



Heritage Committee Meeting
Monday October 4, 2021 @ 1:00 PM
Via Electronic Participation

Register at:

<https://us02web.zoom.us/j/84053636400?pwd=eTBFcHFNL3JNMjFiM2d4ZXBmV0FnZz09>

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Webinar ID: 840 5363 6400

Passcode: 552739

International numbers available: <https://us02web.zoom.us/j/84053636400?pwd=eTBFcHFNL3JNMjFiM2d4ZXBmV0FnZz09>

1. Call Meeting to Order

2. Roll Call

3. Opening Remarks

4. Disclosure of Pecuniary Interest

None

5. Approval of Minutes

5.1 July 19, 2021 Heritage Committee Minutes

5.2 August 17, 2021 Special Heritage Committee Minutes

6. Business Arising from Minutes

None

7. Consent Agenda

7.1 Community Heritage Ontario – Summer 2021 Newsletter

7.2 Community Heritage Ontario – 2020 Annual Report

8. Delegations

None



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9. Correspondence

None

10. Committee Reports

- 10.1 Review of Heritage Committee Goals and Objectives for 2021-2022 – Hillary Miller
- 10.2 Update on the Draft Heritage Registry – Courtenay Hoytfox
- 10.3 Review of Standard Operating Procedure Budget Process – Courtenay Hoytfox
Documentation for this item will be circulated under separate cover.
- 10.4 Community Heritage Ontario Conference: Brockville 2022 – Hillary Miller and John Levak

More information about the upcoming conference can be found by clicking the link here: <https://communityheritageontario.ca/conferences>

- 10.5 Addressing Abandoned Heritage Properties – Mary Tivy
- 10.6 Heritage Committee Meeting Dates for 2022 – Hillary Miller

11. Adjournment

12. Next Meeting

January 10, 2022 @ 1:00 PM



MINUTES

DATE: July 19, 2021

MEETING: 1:00 P.M.

The July 19, 2021 Heritage Committee Meeting was held on the above date and called to order at 1:03 p.m. via electronic participation.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

Barb Jefferson
Councillor Matthew Bulmer
John Arnold
Mary Tivy
John Levak

STAFF IN ATTENDANCE:

1. Hillary Miller, Legislative Assistant (Committee Secretary)
2. Jeff Bunn, Deputy Clerk (Remote Meeting Facilitator)

3. **OPENING REMARKS**

4. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

None

5. **APPROVAL OF MINUTES**

5.1 April 12, 2021 Heritage Committee Minutes

Resolution No. 2021-015:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the minutes of the following meeting be adopted as written and distributed.

CARRIED

6. **BUSINESS ARISING FROM MINUTES**

7. **CONSENT AGENDA**

7.1 Community Heritage Ontario – Spring 2021 Newsletter

Resolution No. 2021-016

Moved by Matthew Bulmer and
Seconded by Mary Tivy

That the Community Heritage Ontario Spring 2021 Newsletter be received for information.

CARRIED



8. **DELEGATIONS:**

None

9. **CORRESPONDENCE:**

9.1 Letter regarding signage to honour the Black and Ord families

Resolution No. 2021-017

Moved by Barb Jefferson and
Seconded by John Arnold

That the letter received regarding the signage to honour the Black and Ord families be received for information and that Committee acknowledge receipt of letter and that a letter be sent to include the resolution with regards to the signage to be placed in appropriate location in the future and to inform the Black and Ord families of the Heritage signage project.

CARRIED

10. **COMMITTEE REPORTS:**

10.1 Review of the Heritage Committee Goals and Objectives for 2021-2022- Hillary Miller

Resolution No. 2021-018:

Moved by John Levak and
Seconded by Mary Tivy

That the Heritage Committee Goals and Objectives for 2021-2022 be received for information and that the Committee request staff to work into the draft budget some money for signage to include the story of how the community center came to be including the contributions of the Black and Ord families; that the Heritage Sub-Committee for Heritage Signage to continue to work on signage initiatives for the Township.

CARRIED

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2021-2022 Status/Timeline Update
Quarterly Reporting to Council on Heritage initiatives and progress	N	N	Secretary of the Committee to draft report based Committee approved reporting template (see attached Schedule A - Report Template)	On-going basis
Doors of Puslinch Poster	Y John Arnold John Levak	Y	Sub-Committee to be established to investigate costs and funding opportunities; additionally to coordinate the printing, advertising, and sale of posters and determining copyright requirements of poster. (Potential for Bang the Table Project)	Budget estimate to be provided at this meeting. 500 posters to be printed and distributed to promote heritage initiatives in the future.



Heritage Registry	Y Councillor Matthew Bulmer Mary Tivy Barb Jefferson	N	Sub-Committee to be established to review the report prepared by staff to create the Registry for Listed Properties Committee to delegate the sub-committee to have the authority to create the Registry	Draft Register to be posted to Township website. Public Information Meeting to be held May 26, 2021
Heritage Signage	Y Barb Jefferson Mary Tivy Councillor Bulmer	Y	Sub-Committee to be established to create a listing of potential landmarks; Sub-Committee to investigate potential funding opportunities for Heritage Landmark Signage	Project to be put on hold for now. Signage for the Black and Ord families. Staff to reach out to Councillor Bailey as well since she has interest Barb to continue to look into signage across the Township.
Old School Surveys	N	N	Original survey of the school sections. Councillor Bulmer had presented this. What should be done with this?	The Old Wellington County Archives
Review Heritage Committee Terms of Reference & Appoint Chair and Vice-Chair (every 2 years)	N	N	See Terms of Reference attached as Schedule B; Chair and Vice-Chair to be appointed at January meeting	To be completed January 2021 John and Barb to remain in their positions as Chair and Vice-Chair.
Public Engagement regarding the Heritage Committee and its mandate	Y Mary Tivy John Arnold	N	Establish Sub-Committee at Jan 2021 meeting; potential engagement options: Township website, Bang the Table, Puslinch Pioneer, Puslinch Community News Letter; Heritage Articles for the Puslinch Pioneer	Mary continues to write articles for the Puslinch Pioneer. Sub-Committee and secretary to bring forward some ideas to the October 2021 meeting. Presentation to be presented to the Committee in October 2021 regarding received demolition applications.



Committee Training	N	Y	Secretary to look into training opportunities for the Committee	Secretary to continue to look for training opportunities
Preparation of Heritage Advisory Committee orientation package to new members of Council and Committee	Y Mary Tivy John Levak	N	Sub-Committee to be established in October 2021; work with Secretary to develop orientation materials	Sub-Committee to be established on October 2021 meeting
Plaquing Program	N Committee as a whole to undertake this project.	Y	Committee to established to identify the number and location of plaques each year to be included in the annual budget process	List has been completed. Submitted a purchase order and staff to check in on that.
Heritage Property visits	Y	N	List of potential properties to visit	Delayed until it is safe to resume due to COVID 19. To defer this until COVID-19 is managed.
Document and acknowledge First nation sites and heritage.	Y Mary Tivy Councillor Bulmer John Arnold	N	Establish Sub-Committee at Jan 2021 meeting; Sub-Committee to create list of sites and heritage.	Sub-Committee to report back at October 2021 meeting. Connect the terms of reference and the role of the committee to be consistent with the Land Acknowledgement Statement.
Land Acknowledgement Statement	N	N		TBD. Staff to confirm with the County and report back to the Committee on the progress.

10.2 Budgetary Items- Hillary Miller

10.2.1 Doors of Puslinch- John Arnold and John Levak

\$2,500.00 for the printing of 500 posters. These posters to be used to promote Heritage in the Township of Puslinch. To be sold for about \$20.00 per poster.

10.2.2 Heritage Plaques

No replacement or repair of plaques for 2022.



10.2.3 Heritage Committee Training

Staff to continue to look into this for further opportunities.

10.2.4 Heritage Committee Memberships – Community Heritage Ontario

10.2.5 Heritage Signage

Signage sub-committee and staff to look into this by mid-August.

Resolution No. 2021-019:

Moved by John Levak and
Seconded by Mary Tivy

That the requested budgetary items be received for information and the Committee Secretary to take these items to the Director of Finance for the consideration in the 2022 budget and that the Signage Sub-Committee and staff look into signage costs for mid-August for the 2022 budget.

