was halted due to the absence of a heritage permit. In engaging with the Building Department, it was informed that matching the windows currently installed on site approximately 20+ years ago was non-satisfactory as there had existed even older windows as documented in the Museum and Archives' photographic records. The original windows were installed before the HCD was established. To match the absolute original windows, the following requests and responses are categorized as follows:

## **Frame Material**

The use of aluminum is discouraged in the Heritage Conservation District. Town Staff recommended wood or vinyl windows in lieu of aluminum windows, as there exists no precedent in St. Marys where aluminum windows were approved since the Heritage Conservation District was created.

Upon receiving feedback from BMO regarding the material change, TELSTORM's response was: the installation of wood or vinyl windows are not advised due to the security requirements of the bank. Clear anodized aluminum framing and spandrel panels offer a greater degree of structural integrity and thermal performance than its wood and vinyl counterparts. The material selection is therefore paramount for ensuring all interior spaces remain protected. BMO cannot accept the material substitution proposed over aluminum for security and building performance reasons.

The aluminum frames can receive exterior white vinyl wrap to simulate vinyl windows if the anodized aluminum is rejected by the Heritage Advisory Committee.

## **Muntins**

As stated in section 4.1.2 of the Heritage Conservation District Plan: "new windows and doors should match the original proportions, divisions, depth of inset into the wall, and detail of framing elements." Town Staff recommended that the new windows should feature muntins to match the original design, as is documented in historic photos from the St. Marys Museum and Archives.

TELSTORM accepted the recommendation and has since re-configured the design to feature one (1) horizontal muntin at the midway point of all rectangular windows. The revised design of one (1) horizontal muntin was approved by the Town Staff. In the process of re-designing the windows with muntins, several spandrel panels at the ground floor windows were removed from the original design.

## **Spandrel Panels**

As stated in section 4.1.3 of the Heritage Conservation District Plan: "The use of aluminum, vinyl or plywood as an exterior cladding material on the principal façade(s) is discouraged".

Town Staff recommended the installation of new wood paneling over the spandrel panels to match the aesthetic, as outlined in the Heritage Conservation District plan, while still meeting BMO's expressed security needs.

TELSTORM informed that utilizing the proposed aluminum frame system cannot accommodate for this design. They proposed use of exterior vinyl wrap to simulate wood was rejected by Town Staff. A sample of the originally proposed spandrel panel is attached for the Heritage Advisory Committee's review. TELSTORM recommends the spandrel panel as it has a great degree of structural integrity and is vandal proof against graffiti or markings.

## **Fitting the Opening**

As stated in section 4.2.1 of the Heritage Conservation District Plan: "In order to preserve the visual quality of the facade, replacement windows and doors should be made to fit the original openings. Changing the size of the openings to accommodate standard size windows or dropped ceilings should be avoided. The trim elements surrounding the frames, the sill, lintel and cap should be retained. "

Town Staff requested that the new windows should fit the existing exterior wall openings, which feature an arch at the window header location, complete with a lowered keystone at the apex as illustrated in the attached Arched Header diagram. This affects the second and third floor locations.

TELSTORM responded to town staff with: fitting the existing openings in the exterior wall is not feasible with an aluminum framed system at the arched header locations only. Aluminum frames and glazing panes fabricated with irregular geometries are prone to premature failure due to building movement and thermal expansion and contraction. Within years or months of installation, the weather stripping and sealant will fail, and cracks will occur through the glazing pane. BMO cannot accept the installation of a product that will not reach its intended material service life. All locations where the window header is rectilinear, the proposed window system will fit and satisfy the requirement.

Town Staff proposed modifying the existing lowered keystone from the interior to notch and fit the window; however, TELSTORM informed that this is not feasible due to the complex and heritage-like interior finishings and the Contractor will not risk modifying the heavy exterior wall masonry out of concerns of breakage.

TELSTORM has since removed the arched windows from scope of this project as the system cannot accommodate for it. However, if the Heritage Advisory Committee approves the provision of a metal panel at the header to match the windows currently installed on site, all windows can be replaced with new and match the existing. TELSTORM is currently in the process of attaining a letter as requested by Town Staff to state that the complex geometry cannot be achieved to support of the metal panel header design.

### **Conclusion**

Frame Material: To be clear anodized aluminum to satisfy security requirements unless requested to receive exterior vinyl wrap to simulate vinyl windows.

Muntins: All rectangular windows shall receive one (1) horizontal muntin.

Spandrel Panels: Exterior vinyl wrap at the corner window's spandrel panels were rejected. The spandrel panel sample attached is the material currently being proposed, which will match the new aluminum frame.

Fitting the Opening: All windows that fit a rectangular opening can be installed. All arched windows are deleted from scope unless the metal panel headers are approved, in which all windows could be installed with a consistent appearance throughout the building. Should these arched windows remain deleted, the second and third floor windows would need to be replaced with a different system in the future, such as wood or vinyl, creating inconsistencies with the aluminum windows, which are required by BMO for all ground floor locations.

## **FINANCIAL IMPLICATIONS**

None

## **SUMMARY**

The Heritage Advisory Committee supports the application for a Heritage Permit for windows W3, W4, W5E, W5F, and W6, but does not support the application for Heritage Permit for windows for W1, W2, or any windows on the second story that haven't been identified in the drawing of 135 Queen St E.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #4 Culture & Recreation:
    - Outcome: Downtown revitalization plan
    - Tactic(s): New development should conform to the existing heritage aesthetic as per either the HCDP or the new cultural initiatives approach.
    - Investigate options for incentivizing or enforcing standards for heritage properties after the review of the HCDP

## OTHERS CONSULTED

Amy Cubberley, Cultural Services Manager

Jason Silcox, Building Inspector

## ATTACHMENTS

1. Spandrel Panel Sample.
2. -Arched Header Diagram
3. 136 Queen St E St Marys Windows
4. 136 Queen St E St Marys Window Location
5. 136 Queen Street East, Queen Street façade
6. 136 Queen Street East, back alley
7. 136 Queen Street East, Wellington Street façade
8. Historic photo of 136 Queen Street East

