



AGENDA

Heritage and Culture Advisory Committee

April 12, 2023

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

YouTube 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 April 12, 2023 Heritage and Culture Advisory Committee agenda be accepted as presented.

4. **DELEGATIONS**

4.1 Brent Kittmer- Downtown Service Review Project

4

RECOMMENDATION

THAT ADMIN 22-2023 Downtown Service Location Review Project be received for information.

5. **CORRESPONDENCE**

6.	ACCEPTANCE OF MINUTES	12
	RECOMMENDATION	
	THAT the March 8, 2022 Heritage and Culture Advisory Committee minutes be approved by the Committee and signed by the Chair and the staff liaison.	
7.	BUSINESS ARISING FROM MINUTES	
8.	REGULAR BUSINESS	
8.1	Heritage Business	
8.1.1	Heritage Permits	18
	RECOMMENDATION	
	THAT DEV 19-2023 36 Water St S heritage permit be received; and	
	THAT the Heritage and Culture Advisory Committee support the heritage permit for window replacement.	
8.1.2	Sign Permits	
8.1.3	Heritage Grant Applications	26
	RECOMMENDATION	
	THAT DCS 18-2023 210 Thomas Street Heritage Grant be received; and	
	THAT the Heritage and Culture Advisory Committee recommends approval of a Heritage Grant for the application, as submitted, for 210 Thomas Steet in the amount no greater than \$5192.	
8.1.4	Properties of Interest or At Risk	34
	RECOMMENDATION	
	THAT DCS 19-2023 Prioritized Non-Designated Heritage Properties report be received as information	
8.1.5	Homeowner / Property Owner Letters	

8.2 Museum Business

39

RECOMMENDATION

THAT DCS 20-2023 April Monthly Report (Museum and Archives) be received for information.

8.3 Public Art Business

8.3.1 DCS 21-2023 Public Art and Monuments Policy

41

RECOMMENDATION

THAT DCS 23-2023 Public Art and Monuments Policy report be received; and

THAT the Heritage and Culture Advisory Committee recommends to Council that the Public Art and Monuments Policy be approved, as presented.

9. COUNCIL REPORT

10. OTHER BUSINESS

10.1 Ontario Heritage Conference, June 15-17, 2023

11. UPCOMING MEETINGS

May 10, 2023

12. ADJOURNMENT

RECOMMENDATION

THAT this meeting be adjourned at _____ pm.

FORMAL REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	12 April 2023
Subject:	ADMIN 22-2023 Downtown Service Location Review Project

PURPOSE

The purpose of this report is to provide the Heritage and Culture Committee with some additional information about the Town's Downtown Service Location Review project.

The project is currently in the public engagement phase, and a survey has been launched at the following link: www.townofstmarys.com/dslrsurvey.

Additional project information is located at the project website here: [Downtown Service Location Review - Town of St. Marys \(townofstmarys.com\)](http://www.townofstmarys.com/downtown-service-location-review).

RECOMMENDATION

THAT ADMIN 22-2023 Downtown Service Location Review Project be received for information.

REPORT

Strategic Needs for Space

The Town has invested in a number of strategic and master planning documents that articulate a need for the Town to invest in space in the downtown core for strategic reasons. These include:

- 2017 Strategic Plan:
 - Balanced Growth/Culture and Recreation/Economic Development
 - Business Attraction, Retention and Expansion*
 - ➔ Identify vacant spaces to host entrepreneurs and create an inventory.
 - ➔ Use vacant space in the downtown for entrepreneurs.
 - ➔ Create a shared service centre for new business and to support retention activities.
 - Downtown Revitalization*
 - ➔ Seasonally, rent storefront space in the core for Tourism and Economic Development Staff.
 - ➔ Create a permanent tourism hub/office in central location.
 - ➔ Promote local theatre and arts in the core by making an investment in space and programming.
 - ➔ Investigate opportunities to invest in space in the core to further promote and expand local arts, culture, and theatre.

Incubators

- ➔ Research the possibility of introducing business incubator(s) as part of the industrial strategy, including potential partners, budget, utilizing existing facilities, governance model etc.
- ➔ If feasible, create a policy and budget to launch a municipal incubator. Develop a sectorial focus for its activities.
- St. Marys Public Library(the “SMPL”) Space Needs Study
 - The Library currently has available space of approximately 5,300 square feet (1,000 square feet basement, 4,300 useable square feet first and upper floor). Based on population and usage, the current need for space based on industry standards is closer to 9,000 square feet. As the community grows, the 20-year space need projection is approximately 10,500 square feet.
 - To address the community needs and to ensure the Library’s success in the present and future, three key points were identified in the Space Needs Study:
 - ➔ To comply with accessibility requirements and maintain collection and services the library requires more usable floor space for programs, storage, and workspace.
 - ➔ There is pent-up demand for programs for youth, adults, and seniors.
 - ➔ The presence of SMPL as an anchor tenant in the downtown is crucial to a revitalized downtown.

From an operational perspective, additional space in the downtown core could be used for the following services:

- **Police Space:** The continued summary feedback from the police is that the 600 square feet of space they occupy at Town Hall is adequate for the routine day to day uses that they need (i.e. reporting, lunchroom, small meeting space, etc.). However, if there was an opportunity for more space, the police would like the ability to have at least one confidential office.
- **Adult Learning:** Adult Learning currently leases space from a private landlord in the downtown. If the opportunity ever existed, the Library CEO has advised that co-location with the Library would be the ideal situation for this service..
- **Service Ontario:** The term of the initial contract is 2 years, but Ministry of Government and Consumer Services staff have indicated that the Town is a community where an in-person bricks and mortar location could be justified long term. It is the Ministry’s preference that the service be co-located in an existing Town-owned space. It is the Town’s preference that Service Ontario be offered near the downtown core.

Recognizing these needs for space, on February 16, 2022 the Town of St. Marys closed a strategic land acquisition to become the owner of 14 Church Street North (also known as the “Mercury Theatre”), located immediately across the street from the Town Hall and the Library. The overall vision behind the purchase was to create a campus of services and programs on Church Street, and to work towards achieving the efficiency recommendations received from KPMG.

Project Goals and Outcome

The Town of St. Marys currently offers services from five locations in or near the downtown core, including the municipally owned Town Hall, Library and Train Station facilities and at a rented facilities for Service Ontario and Adult Learning.

In 2019 the Town was the successful recipient of a Municipal Modernization grant to complete an organizational review with an aim to find efficiencies. This review was completed in 2020 by KPMG which recommended:

- That the Town develop a customer service standard, and
- That the Town review and decide which of its services would be offered at each municipal service location.

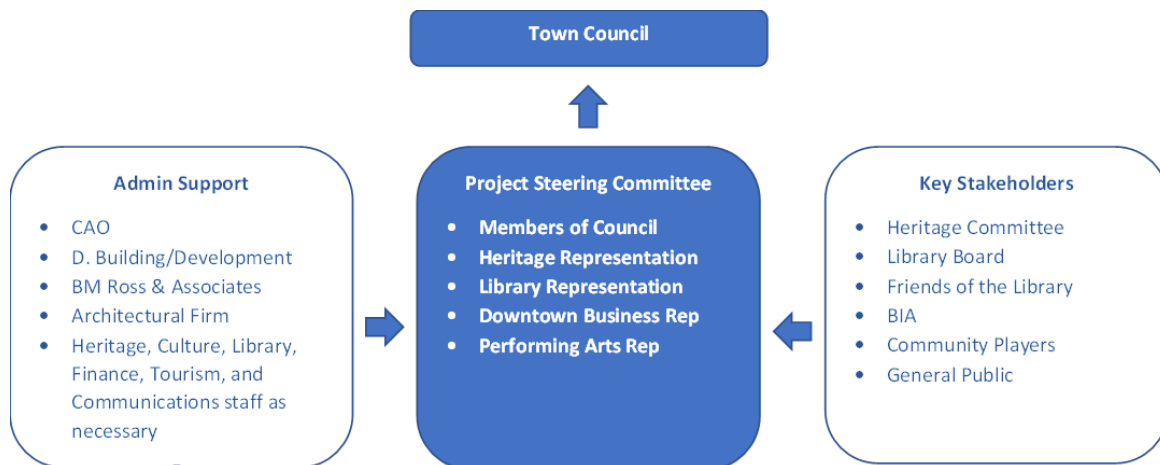
The Town leveraged the KPMG recommendations to secure another Municipal Modernization grant to complete the Downtown Service Location Review. The grant was approved with the following goals identified for the project:

- To create vibrant municipal spaces within the downtown core that are available for the public to access, and that support the Town's strategic goals.
- To create internal capacity, efficiencies, and synergies by grouping common services and staff together,
- To create efficiencies for patrons accessing Town services in the downtown core.

The outcome of this project is the development of a master plan that makes recommendations on the most efficient deployment of services and programs in each of the Town Hall (lower level and auditorium), Library, Train Station and 14 Church Street North. The master plan will serve as a pre-design report to be used by the Town to hire a firm in the next phase of this project, which is the final architectural design of the recommended option.

