

**MINUTES OF A MEETING OF THE  
AMHERSTBURG HERITAGE COMMITTEE  
6:00 p.m. THURSDAY AUGUST 22, 2013  
AMHERSTBURG TOWN HALL**

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**The Committee members present:**

Chairman John McDonald, Monica Bunde, Chad Barrette Simon Chamely, Paul Hertel, Robert Honour, Marc Pillon, Councillor Carolyn Davies (left at 7:13), were joined by Rebecca Belanger and Janine Mastronardi of Administration.

**1.0 Call to Order:**

The meeting was called to order at 6:00 p.m.

**2.0 Approval of the Agenda**

*C. Davies / M. Bunde*

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

**3.0 Review of Minutes:**

**Review of Minutes of Meetings of June 27, 2013**

*S. Chamely / C. Davies*

*That the minutes of meetings of June 27, 2013 be approved as printed and  
circulated. Carried*

**4.0 Review of New Correspondence:**

**5.0 Other Business/Updates:**

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

*i) Possible Continuation of Contract Activity*

Progress on the Inventory is at the same place as it was June. The items are currently being populated with the printed material and photographs. The committee's priority is to solve information technology (IT) issue. M. Pillon suggested the work be contracted out. By the September meeting M. Pillon will bring a proposal/quote for review. The quote will be for processing the original document in anticipation that future documents will be dealt

with the same way with a structure where it can be updated by the committee in the future. P. Hertel asked how to advise IT of how necessary it is for committee to have access to the website. Formal communication is required to clearly assess the in-house option. Clear direction from the municipality is required to see which direction is preferred. The fees for this will come out of the budget for the properties of interest work. R. Belanger noted there may be concern of security of the Town's website if an outside contractor is used and that this needs to be discussed with the Manager of IT. J. McDonald responded that won't be an issue if it is created outside and then have internal control putting on the website. R. Belanger offered to prepare a memo to the IT Dept. regarding this request.

*M. Pillon / S. Chamely*

*Explore the options to post online heritage properties of interest and other heritage data with town administration and other third party contractors. Carried*

- ii) Notification of Property Owners of Inclusion on List- Revised Contact Letter*

Item not discussed.

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

See discussion under item i).

## **5.2 Revisions to Bellevue Designation By-law- Approval of Final Version**

Item is deferred to next meeting.

## **5.3 Update from the Communication and Education Committee**

- i) Further Consideration of Information Pamphlet on Designation*

M. Bunde advised the committee on two quotes for printing the pamphlets. Quotes were retrieved from Staples and Tri-graphics to print 500 pieces double sided and full colour. Staples price is \$452.00. Tri-graphics price is \$254.25. Tri-graphics also offered a better paper stock. The subcommittee, M. Bunde, J. McDonald, S. Chamely and M. Pillon, is to meet Thursday, August 29, 6:00pm to do a final review of the content and pictures in the pamphlet. The goal is to have the pamphlets ready for doors open at the end of

September. J. McDonald to send an email with the pamphlet to the committee for review.

*P. Hertel / C. Barrette*

*Accept the report by M. Bunde and approve the offer of service from Tri-graphics for the amount of \$254.25 and that the subcommittee finalizes the details. Carried*

#### **5.4 Properties of Interest**

- i) 274-280 Dalhousie-* The property is on the properties of interest list. Rumors in town that the building will be demolished. This issue brings up the possibility for the committee to take time to focus on specific blocks in the core and research what other communities are doing to encourage property owners to take care of heritage buildings.
- ii) 27 Sandwich St S-* There are new owners doing renovations to the property.
- iii) Media Piece- Splitlog Home-* There is no official action on demolition at this time. R. Belanger advised that a planning application trigger will require review of the PPS requirement for consideration of built and cultural value of the property. J. McDonald questioned if incentives could be given to the property owner to keep and enhance the house. Can the Splitlog House be part of the subdivision application negotiations? R. Belanger will get back to the committee after speaking to the CAO. Discussion ensued regarding the architectural and cultural significance of the home. The Windsor Community Museum has information on the Splitlog family.

#### **5.5 Further Comments on Property Insurance Costs – Designated Properties**

C. Davies advised she has not received a call back from Mr. Cowlin. There is nothing to add at this time. Insurance companies are private businesses so they can give whatever quote they want to property owners. The investigations into this situation will continue.

#### **5.6 Further Developments re the Belanger Paper on Urban Design Guidelines, Properties of Interest and Heritage Districts**

R. Belanger clarified the misunderstanding of the intent of the Council report. Due to the length of time since the public was last involved two

open houses are proposed to introduce the pros and cons of each separate initiative, a heritage district, and secondly, town-wide urban design guidelines, to gauge public interest on both issues. In the meeting with the CAO it was discussed to delay the open houses until Steve Brown and John McDonald are available. The "Belanger paper" was a directive of the former CAO to gauge the community's interest at large for these initiatives.

S. Chamely asked what involvement the committee would have with the meeting. R. Belanger advised the Heritage Committee would attend the open house as a resource, but administration will be hosting the public open house. A vision for urban design guidelines would have a historic architectural themed components and areas due to the historic culture of the town. R. Belanger stated that Town-wide urban design guidelines, with architectural themed areas, could be used in conjunction with individual property designations (under the Heritage Act) or the designation of a Heritage District under the Heritage Act.

