



## MINUTES

### Heritage St. Marys

April 14, 2018

9:00am

St. Marys Museum

177 Church Street South

Members Present: Janis Fread  
Stephen Habermehl  
Paul King  
Sherri Gropp  
Larry Pfaff  
Mary Smith  
Michelle Stemmler  
Council Present: Al Strathdee  
Carey Pope  
Staff Present: Ray Cousineau, Facilities Supervisor  
Stephanie Ische, Director of Community Services

#### 1. CALL TO ORDER

Chair Larry Pfaff called the meeting to order at 9 a.m.

#### 2. DECLARATION OF PECUNIARY INTEREST

None

#### 3. AMENDMENTS AND APPROVAL OF AGENDA

Agenda Items 8.2.5, 8.2.6 and 8.2.7 were moved forward to accommodate Ray Cousineau, attending as a delegation.

**Moved By** Stephen Habermehl

**Seconded By** Michelle Stemmler

**THAT** the April 14, 2018 Heritage Committee agenda be approved.

**CARRIED**

#### 4. DELEGATIONS

Ray Cousineau was in attendance to clarify details of two applications for Heritage Permits for municipally owned designated properties: restoration of the Water Tower and replacement of windows in both the Library and Town Hall. See Resolutions under the relevant agenda items.

## **5. CORRESPONDENCE**

### **5.1 Bert Duclos - Letter of Authority, Land Registry Office**

The annual letter giving access, with some conditions, to members of Community Heritage Committees to records held at registry offices. NOTE: It will be kept on file for use by Heritage Committee researchers.

### **5.2 Ontario Heritage Conference Notice**

Notice of 2018 Ontario Heritage Conference, June 7-9. Sault Ste. Marie, Ontario

### **5.3 Email from Paul King to all committee members**

Email from Paul King to all committee members clarifying format for recording minutes as mandated by the Municipal Act and citing the reference:

*Section 239(7): A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not. Section 239(8). The record required by subsection (7) shall be made by, (a) the clerk, in the case of a meeting of council; or (b) the appropriate officer, in the case of a meeting of a local board or committee.*

### **5.4 Email from CAO/Clerk Brent Kittmer – March 16, 2018**

CAO Brent Kittmer sent an email on March 16, 2018 to Chair Larry Pfaff and several other the members of the committee who had most strongly expressed concerns over the new format for recording minutes. It includes his interpretation of Section 239(7) cited in agenda item 5.3. The following paragraph is from the CAO's email:

*For my own part, my philosophy is that Council minutes should strictly adhere to the requirements of the Municipal Act. For committee minutes, I do believe that a looser interpretation can be taken. I still firmly believe that a committee provides its advice to Council through resolution. But, the key points of a committee discussion should be recorded succinctly so that the rationale of a recommendation in to Council is better understood.*

## **6. AMENDMENT AND ACCEPTANCE OF MINUTES**

The Committee agreed to remove the content of Agenda Item 7 from the Minutes of March 10, 2018 and include it in Agenda Item 5, Correspondence, in the Minutes of April 14, 2018.

**Moved By** Mary Smith

**Seconded By** Michelle Stemmler

**THAT** the March 10, 2018 Heritage Committee meeting minutes be accepted.

**CARRIED**

**7. BUSINESS ARISING FROM MINUTES**

None

**8. REGULAR BUSINESS**

**8.1 Heritage Conservation District Update**

There have been no recent meetings of the HCDAC.

**8.1.1 Heritage Property Tax Rebate Program Update**

There had been 19 applications to the program, all Part A applications (20% rebate.) Four of these did not qualify. The 15 properties that qualified receive rebates totalling \$15,444.69 – the municipal portion is \$9,722.64. Several Part B applications have been submitted for the 2018 rebate.

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

**8.2.1 VIA Station**

Interior work continues. The Gallery exhibits and VIA seating will be located where the old VIA desk was placed. The Gallery will reopen with a new exhibit on May 11.

**8.2.2 Junction Station**

Nothing to report

**8.2.3 McDonald House**

Nothing to report

**8.2.4 Andrews Jeweller**

Nothing to report

**8.2.5 Public Library**

NOTE: One Heritage Permit application was submitted for Heritage Committee review dealing with replacement of windows in both the Library and the Town Hall. Ray Cousineau clearly described the overall project. The Heritage Committee members agreed that the window replacement in the Library was straightforward with effort being made to retain the original look and many original elements. Replacement of most of the windows in the Town Hall was also straightforward. Ray did request some guidance concerning the transoms on the windows of the offices on the main (Council Chamber) floor. Apparently changed through the years, the current transoms are varied in colour. They will be replaced with transoms of the same colour. The point to be decided was whether the cording (leading) should be visible from the interior or from the exterior of the building.

**Moved By** Michelle Stemmler

**Seconded By** Sherri Gropp

**THAT** the Heritage St. Marys Committee recommends the approval of the Heritage Permit application for replacing the windows on the Library and the Town Hall, also recommending that the cording for the transom windows on the office level be visible from the exterior.

