



HERITAGE OAKVILLE ADVISORY COMMITTEE

MINUTES

TUESDAY, SEPTEMBER 27, 2016

**PALERMO ROOM
OAKVILLE MUNICIPAL BUILDING
1225 TRAFALGAR ROAD, OAKVILLE**

A meeting of the Heritage Oakville Advisory Committee was held on Tuesday, September 27, 2016, in the Palermo Room of the Oakville Municipal Building, commencing at 9:30 a.m.

Present: Drew Bucknall, Chair
Councillor Cathy Duddeck
Councillor Nick Hutchins
Russell Buckland
Robert Ferguson
George Gordon
Daniela Hampton-Davies
Michael Reid
Geri Tino

Regrets: Harry Barrett, Vice-Chair
Kerry Colborne

Staff: Mark Simeoni, Director of Planning Services
Diane Childs, Manager of Policy Planning
Susan Schappert, Heritage Planner
Carolyn Van Sligtenhorst, Heritage Planner
Jill Marcovecchio, Council and Committee Coordinator

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

1. Call to Order

Chair Drew Bucknall called the meeting to order at 9:30 a.m.

CARRIED

2. **Regrets**

As noted above.

3. **Declarations of Pecuniary Interest**

Michael Reid declared an interest with respect to Item 6c – Nominations for Ontario Heritage Trust Awards, as he is the President of the Trafalgar Township Historical Society, and one of the nominations for the awards was received from that society.

4. **Confirmation of Minutes of Previous Meeting(s)**

Meeting of August 23, 2016

Moved by Councillor Duddeck

That the minutes of the Heritage Oakville Advisory Committee meeting of August 23, 2016, be approved.

CARRIED

5. **Business Arising from the Minutes**

There was no business arising from the minutes.

6. **Discussion Item(s)**

a. **Sixth Line Corporation Development Application - Heritage Update (Jordan Munn House)**

- **Report from Planning Services Department,
September 14, 2016**

Carolyn Van Sligtenhorst, Heritage Planner, provided a PowerPoint presentation regarding a heritage update for the development application submitted by Sixth Line Corporation, which received draft approval for a residential plan of subdivision. The property includes the historic Jordan Munn House, currently located at 41 Dundas Street East, which is to be conserved and retained on a new residential lot within the subdivision. Staff are seeking support from Heritage Oakville to execute a heritage easement agreement for the conservation and relocation of the house, and for the

heritage designation of the house in its final location in order to provide long term protection of the historic house. Ms. Van Sligtenhorst reviewed the heritage conditions as part of the approval process for the plan of subdivision, including a heritage easement agreement, financial securities, conservation plan, lot plan, historical plaque, and designation of property.

The committee provided the following heritage related comments for consideration:

- preserve the historic brick house as a heritage asset;
- the distance between the lot lines of the historic house on the lot to be relocated and the new lots, and to allow breathing room as it is a little claustrophobic (lot 13 on the plan of subdivision);
- the massing of the new homes to be built adjacent to the historic house, as a bungalow would be more appropriate than a two storey house in terms of size, height, and the roof to the lot line;
- the elevation of the historic house in terms of the constraints of the lot size and scale of adjacent new construction of homes;
- the view of the historic house from the street, and the house stands out and does not get lost;
- the relocation of the historic house on a smaller lot and how it is situated was a concern, as a larger space would be more ideal, such as lots 14 and 15 on the plan of subdivision;
- considering any other options for the best relocation of the historic house, such as, situating the house on an angle on the lot for more space (it was better to face the rest of the houses, and this would not provide driveway access), and relocating the house to another property in town; and
- the possibility of requiring design guidelines to be used for the adjacent properties in the new residential subdivision, and further negotiations with the developer with respect to the houses to be built and urban design.

Carolyn Van Sligtenhorst responded to questions regarding the heritage conservation and relocation of the house. She advised that the partial conservation plan for the historic house on the property, which was prepared by Golder Associates, on behalf of the owner, was very conceptual and to be completed to include the final details on the restoration of the house, which are still required to be submitted along with the remainder of the outstanding requirements. She also advised that a heritage permit would be required for the addition and basement, and possibly a garage for future consideration by the committee after the house on the property was designated. The restoration of the house was being dealt with at this time as part of the approval process for the plan of subdivision. Heritage Planning staff are working with Urban Design Planning staff regarding urban design standards.