## REVIEWED BY

### Recommended by the Department



Grant Brouwer  
Director of Building and Development





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SITE SPECIFIC NOTES

1. CONTRACTOR TO PROVIDE OVERHEAD PROTECTION OVER ENTRANCE WHILE WORKING ON THE FRONT ELEVATION.
2. CONTRACTOR TO INCLUDE FOR ALL NECESSARY SIDEWALK CLOSURE PERMITS TO COMPLETE THE SCOPE OF WORK AS REQUIRED.
3. CONTRACTOR TO INCLUDE FOR ALL NECESSARY SCAFFOLDING AND AREA REACH EQUIPMENT TO COMPLETE THE REQUIRED WORK.
4. CONTRACTOR IS RESPONSIBLE TO TEMPORARILY REMOVE AND REINSTATE EXISTING BLINDS/SHADING DEVICES TO COMPLETE THE WINDOW REPLACEMENT WORK.
5. ALL INTERIOR AND EXTERIOR CAULKING WORK SHALL BE TOOLED SMOOTH AND EVEN. REGARDLESS OF EXISTING MORTAR RAKE PATTERN. COLOURS OF CAULKING ARE APPROVED TO BE WHITE TO MATCH EXISTING. CAULKING SHALL BE APPLIED AROUND THE WINDOW UNITS. SILL RETURNS AND APRON DOWNTURNS.
6. ALL INTERIOR WINDOW SILLS AND FRAMES SHALL REMAIN AND BE MADE GOOD WHERE AFFECTED TO MATCH EXISTING. CONTRACTOR SHALL EXERCISE DUE DILIGENCE TO MINIMIZE DAMAGES IN THE WINDOW REMOVAL AND INSTALLATION PROCESS.
7. ALL EXISTING AIR CONDITIONING UNITS SHALL BE RETURNED TO FACILITIES AND STORED OR DISPOSED OF AS DIRECTED BY FACILITIES.
8. CONTRACTOR IS RESPONSIBLE TO PROTECT EXISTING WALL-MOUNTED RADIATORS BELOW THE WINDOW LOCATIONS.
9. INSTALL NEW WATERPROOFING MEMBRANE AT ALL WINDOW SILL LOCATIONS. ENSURE WATERPROOFING IS NOT VISIBLE FROM THE INTERIOR AND EXTERIOR. PROVIDE 6" WATERPROOFING UPTURN AT ALL SILL LOCATIONS.
10. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR ALL WINDOW TYPES PRIOR TO FABRICATION.
11. CONTRACTOR IS RESPONSIBLE FOR THE CAREFUL REMOVAL OF INTERIOR CAULKING WHERE ADHERED TO EXISTING WALLPAPER.
12. CONTRACTOR TO INCLUDE FOR THE INSTALLATION OF NEW 6" ALUMINUM TRIM AROUND THE PERIMETER OF ALL WINDOWS WITHIN THE BASE BID PRICE.
13. CONTRACTOR TO PROVIDE SPRAY FOAM INSULATION AROUND ALL NEW WINDOW AND CURTAIN WALL FRAMES.
14. APPLY RUSTPROOF PRIMER AT ALL EXPOSED STEEL LINTELS AT THE WINDOW AND CURTAIN WALL HEADER LOCATIONS WHERE EXPOSED.

WINDOW SCHEDULE								
TYPE	WIDTH	HEIGHT	DEPTH	AMOUNT	NOTES	HEADER DETAIL	SILL DETAIL	JAMB DETAIL
W1	12'-6 1/2"	10'-1"	0'-4 7/8"	1	INSTALL "1 3/6" DECAL LETTERING ONTO NEW GLAZING UNIT TO MATCH EXISTING. REMOVE EXISTING DRYWALL AT THE METAL PANEL LOCATION AND FASTEN BOTTOM OF CURTAIN WALL TO CONCRETE FLOOR SLAB. BACK PANEL TO MATCH COLOUR OF NEW CURTAIN WALL FRAMING. TEMPORARILY REMOVE AND REINSTATE EXISTING WIRE MOULD AS DIRECTED BY FACILITIES. NO CONDUIT PENETRATIONS THROUGH NEW CURTAIN WALL FRAMING IS PERMITTED.	01/A.401	01/A.401	01/A.403 02/A.403
W2	REFER TO 02/A.302	REFER TO 02/A.302	0'-4 7/8"	1	INSTALL "1 3/6" DECAL LETTERING ONTO NEW SPANDREL PANEL TO MATCH EXISTING. INSTALL NEW ALUMINUM BREAK SHAPE AT RETURN WALL LOCATION (50 SQFT). REINSTATE EXISTING HANDRAIL AND CORNER GUARD. FASTEN INTO CONCRETE BLOCK BEHIND.	02/A.401	02/A.401	03/A.403 04/A.403
W3	3'-8 1/2"	7'-11 1/4"	0'-2 7/8"	5	TEMPORARILY REMOVE AND REINSTATE EXISTING ROLLER BLINDS. REPAIR DRYWALL WHERE AFFECTED. REPLACE MARBLE SILLS WITH NEW (85QFT PER W3A WINDOW).	04/A.401	03/A.401	05/A.403
W4	5'-6"	2'-0 1/2"	0'-4 7/8"	2	TEMPORARILY REMOVE AND REINSTATE EXISTING ROLLER BLINDS. REPAIR AND REFINISH INTERIOR WOOD FRAME AND APRON WHERE AFFECTED.	06/A.401	06/A.401	07/A.403
W5D	3'-6"	6'-4 3/4"	0'-4 7/8"	1	TEMPORARILY REMOVE AND REINSTATE EXISTING VERTICAL BLINDS AND A/C UNIT. REPAIR DRYWALL WHERE AFFECTED.	08/A.401	12/A.401	08/A.403
W5E	3'-6"	6'-4 3/4"	0'-4 7/8"	2	TEMPORARILY REMOVE AND REINSTATE EXISTING CURTAINS. CONTRACTOR TO BE AWARE OF SURROUNDING WALLPAPER.	02/A.402	01/A.402	02/A.404
W5F	3'-6"	6'-4 3/4"	0'-4 7/8"	1	TEMPORARILY REMOVE AND REINSTATE EXISTING CURTAINS. REFINISH INTERIOR WOOD FRAME WHERE AFFECTED.	02/A.402	03/A.402	02/A.404
W6	3'-5"	3'-4"	0'-4 7/8"	1	TEMPORARILY REMOVE AND REINSTATE EXISTING CURTAINS. REFINISH INTERIOR WOOD FRAME WHERE AFFECTED.	04/A.402	04/A.402	03/A.404