Project Delivery Model

The Town has had good success incorporating direct public participation on steering committees for large community projects. From the outset, Council's vision for this project was that it should establish a collaborative Steering Committee consisting of members of the public who could represent the areas of interest related to the identified strategic needs for space and/or represent the interests of the existing services and programs near the downtown. The diagram below shows how this model is envisioned:



Division of Roles and Responsibilities

This project will be delivered through the collaborative efforts of the project consultant, the Steering Committee, Council and Staff:

- The project consultant will be responsible to establish an inventory of what is being offered at each location today; will complete a comprehensive engagement process to gather internal and external feedback perspectives for the uses of each of these municipal locations; to make recommendations on how best to organize services by location; to develop conceptual plans for each building; and to present final recommendations in a project report.

- The role of the Steering Committee will be to articulate the needs and wants of the areas and interests they represent; to prioritize the needs and wants of all stakeholders, to review and evaluate options to accommodate the short-listed priority uses for the four locations, and to make a recommendation to Council on a preferred service organization and logistics plan for the four locations. The terms of reference for the committee are attached to this report for reference.
- Council will act as the final decision maker on all recommendations from the consultant and the committee.
- Staff will provide the administrative support and operation expertise necessary to assist the consultant, committee and Council to complete the project. Support for the Steering Committee will primarily come through the CAO and the Director of Building and Development. As the work of the Steering Committee proceeds, it is envisioned that other Town staff who normally support each of the primary interest areas (i.e. Library, heritage/culture, business, tourism, finance etc.) will provide support to the Steering Committee on an as needed basis.

The chart on the following page outlines roles and responsibilities as they relate to the specific deliverables of the project:

Project Phase	A+Link's Role	Committee's Role	Council's Role
Project-Start Up	Work with internal Town staff to develop a profile that demonstrates how municipal services and programs are currently deployed within and near the downtown core.	Review and understand the Town's strategic needs for space. Review and understand how Town services and programs are currently organized within the locations in and near the downtown core.	N/A
Consultation and Engagement	<p>Develop and coordinate an engagement process with:</p> <ul style="list-style-type: none"> • Town Council • DSLR Committee • Interest-based committees • General public <p>to collect various viewpoints on the service/program needs/ wants to be located within and near the downtown.</p> <p>Consolidate engagement feedback received into a format that allows the Steering Committee to prioritize WHAT services and programs that should be offered by the Town within and near the downtown core.</p>	<p>Actively participate in the public engagement process delivered by the project consultant.</p> <p>Articulate the needs and wants of the areas of expertise/interest they represent.</p> <p>Review the consultant's summary of the public engagement process and prioritize WHAT services and programs should be offered by the Town in and near the downtown core, balancing the Town's strategic needs for space and operational efficiencies with the community's vision for each location.</p>	Actively participate in the public engagement process delivered by the project consultant.
Concepts	<p>Develop up to four (4) service organization options and an evaluation matrix that allows the Steering Committee to prioritize and recommend to Council WHERE services and programs should be located in each of the four facilities.</p> <p>Summarize the two shortlisted options into an interim report to be presented to Council.</p>	Review and evaluate service organization options developed by the project consultant. Shortlist and recommend two preferred options to Council WHERE services and programs should be located in each of the four facilities.	<p>Receive the interim report from the consultant and review the recommendation from the committee.</p> <p>Approve the two shortlisted service organization options to proceed OR refer them back to the committee and consultant for further review.</p>

Costing	Using the shortlisted options, develop conceptual size/layout/costing for any proposed changes and renovations to the affected facilities.	Review and evaluate conceptual layout plans for short-listed service organization options. Make a recommendation to Council on a preferred service organization and master plan for the four locations.	N/A
Reporting	Prepare a draft final report that summarizes the project work and presents the committee's recommendation to Council. Present the final report to Council	Review and approve the draft final report.	Receive the final report from the consultant and review the recommendation from the committee. Approve the recommended option OR refer the recommendation back to the committee and consultant for further review.

Current Project Phase

The project was formally kicked off on March 15, 2023 and is now in its public engagement phase. In this phase, a survey has been launched asking the public for feedback on how they use the Town's current service locations, and asking for their visions of the future.

In addition, the Heritage and Culture Committee, the Library Board, and the BIA Board have been identified as stakeholders in the project. Town staff, as the true experts of how the Town operates and where gaps and opportunities for improvement exist, have also been identified as key stakeholders. Each of these groups have been asked to provide additional feedback outside of the survey if they wish.

Once the feedback has been received, it will be reviewed, categorized and consolidated for the Project Steering Committee to review. It is the expectation that the Project Steering Committee will shortlist those programs, services and "things" that should be offered in and around the Downtown. The project consultant will then take that list and will develop four operating concepts for how they can be offered from each of the Town's four downtown locations under review. The Steering Committee will shortlist two of these options for Council's review and approval to move to concept design phase.

At this point the request is for the Heritage and Culture Committee to determine if they have any additional feedback to be considered as part of the project, and to submit it by April 22, 2023.

Overall Project Timing

The goal is to have the Downtown Service Location Review project completed within the 2023 calendar year. The outcome of the project will be a Council approved conceptual design for the future location of services and programs in each of the four downtown locations under review. In 2024 or 2025, the final design of the necessary renovations for each location will be budgeted for and completed. The actual renovation work may be 3-5 years away.

At the same time that the Downtown Service Location Review is being completed, necessary structural work for 14 Church Street is being planned. The Town has hired BM Ross and Associates to develop a design, scope of work, and tender for a contractor to demolish the interior of the building and to complete structural repairs to the building (including a complete rebuild of approximately 2/3 of the northern exterior wall). The timing for these physical works is flexible, and the Town is open to having the work completed in 2023 or 2024 if it provides a cost advantage. At the end of this portion of the work, the goal is for the building to be solid structural shell and a "blank canvas" ready to be renovated into its final future state.

FINANCIAL IMPLICATIONS

Property Purchase

The Town's offer to purchase 14 Church Street North was a purchase price of \$250,000 and \$32,503.05 in outstanding taxes was forgiven. The total cost to the Town after legal, disbursements, and 2022 taxes owed by the vendor were credited back to the Town was \$286,092.10.

Interior Demolition and Shoring-Up of 14 Church Street North

The current state of the interior of 14 Church Street N is such that it needs to be fully demolished and have various structural repairs completed. The 2023 Town Capital budget includes \$468,070 in projected funding to complete this project.

Interior Renovations

Although nothing can be pre-supposed, it is expected that interior renovation work will be required to some or all of the four buildings within the scope of the Downtown Service Location review. At this point in time there has been no budget assigned for this work, and the goal of this project is for A+Link to

provide conceptual cost figures for this work. It is expected that these interior renovations would commence a minimum of 3-5 years in the future.

SUMMARY

The Downtown Service Location review project presents a unique opportunity for the Town to create vibrant municipal spaces within the downtown core while also creating efficiencies in Town operations and our patrons customer service experience.

The request is for the Heritage and Culture Committee to determine if they have any additional feedback to be considered as part of the project, and to submit it by April 22, 2023.

STRATEGIC PLAN

☒ This initiative is supported by priorities, outcomes, and tactics in the Strategic Plan as outlined previously in this report.

OTHERS CONSULTED

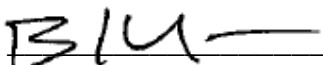
N/A

ATTACHMENTS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer



MINUTES

Heritage and Culture Advisory Committee

March 8, 2023

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI80G-d0YKteFQ>

Members Present	Mayor Strathdee Councillor Lucas Julian Francoeur Stephen Habermehl Andrea Macko Trevor Schram Sherri Winter-Gropp
Staff Present	Amy Cubberley, Cultural Services Manager Jason Silcox, Building Inspector
Members Absent	Karen Ballard

1. CALL TO ORDER

Chair Habermehl called the meeting to order at 6:00pm

2. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Sherri Gropp

Seconded By Julian Francoeur

THAT the March 8, 2023 Heritage and Culture Advisory Committee agenda be accepted as presented.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

None declared.

4. DELEGATIONS

None present.

5. CORRESPONDENCE

None received.

6. ACCEPTANCE OF MINUTES

Moved By Clive Slade

Seconded By Trevor Schram

THAT the February 8, 2023 Heritage and Culture Advisory Committee minutes be approved by the Committee and signed by the Chair and the staff liaison.

7. BUSINESS ARISING FROM MINUTES

None.

8. REGULAR BUSINESS

8.1 Heritage Business

8.1.1 Heritage Permits

8.1.1.1 DEV 12-2023 14 Church Street North Heritage Permit

Jason Silcox spoke to DEV 12-2023 and responded to questions.

Moved By Councillor Lucas

Seconded By Andrea Macko

THAT DEV 12-2023 14 Church St North (Mercury Theater) report be received; and

THAT The Heritage Committee supports the application for a Heritage Permit for the rebuilding of the north wall.

CARRIED

8.1.1.2 DEV 14-2023 51 Church Street South Heritage Permit

Jason Silcox spoke to DEV 14-2023 and responded to questions.

Moved By Clive Slade

Seconded By Julian Francoeur

THAT DEV 14-2023 51 Church St S heritage permit be received; and

THAT ...the Heritage and Culture Advisory Committee support the heritage permit.

CARRIED

8.1.1.3

DEV 13-2023 189 Elizabeth Street Heritage Permit

Jason Silcox spoke to DEV 13-2023 and responded to questions. An updated drawing with a 38" door was shared with the Committee.

