

**MINUTES OF A MEETING OF THE  
AMHERSTBURG HERITAGE COMMITTEE  
6:00 p.m. THURSDAY MAY 16, 2013  
AMHERSTBURG TOWN HALL**

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**The Committee members present:**

Monica Bunde, Paul Hertel, Chad Barrette, Robert Honor, John McDonald, Councillor Carolyn Davies, Simon Chamely were joined by Steve Brown and Michelle Chittle of Administration.

**1.0 Call to Order: 6 p.m.**

The meeting was called to order at the new start time of 6:00 p.m.

**2.0 Approval of the Agenda**

*M. Pillon, Robert Honor*

*That the Committee adopts the agenda for use at the meeting. Carried*

**3.0 Review of Minutes:**

**Review of Minutes of Meeting of April 18, 2013**

The Committee reviewed the minutes of April 18, 2013. S. Chamely noted that, under item 6, committee members were encouraged to suggest additions to the Properties of Interest on the town registry. It was agreed that the minutes should be revised to reflect this discussion.

S. Chamely/C. Barrette

*That the minutes be approved with the addition of material on the properties of interest discussion. Carried*

**4.0 Review of New Correspondence:**

**4.1 Black History Archaeological Dig in London**

The Committee reviewed the correspondence item.

*P. Hertel/S. Chamely*

*That we receive the correspondence from Ghislaine Brodeur of the Ministry of Culture Ontario regarding an archaeological dig at a slave chapel site in London. Carried*

**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 Gasper**

Steve Brown confirmed that final payment had been made under the most recent contract with Doris Gasper.

ii) Possible Continuation of Contract Activity

The committee reviewed the discussion surrounding the meeting of May 10 between the subcommittee, Administration and the contractor – Doris Gasper and Dawn Botsford.

P. Hertel/Marc Pillon

*That the report on the above meeting, dated May 16/13, be received and further that that the contractor be instructed to further consult with administration on the provision of an electronic database suitable for use on the town website. Carried.*

- i) Notification of Property Owners of Inclusion on List
- ii) Further Discussion with Senior IT Personnel on Placement of Outcome on the Town Website

The committee discussed various possible means of notifying the property owners of their inclusion on the properties of interest list. A sample letter used by the Windsor's Heritage Committee for this purpose was reviewed but was not considered appropriate without extensive modification. The option of placing an explanatory note on the electronic version of the registry available on the town website was also considered.

C. Davies suggested that a letter be used, worded to state that the future plan would be to put the properties on the town website; however, the property owners should be promptly advised of their inclusion in the registry. It was also suggested that an advertisement be placed in the local paper; however, such an ad would likely have to be approved by council prior to any placement.

S. Chamely/ P. Hertel

*That the proposed letter be further edited and a revised version be brought forward for approval at the next committee meeting; and the possibility of posting a pdf file of the letter on the town website containing the registry be investigated. Carried.*

## 5.2 Revisions to Belle-Vue Designation bylaw

J. McDonald and R. Honor noted that a revised version of the bylaw would be edited and brought forward for Committee review and possible forwarding to Council at the next meeting.

C. Davies suggested that once the changes have been proposed, the recommended modified bylaw should be formally presented to Council along with a package for the local media.

## 5.3 Update from the Communication and Education Committee

- i) Information Pamphlet on Designation

The Committee reviewed the brochure provided as a sample by S. Chamely, with the intention of completing a pamphlet for publication by July. M. Pillon stated that the draft needed to include more positive information.

The Committee discussed what local heritage buildings images should be used in the brochure and what economic advantages should be emphasized. The "value of designating" could also include information on the tax rebate information.

## **S. Chamely/R. Honor**

*that the heritage designation in Amherstburg pamphlet be revised for the next meeting with inclusion of the advantages of designation as well as modifications of photographs and other text. Carried.*

### ii) Minutes of Subcommittee meeting March 10, 2013

The committee reviewed the minutes of the Communication and Education subcommittee meeting. Many ideas and information were brought forward for the committee to discuss. Such things as a Bi-annual leaflet, display boards with information about heritage Amherstburg, and other items such as an annual sponsored expert speaker, quarterly articles in the media and possible school projects where art/photography/media products would be used to educate the public.

Post card competition: S. Chamely noted a need to coordinate with the teachers so that it can be brought in to the curriculum in the spring or fall. P. Hertel noted that the postcards that are in circulation now are a bit dated. Need to have something with more of a heritage theme, such as professional photographs of old buildings. C. Davies has been looking into backdrops that are movable for placement in commercial building windows during renovations- perhaps canvases that can be rolled up and also used at large events. R. Honor noted that an upcoming theme of an exhibit at the Mud Puppy Gallery would be heritage. J. McDonald inquired as to the capacity of our budget to support these activities.

## **C. Davies/Simon Chamley**

*That the report of the Communication and Education Subcommittee be received and the Subcommittee be requested to review the items in the above discussion and make recommendations for further development, including a preliminary budget to support this work. Carried.*

## **6.0 New Business**

### 6.1 Review of Policy and Procedures

Link 6.1 to 6.4. The committee noted the continuing need to review the Bylaws on Heritage Properties, as many of them are in need of more accurate and precise descriptors, as well as photographs. It was noted that all the town bylaws are to be reviewed in the near future and this should be an opportunity to review those associated with heritage properties. It was agreed to bring this item forward at the next meeting.

### 6.2 Status of the Splitlog House – Possible Demolition

S. Brown has not received any official application for demolition to date. The heritage attribute information has been provided to the new owner.

It was suggested that the Splitlog House could be the first house on our article page in the River Town Times.

C. Davies asked what could be done to protect the house in the meantime. Would passage of our urban design guidelines yield more protection or opportunity to implement our requirements? M Pillon felt that the Committee has done its part- until an application for demolition is made at which point we have 60 days to do give notice to designate for Council consideration. All demolition permits, if not exercised, become void for a period of one year.

J. McDonald suggested that this item be brought forth at the next meeting.

M. Pillon/Robert Honor

*that an article on the Splitlog house on be developed and published in the local River Town Times. Carried.*

- 6.3 Heritage Listing Letter – to be considered further at the next meeting.
- 6.4 Windsor Star – Council defers decision on heritage rebates
- 6.5 New properties of interest

Simon Chamely tabled data on a number of suggested Properties of Interest.

P. Hertel/M. Bunde

*That the information on the suggested Properties of Interest be received for further consideration by the Committee. Carried.*

### **7.0 Next Meeting Date**

The Committee agreed to next meet on Thursday June 27, 2013 at 6:00 p.m. at the Town Hall.

### **8.0 Adjournment**

S. Chamely

*That the meeting be adjourned. Carried*

  
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JOHN MCDONALD,  
CHAIRPERSON

  
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MICHELLE CHITTLE  
RECORDING SECRETARY