GENERAL NOTES

1. ALL NOTES HEREIN REFERRING TO 'CONTRACTOR' ARE TO MEAN THE GENERAL CONTRACTOR & SUB-CONTRACTORS.
2. DRAWINGS ARE NOT TO BE SCALED. CONTRACTOR TO REFERENCE DIMENSIONS GIVEN ON DRAWINGS.
3. ALL THE WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH THE LATEST EDITION OF THE ONTARIO BUILDING CODE, THE OCCUPATIONAL HEALTH & SAFETY ACT & REGULATIONS FOR CONSTRUCTION PROJECTS, CONSTRUCTION SAFETY ACT, REGULATIONS OF THE ONTARIO DEPARTMENT OF LABOUR & THE CANADIAN CONSTRUCTION SAFETY CODE, INCLUDING ALL CURRENT REVISIONS & WITH GOOD CONSTRUCTION PRACTICE.
4. THE CONTRACTOR IS RESPONSIBLE TO FIELD VERIFY ALL DIMENSIONS & SITE CONDITIONS, COMPARE WITH THOSE INDICATED ON THE DRAWINGS & ADVISE THE DESIGNER OF ANY DISCREPANCY. COMMENCEMENT OF WORK SHALL BE DEEMED AS ACCEPTANCE OF SITE CONDITIONS BY CONTRACTOR.
5. DISCREPANCIES IDENTIFIED AFTER COMMENCEMENT OF THE WORK SHALL BE RECTIFIED AT THE EXPENSE OF THE CONTRACTOR & TO THE SATISFACTION OF THE DESIGNER.
6. CONTRACTOR SHALL PROTECT FROM DAMAGE ALL EXISTING STRUCTURES, FINISHES, EQUIPMENT & PROPERTIES ADJACENT THE AREAS OF WORK. ALL DISTURBED AREAS, DAMAGED PROPERTIES AND/OR STRUCTURES SHALL BE RESTORED TO ORIGINAL CONDITION AT THE EXPENSE OF THE CONTRACTOR & TO THE SATISFACTION OF THE DESIGNER AND/OR OWNER.
7. ALL SERVICES ARE TO BE ACCURATELY LOCATED PRIOR TO CONSTRUCTION & ADEQUATE PROTECTION PROVIDED AT ALL TIMES. ANY INTERFERENCE TO EXISTING SERVICES OR UTILITIES WITH THE PROPOSED CONSTRUCTION OPERATIONS IS TO BE REPORTED TO THE DESIGNER PRIOR TO THE CONTINUATION OF CONSTRUCTION.
8. ALL DEMOLITION WORK, SAWING, GRINDING, OR SANDING WHICH MAY CAUSE DUST, EXCESSIVE NOISE LEVELS AND/OR INTERFERE WITH NORMAL BUSINESS OPERATIONS SHALL BE UNDERTAKEN AFTER HOURS AND/OR WEEKEND HOURS.
9. REFER TO CONTRACT SPECIFICATIONS, GENERAL CONDITIONS & REQUIREMENTS FOR ADDITIONAL WORK PROVISIONS.
10. ALL MATERIALS INDICATED ON THE DRAWINGS ARE NEW UNLESS NOTED OTHERWISE.
11. THE CONSTRUCTION SCOPE OF WORK SHOWN ON THESE DRAWINGS HAS BEEN DESIGNED IN ACCORDANCE WITH ALL REQUIRED CURRENT BUILDING CODES & REGULATIONS IN THE MUNICIPALITY IN WHICH THE CONSTRUCTION IS TO OCCUR.
12. CONTRACTOR TO FOLLOW ALL MANUFACTURER'S INSTRUCTIONS & SPECIFICATIONS FOR MATERIALS USED TO CARRY OUT THE WORK.
13. ALL REPAIR WORK REQUIRED BY THE CONTRACTOR DUE TO THE WORK PERFORMED SHALL BE TO MATCH THE ORIGINAL CONDITION, ADJACENT MATERIALS/FINISH OR BETTER.
14. THROUGHOUT THE ENTIRE CONSTRUCTION PERIOD PROPER & SAFE MEANS OF EGRESS SHALL BE PROVIDED FROM ALL ZONES OF THE BUILDING AT ALL TIMES TO THE APPROVAL OF THE AUTHORITIES HAVING JURISDICTION.
15. ALL MATERIALS & DEBRIS TO BE DISPOSED OF SHALL BE REMOVED FROM THE SITE DAILY & DISPOSED OF LEGALLY IN ABIDANCE TO ALL APPLICABLE FEDERAL, PROVINCIAL & LOCAL CODES & REGULATIONS.
16. ELEMENTS OF THE BASE BUILDING, SUCH AS (BUT NOT LIMITED TO), LIGHT FIXTURES, SPEAKERS, ETC. REMAIN THE PROPERTY OF & SHALL BE TURNED OVER TO OWNER & STORED WHERE DIRECTED BY THE OWNER UNLESS SCHEDULED FOR REUSE AND/OR SHOWN TO BE REMOVED & RELOCATED UNDER THIS CONTRACT.
17. CONTRACTOR TO PROTECT EXISTING AREAS TO PREVENT DUST, DEBRIS & OTHER REFUSE FROM ENTERING OTHER AREAS DURING DEMOLITION. PROVIDE DUST BARRIER AROUND ALL AREAS UNDER CONSTRUCTION.
18. CONTRACTOR TO PROVIDE 48 HOURS NOTICE FOR INSPECTION.
19. WHERE NEW WORK CONNECTS WITH EXISTING & WHERE EXISTING WORK IS ALTERED, ALL NECESSARY CUTTING & FITTING REQUIRED TO MAKE SATISFACTORY CONNECTIONS WITH THE EXISTING WORK SHALL BE PERFORMED BY THE CONTRACTOR.
20. DRAWINGS ARE IN PART SCHEMATIC & ARE INTENDED TO CONVEY THE SCOPE OF WORK & TO INDICATE THE GENERAL & APPROXIMATE LOCATION & ARRANGEMENT OF THE WORK. OBTAIN ACCURATE INFORMATION ABOUT LOCATION ARRANGEMENT & SIZES BY COORDINATING DRAWINGS WITH THE SITE CONDITIONS.
21. PLANS OF EXISTING CONDITIONS ARE PROVIDED FOR INFORMATION ONLY & MUST BE VERIFIED BY THE CONTRACTOR.
22. CONTRACTOR SHALL SUBMIT FOR APPROVAL, PROPOSED METHOD OF ACCESS TO SITE & BUILDING, STORAGE OF MATERIALS & LOCATION OF GARBAGE BINS, PORTABLE TOILETS, & SITE TRAILERS BEFORE STARTING SCOPE OF WORK.
23. CONTRACTOR TO MAINTAIN A LIST OF ALL HAZARDOUS MATERIALS PROPOSED FOR USE ON SITE OR WORKPLACE.
24. SMOKING ON SITE IS NOT PERMITTED EXCEPT IN AREAS DESIGNATED BY THE OWNER.
25. NOTE THAT THE PREMISES MAY OR MAY NOT BE OCCUPIED DURING CONSTRUCTION, THEREFORE IT IS ESSENTIAL THAT UNIMPEDED ACCESS TO THE EXISTING BUILDING BE MAINTAINED AT ALL TIMES.
26. CONTRACTOR SHALL PROVIDE & MAINTAIN SANITARY PORTABLE TOILETS FOR THE DURATION OF CONSTRUCTION FOR THE USE OF THE CONSTRUCTION PERSONNEL.
27. CONTRACTOR SHALL ARRANGE WITH THE OWNER FOR USE OF EXISTING ELECTRICAL SERVICE, TO THE EXTENT THAT THERE IS SUFFICIENT CAPACITY, TO AVOID OVERLOADING OF CIRCUITS.
28. WHERE CAPACITY IS INSUFFICIENT, CONTRACTOR IS TO PROVIDE TEMPORARY ELECTRICAL SERVICE.
29. CLEANING OF THE EXTERIOR CONSTRUCTION AREAS SHALL INCLUDE BUT NOT BE LIMITED TO:  
-THE REMOVAL OF RUBBISH AND/OR OTHER UNSIGHTLY MATERIAL OR DEBRIS.  
-THE REMOVAL OF DUST AND/OR OTHER DEBRIS BY BRUSHING, SWEEPING AND/OR OTHER SUITABLE METHODS.
30. FINAL CLEANING OF ALL AREAS AFFECTED BY THE CONSTRUCTION SHALL INCLUDE BUT NOT BE LIMITED TO VACUUMING, WASHING & POLISHING OF FLOORS, CLEANING OF GLASS SURFACES & OTHER MEASURES DEEMED NECESSARY BY THE OWNER.
31. A LIST OF ALL CONTRACTOR & SUB-CONTRACTOR PERSONNEL ON SITE MUST BE FORWARDED TO THE OWNER PRIOR TO THE COMMENCEMENT OF WORK.
32. THE CONTRACTOR SHALL SUBMIT THE FOLLOWING FOR REVIEW & APPROVAL PRIOR TO THE COMMENCEMENT OF WORK:  
-DETAILED GANTT GRAPH FORMAT WORK SCHEDULE  
-SAMPLES OF ALL SPECIFIED MATERIALS  
-SHOP DRAWINGS & PRODUCT DATA  
-STATUTORY DECLARATION  
-WORKERS COMPENSATION CERTIFICATE OF CLEARANCE
33. GENERAL CONTRACTOR TO BECOME FAMILIAR WITH ALL SITE CONDITIONS AFFECTING TENANT CONSTRUCTION PRIOR TO PRICING. CONTRACTOR MUST ATTEND MANDATORY SITE WALK. ANY ELEMENTS IN CONFLICT WITH THE WORKING DRAWINGS TO BE VERIFIED WITH THE DESIGNER.
34. CONTRACTOR TO EXAMINE ALL SITE CONDITIONS PRIOR TO ANY CONSTRUCTION ACTIVITIES TAKING PLACE. THE CONTRACTOR IS TO NOTIFY THE CONSULTANT OF ANY DISCREPANCIES, OMISSIONS, OR CHANGES IN SITE CONDITIONS PRIOR TO PROCEEDING WITH THE WORK.
35. REFER TO DRAWING SPECIFIC NOTES FOR WORK REQUIRED.
36. FEATURES OF CONSTRUCTION NOT FULLY SHOWN ARE OF THE SAME CHARACTER AS THOSE NOTED FOR SIMILAR CONDITIONS.
37. DO NOT CUT ANY REINFORCING STEEL, EMBEDDED CONDUITS AND/OR SERVICES IN BUILDING ELEMENTS. CONTRACTOR TO LOCATE THESE PRIOR TO CORING OR DRILLING.
38. CONTRACTOR IS RESPONSIBLE FOR UNDERSTANDING REQUIREMENTS AND INTENT OF ALL WORK STATED ON DRAWING, AND TO CONFIRM FIELD CONDITIONS PRIOR TO START OF WORK. CONTACT DESIGNER WITH ANY QUESTIONS. NO ALLOWANCE SHALL BE MADE FOR EXTRA COSTS AS A RESULT OF SITE CONDITIONS NOT VERIFIED DURING TENDER.

