



Minutes of a Meeting of the
COMMUNITY PLANNING AND HERITAGE ADVISORY COMMITTEE
Thursday February 11, 2010
At 6:00 PM in Room 205, City Hall

PRESENT: Councillor Deborah Haswell
Councillor Bill Twaddle
Councillor Jim McManaman
Ruthann Carson
Derek Hewitt
Aly Boltman
Jim Wainwright
Mike Moore

STAFF: Margaret Potter, Community Planner
Amy Cann, Planning Assistant
Sandra Parks, Heritage and Development Coordinator

REGRETS/

ABSENT: Richard MacDonald

1. **CALL TO ORDER** – 6:05 p.m.

Margaret Potter called the meeting to order at 6:05 pm, acting as Chair. Ms. Potter welcomed the new committee, including new member Mike Moore.

2. **ELECTION OF OFFICERS**

Margaret Potter opened the floor for nominations for the position of Chair.

Councillor McManaman nominated Councillor Haswell. Councillor Haswell accepted the nomination. Ms. Potter asked three times if there were any further nominations, with no response. Ruthann Carson moved that nomination for the position of Chair closed.

Councillor Haswell assumed the position of Chair.

Committee continued with nominations for the position of Vice-Chair. Ruthann Carson nominated Councillor Twaddle for Vice-Chair. Councillor Twaddle accepted the nomination. The Chair asked three times if there were any further nominations, with no response. Ruthann Carson declared the nomination for the position of Vice-Chair closed.

Councillor Twaddle was declared Vice-Chair.

3. **ADDITIONAL ITEMS**

None declared.

4. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF OR FOR MATTERS ARISING OUT OF MINUTES LISTED ON THE AGENDA**

None declared.

5. **CONFIRMATION OF MINUTES**

- a) Committee accepted the technical change to the motion for Item 6c) as recommended by the Deputy City Clerk. Councillor McManaman also noted a change to Item 4) noting that Council did not approve an inventory collection on the items in the Old Courthouse but had merely discussed it.

Committee requested that minutes be attached to the agenda from now on.

Moved by Ruthann Carson;

“THAT the minutes of the Community Planning and Heritage Advisory Committee meeting held on Thursday January 21, 2010 be approved, as amended.”

Carried Unanimously

6. **CORRESPONDENCE RECEIVED FOR WHICH DIRECTION OF COMMITTEE IS REQUIRED**

- a) Confirmation of the proposed meeting dates and times for 2010

Committee discussed the proposed meeting times and made note that the meeting scheduled for April 1st may impose on staff and committee members' Easter holiday plans. The Director of Community Services informed Committee that there may be a special meeting of CPHAC proposed in mid to late March to bring a final draft of the New Zoning By-law for Committee's review. Committee discussed availability for a special meeting in March. Given that there were still several questions surrounding the 2010 Calendar, Committee agreed to the March 4th meeting date and noted that the item should be discussed further at the that meeting.

Moved by Mike Moore;

“THAT the Community Planning and Heritage Advisory Committee receive the proposed meeting calendar for 2010.”

Carried Unanimously

- b) Memorandum from Kim Davis, Operations Department dated January 15, 2010 regarding Encroachments onto Municipal Road Allowances

As Chair of the Operations Advisory Committee, Councillor Twaddle gave some background on this matter. He noted that because the criteria between the 6-month and lifetime encroachment agreements were not laid out in a common practice policy document it has been difficult to apply the agreements consistently.

Committee made note that wrought iron fences appeared on the 6-month and lifetime sides of the chart. Committee also indicated that it would like clarification on hedge encroachments, which are listed in the 6 month side of

the chart while the body of the report by the City Clerk indicates that landscaping features would not normally be subject to an encroachment agreement.

Moved by Councillor Jim McManaman;

“THAT the Community Planning and Heritage Advisory Committee receive the report from the Operations Department dated January 15, 2010 regarding Encroachments onto Municipal Road Allowances; and further,

That the Planning Assistant advise the City Clerk of the questions regarding fencing and hedges.”