Moved By Julian Francoeur

Seconded By Clive Slade

THAT DEV 13-2023 189 Elizabeth St heritage permit be received; and

THAT ...the Heritage and Culture Advisory Committee support the heritage permit as amended by the drawing presented with a 38" door.

CARRIED

8.1.2 Sign Permits

8.1.2.1

DEV 15-2023 114 Queen Street East Sign Permit

Jason Silcox spoke to DEV 15-2023 and responded to questions.

Moved By Sherri Gropp

Seconded By Al Strathdee

THAT DEV 15-2023 114 Queen St E sign permit be received; and

THAT ...the Heritage and Culture Advisory Committee support the facade sign permit.

CARRIED

8.1.2.2 DEV 15-2023 12-20 Water Street South Sign Permit

Jason Silcox spoke to DEV 16-2023 and responded to questions.

Moved By Councillor Lucas

Seconded By Julian Francoeur

THAT DEV 16-2023 12-20 Water St S sign permit be received; and

THAT ...the Heritage and Culture Advisory Committee support the window and facade sign permit.

CARRIED

8.1.3 Heritage Grant Applications

Amy Cubberley spoke to DEC 13-2023 and responded to questions.

It was determined by Committee members that asphalt and fiberglass shingles are the same product and therefore the Heritage and Culture Advisory Committee could not support this heritage grant application.

Moved By Trevor Schram

Seconded By Al Strathdee

THAT DCS 13-2023 Heritage Grant, 51 Church Street South report be received; and

THAT the Heritage and Culture Advisory Committee does not recommend approval of a Heritage Grant for the application, as submitted, for 51 Church Street South; and

THAT staff update the Heritage Grant application form to list fiberglass as an unsupported roofing material to prevent future confusion for grant applicants.

CARRIED

8.1.4 Properties of Interest or At Risk

None identified.

8.1.5 Homeowner / Property Owner Letters

None identified. All letter templates have been shared with Trevor Schram.

8.1.6 Municipal Register of Non-Designated Heritage Properties

Amy Cubberley spoke to DCS 10-2023 and responded to questions.

The consensus of the Committee was to hold off on removing any properties from the Municipal Register of Non-Designated Properties until late 2024, or until they learn more about Bill 23. They will consider a property owner communication campaign at this time.

Moved By Councillor Lucas

Seconded By Sherri Gropp

THAT DCS-10 2023 be received; and

THAT the Heritage and Culture Advisory Committee members submit their top ten properties that they deem a priority for designation to the Cultural Services Manager by Monday, April 3, 2023.

CARRIED

8.2 Museum Business

Amy Cubberley spoke to DCS 11-2023.

Moved By Andrea Macko

Seconded By Al Strathdee

THAT DCS 11-2023 March Monthly Report (Museum and Archives) be received for information.

CARRIED

8.3 Public Art Business

No updates.

9. COUNCIL REPORT

Councillor Lucas provided the Committee with an update on 14 Church Street North (Mercury Theatre).

10. OTHER BUSINESS

None.

11. UPCOMING MEETINGS

Wednesday, April 12, 2023 at 6:00pm.

12. ADJOURNMENT

Moved By Councillor Lucas

Seconded By Julian Francoeur

THAT the March 8, 2023 Heritage and Culture Advisory Committee meeting be adjourned at 7:26 pm.

Chair

Committee Secretary



FORMAL REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Jason Silcox, Building Inspector
Date of Meeting:	12 April 2023
Subject:	DEV 19-2023 36 Water St S Sign Permit

PURPOSE

To provide information to the Heritage Committee for their consideration in review of an application for a heritage permit at 36 Water St S.

RECOMMENDATION

THAT DEV 19-2023 36 Water St S heritage permit be received; and

THAT the Heritage and Culture Advisory Committee support the heritage permit for window replacement.

BACKGROUND

The property at 36 Water St S is located in the Heritage Conservation District (HCD) and as such is a Part IV property under the Ontario Heritage Act.

The property at 36 Water St S is the site of commercial store front, as well as residential units on the second floor. It is situated on one of the main streets in the Town's core.

REPORT

The Town has received a heritage permit application replacing 10 windows on the east and south walls of the building at 36 Water St S. Six windows on the second storey of the east wall and all four windows of the south wall. The new proposed windows are made of vinyl and are manufactured by North Star Windows. The proposed replacement windows are square on the top and do not follow the very small arch in the original window opening. The new windows are being installed into the existing window frames. The dimensions of the old windows measure from brick to brick are 39" wide and 71" in height (see attached picture). The new windows will be 36 1/4" x 69". With the old window frame being left in place, the edge of the old window and the start of the new will be at the same place. To reduce the visual difference between the existing arched window frame and the new square top windows, the top of the new window will be installed at the intersection of the vertical window frame and arched members. (see attached picture).

The small area left above the window will be filled with wood spaced and capped with aluminum. (see attached picture). This window detail has been completed before in the Heritage District when the arch is very slight. The new windows will have a center mullion to resemble the existing windows.

FINANCIAL IMPLICATIONS

None

SUMMARY

That staff recommends that the Heritage and Culture Advisory Committee supports the heritage permit application for window replacement.

OTHERS CONSULTED

None

ATTACHMENTS

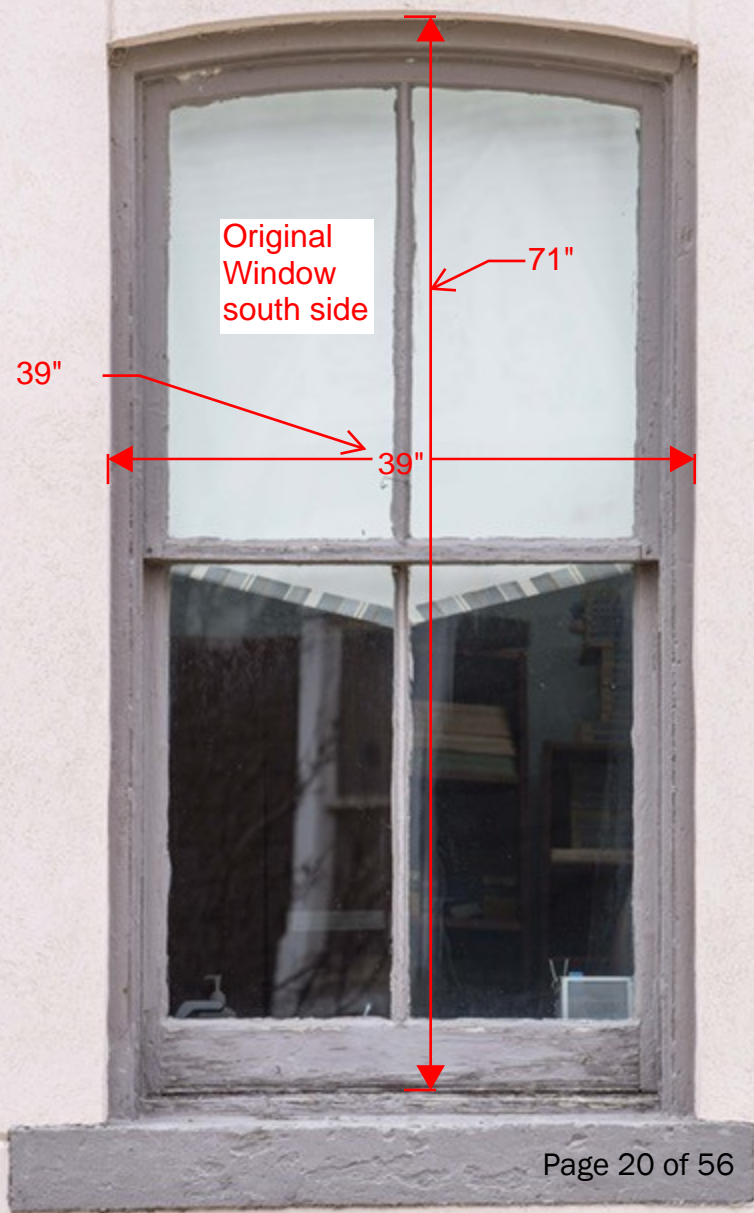
1. Original Windows
2. Current Façade
3. Sample Windows

REVIEWED BY

Recommended by the Department

Grant Brouwer
Director of Building and Development

Jason Silcox
Building Inspector

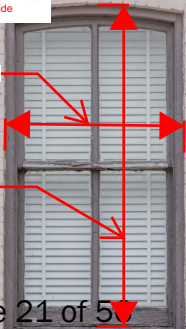


Original window
east side

39"