DRAWING SERIES

- A.001 GENERAL NOTES
- A.301 BUILDING ELEVATIONS
- A.302 WINDOW ELEVATIONS



CLIENT:

BGIS

02/29/08/22ISSUED FOR PERMIT  
01/21/10/2275% REVIEW  
NO DATE ISSUANCE

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SEAL:

CLIENT:

BWCO

BGIS

DRAWING:

GENERAL NOTES

ADDRESS:

136 QUEEN STREET EAST  
ST. MARYS, ONTARIO

CLIENT #:

TELSTORM #: 1223031.04

SCALE:

SCALE

CHECK BY:

MF

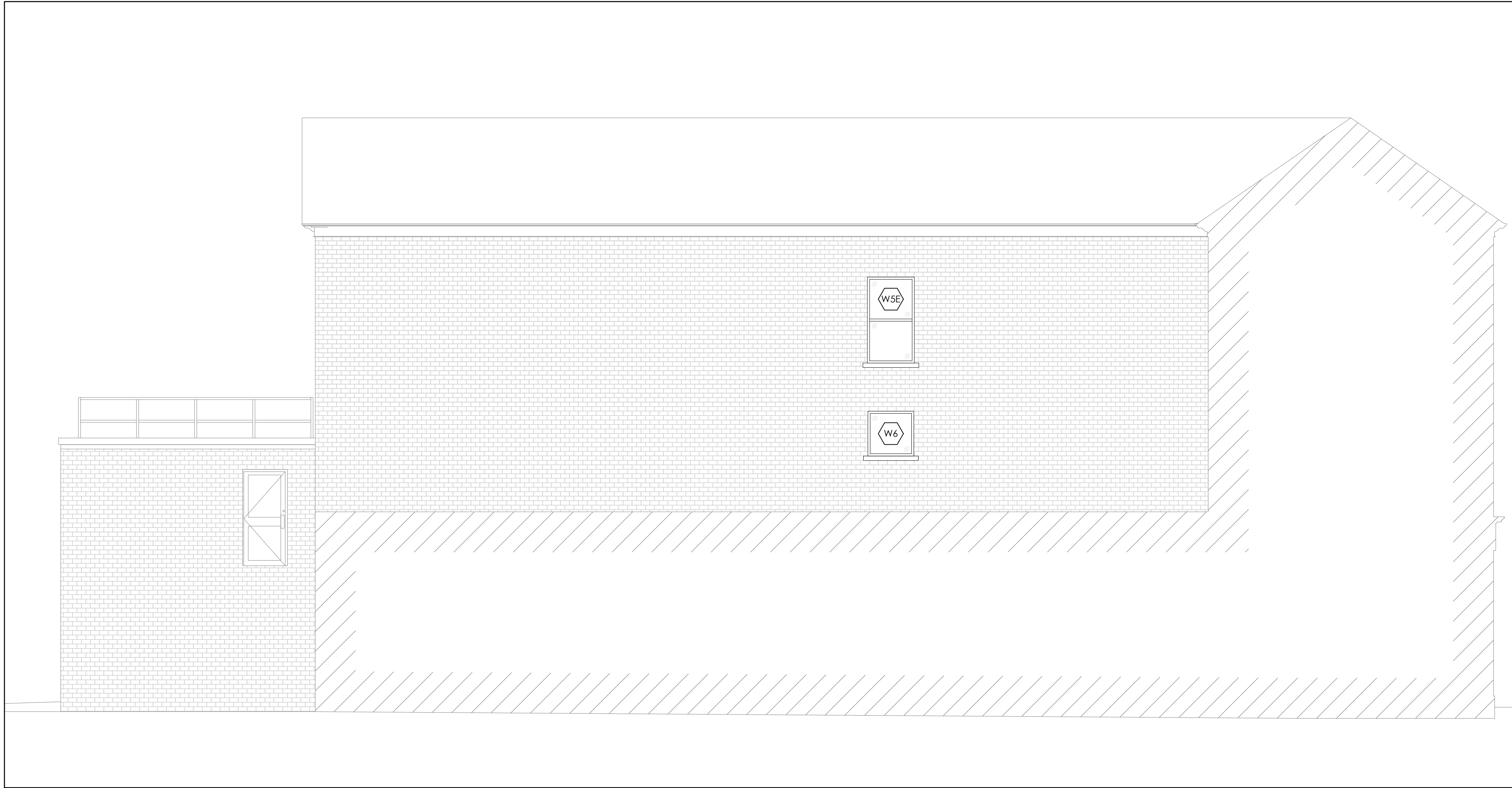
DRAWN BY:

LC





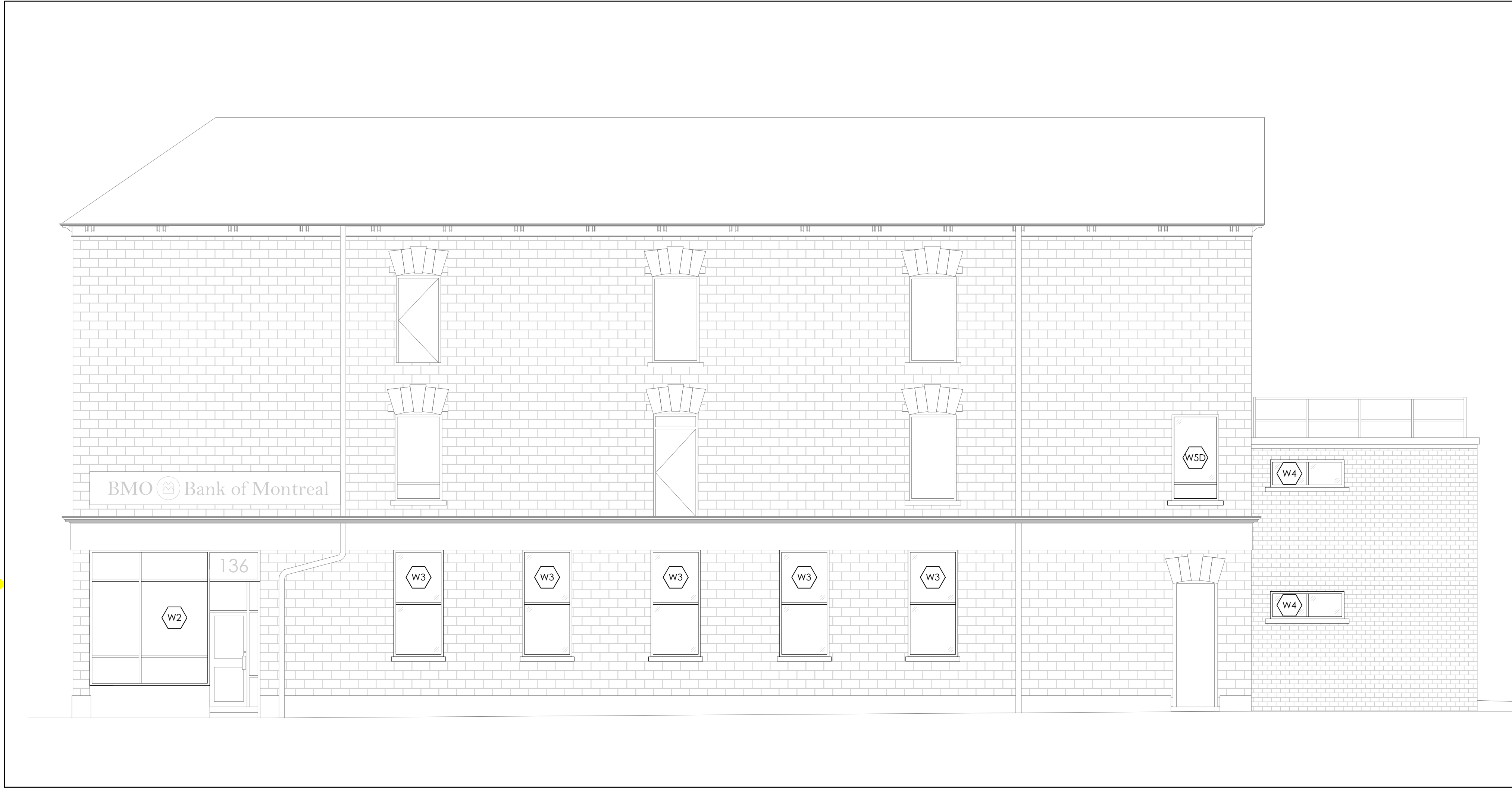
04 SOUTH ELEVATION  
A.301 Scale 3/16" = 1'-0"



03 EAST ELEVATION  
A.301 Scale 3/16" = 1'-0"

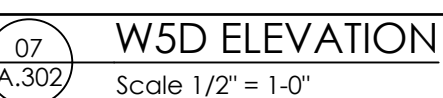
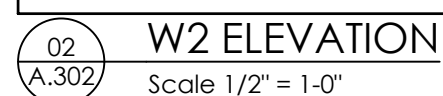


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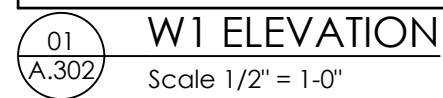
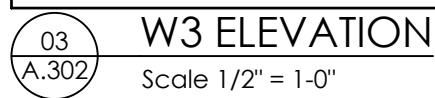
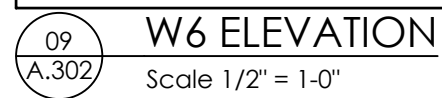
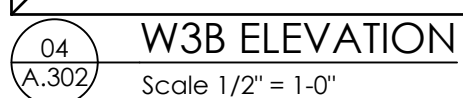


01 WEST ELEVATION  
A.301 Scale 3/16" = 1'-0"





NOTE:  
WINDOW EQUIPPED WITH EXISTING A/C UNIT. INSTALL NEW ALUMINUM INSULATED BACK  
PANEL AT SPANDREL PANEL LOCATION. NEW SPANDREL PANEL AND BACK PANEL TO BE  
PRE-FINISHED TO MATCH THE COLOUR AND APPEARANCE OF THE NEW FRAME.