**CARRIED**

#### **8.2.6 Old Water Tower**

A Heritage Permit application was submitted for Heritage Committee review for restoration work on the old Water Tower. Ray Cousineau outlined the scope of work, stressing that this work is restoration of the original appearance.

**Moved By** Stephen Habermehl

**Seconded By** Paul King

**THAT** the Heritage St. Marys Committee recommends the approval of the Heritage Permit application for restoration work on the old Water Tower.

**CARRIED**

#### **8.2.7 Town Hall**

See resolution under 8.2.5

#### **8.2.8 Pumphouse**

Work begins April 23 on the reservoir. The project should be completed by the end of the year.

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

Nothing to Report

### **8.4 Heritage Grant Applications**

#### **8.4.1 26 Water Street S**

An application for a Heritage Permit and an application for a Heritage Grant had both been received for the building at 26 Water Street South, within the Heritage Conservation District. The project includes window replacement and roof repairs and replacement. Although there was considerable material submitted to show the proposed replacement materials, committee members were unclear about some details of the project, in particular the colour of the new roofing material and the windows. It was suggested that the applicant should be present when these applications are reviewed by the HCDAC.

In the interim, the Heritage Committee has no wish to cause delay in the approval process.

**Moved By Paul King**

**Seconded By Michelle Stemmler**

**THAT** the Heritage Committee recommends approval of the Heritage Permit application and the Heritage Grant application on the condition that the applicant can clarify for the HCDAC the details of the proposed finished appearance and satisfy that committee that the project will retain the original look and feel of this building.

**CARRIED**

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

#### **8.5.1 West Ward School**

The zoning change has been approved. The next step is Council's approval of the site plan.

#### **8.5.2 North Ward School site**

Still waiting for applicant's response.

#### **8.5.3 Repairs to Flood Wall**

This is a UTRCA project. The Authority is finalizing the scope of work and is expected to call tenders soon. The start date is not known at this time.

#### **8.6 CHO Report**

The electronic Spring 2018 edition of CHOnews has been delivered to committee members. It contains an article written by Paul King on the effects of catastrophic natural events on heritage structures. There is also an article on the trends in designation with charts showing numbers of designations per year and numbers of designations according to the age of the property.

Paul also reported that the 2018 Ontario Heritage Conference will be held in Sault Ste. Marie (See Correspondence.) In 2019, the Conference will be held in Goderich/Bluewater and in 2020 in Markham.

#### **8.7 Homeowner/Property owner letters**

No new letters suggested at this time.

#### **8.8 Sign Bylaw**

The revised Sign Bylaw should come to the Strategic Planning Committee in May 2018.

#### **8.9 Cultural Planning: Strategic Plan**

Nothing to report.

#### **8.10 Official Plan Review**

Two public meetings were held on April 12 in the afternoon and evening. The planner will use the feedback from the meetings and the work completed by the Planning Advisory Committee as he prepares his report to Council on the eleven discussion papers. Paul King has sent the planner comments on the current draft with suggestions for changes and additions. He has circulated his comments to the members of the Heritage Committee.

### **9. COUNCIL REPORT**

#### **9.1 Main Street Grant**

Mayor Al Stratthdee reported that the Town has received a grant from the Ministry of Agriculture and Rural Affairs, administered by AMO for \$40,000 to be used for downtown revitalization initiatives.

#### **9.2 Municipal Election Information Session**

An open house is scheduled April 17 at the PRC as an information session for residents who might be interested in running in the upcoming municipal election.

### **9.3 Coffee with Council**

There will be Coffee with Council on Saturday April 21 from 10 to 12 in the Council Chambers.

## **10. OTHER BUSINESS**

### **10.1 Heritage Festival Planning**

Andrea Macko was unable to attend this meeting as a delegation. However, Larry reported that he had met with her and they had discussed ways to enhance the “heritage” aspect of the Festival. One plan is to revive the Heritage Festival Award that at one time was presented on the Friday evening. Another is to eliminate the frequently unsatisfactory walking tours and replace them with bus tours of points of heritage significance. There will be more information closer to the event.

### **10.2 Accessibility and Heritage**

A workshop was held in Stratford on April 12. Paul had attended and reported that the quality of the presenters was uneven although CAO Brent Kittmer’s excellent presentation on the 2016 Queen Street project offered many practical suggestions and was well-received.

### **10.3 Digital hot-spots**

Paul suggested that the Town investigate creating points at certain sites where visitors could use smart phones to receive information on the history of significant landmarks. This idea (or a variant) has been proposed in the past. It requires more investigation into cost and effort to prepare. Mayor Strathdee suggested a letter to Council to bring this possibility to official attention. Paul agreed to draft a letter for review by the Heritage Committee.

### **10.4 Public Art**

Carey Pope reported that the BIA is planning to invest in public art installations in the downtown core and is forming a committee to consider proposals. She requested that the topic be added to the May Heritage Committee agenda for full discussion.

## **11. NEXT MEETING**

May 12, 2018, 9 a.m., at the St. Marys Museum.

**12. ADJOURNMENT**

**Moved By** Stephen Habermehl

THAT this meeting of the Heritage Committee adjourn at 10:10 a.m.

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Larry Pfaff, Chair

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