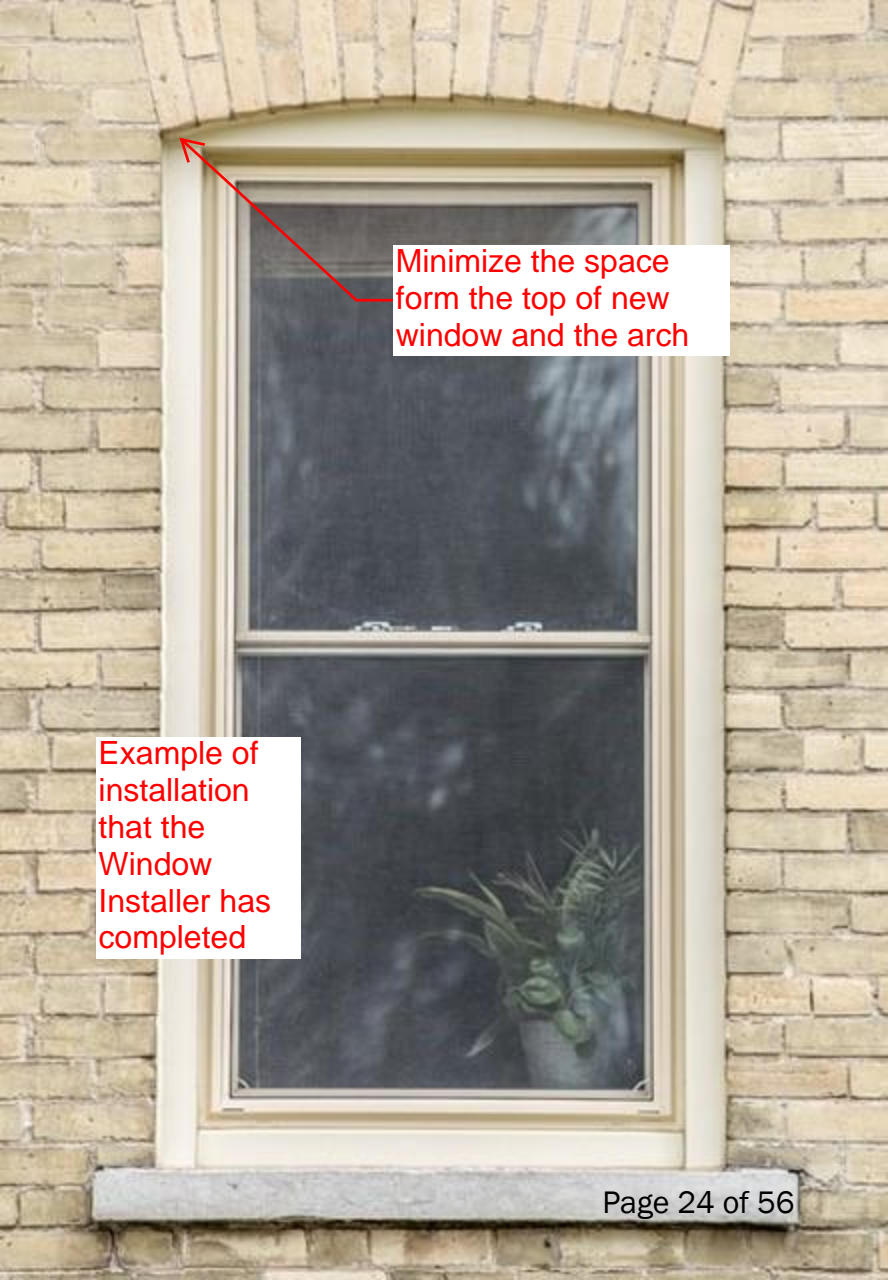
71"

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Minimize the space
form the top of new
window and the arch

Example of
installation
that the
Window
Installer has
completed

A photograph of a double-hung window installed in a brick wall. The window has a tan-colored frame and a matching arch above it. The wall is made of light-colored bricks. The window is divided into two panes, both showing a view of trees and a cloudy sky. A white text box with red text is overlaid on the left side of the window.

**Example of a
window installation
that the contractor
has completed**



FORMAL REPORT

To: Chair and Members of the Advisory Committee

Prepared by: Amy Cubberley, Cultural Services Manager

Date of Meeting: 12 April 2023

Subject: **DCS 18-2023 210 Thomas Street Heritage Grant**

PURPOSE

This report provides information to the Heritage and Culture Advisory Committee for their review of a Heritage Grant Application for 210 Thomas Street.

RECOMMENDATION

THAT DCS 18-2023 210 Thomas Street Heritage Grant be received; and

THAT the Heritage and Culture Advisory Committee recommends approval of a Heritage Grant for the application, as submitted, for 210 Thomas Street in the amount no greater than \$5192.

BACKGROUND

210 Thomas Street was designated by the Town of St Marys on July 10, 1988. While the property, built as a personal residence by the renowned local builder, Robert Barbour, is an outstanding example of stone construction, the designation includes “as much of the early wooden porch that is original, as well as the interior and exterior blinds”.

REPORT

The owners have gradually been sympathetically improving the property while maintaining its character. Maintenance of the lower part of the porch began last year and will be completed this spring, but during this process it became clear that the more exposed upper porch was in a condition that requires more than routine maintenance. This work is intended to restore the original features of the property to the same appearance and with the same materials.

The total value of the labour and materials for the items described below in the lowest of the quotes provided is \$10,385.04 + tax. Both quotes itemize the materials and labour.

This grant application relates to:

1. Two aspects of the upper fabric of the front porch, namely
 - a) the wooden balcony rail and
 - b) the upper door, door frame and screen door that provide access to the upper level; and,
2. The external blinds once fitted to the basement windows.

Item 1 – Upper Porch

- a. The wooden balcony railing fitted on all 3 sides is in a state of disrepair, with the sections having separated and the wood cracked and expanded. It's fixings to the top of the porch are no longer secure, and there is instability in the structure. The railing has been repainted twice since

the owners bought the property in 2012, but the structure is now beyond normal maintenance and needs to be replaced. The proposal is for a like for like replacement in wood.

b. The upper porch is not usable for viewing or seating as it is elevated, and the railing height is not up to code. The balcony has become unmoored and in its present condition presents a danger if anyone put their weight on it. However, access is still required for maintenance purposes. The access door and its frame are distorted by age, weather and heat exposure. The door is top latched for safety reasons, but because of distortion is also taped up for most of the year to minimize ingress of water/snow through the distorted frame and doors. The door frame, door and screen need replacing to preserve external access as well as to protect the building fabric.

Item 2 – Exterior Blinds/Shutters

The house historically had exterior shutters covering the basement windows. 6 full shutters are stored in the basement but have not been installed within the memory of local residents. They are visible in a circa 1940 photograph and in a probably earlier undated picture taken. It is not clear from the pictures whether all 8 windows were shuttered, though it seems likely as the pictures show the front and north elevations fully covered, but only 6 remain in various states of repair, together with the original hinges for only 6. We propose restoring 8 shutters and adding 4 more of identical design and refitting them to the property using the original fixings where possible.

Staff have reviewed the application and feel that the work is eligible under the following sections of the Heritage Property Grant:

Eligible Projects:

a) Conservation of existing architectural elements which are significant to the cultural heritage value of the property, such as doors, windows, bargeboard, siding, original roofing and any other attributes as described in the designation by-law.

b) Reconstruction of architectural elements which still exist but are beyond repair. The elements would have to be in the same shape, form and material as the original.

c) Restoration of architectural elements which have been lost, but for which there exists documentation to reproduce those elements as per the original, including materials. The evidence must be for the property in question, not similar properties.

m) Repair or replacement of wooden storm and screen windows where documentation verifies the use of storms and screens.

o) Repair or replace architectural features such as porches, verandas, or bargeboard, where these features can be documented and reproduced in original materials.

SUMMARY

A Heritage Property Grant may cover up to 50% of eligible project costs, to a maximum of \$7,500 for restoration projects. Based on the two quotes submitted, the maximum eligible grant amount that this project would be eligible for is \$5192.

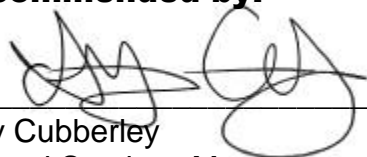
ATTACHMENTS

1. 210 Thomas Street ca. 1940
2. Current Porch
3. Screen Door Hinge
4. Screen Door Condition
5. Interior Door