CARRIED

10.3 Updates to the Ontario Heritage Toolkit- Hillary Miller

Resolution No. 2021-020:

Moved by Barb Jefferson and
Seconded by John Levak

That the verbal report regarding the updates to the Heritage Toolkit be received for information

CARRIED

10.4 Legislative Update to the Ontario Heritage Act and Impact on Draft Heritage Register-
Hillary Miller

Resolution No. 2021-021:

Moved by Barb Jefferson and
Seconded by Mary Tivy

That the verbal report regarding the legislative update to the Ontario Heritage Act be received, and further that the draft Heritage Register be presented to Council at their August 2021 meeting.

CARRIED

11. ADJOURNMENT

Resolution No. 2021-022:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the Heritage Committee hereby adjourns at 3:03 p.m.

CARRIED



MINUTES

DATE: August 17, 2021

MEETING: 3:00 P.M.

The August 17, 2021 Special Heritage Committee Meeting was held on the above date and called to order at 3:00 p.m. via electronic participation.

1. CALL THE MEETING TO ORDER

Please note the meeting is video and audio recorded and all electronic meetings are uploaded to the municipality's YouTube page. By registering to participate in the meeting by electronic means, you are consenting to have your likeness and comments recorded and posted on YouTube.

2. ROLL CALL

ATTENDANCE:

Barb Jefferson
Councillor Matthew Bulmer
John Arnold
Mary Tivy
John Levak

STAFF IN ATTENDANCE:

1. Hillary Miller, Legislative Assistant (Committee Secretary)
2. Jeff Bunn, Deputy Clerk (Remote Meeting Facilitator)
3. Courtenay Hoytfox, Clerk
4. Andrew Hartholt, Chief Building Official

3. OPENING REMARKS

None

4. DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:

None

5. Delegations

5.1 Stephanie Saliba, regarding Item 6.1 Report HER-2021-002

Resolution No. 2021-023:

Moved by Mary Tivy and
Seconded by John Arnold

That the verbal delegation received by Stephanie Saliba be received for information.

CARRIED

6. COMMITTEE REPORTS

6.1 Report HER-2021-002 – Demolition of 47 Whitcombe Way (Stewart Farm House previously municipally addressed as 66 Queen Street) – Jeff Bunn

Mayor James Seeley was in attendance to speak to the demolition of 47 Whitcombe Way.

Resolution No. 2021-024

Moved by Mary Tivy and
Seconded by Barb Jefferson



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
Heritage Committee Meeting
Monday August 17, 2021 @ 3:00 PM
Via Electronic Participation

That Report HER-2021-002 by Jeff Bunn be received for information.

CARRIED

7. ADJOURNMENT:

Resolution No. 2021-025:

Moved by John Levak and
Seconded by Barb Jefferson

That the Special Heritage Committee Meeting hereby adjourns at 4:12 p.m.

CARRIED

8. NEXT MEETING

October 4, 2021 @ 1:00 PM

ONTARIO COTTAGE COMEBACK STORY

GEORGE DUNCAN

People involved in the conservation of Ontario's built cultural heritage are all too familiar with buildings that could not be retained and restored for a host of reasons: too far gone, mould, dry rot, not structurally sound, not deemed significant enough...and more. Take heart, heritage advocates, because there are good news stories to be told that bring a little light into our sometimes-discouraging field of interest. This is the story of a modest example of Ontario vernacular architecture that was preserved in a creative way, in spite of the odds against it.

At the corner of Church and George Streets, in a residential neighbourhood of the Markham Village Heritage Conservation District, stands a good example of an Ontario Cottage. This house form is characterized by its one-storey height, hipped roof and general sense of balance. Early examples with sophisticated detailing such as French doors and tent-roofed verandahs are known as Ontario Regency Cottages. The house at 16 Church Street, dating from circa 1860, is a simple and modestly scaled dwelling, enhanced with peaked door and window heads that show the influence of the classic revival style.

David Cash, a pump and fanning mill manufacturer, had a successful business on the east side of Main Street in old Markham Village. He purchased an investment property on a backstreet in 1848, six years after establishing his factory. Around 1860, or perhaps a little earlier, he built a house on a portion of his land holdings. Since he lived on Main Street, this was not his personal residence, but served as a property to rent out. It is possible that someone associated with the business lived there, or perhaps it may have been intended

to serve as the manse for the Congregational Church next door. After a fire in 1872 destroyed the factory and damaged his residence, David Cash left the area and moved to Reach Township. The house at 16 Church Street was rented out by speculators for a time, until it was purchased by John and Ellen Kellett in 1898. The Kelletts were bakers. They added a bakery to the rear of the house that is illustrated on old fire insurance maps.



The David Cash Workers' Cottage, restored and containing a designer's office and residence. (G. Duncan, 2021)

Moving ahead to more recent times, this property was again acquired for investment purposes and rented out until it became uninhabitable. When the house went up for sale, there were many inquiries about demolition, however the configuration and size of the lot were not ideal for redevelopment for a new house of a size that the market

Continued on page 3.

IN THIS ISSUE

Ontario Cottage Comeback Story	1	Extensive Changes to the <i>Ontario Heritage Act</i> - Are you ready?	8
President's Message	2	City Architecture Goes Viral	10
Letter to the Editor	4	News from the Board of Directors	11
Architectural Styles: Ontario Gothic	4		
Foundations: A Showcase of Stone Craftsmanship	6		

PRESIDENT'S MESSAGE



Amended Heritage Act Now In-force

Effective July 1, 2021, amendments to the *Ontario Heritage Act* (OHA) made through Bill 108, *More Homes, More Choices Act*, 2019, were proclaimed. In addition, Regulation 385/21 which arises from the OHA amendments, is in effect. You should be aware of these changes as they affect notification requirements for listing and designation, the process for securing, amending and repealing listings and designations and alterations to Part IV designated properties. Regulation 9/06, the criteria for cultural heritage value for designation, has no changes. We have included a presentation I made to the City of Pickering Council on June 24, which includes some of these changes, on the CHO/PCO website. The Ministry has posted draft sections of the Heritage Toolkit describing the new processes on the Environmental Registry at <https://ero.ontario.ca/notice/019-2770>. The Local Planning Appeals Tribunal (LPAT) and the Conservation Review Board (CRB) no longer exist; their functions have been rolled into the Ontario Land Tribunal (OLT).

Some of the major changes:

Listing

- owner must be notified after Council has made its decision;
- Council must indicate the cultural heritage values of the listing for notification;
- Council must consider an objection to the listing.

Part IV designation

- owner may appeal to Council after intent to designate approved;
- owner may appeal to OLT after designation by-law passed;
- OLT, not Council, has final decision on designation after appeal; and
- Council must designate within 120 days of publication of intent.

Places of Pain, Sorrow and Incarceration

The recent findings of unmarked graves at former Indian Residential School sites have brought to the fore the profound and lasting injustices perpetrated on a group of our people. The Heritage Conference in Sault Ste. Marie gave us the opportunity to visit a former Residential School site, now part of Algoma University. While such sites should be retained where ever possible with the support of the affected peoples, it is just as important that the story of these sites be told. Algoma, together with the School survivors, has done an impressive job of conveying the stories of those who were forced to attend these Schools. These stories and heritage sites help us understand the deep and lasting effects of such injustices. I know that I was deeply affected by visiting the site and thankful that it was saved and interpreted.

Stay safe,

Wayne Morgan

CHOnews

SUMMER / ÉTÉ 2021

CHOnews is published quarterly by Community Heritage Ontario.

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Newspaper articles as updates to MHC activities cannot be used without permission of the newspaper and/or the original author. Text written by the MHC is encouraged.

Articles are published in the language they are received.

Continued from page 1.

seemed to demand. That discouraged many potential purchasers. Then, something unexpected happened: a buyer came forward with an innovative idea to restore the derelict house, construct a moderately-sized addition, and use it as a combined office and residence.

Markham has a Home Occupation By-law that allows businesses to operate within residential zones, subject to certain restrictions and requirements. Office uses are the most common and well-suited to this concept. Businesses cannot have a commercial sign, they can only occupy a percentage of the floor area of the dwelling, and there has to be a residential component used by the operator of the business. The Gregory Design Group, the new owner in 2018, applied for a Minor Variance to allow a larger percentage of the building to be used for commercial purposes. This family-owned company specializes in custom home design and has been long-established in the Unionville-Markham Village area. Many of their projects involve additions to heritage houses, so the owners had the knowledge and appreciation of older buildings and neighbourhoods to draw them to this project.

