

**MINUTES OF THE
AMHERSTBURG HERITAGE COMMITTEE
5:30 p.m. THURSDAY MARCH 21, 2013
AMHERSTBURG TOWN HALL – COUNCIL CHAMBERS**

Members present:

John McDonald, Chairperson
Paul Hertel
Simon Chamely
Matt Parker
Robert Honor
Carolyn Davies
Marc Pillon
Monica Bunde

Absent with Notice: Chad Barrette

Heritage Administrator: Stephen Brown

Recording Secretary: Michelle Chittle

1.0 Call to Order

John welcomed Doris Gaspar, contractor to the Committee, who was in attendance to speak about the Properties of Interest document that she had prepared. She was hired under contract to research and compile information to add to our inventory of heritage properties of interest within the core area of Amherstburg.

2.0 Approval of the Agenda

P. Hertel/C. Davies

That the agenda be approved as printed. Carried

3.0 Review of Minutes:

Review of Minutes of Meeting of February 28, 2013

The Committee confirmed that there was a need for a Communication and Education Subcommittee formed prior to the last meeting to continue until such time as there is no longer a requirement for such. This would be the formal title for the subcommittee for future reference.

P. Hertel/C. Davies

That the minutes be approved as printed. Carried

4.0 Review of New Correspondence:

4.1 Workshop – Tools for Identifying and Protecting Heritage Trees

The Committee reviewed the information from the City of Windsor regarding a free workshop on protecting heritage trees. The committee members are encouraged to attend.

That any member wishing to attend may do so. Carried

4.2 CHO News – March 2013

The Committee was asked to review the CHO News Quarterly Publication for March 2013.

5.0 Other Business/Updates:

5.1 Review of approved budget

The Committee reviewed the approved 2013 Committee budget of \$19,050.00. There was discussion to explore the possibility of carry over of any unexpended funds into the next year or establishing an amount in support of the Committee which would be a permanent part of subsequent budgets. It was suggested that the Committee review its budget no less than quarterly.

5.2 Outreach activities

There was discussion at the last meeting regarding further outreach activities. C. Davies inquired with the Communication and Education group as to what further work might have been done about the heritage properties of interest.

The committee noted that its members are able to do their own research on a property which they feel is of heritage interest, as are members of the public.

With regards to the suggestions brought forward by the Communication and Education subcommittee, the Committee agreed that members of that subcommittee could prepare short descriptors on properties of heritage interest and submit them to the local paper. A local photographer, Phyllis Chan, affiliated with the Mud Puppy Gallery, has volunteered to take pictures of some of the featured properties.

With regard to this activity and the possibility of making the properties of interest register available on the town website, there was considerable discussion as to the need to advise the current owners of any action such as this.

C. Davies raised the possibility of a letter to the owners of the properties of interest.

J. McDonald stated that, particularly in the case of any newspaper coverage, the owners need to be aware. If there is an objection by the owners he would not be in favour of a listing. C. Davies concurred that every household that could be the subject of an article should be advised that their property has been put on a list of the heritage properties of interest and that a brief descriptor of it may appear in the local paper. At that time they could also be advised about heritage designation and a possible photo opportunity.

With regard to posting the listings on the town website, much discussion ensued about the necessity of advising the property owners of such an action. S. Chamely stated that he did not see a problem posting the information on the website, as it is all derived from publically available information and the listings are available for review on request at the town offices. The material is part of the public record and similar to Google Earth and Streetscape mapping.

M. Pillon noted that it may be difficult and delay the process further if we wait for owner's permission to post on a twitter account and utilize our social media. He is also looking for a communication policy in this area.

S. Chamely, inquired if we have legal counsel who can advise us as to what we are allowed to post on the web.

S. Brown will check with the Director of Legislative Services as to protocol and a communication policy.

Paul Hertel/C. Davies

That a sub committee be formed consisting of Marc Pillon and John McDonald to develop an approach to posting the Properties of Interest on the town website and recommended approved policies governing such postings.

Carried.

S. Brown agreed to inquire if there was any resolution passed by Council on receipt of the additional Properties of Interest which gave direction on the need to advise property owners of such an action.

