



HERITAGE HALTON HILLS COMMITTEE AGENDA

Date: Wednesday, February 19, 2020, 6:30 p.m.
Location: Esquesing Room - Halton Hills Town Hall
1 Halton Hills Drive
Members: Councillor T. Brown, Chair, Laura Loney, D. Brock, B. Cosper, R. Denny, C. Donaldson, A. Douglas, S. Frick, G. Miller, L. Quinlan, M. Rowe, A. Walker

1. **CALL TO ORDER**
2. **DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
3. **RECEIPT OF PREVIOUS MINUTES**
Receipt of the Heritage Halton Hills Committee meeting held on Wednesday January 15th, 2020.
4. **SCHEDULED ITEMS FOR DISCUSSION**
 - a. **Heritage Halton Hills Terms of Reference**
 - b. **Heritage Halton Hills Sub-Committee Update**
 - c. **Russell's Hill of Pines Update**
 - d. **Barn Inventory Project (M. Rowe)**
5. **SUB-COMMITTEES AND WORKING GROUPS**
6. **CLOSED SESSION**
 - a. **Update on Property**
Personal matters about an identifiable individual, including municipal or local board employees.
7. **ITEMS TO BE SCHEDULED FOR NEXT MEETING**
8. **ADJOURNMENT**



HERITAGE HALTON HILLS COMMITTEE

MINUTES

Minutes of the Heritage Halton Hills Committee meeting held on Wednesday January 15, 2020 in the Esqueing Room at Town Hall, 1 Halton Hills Drive, Halton Hills, ON.

Members Present: Councillor T. Brown, Chair, D. Brock, R. Denny, C. Donaldson, G. Miller, L. Quinlan, M. Rowe, A. Walker

Regrets: B. Cospers, A. Douglas, S. Frick

Staff Present: Laura Loney, Senior Heritage Planner, V. Petryniak, Deputy Clerk

1. CALL TO ORDER

The Chair, Councillor T. Brown called the meeting to order at 6:30 p.m.

2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

There were no disclosures of pecuniary/conflict of interest.

3. RECEIPT OF PREVIOUS MINUTES

Recommendation No. HH-2020-0001

THAT the minutes of the Heritage Halton Hills Committee meeting held on Wednesday November 20, 2019 be received.

CARRIED

4. SCHEDULED ITEMS FOR DISCUSSION

a. Designation Plaques

L. Loney discussed the new designation plaques for the Andrew Laidlaw Farmhouse and Glen Williams Schoolhouse. They are much lighter than the previous ones and no concerns for the new product. Five plaques will now be ordered to replace the ones stolen from the Syndicate Housing. L. Loney will ask the manufacturer for suggestions on mounting the plaques to help prevent theft.

b. Heritage Planning Coordinator Position Update

A part-time Heritage Planning Coordinator position has been approved by Council. This position will help with the administration of the Heritage program and will assist the Senior Heritage Planner. This position will be posted in the spring for a June start date.

c. Heritage Property Tax Refund Program Update

The Heritage Property Tax Refund applications were sent out before Christmas by courier. We have already received 5-6 responses. The deadline to submit the applications is February 28, 2020 at 4:30 p.m.

d. Review of Proposed Alterations to 510 Main Street, Glen Williams

L. Loney presented the proposed alterations to 510 Main Street, Glen Williams which is a listed heritage property that was added to the registry in 2009. The owner would like to replace the rear garage addition creating a new 1.5 story addition. The new addition will blend the existing house and new construction well using board and batten siding and bricks from the rear wall of the house.

e. Draft Committee Terms of Reference and Subcommittees

L. Loney reviewed the new proposed Terms of Reference for this committee. She discussed adding subcommittees which could be used to form smaller groups to work more closely with projects and to set priorities on what the committee should be working on. A final version of the Terms of Reference will be brought to the next Heritage Committee meeting for approval.

f. Heritage Posters

No discussion took place.

g. Barn Inventory

R. Denny opened discussion with the committee how the barn inventory must include the whole property to capture the heritage context. Better pictures are required to show where the house was located, roads, trees and other features of the property which will help describe the entire history of the property rather than just the structure itself. It was discussed

if this should be a project a subcommittee may tackle. R. Denny, M. Rowe and L.Quinlan will meet to come up with a plan.

h. Upcoming Reports to Council

L. Loney discussed the reports that were presented at the Planning, Public Works and Transportation Committee meeting on January 13, 2020 and would be going to Council for final adoption January 20, 2020.