After the variance was approved, plans for the restoration of the old house and an addition went through a Site Plan Approval process. The design left the heritage building in its existing location, with a new foundation, and added a compatible wing that contained a dwelling unit and garage. This left most of the floorplate of the original building reserved for a design studio, offices and a meeting room.

When the project got underway, two significant things came to light. The first item of interest was the type of construction. Cutting the interior and removal of some sections of exterior cladding revealed the underlying wall structure was a variant of "plank-on-plank" or "sawmill plank." This mode of wall construction appeared in some



Plank-on-plank wall construction revealed during exploratory work. Note the extent of wood rot exposed when exterior claddings were removed. (City of Markham, 2018)

parts of Ontario in the 1840s when trees were plentiful and lumber was relatively inexpensive. The technique used to raise the walls was to lay one inch by five- or six-inch planks one atop another and nail them together until the desired wall height was achieved. There is no wall cavity in this type of construction. Typically, the planks were offset layer by layer to provide keying for exterior stucco and interior plaster.

This example in Markham Village is late for plank-on-plank. Rather than offsetting the planks on both the exterior and interior, the builder chose to lay them flush on the outside to receive narrow clapboard siding. The interior however, had the offset to receive plaster. Renovations also showed that the main interior partitions were also plank-on-plank.



Interior view showing the offsetting of the planks to receive plaster, and remnants of former plank-on-plank partitions. (City of Markham, 2018)

The second item of note revealed by exploratory work was the amount of wet rot and insect damage found in the walls, apparently caused by many years of water infiltration from a leaky roof. One disadvantage of plank-on-plank wall construction is that when it gets wet for an extended period of time, it becomes an ideal habitat for carpenter ants. This may have killed the chances of preserving the heritage house if different people had been involved, but in this case, portions of sound wall structure were retained, and damaged sections were removed and replaced with conventional framing. The bad news that members of municipal heritage committees are loath to hear, "It has to come down," was not heard this time.

The restoration of the David Cash Workers' Cottage was completed 2018–2019. The old two over two windows were restored by David Wylie Restorations, the same company that supplied a salvaged, four-panelled door for the main entrance. New siding matching the original was installed, as well as louvered shutters. A neighbourhood nuisance has thus become an attractive part of the heritage neighbourhood, with the business having little impact on the primarily residential character of the area.

This excellent project shows that the seemingly impossible can be achieved in heritage conservation when the right combination of people and circumstances come together. It comes down to the attitude of the players involved being

conductive to creative thinking when faced with a heritage building that at first glance seems impossible to save.

George Duncan is a former Senior Heritage Planner with the City of Markham.

LETTER TO THE EDITOR

I read with interest the article on "Ontario's Musical Heritage Sites" by Michael Seaman. The references to Stompin' Tom Connors caught my eye!

In June of 1967 Tom Connors rolled into Carleton Place, Ontario, driving his pickup truck, and parked behind the Mississippi Hotel on Bridge Street. Carrying his guitar and a piece of plywood, he auditioned for owner Lorraine Lemay and was offered a month-long engagement at the hotel, along with room and board. While working at the Hotel he wrote his song "Big Joe Mufferaw", and it became his first big hit. The song tells tall tales of French-Canadian folk hero Mufferaw Joe...

"and they say Big Joe used to get real wet

from cutting down timber and working up a sweat

and everyone'll tell ya around Carleton Place

The Mississippi dripped off of Big Joe's face..."

In 1990 when the big old stone Mississippi Hotel, built in 1872, was threatened with demolition, Tom made a written plea to the public saying, "All that can be done must be done to ensure the preservation of the Grand Old Lady". In 1990 Tom was in his reclusive period, so when he made that statement, the media took note! That notice had everything

to do with why the "grand old lady" still stands at the corner of Bridge Street and Lake Avenue in Carleton Place today. The building was saved, restored, and today is known as "The Grand Hotel".

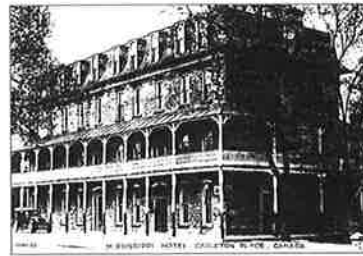
While not a designated property, the building is under consideration to be included in the town's Register of Properties of Cultural and Heritage Value.

Shortly after Connor's death in 2013 a mural was painted by artist Shaun McGinnis on the side of a nearby building, overlooking the hotel, in honour of Stompin' Tom.

Jennifer Irwin

Chair,

Carleton Place Municipal Heritage Committee



The Grand Hotel (Collection of the Carleton Place and Beckwith Heritage Museum) and Stompin' Tom mural (J. Irwin)

ARCHITECTURAL STYLES: ONTARIO GOTHIC

NANCY MATTHEWS

Ontario Gothic is a ~~deceptively simple~~ house-style prevalent throughout the entire province, with some of the earliest surviving examples dating from before 1800.

The façade is the long side of a rectangular structure with a central door flanked by a window on either side. Usually, the main floor windows have the same shape and trim as the door.

The lengthwise gable roof is broken by a high gable directly above the door. The window or door in this central peak sometimes has the same shape and trim as other windows, but more often is different with a more decorative shape and trim such as a round arch or a pointed gothic window, which along with gables, gives the style its name.

The two sides are usually identical with two upper-storey windows in the 45 degree gable ends. In larger structures there are two windows directly below the upper windows,

but many smaller versions only have one ground floor window centred between the two upper windows.

Original eaves would have been decorated with ornate gingerbread, which in many cases has not survived our Canadian winter weather.

The ground floor is generally divided into two sections by a central staircase. These sections can be one larger room on either side of the stairs or divided in two, separated by a connecting door. Larger homes often had two windows each side of the door and a centre hall beside the stairs.

At least one of the front rooms would have a door into the entryway. This formal sitting room was used for entertaining guests, for celebrations, for funeral visitation, and if needs be, could be converted to a bedroom for elderly, sick or infirm members of the family.

Upstairs generally had four small, sloped-ceiling bedrooms

accessed from the hallway. The window above the front door let natural light into the upstairs hall, which otherwise would be very dark.

Most Ontario Gothic houses would have had a covered porch, either across the entire façade or a simple portico over the entry. Probably due to poor repair, many of these porches were later removed, which explains those upper "mother-in-law doors" that lead nowhere. On those houses, a flat-roofed porch would have provided an upper balcony that could be used to air bedding. Many houses have an iron spike jutting out from the peak of the front gable. A pulley attached to the hook could help hoist larger furniture through the upper window if the staircase or upper hallway were too narrow.



Ontario Gothic houses in Grey Highlands feature differing colors of local brick with elegant designs in a contrasting color at corners, in often curved vousoirs above windows and/or in a banding frieze. The just discernable wooden strip above the door indicates that this farmhouse had a covered porch, and probably gingerbread that has not survived. (N. Matthews)

Largely as a fire precaution, the kitchen was generally in a wing off the rear of the main floor. Originally these kitchen-wings were one storey, built of wood and used about nine months a year as a "summer kitchen". Many such were later replaced by a solid one or two-storey addition.

In cases where a growing family needed more space, an exact replica of the original home was built at right angles across one of the ends, which creates a rather odd appearance of having two façades.

Throughout the province, Ontario Gothic houses can be small with only one window either side of the door, or they can be much larger with one larger single window, or a pair of windows either side of the door. Houses are built in wood, stone, or local brick according to local availability of craftsmen and materials.

This snug and tidy-looking style was highly practical. The lower profile and use of the gabled "attic" for bedrooms

required far less building materials than a full two-storey structure. It was also subject to less heat-loss in winter. The steep gable roof easily withstood the snow load of a Canadian winter and shed the snow quickly in spring.



Located on Delburn Dr, this designated 1871 1½-storey house with a single gothic style gable on the main, east facade, is one of a few cut fieldstone farmhouses surviving in Scarborough. The three-bay main façade has cream coloured brick quoining surrounding the openings and at the building corners. (R. Schofield)



10 Station Lane is just one of many Ontario Gothic frame homes in historic Unionville. The upper window pair with the accented arch is unusual, as is the curved "chaumière" porch roof. (R. Hutchinson)

In colonial Upper Canada, property tax was 30¢ on a one-storey home, and 60¢ for two-storeys. This storey-and-a-half layout was taxed as a one-storey structure. Hence, for pragmatic pioneers, one primary reason for the prevalence of Ontario Gothic is a form of tax evasion!