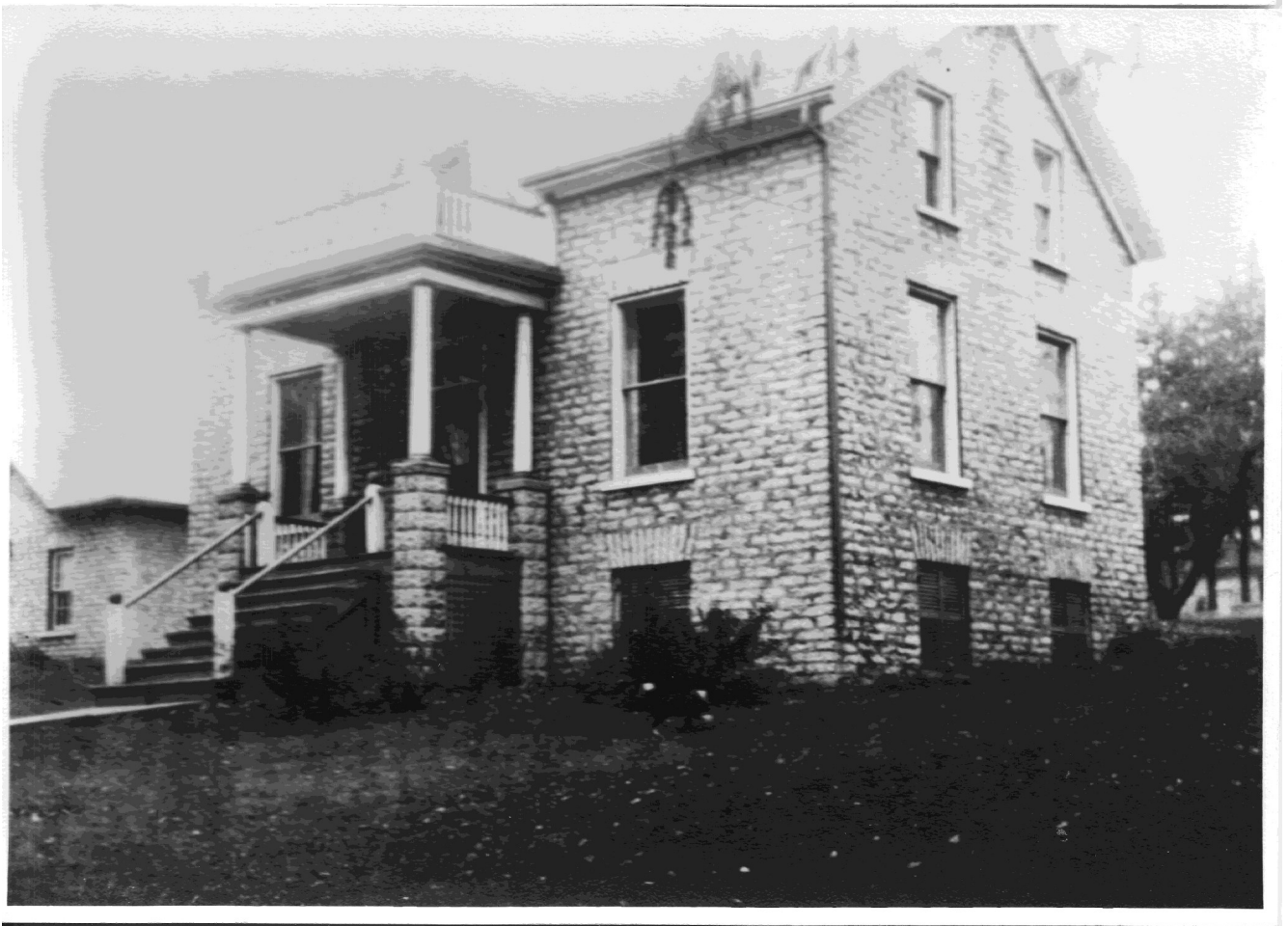
6. Balcony Condition
7. Basement Front Left
8. Basement North
9. Example Shutter

REVIEWED BY

Recommended by:

A handwritten signature in black ink, appearing to read 'Amy Cubberley', is written over a horizontal line.

Amy Cubberley
Cultural Services Manager











FORMAL REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Amy Cubberley, Cultural Services Manager
Date of Meeting:	12 April 2023
Subject:	DCS 19-2023 Prioritized Non-Designated Heritage Properties

PURPOSE

The purpose of this report is to provide the Heritage and Culture Advisory Committee with a prioritized list of properties on the Non-Designated Heritage List, based on the submissions from Committee members.

RECOMMENDATION

THAT DCS 19-2023 Prioritized Non-Designated Heritage Properties report be received as information

BACKGROUND

At the March 8, 2023 Heritage and Culture Advisory Committee meeting, the following motion was made:

THAT DCS 19-2023 Prioritized Non-Designated Heritage Properties report be received; and

THAT the Heritage and Culture Advisory Committee members submit their top ten properties that they deem a priority for designation to the Cultural Services Manager by Monday, April 3, 2023.

Since then, submissions were received by the Cultural Services Manager and ranked based on how many times they were submitted.






REPORT







Heritage and Culture Advisory Committee members submitted a total of thirty-five properties on their top ten lists using the following criteria;





1. The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material or construction method.
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.

6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
7. The property has contextual value because it is important in defining, maintaining or supporting the character of an area.
8. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.
9. The property has contextual value because it is a landmark.

Below is a ranked list based on how many times a property was submitted.

Votes	Address	Photo	Property Notes
6	236 Jones Street East		Built in 1880s for Charlotte Carter and Henry Rice, as wedding present from Charlotte's father, grain merchant, George Carter. The Rice family moved back to the Carter home in the late 1880s and subsequently this Italianate villa has had a series of interesting owners through its history, perhaps most notably the Dr. Thomas Sparks family. Now home to Art of Ideas Gallery.
5	130 Wellington Street North		1890 two-and-a-half storey limestone house, sandstone trim; large corner lot built for Robert Dickson, merchant; George Gouinlock, architect.
5	300 Thomas Street		Westover Park: The main house on this extraordinary property was built in 1867 as the estate of retired millowner, William Veal Hutton, and his brother, Joseph. O. Hutton. The designer/builder was Robert Barbour. A two-storey extension to the south was added in the 1870s and the tea house in the 1880s. A later extension to the west created a more modern kitchen. The carriage house, designed by J. A. Humphris, was built in 1911. At that time, the stone gate posts and wrought iron fence were installed to Humphris' design.
5	121 Carroll Street		This 1867 limestone storey-and-a-half house with central dormer was built as the home of Daniel McAinsh (McAnsh), a stonemason. It was later associated with the Riddell family. In the late 1930s, it was purchased by John S. and Margaret Lind and following World War II, they transformed the property into an elegant estate. The current owner is their grandson.
4	163 Church Street South		Built in 1899-1900 for Richard Sanborn Box; fine example of Queen Anne style; pressed brick shipped from Milton with St. Marys limestone accents. The tower in the southwest corner with the conical roof, the veranda along the west façade with echoing conical roof at northwest corner, the chimneys and the 30 stained glass windows are some of the noteworthy features

4	100 Church Street South		Built ca 1864 for James Eaton, brother of Timothy, who moved to London in 1870 to become a retailer there. The house was acquired by the Methodist Church and used as a parsonage until a new house across the street was built in 1905.
4	186 Salina Street South		Ardmore Park is one of the most significant properties in St. Marys. A regency-style, limestone cottage built in 1853-5 for J. O. Hutton, it was the longtime home of Helen Wilson, first female mayor of St. Marys. Although its original large acreage has been reduced, the current owners have worked to preserve its heritage features.
3	465 Widder Street East		Built for early settler and landowner, D. A. Robertson, who named this fieldstone farmhouse "The Maples." Shows a high degree of masonry skill; distinctive window in dormer; associated with long-time owners, the Rundle family.
3	226 Thames Avenue		1850s limestone cottage, built for Gilbert McIntosh, owner of a woollen mill beside Thames Avenue and the river. After the mill closed and was demolished, the cottage had various occupants. By 1960s, it was completely derelict; bought and restored along with stone wall by Gordon O'Rourke, buyer for Eaton's Toronto.
2	253 Elgin Street East		This large, beautiful, two-storey house was built in 1886 for prosperous merchant, A. H. Lofft, a year after his marriage. It has many design features used by William Williams, the local architect of choice. These include paired brackets, two storey bay windows, white brick with red brick accents; segmented lintels. It is well-positioned on a large corner lot. The addition to the northeast was built in 1897.
2	524 Elgin Street West		524 Elgin Street West is a 19th century farmhouse, standing within the town limits of St. Marys. It was built for Robert White, a farmer, ca 1878, whose acreage was at the western edge of the town, south of Queen Street, extending towards the Thames River. In 1885, he sold his farm to Joseph Meighen. The house consists of a large, square, two-storey, front section with the main entrance facing east, complete with an ornately bracketed porch roof. The lane, a continuation of Elgin Street, circled in front of this entrance. There is also a back section, containing the kitchen. When this property was a working farm, this wing would also have included space for barn boots and clothing. This back wing has an east-facing veranda. Both porch and veranda feature decorative bargeboard and brackets. The windows on the façade have

			their original shutters. It is a spacious house, built to accommodate a large farm family.
2	285 Emily Street		1861; storey and a half limestone house with prominent peaked dormer; built by Andrew Forrester; for many years the home of Knox Presbyterian Church minister, the Reverend Alexander Grant and his family; purchased by the Hooper family in 1944; Mrs. Dorothy Hooper died in 2008.
2	92 Wellington Street North		Built 1889 for R. T. Gilpin, shows many of William Williams' design features. This house was the childhood home of Canadian poet David Donnell.
2	615 Queen Street East		This very significant stone house, originally a farm house, was built in 1858 for John Sparling, an early settler and local magistrate. More recently, it was well known as the home and business of Ron and Rose O'Hara, antique dealers.
2	149 King Street North		Entire property including rectory is listed; these remarkable buildings on large, south-facing lot form a cohesive whole. The church dates from 1893, replacing an earlier church in that location. The core of the rectory dates from 1867 (front porch added later; link to Parish Hall and church added in 1993.)
1	249 Widder East 345 Wellington South 398 Queen East 63 Church Street South 143 Water Street South 36 Ontario Street North 121 Ontario Street South 341 Elizabeth Street 146 Wellington Street North 140 Peel Street North 140 Emily Street 396, 400, or 404 Church St S. 157 Queen Street East 41 Ontario Street North 218 Jones Street 156 Queen Street West 3 Robinson Street 52 Ontario Street South 31 or 418 Elizabeth 147 Widder Street East		

Based on this list, there are fifteen priority properties to consider for designation. Using this list, staff will begin contacting property owners to gauge their interest in pursuing designation. Staff will keep Committee members updated on the outcome of this correspondence at future meetings.

