

CARLETON PLACE MUNICIPAL HERITAGE COMMITTEE MEETING

Minutes

November 11, 2019, 6 pm,

Carleton Place & Beckwith Heritage Museum

Present: Karen Prytula, Jennifer Irwin, John McIntyre, Blaine Cornell

Regrets: Sean Redmond, Joanna Bowes

1. The meeting was called to order at **6:05** p.m.
2. Declaration of pecuniary Interest – None
3. Approval of the Draft Minutes of September 9, 2019. Moved by **JohnM**, Seconded by **Jen Irwin**. This still needed to be done because we did not have quorum at the October meeting.
4. Approval of the October 21, 2019 agenda. Moved by **JohnM**, Seconded by **Jen Irwin**. **This still needed approval because at the time the October meeting started we did not have quorum.**
5. Approval of the October 21, 2019 Draft Minutes. Moved by **Jen Irwin**, Seconded by **JohnM**.
6. Approval of the November 11, 2019 Agenda. Moved by **Jen Irwin**, Seconded by **JohnM**.
7. Interested People: It was brought to my attention that two people might be interested in joining this committee; Jason Naugler and Dan Russett. **They have been invited to attend this meeting and future meetings as the meetings are open to the public. If they find this is something they might be interested in then they will have to apply, following the appropriate channels including a cover letter and resume. Both were in attendance at this meeting, and both were advised to contact the Clerk as to what the appropriate channel is to join this Committee. This Committee welcomes additional members.**
8. 119 Bell St. – Joanna Bowes / Jennifer Irwin – Update – Comments from the developer?

- a) John asked (via email) if we can get a copy of the 'comments'. Joanna Bowes replied "Once all the comments are collected a copy will be sent to the developer for response. Following his response a list of the comments and responses will be sent to those who originally commented.
- b) Wrote Joanna Bowes to ask if an Archaeological Assessment has been done on the property, or will be done after the house is torn down. *On Mon, Oct 28, 2019 at 8:54 AM Joanna Bowes <jbowes@carletonplace.ca> wrote:*

Karen:

An archaeological assessment has been requested. Thank you for the heads up. I re-measured and the developer appears to be within the required area to ask for one.

Joanna

Karen Notes: It should be noted that the Arch. Assessment is to be paid by the owner/developer and NOT the Town (or the tax payers).

9. Municipal Heritage Listing –

- a) While trying to get the Municipal Heritage Listing approved by Council the Clerk advised that once Council approves it we have 30 days to get a letter out to property owners advising them that their property is of interest of the Town. Being proactive Karen and Jennifer drafted up a letter. The letter was passed around to the committee members and it was decided that we could include a paragraph from our mandate, and possibly a quote from the Ontario Heritage Act. The legal address should be pasted into each letter along with the owner's name – data that the Clerk's office has. The following text, or something like it should be included in the letter: "to help ensure that plans for change and progress are developed in a way that recognizes the historical continuity of the community, especially at a time when developers are moving in all around us, eager to tear down our heritage and replace it with high density housing which could be very close to your dwelling, possibly encroaching on your yard/property."
- B) John – John's List – Carleton Place Heritage Property Registry Index - John created a professional list of properties of interest. Shall we give this list to Stacey to get on the agenda for Council to approve? Jennifer decided that she would fill some of the blanks in, and Karen would help.

In the end we would like to say:

"That The Municipal Heritage Committee recommend that Council approve the properties listed in the Carleton Place Heritage Property Registry Index in accordance with Section 27 of the Ontario Heritage Act"

- C) Joanna suggested a presentation be given to Council at the time we ask them to approve the properties listed in the Index. Jennifer indicated she had a powerpoint somewhere that she could dig out, which might be suitable.
- D) It is anticipated that there might be some push-back from residents but below are suggestions that we can tell them.
 - First of all if they have any reservations they should be advised to speak to owners whose property's ARE heritage designated. This should alleviate concerns.
 - We can establish a Heritage Master Plan (in the future) which could involve property owners, that could encompass any or all of the following:
 - a) We would establish a distribution email list. Create and send out a Newsletter. Launch a public awareness campaign. We could ask that they participate at Halloween, CP House Tour, or decorate their home in Christmas Lights, give them a wreath or small decorative item for their door depending on the season. Heritage Homes across the country have opened up their homes to visitors to tell spooky stories, or offer tours. We could also send out emails when heritage trust is offering webinars. For instance there is one on Nov. 13 called "Practice Approaches to Heritage Home Rehabilitation", and there are others. And then there is always Heritage Week in Feb 2020 which we could let them know about. i.e. with ways on how to celebrate their historic place. And, Heritage Day is February 17, 2020, and Heritage Week runs from February 17 to 23, 2020 with the theme **2020 Vision: Bringing the Past Into the Future**. And **Canada Historic Places Day, Saturday, July 4, 2020**. **We could host** a Wine & Cheese every year near Christmas and hand out Built Heritage awards/certificates for the re-purpose of a building, for a good renovation/improvement of a property, draw for a dinner at the Grand Hotel, - hand out plaques to those buildings that don't have one.
 - Invite them to open their homes during Doors Open 2021.

10. Terms of Reference. Letter from the Clerk – "I am in the process of reviewing each advisory committee's terms of reference. Could you please review with your committee and provide some feedback?" The only feedback/comment the MHC has was in regards to *21.6.1.3 maintain a list of historically significant properties*.

MHC COMMENTS: The Ontario Heritage Act says in Subsection 27 (1) – The Clerk IS REQUIRED to keep a CURRENT REGISTER of properties of cultural heritage value

or interest, which **MUST INCLUDE** designated properties under Part IV of the Act, or by the Minister of Culture.

The MHC can and will provide updates for the Clerk, i.e. additions and additional information) (once we get the register approved by Council)

11. Advisory Committee Appointments - Letter from the Clerk:
Please be advised that at their meeting of October 8th, the Council of the Town of Carleton Place passed the following motion. What this means is that anyone that is currently a member of an advisory committee will not be asked to reapply until the end of the current term of Council.

Advisory Committee Appointments

Motion No. 19-130-04

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

THAT all appointments made to the various Committees/Boards shall stand through to the end of the current Council term in November 2022; and

THAT at that time, all positions for the Town's Committees/Boards shall be advertised and subject to an application process to be considered by the new Council.

CARRIED

This information has been received by the MHC as information only.

12. Bernie's Resignation. Bernie has resigned from the MHC. We need to appoint a full-time Chair. **Sean Redmond said he would support Karen if she were asked to remain as Chair.**

Motion: That KarenP be the Chair of the MHC. BlaineC seconded the motion. All agreed. Motion passed.

10. Round Table:

- a) We were informed that the Gillies Machine Shop was sold, possibly bought by Deputy Fire Chief, David Joy. Jennifer to follow-up.
- b) Ask the clerk if we can have our own email address. i.e. if a resident wanted to ask us a question the email could come directly to one of us on the committee.
- c) Bernie Thank You Card – The group agreed Bernie should be sent a Thank you card. Jennifer to pick one up so all can sign it at our December meeting.

11. Adjournment 7:13 pm. Next Meeting December 9, 2019, 6 pm, at the museum.