



Minutes of a Meeting of the  
**COMMUNITY PLANNING AND HERITAGE ADVISORY COMMITTEE**  
Thursday May 13, 2010  
At 6:15 PM in Council Chambers, City Hall

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**PRESENT:** Councillor Deborah Haswell, Chair  
Councillor Bill Twaddle  
Councillor Jim McManaman  
Ruthann Carson  
Jim Wainwright  
Derek Hewitt  
Aly Boltman  
Richard MacDonald

**REGRETS/**

**ABSENT:** Mike Moore

**STAFF:** Pam Coulter, Director of Community Services  
Amy Cann, Planning Assistant  
Sandra Parks, Heritage Coordinator

1. **CALL TO ORDER** – 6:15 PM

2. **ADDITIONAL ITEMS**

- a) Derek Hewitt announced to Committee that he must regretfully resign from CPHAC effective immediately as he was moving from Owen Sound. Committee thanked Mr. Hewitt for serving the Committee throughout his term.

*Derek Hewitt left the meeting at 6:20 PM*

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

None declared.

4. **CONFIRMATION OF MINUTES**

Councillor McManaman requested clarification on the tools proposed to be written into the Community Improvement Plan regarding heritage restoration projects, similar to the Brownfields Financial Tax Incentive Program. The Heritage Coordinator clarified that such a program already exists through the Façade and Structural Improvement Program. This part of the program will hopefully be clearer through the updated plan.

**Moved by Councillor Jim McManaman;**

**“THAT the minutes of the Community Planning and Heritage Advisory Committee meeting held on April 12, 2010 be approved.”**

**Carried Unanimously**

5. **DEPUTATIONS**

a) Presentation by Ted Shaw regarding Jervis Bay Park

The CPHAC Chair introduced Mr. Shaw to the Committee, after which she invited him to commence his presentation. Mr. Shaw had several photos projected on screen for Committee to view relating to his presentation. Mr. Shaw detailed the history of the park and its namesake, the ‘HMS Jervis Bay’, a Royal Canadian Navy ship recognized for its services during WWII. He proposed that a white ensign flag – the flag found to be flown on all Royal Canadian Navy ships – be flown at the park. Mr. Shaw added that through his research he found that a painting of the HMS Jervis Bay is currently on display at an art gallery in England. He recommended further that that Committee consider borrowing the painting of the HMS Jervis Bay to be displayed in Owen Sound.

The Chair thanked Mr. Shaw for his presentation. Committee briefly reflected upon Mr. Shaw’s recommendations. It was noted that there may be specific, strict protocol associated with flying the flag that must be considered and adhered.

i. **Moved by Councillor Jim McManaman;**

**“THAT staff investigate erecting the White Ensign Flag in Jervis Bay Park; and further,**

**THAT staff work with the Tom Thomson Art Gallery to investigate obtaining through loan the painting of the ‘HMS Jervis Bay’ from its current location in England to be displayed in Owen Sound.”**

**Carried Unanimously**

ii. **Moved by Councillor Bill Twaddle;**

**“THAT staff of the Marine and Rail Museum be asked if their White Ensign Flag is being stored and displayed appropriately, so as to ensure its longevity as an important artefact.”**

**Carried Unanimously**

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

None declared.

7. **REPORTS AND MATTERS TABLED**

**I) HERITAGE**

a) Report from the Heritage Coordinator dated May 6, 2010 regarding the Heritage Register & Designation Applications & Brochures

The Heritage Coordinator clarified for Committee that in the designation process the merits of a heritage building are contemplated in a staff evaluation and Council resolves whether or not to designate the subject site.

Committee discussed the contents of the applications and brochures attached to the report, including that:

- In the 'Heritage Register Listing' application there should be a section added for a nominator who is not the owner; and
- The details on demolition in the 'Guidelines for Designated Property Owners' brochure could be more straightforward with wording such as "there is a process prescribed under the OHA to pursue demolition...".

- b) Report from the Heritage Coordinator dated May 6, 2010 regarding Doors Open Owen Sound 2010
- c) Report from the Heritage Coordinator dated May 6, 2010 regarding Heritage Permits Issued in April 2010
- d) Report from the Heritage Coordinator dated May 6, 2010 regarding the Interpretive & Designation Plaque Program 2010

Committee discussed the plaque series already existing. Committee discussed the request from the Museum regarding a plaque for the Ancaster and that the tugboat is currently in need of some repairs. Committee agreed that the tugboat be restored and damage be repaired prior to erecting the proposed plaque. Committee suggested that commemorative tributes could also be paid electronically, using the Service Owen Sound screen for example.

Committee discussed that consideration of plaques for identifiable individuals may be more appropriately received In Camera. Committee noted further that a process should be adopted with such nominations, similar to the process used for community recognition awards.