SUMMARY

The results of Heritage and Culture Advisory Committee submissions provide clear priorities for staff to begin contacting property owners to engage in dialogue regarding their interest in heritage designation. Staff will keep the Committee updated on the outcome of this correspondence and will further engage the Committee when it comes time to begin the designation process.

REVIEWED BY

Recommended by:



Amy Cubberley
Cultural Services Manager

MONTHLY REPORT

To:	Chair and Members of the Advisory Committee
From:	Community Services
Date of Meeting:	12 April 2023
Subject:	DCS 20-2023 April Monthly Report (Museum and Archives)

RECOMMENDATION

THAT DCS 20-2023 April Monthly Report (Museum and Archives) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Partnerships:

- Hosted Southwestern Ontario regional Women's Institute members for a tour of our Women's Institute exhibit, and their AGM.
- As a result of the media release about the spring seminar series, CTV did a story about the Museum's taxidermy collection in early March. This led to several regional visitors specifically seeking out the bird collection.

Administrative/Grant Funding:

- Museum was successful with YCW funding for both the Curatorial Assistant and Archives Assistant summer positions. Both positions have been filled by returning students and will start on May 8.
- Currently waitlisted for YCW Intern position, which isn't scheduled to start until after Labour Day.

Programming/Research/Exhibits:

- Sold out Theatre seminar on March 16 was led by volunteer, Janis Fread, and Museum staff, Emily Taylor and Sophie Thorpe. The Museum's exhibit on theatre opened the same week.
- A March Break Scavenger Hunt took place for March Break 2023. 44 children participated and total museum tour attendance for March Break was 78.
- Staff responded to 19 research requests in March.
- Staff working on an upcoming exhibit about the artists of St. Marys, to open late April.

Community Impact/Feedback:

- "I wanted to thank you and all the staff at the St Marys Archives for all help in researching my family in the Carr family. I appreciated the SMA help very much."

Upcoming Highlights:

- The spring seminar series continues April 20 (Birds), and May 18 (Heritage Building Renovations).
- Performers and sponsorship secured for all five Melodies at the Museum concerts in August. Performers include Jesse Webber (August 2), The Finally Hip (August 9), The Bone Radlers

(August 16), York Street Thought Process (August 23), and Jazzm@x (August 30). Sponsors are Hodges Funeral Home, McCormick Canada, and the Friends of the Musuem.

REVIEWED BY

Recommended by the Department



Amy Cubberley
Cultural Services Manager

FORMAL REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Amy Cubberley, Cultural Services Manager
Date of Meeting:	12 April 2023
Subject:	DCS 21-2023 Public Art and Monuments Policy

PURPOSE

The purpose of this report is to provide the Heritage and Culture Advisory Committee with a draft Public Art and Monuments policy for their consideration.

RECOMMENDATION

THAT DCS 23-2023 Public Art and Monuments Policy report be received; and

THAT the Heritage and Culture Advisory Committee recommends to Council that the Public Art and Monuments Policy be approved, as presented.

BACKGROUND

Public art has been a topic of conversation amongst staff, Council, and community members for many years. While various committees and working groups have been formed over the years, a policy has never been formally adopted by Council. There have been various ideas and opportunities for public art to enhance the community, particularly the Downtown, but there has never been a policy in place to support these concepts.

During the 2014-2018 term of Council, the BIA attempted to initiate a public art program. It was eventually determined that while the BIA is in support of a public art program, they did not have the capacity to take the lead on public art projects and it should therefore be brought back to Town staff and a committee of Council.

In 2019 Council considered implementing a public art program, and a Public Art Committee was formed. This Committee began working to develop a policy and terms of reference. As the pandemic took over much of staff's daily lives, Council was of the consensus to place this committee on hiatus while staff focused their efforts on pandemic related activities.

In 2021 the Community Improvement Plan (the "CIP") was adopted by Council, which includes a segment for funding public art. The Cultural Services Manager was tasked with creating a public art policy, to be implemented by the next term of Council.

In 2022, the Cultural Services Manager wrote a draft Public Art and Monuments Policy. Around this time, it was determined that the Museum, Heritage, and Public Art Committees would be consolidated to form the Heritage and Culture Advisory Committee for the 2022-2026 term of Council to streamline permits and reduce redundancies in the Cultural Services Manager's tasks. The Public Art and Monuments Policy's approval process was put on hold, to be reviewed by this new Committee in early 2023.

REPORT

The intent of the attached Public Art and Monuments Policy is to provide a starting point for the Heritage and Culture Advisory Committee and municipal staff to establish a more formalized public art program for the Town of St. Marys. The policy takes into consideration the suggestions made by the Public Art Committee in early 2020, the current funding structure for public art within the CIP, and best practices from other municipalities in Ontario that have successful public art programs.

The key intended outcomes of this Public Art and Monuments policy are to:

1. Establish a definition for public art and what is included/excluded from the Town's jurisdiction over public art. In the past, there has been debate as to what qualifies as public art, and whether the Town should have jurisdiction over murals on private property, etc. The intent of this policy is to clearly define what the Town is responsible for, keeping in mind that the property standards bylaw would still be enforceable for any public art on private property that is not covered by this policy.
2. Support a fair and transparent acquisition process. Town staff currently receive occasional proposals from local artists but have no process for assessing and potentially supporting these proposals. A policy would provide guidance on how to handle these requests in a fair manner.
3. Develop an inventory and maintenance plan for the public art and monuments that already exist in the community. Using the Museum's Collections Management Policy as a guide, a maintenance plan for current public art pieces and monuments has been proposed within the policy.
4. Improve the Town's eligibility for various grant opportunities. Occasionally opportunities arise for grant funded public art projects. Unfortunately, without a policy to support these projects, the Town has been either ineligible or unable to apply for these funding opportunities.
5. Support a fair and transparent deaccessioning process. As most public art is not designed to last forever, the intent of this policy is to have a plan established from the outset as to how long public art remains on exhibit, how is it maintained, and how is it deaccessioned when it reaches its end of life.

Next Steps: If the policy is approved by Council, staff intend to complete an inventory of current public art and monuments in 2023 so that a maintenance schedule can be reflected to the 2024 budget. The policy would also be used to external CIP applicants, as well as for the internal grants committee, which is responsible for sourcing grants to match up with policy supported projects in the Town.

FINANCIAL IMPLICATIONS

The Public Art and Monuments Policy has been drafted to work within the current municipal budget. External grants would be sought for any new acquisition or special project.

After an inventory of current public art and monuments is completed in 2023, a maintenance schedule would be reflected in the 2024 budget.

SUMMARY

The purpose of this policy is to provide a starting point for Cultural Services staff, along with the proposed Heritage and Culture Advisory Committee, to establish a public art program.

STRATEGIC PLAN

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

- Pillar #4 Recreation and Culture:
 - Outcome: Downtown Revitalization
 - Tactic(s): Promote local theatre and arts in the core by making an investment in space and programming. Investigate opportunities to invest in space in the core to further promote and expand local arts, culture, and theatre.

OTHERS CONSULTED

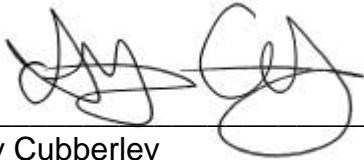
- Emily Taylor, Assistant Curator
- Stephanie Ische, Director of Community Services
- Brent Kittmer, CAO
- Grant Brouwer, Director of Building and Development
- Morgan Dykstra, Public Works and Planning Coordinator

ATTACHMENTS

- Public Art and Monuments Policy
- St. Marys Museum and Archives Collections Management Policy

REVIEWED BY

Recommended by:



Amy Cubberley
Cultural Services Manager

Public Art and Monuments Policy

1.0 Policy Statement

The Public Art and Monuments Policy establishes a standardized and transparent process through which the Town of St. Marys acquires and supports public art and monuments for municipally owned public spaces and publicly accessible private spaces through purchase, commission, or donation.

The goal of public art and monuments are to:

- Enrich public spaces for the enjoyment of all
- Engage the community and its visitors
- Promote St. Marys as a unique destination
- Provide opportunities for local artists
- Support placemaking and neighbourhood revitalization
- Commemorate events of local, provincial, or national significance
- Complement the built and natural heritage landscape of St. Marys

The objectives of the Public Art and Monuments Program are:

- a) Increase opportunities for the community and artists to participate in the design of the public realm;
- b) Develop original site-specific works of art in order to contribute to cultural vibrancy;
- c) Select art through an arm's-length process incorporating professional advice and community input that ensures the quality of art and its relevance to the community and site;
- d) Ensure that a public and transparent process is maintained to develop and accept public art;
- e) Enter into partnerships with private and public organizations to further public art in St. Marys;
- f) Ensure that public art, and the environs of that art, are maintained in a manner that will allow for continued public access to, and enjoyment of, these artworks in appropriate settings.