Carried Unanimously

7. **REPORTS AND MATTERS TABLED**

I) HERITAGE

- a) Report from Sandra Parks, Heritage Coordinator dated February 3, 2010 regarding Delegation of Powers per the Ontario Heritage Act

The Heritage Coordinator summarized the report for Committee. Ms. Parks clarified that if an application for alteration is refused by the delegate, the proposal will be forwarded to CPHAC for review and Council for approval. Ms. Parks further clarified that where an application is forwarded to and supported by CPHAC the minutes must be approved by Council prior to the delegates consenting to the alteration. She also noted that Committee would be provided a list of approvals made through the staff delegate throughout the year, so that Committee may stay abreast of such developments. Committee discussed adding a third delegate so that proposal may be processed as efficiently as possible.

Moved by Councillor Bill Twaddle;

“THAT the Community Planning and Heritage Advisory Committee recommend that City Council enact by By-law that the power to consent to alterations to property designated under the Ontario Heritage Act, Part IV be delegated to two of the Heritage Planning Coordinator, the Director of Community Services, and the Community Planner as per the By-law wording attached as Appendix 'A' to the report "Delegation of Powers per Ontario Heritage Act" dated February 3, 2010 from the Heritage Planning Coordinator.”

Carried Unanimously

- b) Report from Sandra Parks, Heritage Coordinator dated February 3, 2010 regarding Heritage Permit Application Process

The Heritage Coordinator summarized the report for Committee. Ms. Parks clarified that this permit process is independent from the Façade and Structural Improvement Grant Application. She also noted that the Ontario Heritage Act legislates that within 90 days of receipt of the permit Council will decide upon

the application. She clarified further that the permit application has no fee, so that it doesn't act as a disincentive to designation.

The Director of Community Services added that a Building Permit may be required as usual for the work proposed, and in such cases Building Permit Fees still apply.

Moved by Aly Boltman;

"THAT the Community Planning and Heritage Advisory Committee approve the "Heritage Permit Application Process" report dated February 3, 2010 from the Heritage Planning Coordinator, and recommend that City Council adopt by resolution the Heritage Permit Application Process as outlined in the document "Heritage Permit – Guidelines & Application."

Carried Unanimously

- c) Report from Sandra Parks, Heritage Coordinator dated February 4, 2010 regarding the April Heritage Workshop

Councillor McManaman noted to Committee that he is unavailable for the April 22nd date, and he proposed April 29th. The Heritage Coordinator agreed to check to see if the speakers would be available on the 29th. Committee agreed that the Library would be a preferable location if it is available; and that if the 29th doesn't work for the speakers, then the workshop should stay on the 22nd.

Moved by Councillor Jim McManaman;

"THAT the Community Planning and Heritage Advisory Committee approve the "April Heritage Workshop" report dated February 4, 2010 from the Heritage Planning Co-ordinator; and further,

THAT the Committee confirm the date for the Workshop, provide any additional direction required and direct staff to continue planning the Workshop."

Carried Unanimously

8. CORRESPONDENCE RECEIVED FOR INFORMATION ONLY

- a) Media Release dated February 8, 2010 entitled "Schank to Receive Heritage Honour"
- b) Report from the Ontario Trillium Foundation, et al entitled "Heritage Districts Work: Heritage Conservation District Study Summary of Findings"
- c) Letter from the Director of Community Services to Ted Shaw dated January 19, 2010 responding to his letter dated January 2, 2010 regarding the Cenotaph

Moved by Councillor Bill Twaddle;

"THAT the Community Planning & Heritage Advisory Committee accept items 8a) through 8c) for information."

Carried Unanimously

9) **OTHER BUSINESS**

Councillor Haswell explained the role of land bank to Committee, with Councillor Twaddle noting that issues such as harbour divestment is a significant part of it.

a) Committee member appointment – Accessibility Advisory Committee

Moved by Councillor Jim McManaman;

“THAT if willing, Richard MacDonald sit on the Accessibility Advisory Committee for 2010 as a representative of the Community Planning & Heritage Advisory Committee.”

Carried Unanimously

b) Committee member appointment – Land Bank Committee

Motion by Councillor Bill Twaddle;

“THAT Councillor Jim McManaman sit on the Land Bank Committee for 2010 as a representative of the Community Planning & Heritage Advisory Committee.”

Carried Unanimously

10. **ADJOURNMENT**

Committee meeting adjourned at 6:45 p.m.