*Councillor Jim McManaman and Pam Coulter left at 7:10 PM to attend RPAC.*

**RESOLUTION TO MOVE IN CAMERA**

**Moved by Councillor Bill Twaddle;**

**"THAT the Community Planning & Heritage Advisory Committee move In Camera to discuss personal matters about an identifiable individual."**

**Carried Unanimously**

*Committee returned to regular session at 7:15 PM*

**i. Moved by Ruthann Carson;**

**"THAT the Community Planning & Heritage Advisory Committee approve preparation of text and sourcing of images for the cenotaph and Ancaster Tugboat interpretive plaques for approval at the next CPHAC meeting; and further**

**THAT the Community Planning & Heritage Advisory Committee approve production of designation plaques for the Butchart Estate and Wilkinson House."**

**Carried Unanimously**

**ii. Moved by Jim Wainwright;**

**“THAT the Community Planning & Heritage Advisory Committee receive from the Heritage Planning Co-ordinator:**

- a) The report dated May 6, 2010 regarding the Heritage Register and Designation Applications and Brochures, and the attached documents: ‘Guide for Listing a Property on the Heritage Resister’, ‘Heritage Register Listing Application’, Guide for Designated Property Owners’, and ‘Heritage Designation Application’.**
- b) The report dated May 6, 2010 regarding Doors Open Owen Sound 2010.**
- c) The report dated May 6, 2010 regarding the Heritage Permits Issued in April 2010.”**

**Carried Unanimously**

- e) Report from the Heritage Coordinator dated May 4, 2010 regarding Heritage Designation of the Queen’s Park Bandshell

Committee discussed several matters with regard to this report, including:

- The physical stability of the structure;
- The heritage significance of the bandshell, supposedly built in the arts and craft style; and
- The possibility that the bandshell was built by soldiers, and that such theories must have proof.

**Moved by Ruthann Carson;**

**“THAT the Community Planning & Heritage Advisory Committee receive the report from the Heritage Planning Co-ordinator dated May 4, 2010 regarding the Heritage Designation of Queen’s Park - Bandshell.”**

**Carried Unanimously**

**II) GENERAL PLANNING**

- f) Report from the Planning Technician dated May 10, 2010 regarding a request for extension on the Façade & Structural Improvement Program Application at 299 9<sup>th</sup> St. E. – Old Post Office

Committee discussed the importance that it be made clear to applicants that those who submit receipts for work first, are prioritized in the City’s payout schedule. The Heritage Co-ordinator confirmed that this is made clear to applicant by staff.

**Moved by Ruthann Carson;**

**“THAT the Community Planning & Heritage Advisory Committee recommend City Council grant the request for extension for the Façade and Structural Improvement Program grant by Old Port City Holdings for a double façade grant (50% of eligible project costs, up to a maximum of \$7,500) on the building located at 299 9<sup>th</sup> Street East until July 31, 2010.”**

**Carried Unanimously**

8. **CORRESPONDENCE RECEIVED FOR INFORMATION ONLY**

- a) February Building Statistics
- b) March Building Statistics
- c) Letter from the Manager of Economic Development & Tourism to the Owen Sound DIA Board of Management dated April 21, 2010 regarding the Downtown Streetscape
- d) Notice of Adoption of a Zoning Amendment (Z1/10) for Alexandra School
- e) Notice of Complete Application and Public Meeting for Andpet Realty Ltd.
- f) Letter from the Director of Community Services to Micheline Riopelle, Ministry of Municipal Affairs and Housing dated May 3, 2010 regarding Grey County Official Plan Amendment No. 80
- g) Letters from Ted Shaw dated March 12 and April 14, 2010 regarding the Jervis Bay Park Proposal  
-and-  
Response letters from Mayor Lovell Stanners dated April 16, 2010 and the Planning Assistant dated April 23, 2010
- h) Letter from Ted Shaw dated April 22, 2010 regarding the Lettering and Maple Leaf Inscriptions on the Cenotaph
- i) Report from the Planning Technician dated May 10, 2010 regarding the Façade & Structural Improvement Program Summary

**Moved by Councillor Bill Twaddle;**

**“THAT the Community Planning & Heritage Advisory Committee receive items to receive 8a) through 8i) for information.”**

**Carried Unanimously**

9. **OTHER BUSINESS**

- a) Councillor Twaddle requested that all meetings be held in the Basement Boardroom or Council Chambers because of the number of outlets provided for member’s computers.
- b) Aly Boltman reminded Staff and Committee that Heritage Centers (Villarboit) had made assurances to maintain Branningham. She also noted that she was under the impression that staff was in the process of planning a heritage district plan, architectural design controls/guidelines, and etceteras. Finally, she expressed that there may be merit in advocating for the Heritage Co-ordinator position to be changed to full time. Ms. Boltman added that in her

interpretation, these actions are proactive and uphold the spirit of the Official Plan.

**i) Moved by Ruthann Carson;**

**"THAT the Heritage Planning Coordinator bring a verbal update back to CPHAC regarding City discussions surrounding heritage districts at the next meeting."**

**Carried Unanimously**

**ii) Moved by Aly Boltman;**

**"THAT the Community Planning & Heritage Advisory Committee advise Council consider the creation of a full-time Heritage Planning Co-ordinator Position in 2011."**

**Carried on endorsed division;  
Opposed by Councillor Twaddle**

10. **ADJOURNMENT**

Committee meeting adjourned at 7:50 p.m.