2.0 Scope

This Policy covers all public art and monuments, or proposed public art, to be located on municipally owned public space or privately owned spaces that are publicly accessible and eligible for Community Improvement Plan (CIP) funding. Forms of public art may include, but are not limited to:

- Sculpture
- Murals
- Fountains and water features
- Digital/light displays
- Hard and soft landscaping components

- Community public art related to beautification
- Monuments

Exclusions:

- Art inside municipal buildings with exhibit spaces, such as the St. Marys Museum or the Station Gallery
- Art on private lands that are not accessible to the public. While not under the authority of the Public Art and Monuments Policy, the Property Standards Bylaw will still apply.
- Art on/in a space that requires an admission fee
- Directional signage
- Performances
- Special Events
- Graffiti
- Public art that includes religion content
- Public art that reflects politically controversial topics

3.0 Definitions

Acquisition refers to the process of accepting an artistic work into the Town's collection of Public Art.

Artist refers to the designer/creator of an artistic work.

Borrowed refers to an artistic work that is borrowed by the Town, through a loan agreement, for a defined period. The artist/owner retains ownership during this time.

De-accession refers to the process of removing an artistic work from the Town's collection of Public Art.

Donor refers to an individual or group that is donating an artistic work or monument to the Town of St. Marys without monetary compensation. They may not be the original Artist, but they are the legal owner of the works. A Donor may be entitled to a charitable tax receipt for the appraised value of the work.

Public Art refers to artworks created for, or located in, part of a public space and/or accessible to the public. Public art includes works of a permanent or temporary nature located in the public domain and created in any medium. There are three main types of public art that should be considered based on the unique requirements and characteristics of the site identified for public art:

- a) Independent Sculpture – A freestanding work that was created independent of its site, and that could be moved to another location without losing its meaning and aesthetic qualities.
- b) Site Specific – A work that is created as a response to its immediate context and which would lose its meaning, function or relevance if moved to another location.

- c) Integrated – A work that is a physical part of a building, structure or landscape. If the building were demolished, the site redeveloped or the structure removed, the work would be removed or relocated, if possible.

4.0 Public Art Program Administration

4.1 Acquisition of Public Art/Monuments in Municipally Owned Spaces

The Town of St. Marys may encounter opportunities to acquire, commission, or borrow public art and monuments through grant funding, private donations, or allocated municipal budget.

Generally, public art will be acquired through donation as the Town of St. Marys does not have an acquisitions budget for public art. In keeping with Canadian Revenue Agency guidance, a Donor may be entitled to a charitable tax receipt for the appraised value of the work.

There may be times when the Town of St. Marys determines the need for the acquisition of public art or a monument to support tourism or recognize a significant event. In this case, the Town will seek funding opportunities through grants or private donors and a Request for Proposal (RFP) will be circulated.

All acquisitions and commissions shall be vetted by the Heritage and Culture Advisory Committee and receive final approval from Council.

4.2 Acquisition of Public Art/Monuments in Privately Owned Publicly Accessible Spaces

The Town of St. Marys believes in encouraging the inclusion of outdoor art/monuments in privately-owned publicly accessible space in the community. It is recognized that these works have significant appeal and can contribute to the identity and character of our community. The Town will encourage the installation of art in publicly accessible private spaces in the downtown core through the CIP program.

With the exceptions listed below, the Town of St. Marys does not regulate the installation of public art/monuments on private land.

- a. The property owner is applying for a POPS and Public Art Grant through the CIP.
- b. Instances where a permit would be required for other reasons, such as a sign permit for a mural, or a heritage permit for an installation in the Heritage Conservation District.

4.3 Public Art on Loan

The Town may secure borrowed public art or monuments for display on a temporary basis. Temporary installations may last from one day to one year, and the term will be defined before the art is installed. The Artist and/or sponsoring organization will be responsible for funding, installation, maintenance, and removal of the art or monument.

4.4 Vetting Process

All public art and monuments being considered for permanent acquisition or temporary installation will be vetted by staff and the Heritage and Culture Advisory Committee. Consideration will be made for but not limited to the following:

- Cost
- Location
- Quality of work
- Local relevance
- Appropriate content
- Maintenance capacity

4.5 Agreements

Following the vetting process and approval of acquisition, the Artist or Donor will enter into a written agreement with the Town. This agreement will address the Artist/Donor's obligations, which may include but are not limited to:

- Scope of work and timeline
- Materials
- Insurance
- Installation requirements
- Maintenance plan
- Warranty
- Copyright
- Payments to sub-contractors

The agreements would also set out the Town's obligations, which may include but are not limited to:

- Payment schedule
- Commitment to maintenance plan
- Insurance
- Artist recognition

4.6 Collections Management, Maintenance and Conservation/Restoration

Once acquired, all public art and monuments will fall under the St. Marys Museum and Archives Collections Management Policy. The Cultural Services Manager, in conjunction with Facilities Manager, will create an inventory and maintenance schedule of all municipally owned public art and monuments. In conjunction with the Heritage and Culture Advisory Committee, they will oversee the maintenance, conservation, and restoration of public art and monuments.

Public Art Ownership

Ownership of artwork selected in accordance with this Policy shall transfer to the Town of St. Marys upon final installation in the public domain. In accepting ownership of public art, the Town of St. Marys also accepts responsibility for its maintenance, insurance, and for upholding contractual agreements made between the artist and the Town of St. Marys. Copyright privileges in accordance with the Canadian Copyright Act shall remain with the artist.

Insurance and Liability

The Artist in charge of the public art project shall provide and maintain insurance coverage for the duration of the creation, fabrication and installation of the artwork. Upon completion and installation at the prescribed site, the finished artwork shall be insured by the Town of St. Marys until such time as it is de-accessioned from the public art collection inventory.

Documentation

All public artworks shall be properly documented and shall be included a Public Art Inventory maintained by the Cultural Services Department.

Maintenance and Conservation

During the artwork and site selection process, due consideration shall be given to maintenance requirements including structural and surface soundness, inherent resistance to theft, vandalism, and weathering as well as to the cost and amount of on-going maintenance and/or repair anticipated. In this regard, the artist shall be responsible for providing any and all requested information regarding maintenance requirements that are unique to a particular public art project.

De-accession

The Cultural Services Manager will consider candidates for the de-accessioning of permanent and temporary public art/monuments. The de-accessioned art/monuments may be moved, sold, or destroyed, following the same process as outlined in the St. Marys Museum and Archives Collections Management Policy.

The Heritage and Culture Advisory Committee shall be responsible for reviewing all proposals for de-accessioning of permanent and temporary public art, based on an artwork meeting one or more of the criteria specified in the Public Art Guidelines. In all cases the rights of the artist shall be upheld in accordance with the Canadian Copyright Act. No public artwork or any portion thereof shall be relocated, removed, or destroyed without the prior notification of the artist or the artist's estate.

5.0 Roles

5.1 Role of the Heritage and Culture Advisory Committee

- Advise and promote communication and outreach of this Policy to the community.
- Advise and recommend to Council the selection, acquisition, and de-accession of Public Art to which this Policy applies.

5.2 Role of Town Staff

- Facilitate Committee meetings to allow for the review of public art acquisitions.
- Establish and maintain a public art/monuments inventory and maintenance plan.
- Coordinate the acquisition of public art and monuments in accordance with this Policy.
- Seek out funding opportunities for public art/monument acquisition.

5.3 Role of Town Council

- Approve the Public Art and Monuments Policy, as well as any changes, as needed.
- Approve/reject recommendations from the Heritage and Culture Advisory Committee regarding the acquisition and de-accession of public art/monuments.

6.0 Training and Communication

This Policy shall be posted on the Corporate drive, Town website, and the original copy located in the St. Marys Museum in the Cultural Services Manager's office.

The Director of Community Services and/or Cultural Services Manager shall ensure that all staff, volunteers, Artists, Donors, Council and Committee Members involved in Public Art and Monuments are familiar with this Policy.

References

St. Marys Museum and Archives Collections Management Policy

Rev #	Date	Reason	Initiated	Reviewed
0	April 2023	Inception	AC	

St. Marys Museum Collections Management Policy

1.0 Policy Statement

The acquisition and management of artifacts and archival materials is a major activity of the St. Marys Museum. Working within the scope of its Values and Statement of Purpose and with the objective of fulfilling its Vision, the Museum has policies for both the development and the maintenance of the collection.

2.0 Scope

The terms of this policy shall apply to all artifacts and archival materials the Museum's permanent collection, the Museum's historic buildings, and any artifacts on loan to the Museum.

3.0 Purpose

Acquiring and conserving artifacts are important and necessary tasks at the St. Marys Museum to ensure research and public education is achieved.

4.0 Definitions

4.1 Accession Number

A tracking number assigned to an artifact accepted into the Museum's permanent collection; based on the year in which the artifact came to the Museum and the donor.

4.2 Artifact

An object that has been made or modified by human beings and is considered to be part of the Museum's collection.

4.3 Borrower

An individual, group or institution who has been granted temporary custody of parts of the Museum collection.

4.4 Deaccession

The permanent removal of an artifact from the Museum's collection.

4.5 Donor

An individual, group or institution who plans to or has left an object at the Museum as an unconditional gift.

4.6 Lender

An individual, group or institution who has granted temporary custody of objects or artifacts.