2	29/08/22	ISSUED FOR PERMIT
1	21/10/22	75% REVIEW
0	DATE	ISSUANCE

THIS DRAWING IS COPYRIGHTED AND MUST NOT BE USED,  
REPRODUCED OR REVISED WITHOUT WRITTEN PERMISSION.  
DO NOT SCALE THIS DRAWING.  
REPORT INCONSISTENCIES AND OMISSIONS TO THE CONSULTANT  
OR CLARIFICATION BEFORE COMMENCING WITH THE WORK.  
DEVIATIONS FROM THE CONTRACT DOCUMENTS WITHOUT WRITTEN  
APPROVAL FROM THE CONSULTANT ARE SUBJECT TO CORRECTION  
AT THE CONTRACTOR'S EXPENSE.

EAI:

CLIENT:

BMC

## BGIS

## RAWING: WINDOW ELEVATIONS

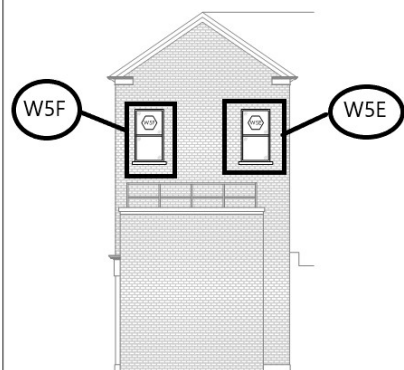
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136 QUEEN STREET EAST  
ST. MARYS, ONTARIO

CLIENT #:

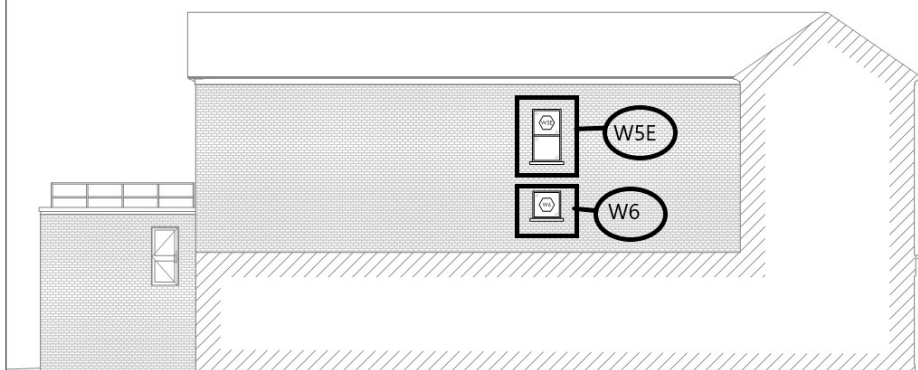
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SCALE: ME

CHECK BY: ME  
 SAMPLE BY: LC



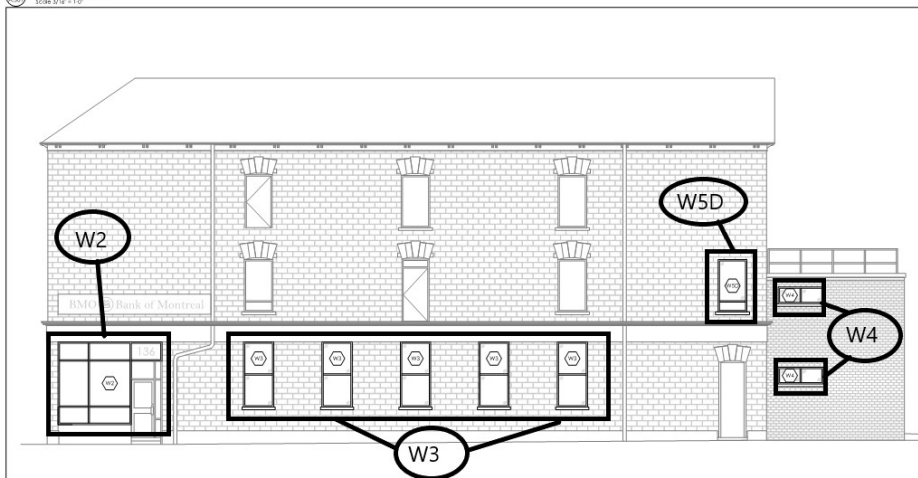
04 SOUTH ELEVATION  
A.301 Scale 3/16" = 1'-0"



