

# **CARLETON PLACE MUNICIPAL HERITAGE COMMITTEE**

## **MINUTES**

**December 9, 2019**

**Carleton Place Museum**

Present: Karen Prytula, Jennifer Irwin, Sean Redmond, Blaine Cornell, John McIntyre, Jason Naugler

Regrets: Joanna Bowes, Stacey Blair

1. The Meeting was called to order at 6:01 p.m.
2. Declaration of pecuniary interest: None
3. Approval of the Draft Minutes of our November 2019 meeting. Moved by John M., Seconded by Blaine C.
4. Approval of the December 2019 agenda. Moved by Sean R, Seconded by Jennifer Irwin.
5. 119 Bell St. – Joanna Bowes / Jennifer Irwin – Update – Deferred- 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.

- a) 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](mailto: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).

6. Municipal Heritage Listing –
  - a) Letter to Owners - 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, as well as the owner's name – data the Clerk's office has.

John emailed us a news article about what the City of Ottawa is going through with property owners who don't want to be on the List.

Karen thinks in the letter we should maybe include a little card with answers to commonly asked questions:

What we say to those who don't want to be on the list:  
Explain/Reassure that worried owners of those listed properties are free to renovate, alter, or put an addition on their home, and nothing related to heritage is attached to their property's title documents. The only caveat is that they give 60 days notice as opposed to the usual 30 days before applying for demolition so the Town can work with the owner, and perhaps in the end gain access to the property to document our loss with camera. The second look could entail moving forward with a Heritage Designation.

A 60-day notice period of intent to suddenly remove a home from the community is being respectful to neighbours and community who appreciate the property in its present sense of place. Just because they don't own the property does not mean the rest of the neighbourhood wants to see it no longer.

We can inform them that the Clerk of the Town is required by law to maintain a List.

We can tell them that the Town is not seeking to give the properties a full designation under the OHA, but simply to get them on the record as having cultural heritage value or interest.

We can tell them that there is a way to get off the List, via, the Clerk's Office and with Council's approval.

We can tell them that if their property is adjacent to a heritage designated home, there are already rules in place about that, should they wish to demolish their own home, or build an addition.

There are no restrictions on a property that is of interest to the town, in terms of a property that is on the List and not-designated – except for when it comes to demolition permits already discussed above.

“Who is going to buy a property that is on the heritage list?” People who want to purchase a heritage property. Myths regarding property devaluation are just that. Anyone who owns a heritage property or one that is of interest of the Town, is not going to let their property de-value; who would? If anything neighbouring properties can go up in value.

Karen strongly suggests we move forward with an open house when/if the heritage list is approved. She sent everyone a link and .pdf to the webinar Practical Approaches to Heritage Homes. She asks the MHC to please find the time to watch it and respond if this is something that we should present at our Open House, and/or if we should invite Paul Denys to speak. Or not at all. The webinar does not touch on Insurance Companies, but it does talk about the Association of Heritage Professionals, that has a list of heritage professionals on their website that can be contacted and possibly offer information on that topic.

At this Open House Karen hopes that in attendance will be at least a few owners of Properties that are ALREADY heritage-designated, and we could do a quick powerpoint of their homes – Telling the Story of the building. AND in that powerpoint we could Tell the Story of a few other properties that are not designated and then see the comparison that arises in the audience. Karen has expressed that our by-laws on heritage designated properties are outdated and realizes they will not have the By-laws re-written by this time, but we can read a couple of the by-laws designating the Heritage Properties, so people see how it reads, and owners of other properties might not be so concerned of having their property designated – as that topic seems to be getting bad press almost all the time (due to myths).

Jennifer has agreed to take an inventory of the following brochures:

- Each walking tour brochure
- Each brochure that we recently edited about Heritage Designated homes
- The brochure called Researching Your House’s History – Karen to edit.
- Carleton Place Pins, or badges

- We can put all of these brochures/pin/badge in a nice folder and hand them to the guests so they have something to take away from the Open House if we are to move forward with it – after Council approves the list of course.
  - Karen offered to come in one day after work to do the count if needed, or on some Saturday.
  - If we are to move forward with an open house then we think we should have at least one building inspector employed by the Town in attendance, and one Heritage Planner employed from somewhere within the County, or Smiths Falls/Montague – to field questions.
- b) 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. Jennifer completed this and Karen spot-checked. Sean declared he thought he should show the list to Councilors first to gain some feedback.
- c) 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”
- d) Powerpoint Presentation to Council – Jennifer indicated she had a powerpoint somewhere that she could dig out, which might be suitable.
- 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 properties ARE heritage designated. This should alleviate concerns, since the list being proposed to Council are merely of interest to the Town and NOT heritage designated.
  - We can establish a Heritage Master Plan (in the future) which could involve property owners, that could encompass any or all of the following:
    - We would establish a distribution email list. Send out a quarterly newsletter. Express that the owners are part of an elite group to the Town.