PD-2020-0001 – 98 Confederation Street, Barrett Barn

PD-2020-0002 – 18 Queen Street, Hyde Family Home

PD-2020-0003 – 402-404 Draper Street, Norval Presbyterian Manse

i. Russell's Hill of Pines - Heritage Designation

M. Rowe opened discussion on the Hill of Pines located on the Russell farm in Norval. He noted the farmhouse and barn are listed on the Heritage registry, however the pine trees were not. They have heritage significance with regards to Lucy Maude Montgomery. L. Loney pointed out the heritage listing does not protect the trees as they are not structures or buildings. The trees are currently protected under the Region's tree by-law. Mr. Rowe put forward a motion to investigate heritage designation for the trees.

Recommendation No. HH-2020-0002

THAT the Committee investigate heritage designation of the Russell family farm particularly the house, outbuilding and hill of pines.

CARRIED

5. SUB-COMMITTEES AND WORKING GROUPS

There was nothing to discuss at this time.

6. CLOSED SESSION

Recommendation No. HH-2020-0003

THAT the Heritage Halton Hills Committee hereby convene into Closed Session for the following purpose:

- a. Update on Property - personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Committee move into closed session at 7:26 p.m.

7. RECONVENE INTO OPEN SESSION

Recommendation No. HH-2020-0004

THAT the Heritage Halton Hills Committee hereby reconvene into Open Session.

CARRIED

Committee reconvened into Open Session at 7:29 p.m.

Verbal Update by L. Loney – see the Confidential Minutes of the Heritage Halton Hills Committee meeting dated January 15, 2020.

8. ITEMS TO BE SCHEDULED FOR NEXT MEETING

There were no new items to discuss.

9. ADJOURNMENT

The meeting adjourned at 7:30 p.m.

1. Background and Mandate

Heritage Halton Hills, the Town of Halton Hills' Municipal Heritage Committee, was established on March 13, 1989 (By-Law 1989-0036) as the Local Architectural Conservation Advisory Committee (LACAC), per Section 28 of the *Ontario Heritage Act*. On May 25, 1993, the Committee was renamed Heritage Halton Hills (By-Law 1993-0075).

The mandate of Heritage Halton Hills is to advise Council and make recommendations on the designation of property, applications for repeal of designations, applications for alterations, and/or removal or demolition of Part IV and Part V properties, as outlined in Section 28 of the *Ontario Heritage Act*. Council is required, under the *Ontario Heritage Act*, to consult with Heritage Halton Hills (the Municipal Heritage Committee) on matters such as:

- Listing properties on a Municipal Heritage Register (Section 27);
- Designation of individual properties (Section 29);
- Amendment of a designation by-law (Section 30);
- Repealing the designations of individual properties (Section 31 & 32);
- Alterations to designated properties (Sections 33);
- Demolitions of designated properties (Section 34 and 42);
- Easements and covenants to conserve buildings of cultural heritage value (Section 37); and,
- Defining and designation of heritage conservation districts (Section 40).

2. Goals and Objectives

In addition to fulfilling its mandate as an advisory committee to Council, Heritage Halton Hills will promote the conservation and celebration of the Town of Halton Hills' unique local history and will serve to assist local residents in developing an understanding and appreciation of the community's beginnings, development, and future. Heritage Halton Hills may, in accordance with policies and priorities determined by Council and in their discretion, consider it appropriate to undertake the following initiatives:

- Promote the history and heritage of the Town of Halton Hills through public outreach, education, exhibits, tours, and special events;
- Identify and evaluate properties and areas of cultural heritage value or interest for designation under the *Ontario Heritage Act* or addition to the Town's Heritage Register;
- Provide the rationale for resources to carry out Heritage Halton Hills' mandate;
- Participate in various Town committees to provide heritage input as required;
- With the consent of the owners of property, place markers, signs, cairns or other interpretive facilities in or on the property of the interest of the public;
- Sponsor or participate in programs that honour individuals who have contributed to heritage conservation in the Town of Halton Hills.