**EAST ELEVATION**  
Scale 3/16" = 1'-0"



02 NORTH ELEVATION  
A-321 Scale: 3/16" = 1'-0"



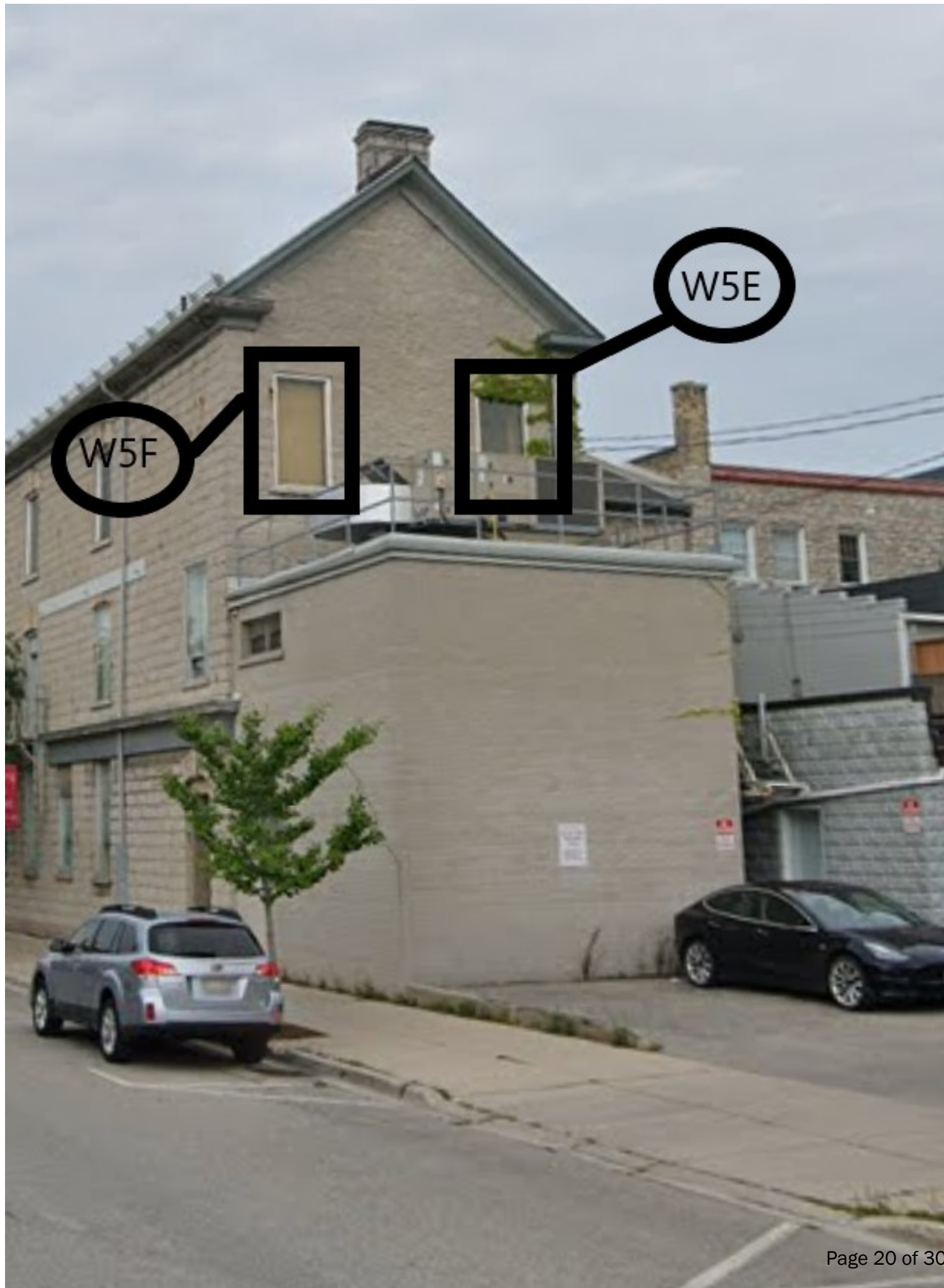
01 WEST ELEVATION  
A-321 Scale: 3/16" = 1'-0"

[illegible]

DATE	
BY	
NO.	
BUILDING ELEVATIONS	
134 QUEEN STREET EAST ST. MARTS, ONTARIO	
CLIENT:	
TEL/FAX NO.: 1223081.04	
SCALE:	SCALE
CHECK BY:	MP
REVISION:	LC



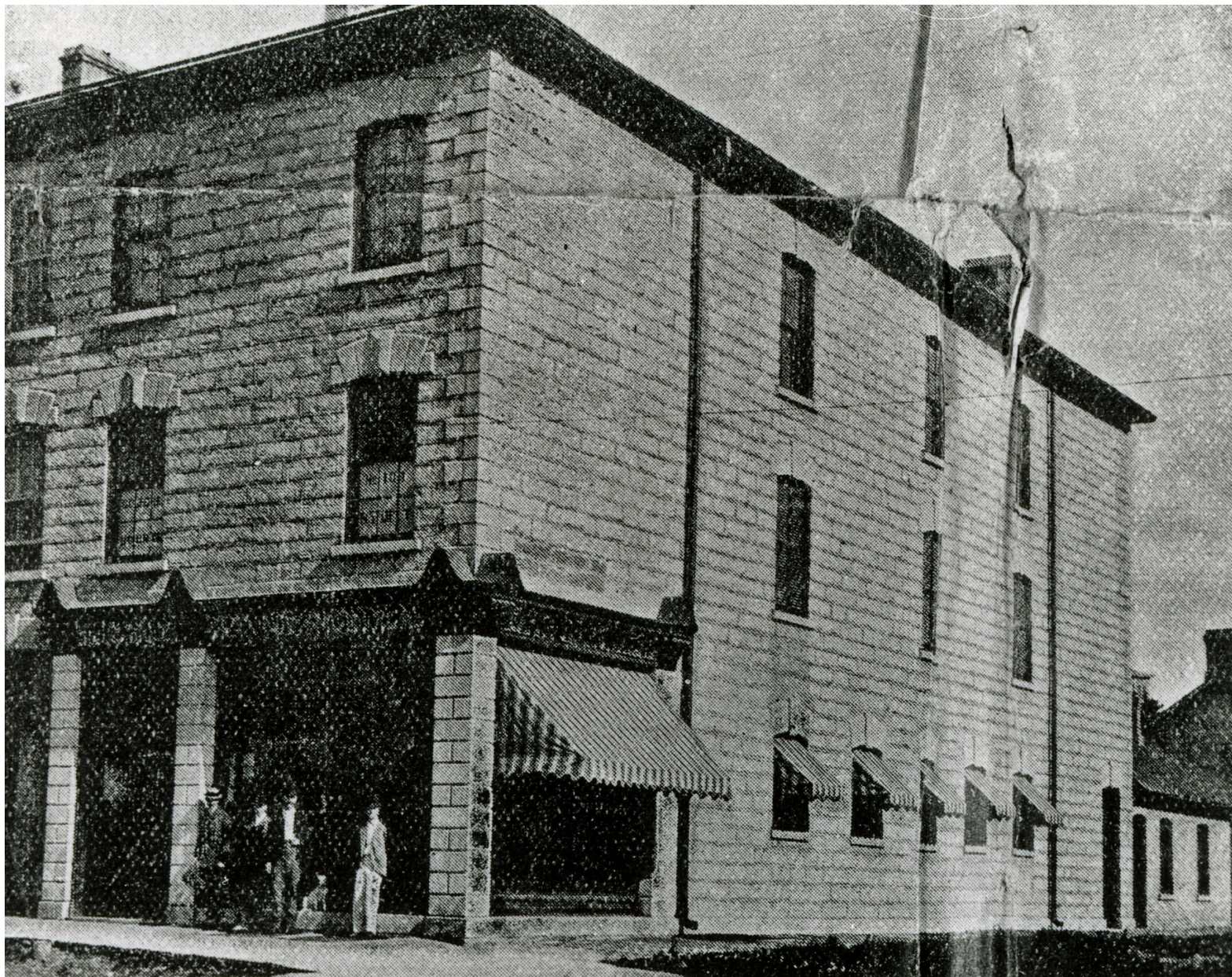














## FORMAL REPORT

<b>To:</b>	Chair and Members of the Advisory Committee
<b>Prepared by:</b>	Jason Silcox, Building Inspector
<b>Date of Meeting:</b>	3 October 2022
<b>Subject:</b>	<b>DEV 76-2022 26 Water St S Sign Permit</b>

### PURPOSE

To provide information to the Heritage Committee for their consideration in review of an application for a sign permit at 26 Water St S.