Mark Simeoni, Director of Planning Services and Diane Childs, Manager of Policy Planning, responded to questions regarding draft approval for the residential plan of subdivision, planning approvals, compliance with zoning by-law requirements, the types of housing development in Oakville, protecting heritage resources, and design policies under the Livable Oakville Official Plan.

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

Moved by Councillor Hutchins

- 1. That a Heritage Easement Agreement for the conservation and relocation of the Jordan Munn House, currently located at 41 Dundas Street East, be entered into between the Town and the owner in keeping with the content of the report dated September 14, 2016, from the Planning Services Department, with the Agreement to be in form and content satisfactory to the Town Solicitor and the Director of Planning Services or their designate;**
- 2. That the Heritage Easement Agreement be executed in accordance with Executions By-law 2013-057 and be registered on title to the lands on which the Jordan Munn House is currently located and on title to the lands to which the Jordan Munn House is to be permanently located;**
- 3. That a Notice of Intention to Designate the Jordan Munn House, pursuant to the provisions of the Ontario Heritage Act, be issued once the Jordan Munn House has been relocated to the lands which will be its permanent site; and**
- 4. That the Town Solicitor be authorized to discharge the Heritage Easement Agreement from title to all lands on which it is registered, at the expense of the owner, once the Jordan Munn House has been designated pursuant to the provisions of the Ontario Heritage Act and the requirements in the Heritage Easement Agreement have been fully satisfied to the satisfaction of the Director of Planning Services or their designate.**

CARRIED

b. **Delegation By-law 2011-115 Five-Year Review**

- **Report from Planning Services Department,
September 14, 2016**

Carolyn Van Sligtenhorst, Heritage Planner, provided a PowerPoint presentation regarding the review of the Delegation By-law 2011-115, to delegate the power to consent/grant heritage permits for the alteration of designated heritage properties. Ms. Van Sligtenhorst advised that the by-law was to be reviewed every five years in accordance with the Alterations to Designated Heritage Properties Procedure. Staff reviewed the by-law and procedure with a working group consisting of members of Heritage Oakville. Staff are recommending the by-law be endorsed in order to continue effective customer service and to better manage and protect Oakville's significant heritage resources.

The committee was pleased with the delegation of heritage permits for the alteration of designated heritage properties, as the process was working well.

A separate report will be presented to the Administrative Services Committee, as part of the town's corporate policy and procedure review process.

Moved by Councillor Duddeck

That the report "*Delegation By-law 2011-115 Five-Year Review*" dated September 14, 2016, from the Planning Services Department, be endorsed.

CARRIED

c. **Nominations for Ontario Heritage Trust Awards**

- **Report from Planning Services Department,
September 14, 2016**

Susan Schappert, Heritage Planner, provided a PowerPoint presentation regarding the nominations for the Ontario Heritage Trust Awards. Ms. Schappert advised that there are two nominations for 2016, including the Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement received from the Trafalgar Township Historical Society, and the Young Heritage Leader's (and Lieutenant Governor's Ontario Heritage Award for Youth Achievement) received from the Canadian Caribbean Association of Halton. She advised that the nominations were submitted to heritage

planning staff following consultation and communication with local heritage and cultural organizations.

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

Moved by Moved by Councillor Hutchins

That the nominees for the Lieutenant Governor's Ontario Heritage Award and Young Heritage Leaders program, as set out in Confidential Appendix A of the report from Planning Services dated September 14, 2016, be endorsed.

CARRIED

(Michael Reid, having declared an interest, did not vote on this item.)

7. Information Item(s)

- a. Confidential Committee Membership Listing**
- b. Unveiling of Lorne Scots Regimental Monument – Memorial at George's Square**

Moved by Geri Tino

That the information items be received.

CARRIED

8. Items to be Discussed at Next/Future Meetings

- Heritage Permit / Policy Matters
- Presentation of Award – Medal for Lifetime Achievement from National Trust for Canada

9. Date and Time of Next Meeting

Tuesday, October 25, 2016
Oakville Municipal Building
Oakville Room - 9:30 a.m.

10. Adjournment

Moved by Moved by Councillor Duddeck

That this meeting now adjourn.

CARRIED

The meeting adjourned at 10:19 a.m.