



## HERITAGE OAKVILLE ADVISORY COMMITTEE

### MINUTES

TUESDAY, FEBRUARY 24, 2015

TRAFALGAR ROOM  
OAKVILLE MUNICIPAL BUILDING  
1225 TRAFALGAR ROAD, OAKVILLE

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A meeting of the Heritage Oakville Advisory Committee was held on Tuesday, February 24, 2015, in the Trafalgar Room of the Oakville Municipal Building, commencing at 9:30 a.m.

**Present:** Harry Barrett, Chair  
Councillor Cathy Duddeck  
Councillor Nicholas Hutchins  
Russell Buckland  
Kerry Colborne  
George Gordon  
Daniela Hampton-Davies

**Regrets:** Drew Bucknall, Vice-Chair  
Robert Ferguson  
Julian Ryder  
Geri Tino

**Staff:** Scott Hannah, Senior Manager of Current Planning and Heritage  
Susan Schappert, Heritage Planner  
Megan Hobson, Heritage Planner  
Jill Marcovecchio, Committee Coordinator

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**The items in these minutes are not necessarily in the order discussed.**

**1. Call to Order**

Jill Marcovecchio, Committee Coordinator, called the meeting to order at 9:30 a.m.

Jill Marcovecchio welcomed Russell Buckland, Kerry Colborne and Daniela Hampton-Davies and advised that they had been appointed to the committee by Council at its meeting on January 26, 2015.

The members and staff introduced themselves.

**2. Regrets**

As noted above.

**3. Declarations of Pecuniary Interest**

No declarations of pecuniary interest were declared.

**4. Confirmation of Minutes of Previous Meeting(s) – Meeting of January 27, 2015**

Moved by Harry Barrett

That the minutes of the Heritage Oakville Advisory Committee meeting of January 27, 2015, be approved.

CARRIED

**5. Business Arising from the Minutes**

There was no business arising from the minutes.

**6. Discussion Item(s)**

**a. Election of Chair and Vice-Chair**

Jill Marcovecchio, Committee Coordinator, called for nominations for the position of Chair of the Heritage Oakville Advisory Committee for the year 2015.

Councillor Cathy Duddeck nominated Harry Barrett for the position of Chair. Harry Barrett accepted the nomination.

There being no further nominations put forth, the nominations were closed on motion by Councillor Duddeck.

Moved by Councillor Duddeck

That Harry Barrett be elected Chair of the Heritage Oakville Advisory Committee for the year 2015.

CARRIED

Jill Marcovecchio called for nominations for the position of Vice-Chair of the Heritage Oakville Advisory Committee for the year 2015.

Councillor Duddeck nominated Drew Bucknall for the position of Vice-Chair. Harry Barrett, on behalf of Drew Bucknall accepted the nomination as Drew Bucknall was not in attendance.

There being no further nominations put forth, the nominations were closed on motion by Councillor Duddeck.

Moved by Councillor Duddeck

That Drew Bucknall be elected Vice-Chair of the Heritage Oakville Advisory Committee for the year 2015.

CARRIED

*Harry Barrett assumed the Chair following the election of the Chair and Vice-Chair.*

- b. **Notice of Intention to Demolish - 573 Lakeshore Road West**  
- **Report from Planning Services Department,  
February 10, 2014**

A separate report will be forwarded to Planning and Development Council for consideration.

Moved by Councillor Duddeck

That a Notice of Intention to Designate for the property at 573 Lakeshore Road West, known as 'The Acacias', be issued.

CARRIED

c. **First and Second Street Heritage Conservation District Study**  
- **Report from Planning Services Department,  
February 10, 2015**

Heritage Planning staff and the town consultant made a PowerPoint presentation regarding First and Second Street Heritage Conservation District (HCD) Study, which includes the historic residential neighbourhood located southeast of downtown Oakville. Since the heritage conservation district was established, there have been numerous changes to heritage legislation and guidelines, including a significant update to the *Ontario Heritage Act*. Also the district plan needs to be updated to comply with current heritage practices.

Ms. Schappert, Heritage Planner, presented the Heritage Assessment Report (HAR), which is the new background study for the First and Second Street Heritage Conservation District, and outlines the history of the district and inventories the properties and streetscapes within the area. She advised that the *Ontario Heritage Act* does not include a process on how to update existing heritage conservation districts, noting that while essentially starting from the beginning, the existing heritage conservation district designated in 1989 is in place. She indicated that the heritage conservation district benefits from a fresh look of the history of the area and an updated inventory of the properties.

Ms. Schappert advised that the report has been circulated, via email to individuals who have indicated an interest in the heritage conservation district update, providing them with an opportunity to provide comments on the process. In the circulation she advised that the matter would be presented at this Heritage meeting and then forwarded to Planning and Development Council on March 9, 2015 for consideration.