Nancy Matthews is a member of the CHO/PCO Board of Directors and is the Chair of Heritage Grey Highlands.

When admiring the architecture of a heritage house one naturally surveys the design of the façade's prominent features: the entrance, the layout of walls and windows, and decorative elements expressive of a particular style or architect. This article encourages us to also take note of the foundation walls which are often a showcase of stone craftsmanship.

Stone foundations were a universal component of early buildings, but they disappeared as concrete foundations started to supplant them after 1910. Local stone would of course be used, most often limestone, as in the Kingston examples used to illustrate this article. The foundation stonework was almost entirely done by hand and provides an important display of masonry skills and architectural design.

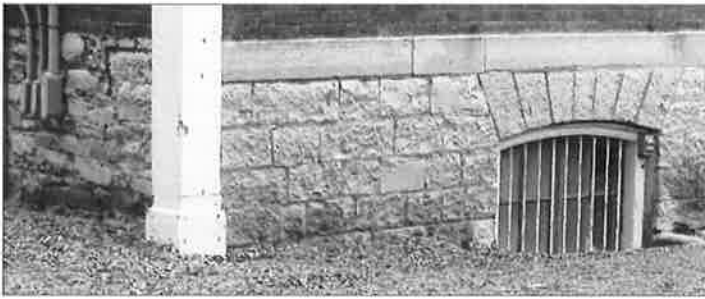


Figure 1

As an introductory example, consider Figure 1 which shows part of the foundation of a relatively early (1856) brick building in Kingston's old downtown residential area. What does it tell us? First of all, the presence of a stone foundation wall is reliable evidence of an early house, whereas walls and windows may have been altered by later renovations. Indeed, the design and execution of the stonework often allows us to estimate the age of the building within a decade or two. Then we observe how the stones are laid – in this case in uniform courses on the street façade, whereas on the side wall the coursing is quite irregular. This figure also shows that the stone foundation is topped by a uniform stone course that provides the base for laying the brick of the main walls. This is called a base course and often, as here, features stones with smooth surfaces.

To properly appreciate stone craftsmanship of this period, some explanation of foundation stonework is in order. Stones from the quarry can sometimes be used directly in building a wall, but for better quality houses the stones were usually shaped with hammer and chisel. This method resulted in good faces that were more or less rectangular in outline and had a reasonably flat surface. Such basic stones are sometimes called pitch-faced because of the use of the pitching chisel. A better grade of stone is hammer-dressed,

where the good surface is flattened with the use of a hammer with a pointed head. These stones can be identified by the dimpled surface, with the dimples being relatively coarse or fine in different cases, and sometimes very fine with patterns when multiple-pointed hammers were used. Another common style that became increasingly popular in the late 19th century is usually called rock-faced, where through a combination of stone selection and chisel work the exposed face shows a very rough surface, such as might resemble a natural outcrop. For the best quality stonework, called ashlar, the upper, lower, and side surfaces are cut accurately square and flat so that the masonry joints are very narrow. Usually, the exposed surface in ashlar stonework is smooth and flat, but it may be given a hammer-dressed or rock-faced finish. Other stone finishes, more decorative than these, are sometimes seen but are more likely to appear in commercial buildings. Whatever the surface finish, the stone face might also be given a smoothed margin a few centimeters wide to act as a frame for the stone finish. This would be called a margined stone, and in some cases, one might see decorative tooling in the margins.

Most houses of this period have full basements and the foundation walls accordingly have to provide window openings. These openings may be topped with standard stone voussoirs, but an interesting variety of stonework can be seen, including flat and arched lintels or massive stones that serve both as lintels and as part of the base course.

It quickly becomes evident that the most interesting stone foundations are often those of brick houses, and this is easily understood. Frame houses are usually relatively plain in overall design, and their builders are unlikely to invest in elaborate stone foundations. Stone houses themselves, while often ambitious in design, typically date from the pre-Confederation era when building design tended to be formal and restrained rather than ornamental. Often, they may simply have a base course that marks the transition to better quality stonework above the foundation wall. On the other hand, brick houses became popular choices in the late 1800s throughout Ontario. House designs became increasingly decorative in that period, and this influence carried over into foundation stonework. The most impressive foundations are generally found on substantial brick houses of prominent architects of the late Victorian period.

With this information we note that the foundation wall of Figure 1 shows squared hammer-dressed stones laid in uniform courses, topped by a smooth ashlar base course. The window opening has traditional stone voussoirs. On the side wall, however, there is no base course and the stonework is pitch-faced and uncoursed.

The following photos show a small selection of interesting stone foundations in Kingston's old residential area. Most Ontario towns and cities have substantial brick houses of the Victorian period that can provide similar examples.



Figure 2

Figure 2 shows rock-faced stonework around a curved corner, with bevelled rock-faced base course. The wall is constructed in broken courses, more common in late Victorian houses, rather than uniform courses, providing greater strength as well as a more interesting pattern.



Figure 3

Figure 3 shows uniform courses of rock-faced stones. The base course is rock-faced with smooth margins. A special feature is the margined lintel forming part of the base course with a finish described as vermiculated, not common in residential houses.

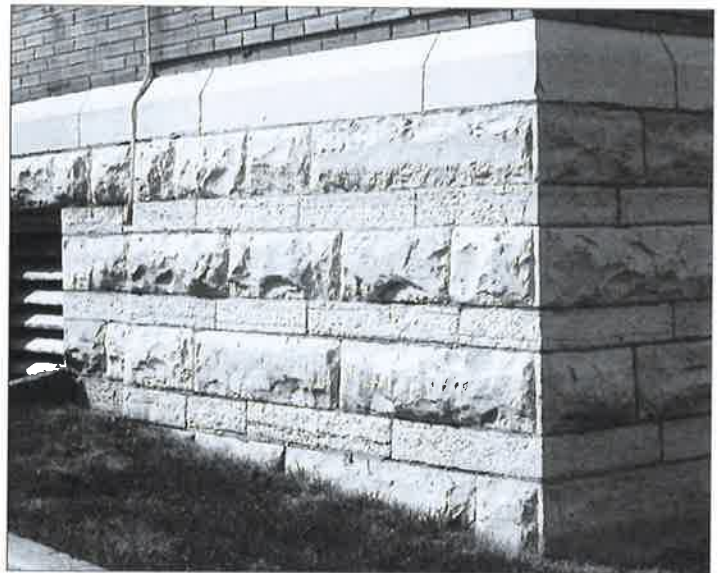


Figure 4

Figure 4 shows fine ashlar stonework with courses alternating in widths and with hammer-dressed and rock-faced finishes. The corner stones have prominent margins. The base course is bevelled smooth ashlar.

These examples suggest that the best way to study Ontario heritage stonework may well be to look at the foundations of Victorian brick houses. In a pleasant walk along older residential streets you can discover house foundations with interesting stonework, and none of them the same! Sometimes the stonework will be enhanced by attractive garden plants, but equally good stonework may be hiding behind garbage cans, gas meters, and weeds. Happy exploring!

Don Taylor is a member of the Frontenac Heritage Foundation and Vice-Chair of Kingston's Municipal Heritage Committee. A version of this article appeared in the Frontenac Heritage Foundation newsletter. Photography by Don Taylor.

CHO/PCO MISSION STATEMENT

To encourage the development of municipally appointed heritage advisory committees and to further the identification, preservation, interpretation, and wise use of community heritage locally, provincially, and nationally.

As of July 1, 2021, the Ontario Government has introduced wide-ranging changes to the legislation used to identify and protect cultural heritage resources in our province. These are the most extensive changes to the *Ontario Heritage Act* since 2005 and impact a variety of municipal processes and requirements. Also now in force is Regulation 385/21 which provides further direction on how certain aspects of the legislation is to be interpreted and implemented.

To assist in the understanding of the new heritage conservation legislation, the government is updating a number of its guidance documents which unfortunately are not planned for release until sometime this fall. The legislative changes have raised many questions concerning processes and implementation, and it is hoped that these new documents will provide the necessary assistance.