5.3 De-designation - 1105 Front Road S

The committee requested that administration advise the committee members directly when any items regarding heritage are going forth to council.

C. Davies spoke regarding the Council meeting outcome. S. Brown also updated the committee.

M Pillon noted there could be a need to educate about the designation program, noting that it is largely freestanding of any Heritage Tax Rebate program.

S. Brown re-iterated that the heritage rebate program does not form part of the Ontario Heritage Act. It is a municipal by-law. The Heritage Act speaks to the designation which protects the heritage attributes of the property.

Should the owner of the property decide to appeal, S. Brown reviewed the appeal process: Council has to notify the Conservation Review Board who in turn will decide when and where a hearing will take place. Any hearing must be advertized at least 10 days in advance. Any group can address the board. The decision of the Review Board is advisory to Council, who may elect to review the request for de-designation once again. Council's decision is final and binding.

P. Hertel prepared a synopsis of the council meeting. He suggested further communication with Council. He suggested a brochure be prepared regarding the heritage rebate program as it currently exists.

R. Honor noted that another municipality has written into their by-law that if de-designation takes place, the owner has to pay the money back.

P. Hertel is concerned about Mr. Levack's comments about the Committee not contacting him. S. Brown stated that it was on the Council agenda 3 times. It was agreed that the chronology of the request should be traced by the Committee in preparation for the Conservation Review Board hearing.

5.4 Report by GIS Department

The Committee reviewed the brief report from the GIS Department. S. Chamely stated that Tony Marra of the GIS Department was going to provide information as to what it will take to map and upload information to the website, with pictures etc., included the amount of time and funding necessary to do so.

S. Brown has spoken to the new Director for that Department.

S. Chamely requested that we have GIS staff attend a meeting.

J. McDonald asked that once we have done work on the Properties of Interest how might we actively transfer this information to the website.

M. Pillon spoke of a freelance group that takes open information from the City of Windsor and compiles and reshapes data online. Their effort generates further ideas and shows what could be done with these data. A professional product or app could be one output. A meeting with them could be arranged at one of our committee meetings. M. Pillon will follow-up

P. Hertel noted that John Clarke at the technology sector of General Amherst High School is always looking for project work for his classes whereby they take information and put forth a CD or similar product.

The \$15,000 available in the 2013 Committee budget is for special projects which could include website upgrading for heritage. S. Chamely gave an example of a simple concept for a link to the town's website with a map that shows every lot within Doris's report with a picture and description.

The committee suggested that a meeting be set up with the GIS Co-coordinator. It was agreed to attempt to hold a meeting be set up within the next week. Marc Pillon, Simon Chamely, John McDonald would attend along with Doris Gaspar and Tony Marra and Steve Brown of Town Administration.

5.5 Council Meeting Comments

The Committee had discussed this item under 5.3.

5.6 Properties of Interest – Doris Gaspar in attendance and photography opportunity

Doris spoke regarding her latest works – she is concluding her working on Ramsey and then moving along to the commercial properties on Dalhousie Street.

S. Chamely complimented her on the excellent summaries of properties she had produced to date.

5.7 Bellevue update from Robert Honor

Robert Honor has begun work on a revised descriptor for the Bellevue designation by-law. The original By-law was written in 1982 and at that time there was not as much information available. It also contains inaccuracies and needs to be updated.

He agreed to distribute his draft via email to Committee members for comment prior to the next Committee meeting, where a recommendation on forwarding the redraft to Council would be considered.

6.0 New Business

6.1 ACO/CHO Conference June 6-9, 2013

Matt Parker, Simon Chamely, Paul Hertel, possibly John McDonald all expressed interest in attending. It was agreed to contact Chad Barrette to determine his interest. Given that the funding provided in the Committee budget was not adequate to fully pay expenses for such a group, it was agreed to explore sharing travel costs among those who confirm their interest following the meeting.

7.0 Next Meeting Date

It was agreed to next meet on April 18, 2013 at 5:30 p. m.

8.0 Adjournment Moved by Paul Hertel - Carried


JOHN MCDONALD,
CHAIRPERSON


MICHELLE CHITTLE,
RECORDING SECRETARY