### RECOMMENDATION

**THAT** DEV 76-2022 26 Water St S sign permit be received; and

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

### BACKGROUND

The property at 26 Water St S is located in the Heritage Conservation District (HCD) and as such is a Part V property under the Ontario Heritage Act. This building does not have a Part IV designation under the Ontario Heritage Act.

The property at 26 Water St S is the site of two commercial store fronts. One on Water St S and the other facing the river.

### REPORT

The Town has received a sign application for a new façade sign. The new proposed sign is made of vinyl and wood and will be placed above the door at 26 Water St S. The colour of the sign will be black with white lettering. The approximate size is 36"x48". This falls well under the coverage requirements listed in the Sign By-Law.

### FINANCIAL IMPLICATIONS

None

### SUMMARY

That staff recommend the Heritage Committee support the facade sign permit application.

### OTHERS CONSULTED

None

### ATTACHMENTS

1. Pictures

## **REVIEWED BY**

### **Recommended by the Department**

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Grant Brouwer  
Director of Building and Development

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Jason Silcox  
Building Inspector







## Heritage and Culture Advisory Committee Terms of Reference

### MANDATE

The Heritage and Culture Advisory Committee is a committee of Council, responsible for advising on heritage, museum and archives, and public art matters. It is a consolidated committee of the former Heritage Advisory Committee, Museum Advisory Committee, and Public Art Committee.

The Heritage and Culture Advisory Committee is a committee appointed by Town Council to advise and make recommendations to Council about St. Marys' built heritage and other heritage features. The committee has a statutory role which is set out in legislation as the following:

- Designations under Part IV of the *Ontario Heritage Act*
- Repeals, amendments of designations
- Alterations or demolition of heritage structures
- Easements or covenants
- Heritage Conservation Districts under Part V of the *Ontario Heritage Act*
- Other heritage matters as directed by the Municipal Council
- Town of St. Marys Official Plan 1987 (consolidated 2007) provides additional authority in Section 2.3.2: Policies including:
  - 2.3.2.1 *Council has established and will continue to maintain a citizen's heritage advisory committee known as "St. Marys Heritage Committee" to advise and assist Council on heritage matters. Council shall continue to consult with the St. Marys Heritage Committee on all matters and development application that pertain to heritage resources.*
  - 2.3.2.2 *The "Heritage Conservation" policies shall apply throughout the Town, where applicable.*

Additionally, the Committee advises Council on matters related to the St. Marys Museum, specifically related to the St. Marys Museum's Strategic Plan and policies as set out by the Ministry of Tourism, Culture and Sport Standards for Community Museums.

Finally, the Committee advises Council on matters related to public art as identified within the Public Art Policy, as amended from time to time by Town Council.

The goals and responsibilities of the Committee include:

Heritage:

1. To identify and record the community's significant heritage features including: built heritage resources, cultural heritage landscapes, heritage conservation districts, archaeological resources and/or areas of archaeological potential that have cultural heritage value or interest.
2. To recommend steps to preserve the local heritage features identified in 1.

3. Recommend properties for heritage designation to Town Council. This includes preparing and reviewing research of properties proposed for designation, statements of designation and text for heritage designation plaques.
4. To interpret this heritage to increase appreciation and understanding of these community assets. Support interpretive activities such as exhibits, newspaper articles and architectural walking tours on occasions such as Doors Open and the Heritage Festival.
5. To maintain and expand reference materials – photographs, reference books, periodicals, catalogues, documents such as deeds, abstracts – that provide resource material for research into St. Marys' heritage.
6. To refer the heritage permit application to the St. Marys Town Council where the Committee deems appropriate.
7. To review, provide comments, recommendation and any terms or conditions to the Chief Building Official, or successor or designate, within sixty (60) days of heritage permit applications for the renovation, restoration, alteration and demolition of *Ontario Heritage Act* Part IV and Part V designated properties as they concern external features of designated buildings and internal features if identified through designation.
8. To review, provide comments, recommendation and any terms or conditions to the Chief Building Official, or successor or designate, on development and site alterations on adjacent lands to protected heritage property to ensure that the heritage attributes of the protected heritage property are conserved.
9. Review the Municipal Register of Cultural Heritage Properties that includes all designated properties and a list of significant, non-designated heritage properties. This includes creating a digital photographic inventory of these properties, including historic photographs.
10. Undertake long term strategic planning, especially regarding the implications of the Heritage District.

#### Museum:

1. Provide input into the development of the Museum's strategic plan and ongoing review of the pillars and goals outlined.
2. Provide feedback on Museum policies relating to the Ministry of Tourism, Culture and Sport Standards for Community Museums.
3. Advise on any artifact deaccessions as per the St. Marys Museum's Collections Management Policy.

#### Public Art:

1. Advise and promote communication and outreach of the Public Art Policy to the community.
2. Advise and recommend to Council the selection, acquisition, and deaccession of public art to which this Policy applies.

Additionally, the Committee may undertake special projects assigned to the Committee by Council from time to time. They may also be asked to assist with municipal special events that focus on heritage, culture and public art.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

## COMMITTEE STRUCTURE

- 1 Elected Official as appointed by Council.
- 8 members of the public as per the *Ontario Heritage Act*, appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the *Municipal Elections Act*. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).
- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

## GENERAL RULES OF OPERATION

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

## ROLE OF COUNCIL REPRESENTATIVES

- The Council Representative is a participating voting member of the Committee



- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

## **ROLE OF COMMITTEE CHAIR**

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

## **ROLE OF COMMITTEE MEMBERS**

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

## **ROLE OF STAFF**

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary, including meeting package preparation.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Give notice of meetings and prepare all associated correspondence.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Committee minutes are to be provided to the Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

## **FINANCIAL PLANNING**

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of the Committee's duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS**

The Committee will meet a minimum of quarterly, with the actual frequency to be determined by the Committee once it is seated.

The traditional meeting time of this Committee is the second Wednesday of the month at 6:00 pm.

## **TERM**

The term of the Committee shall coincide with the term of the appointing Council.