

**RECORD OF MEETING OF THE  
AMHERSTBURG HERITAGE COMMITTEE  
5:30 p.m. THURSDAY APRIL 18, 2013  
AMHERSTBURG TOWN HALL**

---

**1.0 Call to Order**

Chad Barrette, Simon Chamely, Matt Park, Marc Pillon, and John McDonald were joined by Michelle Chittle and Steve Brown of Administration. Carolyn Davies and Paul Hertel joined the meeting in progress. Dr. Fox attended as a member of the interested public, focused in particular on the heritage rebate program. The Chair called the meeting to order at 6:00 p.m.

**2.0 Approval of the Agenda**

**Moved** by Chad Barrette, seconded by Simon Chamely, that the agenda be approved for use at the meeting **CARRIED**

**3.0 Review of Minutes:**

Review of Minutes of Meeting of March 21, 2013

**Moved** by Simon Chamely, seconded by Matt Park, that the minutes of the March 21, 2013 meeting of the Committee be approved **CARRIED**

**Review of New Correspondence:**

No new correspondence was brought forward.

**5.0 Other Business/Updates:**

**5.1 Update on Contract 'Inventory of Properties of Interest in the Core'**

**i) Status of Current Contract Activity with Doris Gaspar**

The Committee understood that all significant effort on the initial contract on Properties of Interest, undertaken by Doris Gaspar, had been completed. Steve Brown was asked to confirm this with the Treasurer as discussion continues on additional contract work in cataloguing these properties over a wider expanse of the town.

**ii) Further Discussion with Senior IT Personnel on Placement of Outcome on the Town Website**

**iii)**

It was noted that, while Anthony Marra of the IT staff had participated in a discussion with the contractor and members of the Committee on placement of the output from the first Properties of Interest effort on the town website, no firm commitment was made to do so. Also, IT resources are under a new Director, Val Sequeira, and he would be involved in any revised commitments of IT staff time. Some guidance on this issue should be one of the outcomes of any further work in this area.

iv) Continuation of Contract Activity

The current Committee budget allocates significant funds in support of further cataloguing of properties of interest. The need to be sensitive to inclusion of properties outside the center of the old town was noted. In preliminary discussions with the current contractor about possible extension of the activity, the focus was on the area bounded by Sandwich, Simcoe, Brock and Richmond Sts. Up to 10 properties each in the communities of Malden and Anderdon, including River Canard and McGregor, could be recommended for detailed examination by members of the Committee. Some consideration of the utility of the Century Farm listings was also discussed. All catalogued properties would include roll numbers, which are the basic identifier in the town's data base. The data should be in a form to allow ready uploading to appropriate town web sites.

A second meeting with the current contractor will be held to develop a proposal for consideration at the next Committee meeting.

v) Notification of Property Owners of Inclusion on List

The Committee noted that advising individual property owners of their inclusion in the Heritage Registry would likely be advisable. This could be part of a communication strategy discussion with Town Council. Use of a story and listing in the local print media was one suggested means; the other was use of a direct letter to the property owners. There was some discussion as to the extent to which owners can object to inclusion on the list; further clarity on this matter should be obtained by Administration.

**Moved** by Marc Pillon, seconded by Paul Hertel, that Simon Chamely and the Chair develop a draft letter for advising affected property owners and the Steve Brown determine the possibility of student support to assist in the delivery of such letters, should the Committee decide to undertake this task. CARRIED

5.2 Revisions to Bellevue Designation Bylaw

The revisions to the current Bellevue Designation Bylaw, as developed by Robert Honor were reviewed.

**Moved** by Simon Chamely, seconded by Chad Barrette, that a further edit of the draft, particularly comments on the state of the property in the attachment, be performed and a revised version be prepared for the next Committee meeting. CARRIED

5.3 Participation in the ACO/CHO Annual Conference, June6-9, 2013 Midland Ontario

Since the last meeting, Matt Park had determined that his work schedule would not permit him to attend the conference; Simon Chamely noted he would be attending as part of the Windsor Heritage Committee delegation.

**Moved** by Carolyn Davies, seconded by Simon Chamely, that Paul Hertel and John McDonald attend the ACO CHO Annual conference on behalf of the Committee; and that a best effort will be made to manage expenses so as not to exhaust the conference/meeting allocation in the current budget. CARRIED

5.4 Update from the Communication and Education Committee

The Committee commented that, in their review of the ongoing Committee work, each initiative should include a communication and public education strategy to make best use of outcomes of the Committee's work.

#### 5.5 Heritage Tax Rebate Applications 2012 – Report by Steve Brown

Mr. Brown tabled a list of those applications for Heritage rebates which he recommended for approval.

**Moved** by Simon Chamely, seconded by Paul Hertel, that the Committee recommend to Council approval for payment of tax rebates to owners of designated properties whose applications have been recommended by the Mr. Steve Brown. CARRIED

### 6.0 New Business

#### 6.1 Review of Policy and Procedures

The Committee reviewed its Policies and Procedures and noted the need for formal communication on Emerging Issues, particularly those of interest to a wider public. The need for formal protocols in managing public requests directed to the Committee was also noted. Although no formal action had been taken as of yet, there is the possibility of further requests for de-designations; this is an area that requires a protocol.

**Moved** by Carolyn Davies, seconded by Simon Chamely, that a protocol regarding the management of de-designation requests be developed. Such a protocol would include a requirement that property owners communicate their desire for designation in writing, accompanied by a rationale, to the town as well as a time line for a formal response to the request by the town Council. CARRIED

#### 6.2 Resolutions from Paul Hertel

- i) **Moved** by Paul Hertel, seconded by Carolyn Davies, that a public Amherstburg pamphlet, available in print form and on the website, be prepared for residents which outlines the local implementation of Ontario Heritage laws, with updates as needed, to be available by June 30, 2013 CARRIED

In discussion, Simon Chamely noted that the City of Windsor had such a pamphlet and agreed to secure a copy for use in developing an Amherstburg brochure.

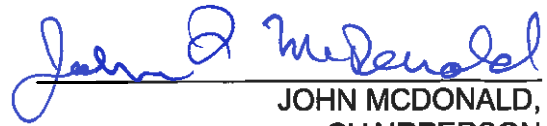
- ii) **Moved** by Paul Hertel, seconded by Carolyn Davies, that a public Amherstburg pamphlet on local heritage rebates be prepared for resident and for heritage designated sites and structures in Amherstburg, including a full application form, with updates as needed, to be available by June 30, 2013. Note; Consultation with the Clerk's office and Treasurers office. CARRIED

### 7.0 Next Meeting Date

The Committee agreed to next meet on May 16, 2013 at the Town Hall. It was further agreed to alter the timing of the meeting to 6:00 p.m.

**8.0 Adjournment**

**Moved by Chad Barrette CARRIED**

  
\_\_\_\_\_  
JOHN MCDONALD,  
CHAIRPERSON

  
\_\_\_\_\_  
MICHELLE CHITTLE,  
RECORDING SECRETARY