Ms. Schappert advised that the heritage assessment report was prepared jointly by staff and the town's consultants FGMDa Architectes, which includes a description of the physiographic context of the area, historic settlement periods and the context, built heritage and landscape characters, policy review, and general objectives for the plan update. She advised that the heritage conservation district was formed around the Romain and Smith surveys circa 1855, and that there are four main periods of construction, including:

- 1855-1900 – brick houses of beautiful Oakville;
- 1900-1930s – cottages and smaller residences;
- 1940-1990 – post war construction, densification; and
- 1991 to present – conservation and redevelopment.

Ms. Schappert illustrated features using maps in the heritage assessment report, including the historic period of construction of the main structure on each property, range of historic and contemporary architectural styles, and the range of building heights currently within the heritage conservation district. She advised that an examination of the landscape character has been added to the study, including the importance of the pedestrian orientation of the area, how it is defined by Lake Ontario in terms of the streets that end at the lake, and the public walkway at the end of the lake, mature tree canopy both public and private, larger lots, and a lack of sidewalks and curbs in most areas.

Ms. Schappert explained that the policy review portion of the heritage assessment report deals with legislation that applies to the area, including the Halton Region Official Plan, Livable Oakville Plan, Zoning By-laws (1984 and 2014), Heritage Conservation District (HCD) Plan, Site Plan, Property Standards By-law, and adjacency under the Provincial Policy Statement (PPS) relating to how the *Planning Act* is implemented. Ms. Schappert advised that the heritage assessment report provides a number of objectives for the plan update, and recommendations for the new plan content. She also advised that changes are required to municipal legislation to ensure conformity with the district plan under the *Ontario Heritage Act*.

Ms. Schappert advised of the next steps, including making recommendations regarding the new plan content and two focus group meetings to be held on March 3, 2015 during the day for design professionals, and at night with a group of property owners and members of the Oakville Lakeside Residents Association. The focus groups will look at creating new planning guidelines and review the existing plan and how improvements can be made in the new plan. She also advised of the email notification to post new information on the town website for individuals who would like to be involved in the study update process. Draft planning guidelines will be prepared to bring back to the focus groups prior to a public meeting being held in the spring of 2015.

Ms. Schappert advised that the appendices (property inventory, streetscape inventory, architectural style guide) to the heritage assessment report may be viewed on the project webpage of the town website at the following link: <http://www.oakville.ca/business/first-second-street-heritage-conservation-plan.html>. A hard copy of the study with the appendices is also available for viewing in the Planning Services department.

Ms. Schappert introduced the town's consultants – Dima Cook, Senior Associate and Sarah Corey, Planning Analyst, FGMDa Architectes.

Ms. Cook, town consultant, explained the inventory materials and mapping as part of the heritage assessment report. She advised of the extensive review of the inventory sheets to better define what is important to the neighbourhood to generate the mapping, to understand trends and

subsections of the area, and to refine the parameters at the planning stage in which the policies and guidelines will be developed. Ms. Cook provided an example of a heritage inventory sheet for a property within the heritage conservation district. She advised of the process for the inventory sheets and that the architectural styles were reviewed to better understand the neighbourhood given its diversity which is sometimes unique in a heritage conservation district, and it is the diversity which gives it the character. She noted that references were used to define architectural styles, including *A Field Guide to American Houses* by Virginia Savage McAlester, looking at the shapes of buildings, rooflines, and various architectural details to determine which building falls under what category. She reviewed the revival of three styles of housing in the neighbourhood, including original traditional Georgian, early Georgian, and new traditional.

Ms. Cook advised of the next steps, including working with the stakeholders and public consultation to develop planning guidelines and policies.

Ms. Schappert responded to questions regarding the process to designate a heritage conservation district, preparing a new district plan, developing clear and concise guidelines, public consultation, and categories. She advised that a determination will have to be made as to whether properties are historic or contributing within the heritage conservation district.

A separate report will be forwarded to Planning and Development Council for consideration.

Moved by George Gordon

That the report titled "First and Second Street Heritage Conservation District Update: Heritage Assessment Report" dated February 2015 be endorsed.

CARRIED

**7. Information Item(s)**

- a. Heritage Grant Program Evaluations - Memorandum from Planning Services Department, February 24, 2015**
- b. Confidential Committee Membership Listing**

Moved by Councillor Duddeck

That the information items be received.

CARRIED

**8. Items to be Discussed at Next/Future Meetings**

- Heritage Permit / Policy Matters
- Committee Orientation – March 2015
- Revised Heritage Planning Work Plan, depending upon Council direction from the Budget meetings related to Cultural Heritage Landscapes

**9. Date and Time of Next Meeting**

Tuesday, March 31, 2015  
Oakville Municipal Building  
Palermo Room - 9:30 a.m.

**10. Adjournment**

Moved by Councillor Duddeck

That this meeting now adjourn.

CARRIED

The meeting adjourned at 10:18 a.m.