3. Reporting Relationship

The Committee is to serve as an advisory body to Council and does not have any delegated authority. Recommendations requiring implementation, expenditures, reports, or staff actions must be considered

by staff and/or Council. Council may cause the Committee to review and report on matters pertaining to the Committee's mandate.

4. Committee Composition

The Term of Office for Citizen members and Council members on Heritage Halton Hills shall run concurrent with the term of Council, or until successors are appointed. At the first meeting of the new term of Heritage Halton Hills, the members shall appoint, from among their number, a Chair and Vice-Chair. All members are subject to the By-Law No. 2015-0060 to adopt procedures for the calling, place, proceedings and providing public notice of meetings of the Council and its Committees and to provide rules for the conduct of its Members.

Heritage Halton Hills shall consist of the following members:

- One Council member;
- A minimum of 5 and maximum of 10 volunteer citizen members;
- Town of Halton Hills Planning Staff representative (non-voting member); and,
- The Mayor of the Town of Halton Hills shall be an ex-officio member.

The Clerk will provide organizational and procedural support to the Committee. Other staff and delegates may be invited to provide input at times, however they are not to be counted towards quorum and do not have voting privileges.

5. Sub-Committees

Heritage Halton Hills may establish sub-committees from time to time to deal with specific issues. The committees make recommendations to Heritage Halton Hills. All appointed members of the sub-committee have the right to vote. The Chair of the sub-committee will be appointed at the first meeting of the sub-committee.

6. Meetings

An annual schedule of monthly meetings will be prepared by the Clerk in consultation with the Chair prior to December 31 of the preceding year. Meetings will not be planned in July, August, or December unless required to address legislative timelines for applications under the *Ontario Heritage Act*. Meetings will be typically held nine times per year, generally the third Wednesday of the month beginning at 6:30 p.m. and completed within 2 hours unless a vote by members to extend the time to a specified time has been approved. However, meetings may be cancelled if there are no urgent issues or agenda items.

Meeting Procedures

1. Quorum

A majority of members including the Chair shall constitute quorum.

2. Agenda

The Chair of Heritage Halton Hills and Town staff shall submit agenda content to the Clerk by no later than noon, one week prior to the scheduled meeting date. If no substantive agenda content is received by the content deadline, the meeting will be cancelled. The business of each

meeting shall be taken up in the order in which it is listed on the agenda, unless otherwise agreed to by members present. The agenda will be posted on the Town's Website a minimum of 48 hours prior to the scheduled meeting date.

3. Minutes

Minutes shall briefly outline the substance of each item listed on the agenda, including action items and recommendations. Minutes will be received by the Committee at the next meeting following approval by Council.

4. Rules of Order

Members are encouraged to ask questions engage in discussion and share feedback following presentations and delegations. The Committee Chair shall maintain order and decorum during the meeting and decide the order of questions.

Members shall indicate to the Chair their desire to speak and wait to be acknowledged by the Chair before speaking. Only one member shall speak at a time. All members are equal and no member has seniority over another member. No member shall interrupt another member while speaking.

5. Conflict of Interest

Members shall adhere to the Town's policies relating to the Disclosures of Pecuniary Interest or Conflicts of Interest as identified in By-Law No. 2015-0060. It is the responsibility of Members to identify and disclose any conflict of interest as defined under the *Municipal Conflict of Interest Act*. Members shall provide written notification of a pecuniary interest or conflict of interest to the Clerk at the opening of a meeting, prior to any discussion on the matter, and shall not take part in discussion or vote on such matter. Members shall not in any way attempt to influence the voting on a matter before, during or after the meeting. Where a member is absent from a Meeting which included a matter on which they have a conflict of interest, the member shall disclose the conflict at the next meeting they attend. All disclosed conflicts of interest shall be recorded in the meeting minutes and in the Town's Conflict of Interest Declaration Registry.