Here are some of the key highlights of the legislation and the regulation:

The Register

There are new requirements for listing non-designated properties on the municipal register (section 27). Council is now required to notify a property owner within 30 days of adding such property to the register. This new notice requirement must include the following:

- a statement explaining why the property is considered to be of cultural heritage value or interest;
- a description of the property that is sufficient to readily ascertain where it is;
- a statement informing the owner of their right to object; and
- an explanation of the restriction concerning the demolition or removal of a building (60-day review period).

The notification requirement only applies to properties that are added to the register after July 1, 2021. If an owner objects to being listed, then within 90 days of the objection council must provide the owner with their decision as to whether or not the property should remain on the register. An owner's opportunity to object is not limited to when the property was first included on the register (after July 1st). It can occur at any time, by a current or future owner of the property.

Comment: The government has not provided any criteria to be considered when listing a property but has suggested that municipalities be guided by Regulation 9/06 (Designation Criteria). There also does not appear to be any limitation on the number of times an objection can be submitted. In future, it will be important for

municipalities to track which properties were listed pre and post July 1st as it relates to objection rights.

Designation of Property – Notice of Intention to Designate for “Prescribed Events”

There are changes to the designation process (Section 29), including timeframes associated with certain development applications. Municipalities will now have 90 days to issue a Notice of Intention to Designate (NOID) when a property is subject to a Planning Act application for an Official Plan Amendment, Zoning By-law Amendment, or a Plan of Subdivision. This timeframe begins when the municipality declares the application 'complete' and the limitation to issue a NOID only applies in these prescribed circumstances. The timeline can be extended or eliminated if the municipality and the property owner agree (or if the municipality declares an emergency under the *Emergency Management and Civil Protection Act*).

Comment: Due to this new timeframe, municipalities may wish to discuss the concept of a waiver or extension of the timeframe during the pre-application stage with the applicant and consider introducing a process to secure the owner's agreement to achieve a less adversarial approach to heritage conservation. Municipalities may also wish to require a heritage impact assessment as a requirement for a complete application in order to receive research information on a heritage property, especially if designation is likely to be pursued and a NOID is anticipated. If the 90 days does apply, it will be important for municipalities to ensure appropriate time management as there will be many tasks to complete in a short time period such as heritage research, evaluation of the property as to its heritage value, preparation of a Statement of Significance/Heritage Attributes, and review by the municipal heritage committee prior to consideration of designation by council.

Objections to NOID

Once council approves a NOID, a new process will now allow for objections to be considered by council (as opposed to the former process involving the Conservation Review Board). Objections must be received by the municipality within 30 days of the date the NOID was published and council is required to consider the objections it receives when making its final decision to either withdraw the NOID or pass the by-law. This objection process applies to new designations, amendments and repeal of a designation by-law.

Comment: The reasons as to why a property should be designated are to be solely based on the designation criteria of Regulation 9/06 whereas there appears to be no such limitation on reasons for objections to the designation.

Designation By-law Timelines

There is also a new time limit concerning the approval of the designation by-law. Once a NOID has been published, a municipality is required to pass a designation by-law within 120 days. If this does not occur, the NOID is considered withdrawn and the municipality will have to issue a notice of withdrawal. This 120-day timeline applies to the following situations:

- all new designations
- amendments to by-laws for administrative reasons
- repealing by-laws

The 120-day timeline can be extended in three ways: if the property owner and council agree to an extension, if the municipality declares an emergency; or if council passes a resolution indicating it has received 'new and relevant information' pertaining to the property (which would provide 180 days from the date of the council resolution to pass the by-law).

Comment: It appears the manner in which the owner agrees to an extension is left to the discretion of the municipality. It will also be important for the municipality to ensure adherence to the timeframe as to when the by-law must be placed before council. If the 120-day timeline lapses and the NOID is withdrawn, there is no time limit on when the municipality may issue another NOID.

Any appeal of a council-approved designation by-law will be adjudicated by the Ontario Land Tribunal (OLT) and its decision will be final. The OLT will also address appeals to amend or repeal a designation by-law, and applications to alter an individually designated property.

Designation By-law Requirements

There are also new requirements (as per the regulation) for specific information to be included in a designation by-law. It must contain:

- enhanced property identifiers
- a statement of cultural heritage value or interest which outlines which of the regulation 9/06 criteria are applicable and how the property complies with the identified criteria.
- a description of heritage attributes including how each attribute contributes to the cultural heritage value or interest of the property.

The by-law may also list any physical features of the property that are not heritage attributes. These would not require council approval when an alteration is proposed.

While there is no requirement to update existing by-laws, where a municipality proposes to amend an existing by-law after July 1, the amending by-law must meet the new requirements.

Alteration and Demolition Applications

There are changes to the legislation and new regulations regarding alteration and demolition of individually designated properties. Changes were made to section 34 of the Act to recognize the demolition or removal of heritage attributes that are not buildings or structures. Further, a municipality must now confirm that an application for alteration or demolition is deemed complete within 60 days of receipt (if the municipality fails to provide notice of a complete/in-complete

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Contact Rick Schofield
416.282.2710

schofield@communityheritageontario.ca

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application, the 90-day timeframe begins after the 60 days). There are also now minimum provincial submission requirements for these types of applications (section 6 of the regulation), and municipalities can also introduce additional requirements secured through a municipal by-law, council resolution or Official Plan policy.

Comment: One of the provincial requirements is the submission of "all technical cultural heritage studies that are relevant to the proposed alteration, demolition or removal". It is unclear as to who determines what type of study is considered "relevant".

If demolition or removal is approved, once it is complete, council is required to determine what impact the action has had on the property's cultural heritage value or interest or attributes. Upon reflection and review of the existing designation by-law, council may choose to do nothing, amend the by-law or repeal it. In cases where council determines that the by-law should be amended or repealed, the regulation provides an abbreviated process that requires fewer notifications and no opportunity for objections or appeals. The regulation also provides a streamlined process for designation where a building or structure is being relocated to a new property, and there would be no opportunity to appeal the new designation.

Transition

Here are some of the key transition policies:

- Processes initiated on or after July 1, 2021, will be subject to the new legislative and regulatory regime, while those initiated prior to this would be subject to processes under the Act as it was prior to amendments and regulation being proclaimed.

- The regulation sets out the specific triggers for determining if a process has commenced.
- The regulation also requires that municipalities address all outstanding NOIDs within 365 days of proclamation. This timeframe can only be extended by mutual agreement. Where a matter was referred to the CRB or the OLT, whichever the case may be, the municipality will have 365 days from the date of the report to pass the by-law.
- Where a building or structure has been removed or demolished following approval, but the municipality has not yet repealed the by-law as of July 1, 2021, municipalities are required to follow the steps outlined in regulation.
- All ongoing cases that were before the CRB will now be heard and ruled upon by the OLT.

Additional Sources

The *Ontario Heritage Act* (with amendments taking effect on July 1, 2021) and Regulation 385/21 can be found here: <https://www.ontario.ca/laws/statute/90o18#BK49>

Information for this article was obtained in part from the Ministry of Heritage, Sport, Tourism and Culture Industries training session in June entitled "**Changes to the Ontario Heritage Act: What it means for you**". Questions concerning the new legislative requirements can be directed to Kate Oxley, Heritage Outreach Consultant at kate.oxley@ontario.ca

Regan Hutcheson is a member of the CHO/PCO Board of Directors and is Manager of Heritage Planning for the City of Markham.

CITY ARCHITECTURE GOES VIRAL

City of Orillia Municipal Heritage Committee

Is it viral or virtual? While members of the City of Orillia Municipal Heritage Committee (MHC) certainly hope it goes viral, at the moment they are simply happy the Heritage Walking Tour has gone virtual.

The online version features 20 points of interest from the City's list of designated properties under the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, and is available at <https://www.tripvia.tours/> and on mobile devices through their Tripvia Tours app.

Going virtual has many advantages. It improves accessibility, adds to the visitor experience, and reduces the need for physical maps. Not only does this help decrease the City's environmental footprint, it is a safe and modern alternative for residents and visitors to experience the City's architecture throughout the pandemic.