7. Newspaper Article forwarded to this Committee by Andrew Tennant. "Almonte heritage condo owners feel 'penalized' as insurance rate triples"  
<https://www.cbc.ca/news/canada/ottawa/almonte-victoria-woolen-mill-condo-heritage-insurance-1.5358356>  
The committee agreed that it is not our responsibility to seek out insurance companies that will cover heritage properties – all we can do is to tell people to shop around because there are companies out there who do insure heritage properties. The committee does not want to be held responsible for recommending companies that in the end will not be satisfactory to the property owner. When we talk about Speakers later, some of the speakers can recommend insurance companies. And owners of heritage-designated homes can also offer advice.
8. Gillies Machine Shop sold – Jennifer - We were informed that the Gillies Machine Shop was sold, possibly bought by Deputy Fire Chief, David Joy. Jennifer to follow-up. Jennifer said she could not find information to confirm the above.
9. MHC Email Address – Karen - emailed Stacey Nov. 21, about an email address that would come to the four of us. Between the schedules of the four of us, the email should be answered in a timely manner. The email should come to the inboxes of Jennifer Irwin, John McIntyre, Blaine Cornell and Karen Prytula.
10. Bernie Thank You Card - Jennifer – Jennifer passed around a card and we all signed it.
11. Webpage – Karen Emailed Stacey. Passed around pic of Smiths Falls Heritage Committee webpage
12. Annual Report & Budget – Karen - A) Do we have to prepare an Annual Report for this year, and a Budget for next year. B) The budget should include enough money to send two people to two symposiums, and two people to the Heritage Planning course. C) I'm not sure what we have for equipment but if we are to hold presentations then I think we should have a modern projector and speakers, and a screen. Jennifer declared the museum has this type of equipment.
13. Heritage Master Plan or Built Heritage Strategy & Official Plan (OP) – Members of a municipal heritage committee can provide very useful advisory input when their municipality is reviewing and revising its official plan. i.e. long-term economic prosperity, a sense of place by conserving features that help define character, including built heritage resources and cultural heritage landscapes.  
From an environmental perspective, an existing building is the greenest building. For a sustainable future, we cannot continue tearing down and throwing existing buildings into landfill sites.

In order to encourage retention rather than destruction, consideration should be given to extending grants and the heritage property tax relief program to all properties designated under Parts IV and V of the Ontario Heritage Act.

In order to protect the viewsapes mentioned in the official plan, height limitations need to be specifically included in zoning bylaws and a Heritage Impact Assessment may be required where a development application may have an impact on an identified viewscape.

The natural areas and tree cover are important elements of the cultural heritage character of communities.

14. MHC Bylaw & other Bylaws – Karen - According to Sec. 28.3 of the Municipal Heritage Act our MHC by-law does not need to be updated.

*Continuation of old committees*

*28.(3) Every local architectural conservation advisory committee established by the council of a municipality before the day subsection 2 (7) of Schedule F to the Government Efficiency Act, 2002 comes into force is continued as the municipal heritage committee of the municipality, and the persons who were the members of the local architectural conservation advisory committee immediately before that day become the members of the municipal heritage committee. 2002, c. 18, Sched. F, s. 2 (7).*

But there are By-Laws we have on Heritage Designated properties that were written many years ago and need to be updated. I would like to talk about these at a future meeting.

15. Heritage Committee Orientation Session – [communityheritageontario.ca](http://communityheritageontario.ca) – The group called Community Heritage Ontario put on the Heritage Committee Orientation Session in Lyn in September. They also offered a workshop called “Property Evaluation for Heritage Designation” which covers the Background, Researching, and Cultural Heritage Values of properties, Evaluating the Values of those properties against Criteria for Designation, and preparing a Designation By-Law based on that evaluation and research.

I took the liberty of writing Community Heritage Ontario to see how much that workshop would cost with a late October 2020 date in mind. This is where we will learn about insurance, and all kinds of other things. Here is there reply:

*Hi Karen,*

*Carleton Place is a member of CHO. The Property Evaluation workshop is generally a 9:30am to 3:30pm style of workshop. There is a lot of information to be given and we tend to use local examples.*

*The only cost for a workshop is the reimbursement of the mileage for the presenter and I have someone that is close to you, so cost would be about \$12.00.*

*We ask that you provide a meeting space, screen, projector and it is also nice to invite local municipalities and staff. As was done in Lyn, you can provide a light lunch and charge a fee for it. Depending on the location of your venue, you can also let people go out and have lunch on their own.*

*October 2020 is open right now, so let me know if you want to book something eventually.*

*Thanks,*

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*Ginette Guy*  
*Program Officer & Conference Chair*

The MHC has picked a tentative date of Oct. 19, 2020

16. Round Table / Other Business –

Jennifer sent to us an email from the Architectural Conservancy of Ontario, asking to renew our membership. We agreed to. Motion: to renew membership with the ACO: Moved by Jennifer, Seconded by Sean R.

Adjournment – Time 7:20 pm. Next Meeting: January 13, 6:30 pm at the Museum.

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