C. Davies noted the urgency to complete the website to increase town/public interest in the district prior to the open house.

The Chair explained that the Lassaline Dalhousie Heritage District Plan went to two open houses. R. Belanger asked the the committee if they are satisfied with the document and want to go forward with the document? The Plan needs to provide policy, architectural guidelines to guide renovations, the district permit process and components of implementation. Discussion ensued. J. McDonald to send via email copy of the Lassaline Dalhousie Plan to P. Hertel for review. M. Pillon noted the intent of the committee was to go through the legislative requirements and bring the document to Council to pass. M. Pillon stated that a heritage district draws people to the area. J. McDonald stated that the document is acceptable and worth promoting, commitment to the district is strong by the committee. R. Belanger advised that there are pros and cons that go along with the designation of a district and those that will be impacted should receive all the information that they need to make a decision. R. Belanger mentioned a recent meeting of the CAO, J. McDonald, and P. Hertel. At this meeting, the CAO expressed an interest providing incentives/ funding for residents within the district.. The committee will look to other municipalities for advice with assistance for property owners within the district.

R. Belanger explained the resolution of Council is not to bring the Lassaline Dalhousie District Plan forward for approval at the open house, but to gauge public interest and then report back to Council. These open houses cannot be considered the required third meeting of a

Heritage District. A report with all comments received will be brought to Council and it will be a Council decision how to proceed.

The Lassaline Dalhousie District Plan was intended to be just phase 1 and to extend district boundaries in the next phase. The committee will examine the process and how to support the public open houses. It was suggested to have speakers from tourism and the chamber of commerce at the public open houses. R. Belanger agreed this is a good suggestion and the meeting could be structured in a way to allow time for speakers.

This item is to be on the next meeting's agenda.

## **6.0 New Business**

### **6.1 Meeting with CAO Michael Phipps – August 21, 2013**

A meeting was had with the new CAO Mike Phipps, J. McDonald, C. Barrette, P. Hertel and R. Belanger. At the meeting concerns were expressed with the heritage district and the economic impact on the residents within the district. The committee was advised that the way information goes to Council has been restructured and as a result it may take longer to get information to Council. Also staff resources are stretched thin. There were no comments on the committee budget or staff support. If the committee is seeking additional support (eg. student, IT support, extended support from administration, etc.) they are to indicate in writing to M. Phipps what staff resources are required and to what extent and the specific reasons they are required (i.e. to function properly and fulfill the committee's mandate) and Council will decide.

*P. Hertel / S. Chamely*

*That the committee authorize a letter be sent to CAO Mike Phipps regarding the ongoing requirements of the heritage committee during the balance of the Council term 2013-2014. Carried*

### **6.2 Contact with Dr. Robert Shipley, University of Waterloo, on possible student position for the Winter Term (January to April 2014)**

The student interest still has to evolve. The issue should be revisited in the new year's budget as there may be other options. The student will be responsible for polishing properties of interest, cleaning up the district issues, acting as a support person for the public information campaign and using IT skills to expand base of IT.

S. Chamely advised he could get a co-op student from St. Clair College to assist with these items. With direction S. Chamely will pursue the option

to the include information on the position on the architecture class syllabus.

*P. Hertel / M. Bunde*

*Receive updated report from the chair regarding Shipley and further that committee member Simon Chamely be authorized to contact St. Clair college for a further possible student. Carried*

### **6.3 Belle Vue and Property Standards**

J. McDonald advised that action is underway regarding the property standards violations with the Belle Vue.

### **6.4 Ontario Historical Society Webinar Site**

Discussion ensued and members were encouraged to sign up and attend the webinar on September 6, 2013 from 11:00am-12:00 pm entitled Share Your Community's Heritage with the World: Built Heritage and Historical Tour.

### **6.5 Wesley United Demolition**

The Wesley United Church is being demolished. Patrons of the church wanted to do something with historic items in the church. The Town was approached to store the stained glass window. Director of Recreation and Culture was supportive and gave the go ahead to store it at the old arena. The town cannot remove the window as expertise is required. Edwards Glass in London will move the window and can store it as they have archival storage for stained glass windows. The church may go ahead with Edwards instead of the Town storing the window because they have real conservation storage facilities. The representative from Edwards advised that the window is kiln fired painted glass which is very unique and an expensive process. The window was originally installed in the original church in 1892. Valerie at the Park House is interested in the item but they have no way of taking it at this time. If the Town finds a way to display or use the window they will bring it back from London. The committee suggested taking a photo of the window and preparing a write up on its history and having it available for interested parties. The Town may recall the window and use in town. Director of Recreation and Culture suggested installing the window in a Plexiglas box and placing it as a monument at Navy Yard Park.

**7.0 Next Meeting Date**

The Committee agreed to next meet on Thursday, September 19, 2013 at 6:00 p.m. at the Town Hall.

**8.0 Adjournment**

*S. Chamely*

*That the meeting be adjourned at 8:10 pm. Carried*

  
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JOHN MCDONALD,  
CHAIRPERSON

  
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JANINE MASTRONARDI,  
RECORDING SECRETARY