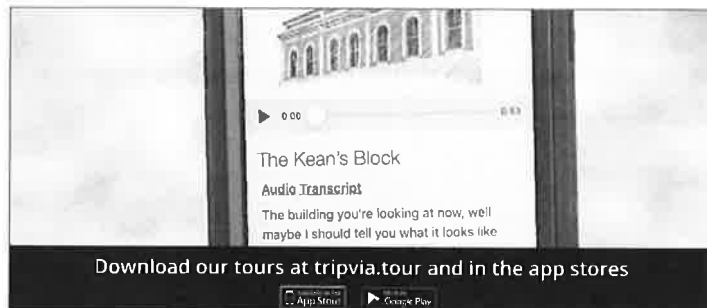
The app is easy to use and free to download from your

phone's App Store. Each tour begins with verbal and written instructions on how to use the program. The experience is equipped with a map of the area, with each building located using its GPS coordinates. While there is a suggested route, the tour doesn't need to be completed in any particular order. You can either choose the building you would like to learn more about (in a pick and play fashion) or turn the auto-play feature on and the app will automatically play the audio transcript as you approach the landmark. Pairing your phone to your car's audio system is another way to enjoy the experience. These hands-free features make the tour truly accessible to all.

Members of the MHC recently took the app for a test run and were happy with the results. Local walking tours are a fascinating way to see a city during your travels. Visiting local landmarks and delving into the area's authentic tales

is a great way to expand one's knowledge of a city and its history within just a few hours. The app does just that, and offers the option to answer trivia questions about the buildings like "What was recently discovered to lead to the Orillia Opera House?"

Overall, the app adds a fun and humorous element to the existing walking tour. Follow the link to get a glimpse: <https://www.youtube.com/watch?v=1GXEgEc0rQ>



The Orillia MHC

The MHC was established in 1977 as the Local Architectural Conservation Advisory Committee (LACAC) and changed its name around 2005. The Committee designated its first building, The Stephen Leacock Memorial House, on July 24, 1978, which later was declared a National Historic Site. In total, the MHC has designated 28 houses, churches, and commercial/industrial buildings for their historical and cultural significance.

Over the last couple of years, the MHC has focused on heritage awareness, designing story boards for St. James Court, and French's Stand, a century-old concession stand located near Couchiching Beach Park. The Committee is focused on cataloguing over 680 archival photographs, updating its potential properties of interest list, exploring new designations, and developing educational tools for realtors, insurers and the general public.



Ontario Heritage Conference 2022 June 23-25, 2022

Brockville and the Surrounding Region

The Light at the end of the Tunnel



Heritage Elizabethtown-Kitley invites you to join us for the Ontario Heritage Conference in 2022. We are excited about the return of this event and the chance to network and learn in beautiful Leeds and Grenville County. Nestled between the St. Lawrence River and the Rideau Canal, the region is robust in United Empire Loyalist and early Irish settlement history. Immerse yourself in excellent architecture, historic forts, rural countryside backroads and the many attractions that await.

Speaker sessions, plenaries and tours will inspire Municipal Heritage Committee members and Heritage Professionals. Get up to date on policy, trends and ideas. To spotlight the region's iconic heritage, OHC 2022's theme **The Light at the End of the Tunnel** will focus on the economic impact of Pandemic times, the future of heritage conservation, tourism and the positive changes of heritage locally and provincially.

NEWS FROM THE BOARD OF DIRECTORS

RICK SCHOFIELD

As a result of the Pandemic, the Board continues to hold its Board meetings via Zoom, the latest being held on June 20th.

The President outlined the work he has been doing for the past few months including:

- (i) working on a workshop for Pickering Council on their role in heritage conservation;
- (ii) issues of pitfalls regarding incomplete applications;
- (iii) budget issues due to Covid-19 restrictions and the

provincial lockdown; and

- (iv) ongoing insurance issues relating to heritage properties.

The Corporate Secretary/Treasurer reported that many MHC renewals have finally been received but there are still several outstanding. Hopefully, things will get back to semi-normal as Covid cases continue to decline.

Since government regulations require that our corporation hold an AGM, the Pandemic issues resulted in extension

of AGM deadlines. The Board decided to hold its recent AGM virtually on May 29. There were 16 MHCs logged in, which is typical of in-person AGMs in the past. Reports were received from the President, Corporate Secretary/Treasurer, and committee Chairs. Of concern to all MHCs was the Conference Committee report that the next Ontario Heritage Conference will likely be held in June 2022. It will be hosted by the Elizabeth-Kitley MHC, possibly in the Brockville area. The CHO/PCO complete annual report for 2020 was sent together with the Spring issues of CHOnews. If your MHC did not receive a copy, please let us know.

The Nominating committee submitted the names of Wayne Morgan (Sutton West), Regan Hutcheson (Markham MHC), Matthew Gregor (Toronto-Scarborough MHC) and Tracy Gayda (Elizabeth-Kitley MHC) for election to the Board for 2021-23. There being no further nominations, all were acclaimed and will join Ginette Guy (Cornell MHC), Terry

Fegarty (Midland MHC), Nancy Matthews (Grey Highlands MHC) and Wes Kinghorn (London MHC) and the Board of directors for the 2021-2022 year.

The issue of a replacement for Bert Duclos to assist MHCs with their ongoing activities was raised at last year's AGM and again this year. Kate Oxley, representing the Ministry, indicated responsibility for advisory services to MHCs (the job formerly held by Bert Duclos) has been permanently incorporated into the work of the Cultural Consultant positions at the Ministry. Mr. Andrew Jeanes and Mr. Chris Lawless currently hold those positions at the Ministry, and are available to provide a full range of heritage advisory services to local municipalities and MHCs throughout Ontario. CHO/PCO members are invited to direct their questions to them.

Rick Schofield is the Corporate Secretary/Treasurer of CHO/PCO.

2021-2022 BOARD OF DIRECTORS

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Program Officer Ginette Guy

BOARD MEETINGS

CHO/PCO Board of Directors meetings are open to any MHC member. Meetings will be held virtually until further notice. Please contact the Corporate Secretary if you wish to attend.

ARTICLE DEADLINES

JANUARY 10

MARCH 10

JUNE 10

OCTOBER 10

Article submissions are always welcome.

RECEIVED

MAY 10 2021

COMMUNITY HERITAGE ONTARIO

Township of Puslinch

Patrimoine communautaire de l'Ontario

ANNUAL REPORT FOR 2020

Community Heritage Ontario is the provincial association of Municipal Heritage Committees (MHCs) (formerly known as LACACs), whose mission is ...

"To encourage the development of municipally appointed heritage advisory committees; to promote appreciation, understanding and support for the values of cultural heritage and to work for its conservation and continued contribution to a sustainable society in Ontario; and, to further the identification, preservation, interpretation and wise use of community heritage locally, provincially and nationally."

Objectives

The Corporation's objectives are to provide educational opportunities to the public of Ontario in heritage issues:

1. To facilitate the exchange of information and activities among the membership.
2. To communicate with all levels of government on heritage matters, including development of Provincial policies and strategies.
3. To communicate with, and advise other heritage agencies, professionals and private businesses, regarding heritage properties and issues.
4. To encourage, assist and cooperate with the membership of CHO in their endeavors.
5. To research, collate and disseminate to the membership, information and materials related to heritage.
6. To assist with the ongoing educational development of the membership in heritage matters.

Minutes, CHO AGM - October 17th, 2020

The membership met at 10:00 a.m. via a Virtual, Zoom meeting due to Covid-19 Pandemic

- 1 **Minutes of the Previous AGM:**
 BE IT RESOLVED (Elizabeth-Kitley, Markham)
 "That the minutes of the 2019 Annual General meeting held in Goderich be approved."
- 2 **President's Report and Comments**
 BE IT RESOLVED (Cornwall, Almonte)
 "That the Report of the President be received. "
- 2.1 **Business Arising from the President's Report**
 BE IT RESOLVED (Toronto, Grey Highlands)
 "That CHO forward a request to the Ministry to fill the position formerly held by Bert Duclos, to assist MHCs with their ongoing activities"
- 3 **Ratifications of the Actions of the Board of Directors**
 BE IT RESOLVED (Scarborough, Elizabeth-Kitley)
 "That the actions of the Board for the period ending June 28th,2020 be ratified".
4. **Audited Report** for the Fiscal year ending December 31, 2019
 BE IT RESOLVED (Toronto, Caledon)
 "That the financial report from the auditor for the fiscal year ending Dec. 31, 2019 be approved."
5. **Report of the Membership Secretary**
 BE IT RESOLVED (Scarborough, Markham)
 "That the report of the membership secretary be received."
6. **Report of the Nominating Cttee and Election of of the Board for 2020-2022**
 BE IT RESOLVED (Markham, Caledon)
 "That the report of the Nominations Committee be received." and
 "That Ginette Guy (Cornwall), Terry Fegarty (Midland), Wes Kinghorn (London) and Nancy Matthews (Grey Highlands) be acclaimed as the Board members for 2020-2022"
- 6.1 Thanks were extended to retiring Board members Dennis Warrilow, Ian MacLean and special thanks to past president Paul King who served on the Board for 19 years.
7. The work of the various committees has been outlined regularly in CHO news.
8. There being no further business
 BE IT RESOLVED (Caledon)
 "That the 2020 Annual General meeting be adjourned"
 Next AGM tentatively set as a virtual meeting on Saturday, May 29th, 2021