4.7 Object

Something that can be seen and touched; a material thing; not necessarily an artifact.

5.0 Ethical and Legal Responsibilities

5.1 Ethics

The St. Marys Museum acquires artifacts and/or collections only if it has adequate resources (human, financial, temporal, and spatial) to document, preserve, store, research, exhibit and interpret the artifact/collection being considered.

The St. Marys Museum does not acquire material:

- a) which has been collected, sold or otherwise transferred in contravention of any provincial or national statute;
- b) which has questionable, undetermined or unethical history of ownership;

The St. Marys Museum holds the artifacts in its collection in trust for the community. The Museum upholds all federal, provincial and municipal legislation, legally binding trusts or conditions relevant to procedures for collections management.

6.0 Training

- a. The Director of Corporate Services (The Director) and/or Curator shall ensure that all staff and volunteers working with artifacts or archival documents are aware of and familiar with the Collections Policy.
- b. The Director and/or Curator shall advise and train museum staff and volunteers in the proper care and handling of artifacts and archival documents.
- c. The Director and/or Curator shall advise and train museum staff and volunteers in good housekeeping and recordkeeping practices when working with the collection.
- d. The Director and/or Curator shall advise and train museum staff and volunteers on the safe packing, unpacking, storage and transportation of artifacts and archival documents.
- e. The Director and/or Curator shall recommend training opportunities to Museum staff to maintain or develop their knowledge and skills. Training opportunities include but are not limited to, attendance at seminars, conferences, workshops and courses, and study visits.

7.0 Collections Management Program

7.1 Collection Development and Acquisition

1. The St. Marys Museum collects artifacts and archival materials that are significant to the history of St. Marys and its surrounding community. Artifacts not related to the history of this area are not accepted into the permanent collection.

2. As needed, the Curator and the Museum Board evaluate the collection to identify gaps that need to be filled so that the Museum can effectively interpret the history of the community. The Museum publicizes its collecting objectives within the community and actively works to fill these gaps.
3. Artifacts are added to the collection through donation. The Museum does not have an acquisitions budget but can provide tax receipts for fair market value of donations when requested by the donor.
4. Before accepting a donation, the Curator is reasonably certain that the donor has both the legal and ethical right to offer the artifacts to the Museum and that the transaction is in accordance with all municipal, provincial and federal laws.
5. Duplicates of artifacts already in the Museum's collection are not accepted if they cannot be used for display, programming or research purposes.
6. Artifacts of a size, nature or condition such that they cannot be adequately cared for by the Museum are not accepted.
7. Unless suggested by the Director and/or Curator, donations to the Museum are made free and clear of restrictions and conditions as to future use and disposition. For example, no guarantee can be given to the donor that an artifact shall remain on permanent display.

7.2 Collections Maintenance

1. When new artifacts are received, these accepted museum procedures are followed to create complete records:
 - a. Donors sign a Deed of Gift form transferring ownership of the artifacts to the St. Marys Museum. The Curator signs on behalf of the Museum. A signed copy is given to the donor as a receipt.
 - b. Each new artifact is accessioned into the Museum's permanent collection following best museum practices.
 - c. A full description is prepared for each artifact's record, including measurements and details of its condition. Catalogue and donor records are prepared as well as a record of the artifact's display or storage location and its movement within the Museum.
 - d. All artifact and donor information is entered into the Museum's collections management database. Hard copies of all information are kept in secure storage.
2. The provenance of each artifact and the history of its use by its previous owners are researched and documented as fully as possible and included in the permanent

Page 3 of 7

records. Research of the collection is ongoing and additional information about an artifact is added to its record.

3. Museum staff review the collection records regularly to verify and update information i.e. artifact location and condition.
4. Museum records of the collection are current and complete and artifacts are properly stored and exhibited. This assures potential donors that their gifts shall be respected and permanently recorded.
5. The Museum keeps a regularly updated copy of the permanent collections digital records in a secure, off-site location.
6. The collection records of the St. Marys Museum may contain information about donors and their families that is subject to Right to Privacy legislation. These records are not accessible to the public; selective information from them may be released at the Curator's discretion.
7. A record of each artifact's display and/or storage location, as well as its movements within the Museum, are recorded and updated within the hard copy and collections management database.
8. Conservation of artifacts shall take place as prescribed in the St. Marys Museum Conservation Policy.

7.3 Deaccessioning

1. Deaccessioning, or the permanent removal of an artifact from the collection, is only done under special circumstances following specific procedures. Donors who give artifacts to the Museum in good faith and have them accepted in accordance with the Museum's collection policies have the right to expect that their donations shall remain a part of the permanent collection.
2. Deaccessioning is not a substitute for good collections management. With the Museum's Statement of Purpose and Collections Policies in effect, artifacts are screened during the acquisitions procedure and are not accepted if they do not meet the policy requirements.
3. Artifacts that were accepted into the collection prior to current policies may be considered for deaccession under certain circumstances:
 - a. the artifact is inappropriate to the collection; i.e., has no relation to local history;
 - b. there are duplicates of the artifact in the collection; to relieve overcrowding, only the most significant example(s) can be retained;

- c. the artifact is damaged beyond the point of restoration and no longer has any value for exhibit or research.
4. The Curator recommends deaccessioning of an artifact but the final decision is made by the Museum Advisory Committee by a majority vote.
5. Artifacts identified for deaccessioning are disposed of by one of the following methods:
 - a. offered to another museum, educational or cultural institution.
 - b. sold at public auction.
 - c. repatriated.
 - d. destroyed as a last resort.
6. No Museum Advisory Committee member or staff member may purchase any deaccessioned artifact.
7. Proceeds from the sale of deaccessioned artifacts are added to the Museum's acquisitions or collections care fund and cannot be used for general operations of the Museum.
8. For each deaccessioned artifact, the process is fully documented and becomes part of the permanent records of the Museum's collection.

7.4 Outgoing Loans

On occasion, the Museum may be asked to loan artifacts to another institution or individual. Outgoing loans typically are only allowed for temporary exhibits within another museum or within another department of the Town of St. Marys.

1. The Museum staff bears the right to refuse to loan artifacts to any individual or institution. Artifacts shall only be loaned if the proposed use of the artifact falls within the Museum's statement of purpose.
2. Should the staff agree to loan an artifact, an Outgoing Loan Form shall be completed by Museum staff and the borrower, with the original copy remaining at the Museum. Photographs of all outgoing artifacts shall also be taken and filed electronically.
3. Museum staff reserve the right to request that an artifact be returned to the Museum prior to the predetermined date if it is determined that the artifact is either required on site at the Museum or it is discovered that the loan is proving to be detrimental to the preservation of the artifact.

4. The borrower is responsible for ensuring that all artifacts are returned to the Museum at a predetermined date, unless other arrangements for the return of the artifacts have been mutually agreed upon.
5. Once an artifact has been returned to the Museum, the Outgoing Loan Form will be updated with both parties retaining a copy of the record.

7.5 Incoming Loans

The St. Marys Museum occasionally borrows artifacts from individuals or institutions for specific, short-term exhibits, or study purposes.

1. The Museum may request incoming loans through public notices and/or directly approaching potential lenders.
2. An Incoming Loan Form shall be completed for all incoming loans. The Museum shall file the original and a copy shall be made for the lender.
3. A photograph shall be taken of all incoming loaned objects promptly upon their arrival and filed electronically. These photos shall serve as proof should there be any discrepancies in the condition of the object upon its return.
4. The Museum's insurance shall not cover any damage incurred by loaned objects. The Museum staff shall ensure that all loaned objects receive the utmost care during their time at the Museum in order to prevent damage.
5. When the loaned object is no longer required, the Museum staff shall contact the lender and arrange to drop off or have the object picked up. Upon returning the object the lender shall assess the condition of the object and sign and date the original Incoming Loan Form. The donor shall receive a copy of this signed form.
6. Because of restrictions of display and storage space, the St. Marys Museum only accepts artifacts on long-term loan under exceptional circumstances. Long-term loan agreements are renegotiated yearly. If the artifact is important to the collection, the owner is encouraged to donate it to the Museum.

8.0 Policy Review and Approval

The St. Marys Museum's Collections Management Policy is reviewed by the St. Marys Museum Advisory Committee.

The Collections Management Policy shall be reviewed a minimum of once every three (3) years, or at any time that changes are deemed necessary. The Director of Corporate Services or the Curator conducts the review and the revised version is submitted to the St. Marys Museum Advisory Committee for approval. The revised version must be approved by motion by St. Marys Town Council.

9.0 Communication

This policy is posted on the corporation drive, and the original copy is located at the Museum in the Curator/Archivist's office.

10.0 References

Ministry of Heritage, Sport, Tourism and Culture Industries *Standards for Community Museums in Ontario*

St. Marys Museum, *Conservation Policy*

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
0	May 8, 2002	Inception			
1	February 2016	Accessible format, template change, review and update by Staff	February 2016	April 2016	
2	May 2018	Change of Board roles, changed of department name	May 2018	May 9, 2018	
3	October 2018	Updated deaccessioning process to reflect ministry guidelines	Amy-October 2018	October 2018	
4	January 2020	Due for full review	Amy-January 27, 2020	February 12, 2020, MAC	August 18, 2020