President's Report

First, and most importantly I would like to thank the CHO Directors, the program officer and the secretary / treasurer for their assistance during the past year. Work of the president cannot be achieved without their help. I would like to thank them for their hard work during the past half year. In addition to responding to enquiries from individual Municipal Heritage Committees (MHCs), I was involved in and took action on the following matters:

1. Legislation – Bill 108 and amendments to the Ontario Heritage Act (OHA)

The previous year, CHO was consulted and provided feedback to the Ministry and the legislative committee on amendments to the OHA and the regulations to implement those amendments. Our suggestions have been posted on the CHO website, although the government declined to implement our suggested changes. The legislation and regulations were to be proclaimed by the government to take effect on January 1, 2021. However, due to concerns expressed by municipalities related to the impact of Covid 19 on their operations, the government has delayed the proclamation. We will keep the membership posted on their eventual proclamation.

2. Legislation – Bill 257 – Minister's Zoning Orders (MZOs) and the Provincial Policy Statement (PPS)

Assisted by CHO Directors, I prepared a submission to the legislative committee examining Bill 257. The proposed legislation is to exempt all MZOs issued under the Planning Act from complying with the Provincial Policy Statement except in the Green Belt area. Our recommendation to the committee was to amend the legislation either by removing the PPS exemption for MZOs from the Bill or by leaving the exemption of MZOs from the PPS except for section 2.6 of the PPS which deals with the requirement for heritage conservation. We also alerted the Architectural Conservancy of Ontario about the proposed legislation and they made a submission to the committee. At this point, we do not know the outcome for Bill 257.

3. Ontario Heritage Conference (OHC)

We continue to plan for an OHC in the Brockville area in 2022. This effort is being led by the municipal heritage committee in Elizabethtown-Kitley. For 2023, London has agreed to host the OHC. We have prepared a Request for Proposals for the 2024 conference.

In connection with the conference, I attended meetings of the Joint Conference Committee by Zoom. The Ontario Association of Heritage Professionals (OAHP) and the Architectural Conservancy of Ontario (ACO) continue to be active partners in upcoming OHCs.

I will be seeking support from the CHO Board of Directors to sponsor several students to attend the conferences and to provide some financial assistance to MHC members from more remote areas, such as Northwestern Ontario, to attend future conferences.

4. Zoom

Your Board of Directors continues to use Zoom for its meetings. We have also used this tool to provide workshops for MHC members across the province.

5. Workshops

I gave two workshops since our last Annual General Meeting:

- 1) To Caledon heritage committee members on the application of Regulation 09/06 issued under the OHA, and
- 2) To Richmond Hill heritage committee members on modern architecture – examples of styles and protection under the OHA.

Both workshops were recorded and are available on the CHO website.

6. CHO News

I continued to write a brief column for CHO News on developments relevant to the work of municipal heritage committees (MHCs).

7. Insurance of Heritage Properties

This continues to be a reoccurring issue for MHCs. I pulled together some information together with material provided by other CHO Board members. This material has been posted on the CHO website.



Wayne Morgan

Actions of the Board of Directors in 2020

Summarized all the work done by the Board of Directors over the past year.

In addition to the usual business receiving the report from the various committees, the president, and the Corporate Secretary / Treasurer, the **Board:**

- agreed to apply to the Ministry for the POA grant in the usual manner.
- reviewed the budget for 2020 with Revenue of \$ \$28,700 and disbursements of \$ 30,950.
- the proposed deficit of \$ 2,250 will be covered from our existing savings
- hired a Program Officer to co-ordinate education programs, the website and other duties as may be assigned by the Board
- revised its Strategic and Business Plans for 2021-2025
- added a \$ 3.00 fee for members renewing by paypal to cover paypal fees
- agreed to hold the 2020 AGM by Zoom due to Covid-19 meeting restrictions
- responded to the Environmental Registry regarding regulation under Bill 108

Communications Report

Tracy Gayda, Communications Chair

CHOnews

- The CHOnews has been a challenge during the pandemic. Fewer events happening, suspension of municipal committees, and lack of networking opportunities required longer times to compile and produce the newsletter.
- There were two editions for 2020. Ten people contributed articles over the two issues. Electronic versions are distributed in colour and contain active links that readers can use to explore additional information in articles.
- One issue of CHOnews has been sent for 2021 using the 2020 database and the Spring issue is close to distribution. We are now using Mailchimp emailer program to distribute the newsletter digitally. The database continues to be updated as new memberships are received. Only currently paid members will receive the Spring Edition. 60 municipalities and 278 emails.
- Though currently striving to do four newsletters this year, some editions may be smaller.
- Numbers on the database are down from 2020 but may continue to rise when the current edition is not received. CHOnews continues to be a popular form of communication to members.
- Black and white copies are distributed to membership who do not wish to subscribe to digital editions and up to five copies to municipalities and organizations that request it with their annual renewal. Additional copies are also available upon request for an added fee.
- Not all members/municipalities subscribe to the electronic edition.

Social Media

Facebook and Twitter.

Facebook and Twitter participants continue to rise. Page interactions are improving. Numbers usually increase during conference and workshop times. two board members administer these pages.

Website

Ginette Guy oversees the website for CHO and the Annual Conference site. The organization website gives information on membership, CHO events and is also a resource for MHCs and the general public to explore heritage related content through videos and articles. Changes and updates continue regularly. Interest in online resources and education have been popular during the pandemic.

The cancellation of the 2021 Ontario Heritage Conference would have impacted the total numbers on the conference site, as participants start looking for information in the fall prior to a conference year. As plans begin for 2022 OHC, content will start to be added and updated as organization of the conference moves forward.

Outreach

The board continues to communicate with Municipal Heritage Committee members and the public. Many of these committees have not been meeting and it is not business as usual.

Highlights of 2020 include:

- Opportunities to attend online presentations and view webinars, workshops and added resources to our webpage.
- Zoom meetings
- Communication with the Ministry on programs and plans that may affect Heritage in Ontario.
- Corresponding with people via email, website form requests, phone or in person to assist and direct them to resolutions on an array of information. The following were most popular:
 - Insurance Issues
 - Designation information
 - Newsletter inquiries

Ministry News

Ministry of Heritage, Sport, Tourism and Culture Industries continue to communicate information to CHO through the department's advisor to Provincial Heritage Organizations. A webinar was held in cooperation with ACO, CHO and ministry reps on the changes happening to the Ontario Heritage Act. The closure of Land Registry office and the expansion of Onland digital services was communicated to members through the newsletter and media platforms. (see also President's report on CHO action)

Conference Committee and Program Officer Report

Ginette Guy

Conferences planned:

2022 Brockville – The local organizing committee from Brockville opted out of hosting in 2022. The new LOC is Elizabethtown-Kitley, with conference taking place in Brockville and area. Dates to be confirmed. Work will now focus on 2022 in Brockville with confirmation of date(s) considering possible impact of pandemic. Venue selection and program definition are being planned.

2023 London has offered to host. RFP for 2024 and beyond was updated and ads were created.

Joint conference committee – Three calls via Zoom included members CHO, ACO and OAHP, and other participants included MHSTCI and OHT. Items discussed were future conferences, AGMs and offering workshops that could be shared among organizations.

Social Media Outreach

12 videos are now on CHO's YouTube Channel and CHO website has been rebuilt

Workshops/ZOOM Webinars _ (see President's Report)

Report of the Nominating Committee and Election of members of the Board for 2020-2022

The following terms (2018-2020) expired.

Paul King (St. Marys MHC)

Ginette Guy (Cornwall MHC)

Dennis Warrilow (Barrie MHC)

Ian MacLean (Almonte MHC)

Thanks were extended to retired Board members Dennis Warrilow, Ian MacLean and special thanks to past President Paul King who had served the Board for 19 years.

The following had one year remaining in their term 2019-2021

Regan Hutcheson (Markham)

Matthew Gregor (TO-Scarborough)

Wayne Morgan (Independent)

Tracy Gayda (Elizabeth-Kitley)

The following were elected for the term 2020-2022

Wes Kinghorn (London MHC) Nancy Matthew (Grey Highlands MHC)

Terry Fegarty (Midland MHC) Ginette Guy (Cornwall MHC)

Currently, the Board consists of:

2 members from the East region:

Ginette Guy & Tracy Gayda

2 members from the Central region:

Regan Hutcheson & Matthew Gregor

2 members from the North region:

Wayne Morgan & Terry Fegarty

2 members from the West region:

Nancy Matthew and Wes Kinghorn

Audited Statement for the year ending December 31, 2020

Statement of Revenue and Disbursements for the year ending Dec. 31, 2020

<u>RECEIPTS:</u>	<u>2019</u>	<u>2020</u>
Province of Ontario Grant	17,000	17,000
Memberships	9,025	8,707
Workshops	287	40
Donations	1,500	230
Interest earned	2,144	2,660
Other	<u>396</u>	<u>108</u>
	30,352	28,745
 <u>DISBURSEMENTS:</u>		
Program and Services:		
--Membership	12	52
--Education	656	00
--Staff	933	220
--Communications	8,584	4,417
--Conference & AGM	3,898	259
Administration:		
--General	4,276	3,637
--Board of Directors	7,225	427
--Finance & audit	1,995	1,996
--Other --Policy / Liaison	<u>903</u>	<u>0</u>
	28,482	11,008
 Annual Surplus (deficit)	 1,870	 17,737
 Cash Balance - Beginning of year	 39,481	 11,351
Cash Balance - End of year	11,351	29,088

- Due to the Covid-19 Pandemic, the Board of Directors met virtually and there were no in-person workshops planned.
- Fewer issues of CHOnews were produced and printed.
- Surplus funds will be used to cover anticipated deficits in the coming years.
- Membership fees will remain unchanged for 2019-2021)

Membership Report 2020

Membership in Community Heritage Ontario is based on the **calendar year**.

For 2020 there were **100** member groups representing **823 MHC members**, and **9** individual members.

There were a number of MHCs which apparently did not function during the Covid-19 Pandemic and thus did not renew for 2020.

Multiple copies of *CHOnews*, the quarterly publication of Community Heritage Ontario, were mailed to the address provided to us by whoever completed the membership application form and forwarded the annual fee. Electronic copies were also provided to those MHCs providing the necessary email addresses. This helped to reduce printing and distribution costs for CHO.

Membership is open to all organizations and individuals who share the aims and objectives of the corporation. Voting memberships are municipally appointed heritage committees which have paid the required annual member fees.

For the calendar year 2020, MHC/Group membership included:

Ajax	Alnwick/Haldimand Twp.	Amherstburgh	Aurora
Belleville	Bluewater/Bayfield	Brighton	Burlington
Brockville	Bradford/West Gwillimbury	Caledon	Carleton Place
Central Elgin	Chatham-Kent	Cobourg	Collingwood
Cornwall	Cramahe	Dutton Dunwich	East Gwillimbury
Erin	Elizabethtown/Kitley	Fort Erie	Gananoque
Georgina	Goderich	Gravenhurst	Grey Highlands
Haldimand	Halton Hills	Hamilton	Huntsville
Huron East	Innisfil	Kenora	Kawartha Lakes
Kincardine	Kingston	Kingsville	Kitchener
Lakeshore	Leamington	Leeds & 1000 Islands	Lincoln
London	Loyalist Twp	Markham	Meaford
Mississippi Mills	Mono	Napanee	New Tecumseth
Newmarket	Niagara Falls	Norfolk	North Bay
North Glengarry	Norwich	Oakville	Orangeville
Orillia	Oro-Medonte	Oshawa	Ottawa
Owen Sound	Penetanguishene	Pelham	Peterborough
Pickering	Prince Edward County	Port Hope	Richmond Hill
Rideau Lakes	Sarnia	Saugeen Shore	Sault Ste. Marie
Scugog	Shelwyn	Smiths Falls	South Frontenac
St. Catharines	St. Clair Twp	St. Marys	Stratford
Tay Twp	Tecumseh	Thunder Bay	Tiny Twp
TO/North York	TO/Scarborough	TO/ Etobicoke/York	Trent Hills
Uxbridge	Waterloo	Whitby	Whitchurch/Stouffville
Woodstock	Weston		

(please advise CHO if your MHC is not listed but you believe they were members in 2020.)

Program Officer Report

Ginette updated the Ministry data base of current MHCs in Ontario, sent emails to 44 MHCs that had not been members of CHO in the recent past and created new registration forms to include more detail contact information.

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2021-2022 Status/Timeline Update
Quarterly Reporting to Council on Heritage initiatives and progress	N	N	Secretary of the Committee to draft report based Committee approved reporting template (see attached Schedule A - Report Template)	On-going basis
Doors of Puslinch Poster	Y John Arnold John Levak	Y	Sub-Committee to be established to investigate costs and funding opportunities; additionally to coordinate the printing, advertising, and sale of posters and determining copyright requirements of poster. (Potential for Bang the Table Project)	Secretary to continue to meet with sub-committee members to plan for the distribution and budget for poster.
Heritage Registry	Y Councillor Matthew Bulmer Mary Tivy Barb Jefferson	N	Sub-Committee to be established to review the report prepared by staff to create the Registry for Listed Properties Committee to delegate the sub-committee to have the authority to	Sub-Committee members completed all tasks for Heritage Registry. Draft registry left with staff to bring to Council.
Heritage Signage	Y Barb Jefferson Mary Tivy Councillor Bulmer	Y	Sub-Committee to be established to create a listing of potential landmarks; Sub-Committee to investigate potential funding opportunities for Heritage Landmark Signage	Project to be put on hold for now. Barb to continue to look into signage across the Township.
Old School Surveys	N	N	Original survey of the school sections. Councillor Bulmer had	The Old Wellington County Archives

			presented this. What should be done with this?	
Review Heritage Committee Terms of Reference & Appoint Chair and Vice-Chair (every 2 years)	N	N	See Terms of Reference attached as Schedule B; Chair and Vice-Chair to be appointed at January meeting	To be completed January 2021 John and Barb to remain in their positions as Chair and Vice-Chair.
Public Engagement regarding the Heritage Committee and its mandate	Y Mary Tivy John Arnold	N	Establish Sub-Committee at Jan 2021 meeting; potential engagement options: Township website, Bang the Table, Puslinch Pioneer, Puslinch Community News Letter; Heritage Articles for the Puslinch Pioneer. Walking tour to tie in with Heritage Registry.	Sub-Committee to work continuing working with Secretary to find new engagement opportunities
Committee Training	N	Y	Secretary to look into training opportunities for the Committee	Secretary continue searching for training opportunities
Preparation of Heritage Advisory Committee orientation package to new members of Council and Committee	Y Mary Tivy John Levak	N	Sub-Committee to be established in October 2021; work with Secretary to develop orientation materials	Sub-Committee to be established on October 2021 meeting
Plaquing Program	N Committee as a whole to undertake this project.	Y	Sub-Committee to be established to identify the number and location of plaques each year to be included in the annual budget process	Barb to create a list of plaques that have been placed on properties.
Heritage Property visits	Y	N	List of potential properties to visit	Delayed until it is safe to resume due to COVID 19.

				To defer this until COVID-19 is managed.
Document and acknowledge First nation sites and heritage.	Y Mary Tivy Councillor Bulmer John Arnold	N	Establish Sub-Committee at Jan 2021 meeting; Sub-Committee to create list of sites and heritage.	Sub-Committee to report back at October 2021 meeting. Connect the terms of reference and the role of the committee to be consistent with the Land Acknowledgement Statement.
Land Acknowledgement Statement	N	N		TBD. Staff to confirm with the County and report back to the Committee on the progress.



Heritage Committee – 2022 Meeting Dates

January 10, 2022 at 1:00 PM

April 4, 2022 at 1:00 PM

July 4, 2022 at 1:00 PM

October 3, 2022 at 1:00 PM