

HERITAGE GUELPH  
*Municipal Heritage Committee*

**NOTICE OF MEETING**

**A meeting of Heritage Guelph will be held from  
12:00 noon – 2:00 p.m.  
Monday, 13 August 2012**

**1 Carden St., New City Hall  
COMMITTEE ROOM B (Main Floor)**

Please Note: Delegations must register by 12:00 noon on the Thursday prior to the meeting.  
To register as a delegate, please call 519-837-5616 or email [planning@guelph.ca](mailto:planning@guelph.ca). Delegations will be allocated a maximum of 5 minutes to present their opinions to the committee. Persons not registering by the deadline will not be allowed to address the committee.

**A G E N D A**

- 1. Welcome and Opening Remarks**
- 2. Approval of Agenda**
- 3. Declarations of Pecuniary Interest**
- 4. Adoption of Minutes from 9 July 2012 meeting of Heritage Guelph**
- 5. Matters arising from the Minutes**
  - Item 5.1 45 Cross Street and 20, 26 and 28 Ontario St (Mill Lofts)**

Delegation: Thomas Brenndorfer (President, Mill Lofts Board of Directors);  
Paul Jeffs (Masonry Consultant)  
Delegates will update the committee on current repair considerations for the designated heritage property, in particular: the roof, chimney and exterior masonry; the major financial cost for repairs; and potential for support from Heritage Guelph committee regarding any future financial incentive program to be considered by Council.
- 6. New Business Items**
  - Item 6.1 Proposed election of Heritage Guelph Chair and Vice-Chair**

Discussion of procedure for election to take place at 10 September meeting. Circulation and confirmation of updated HG membership contact list and HG 2012 meeting schedule.
- 7. Heritage Guelph Working Group Reports**
  - Item 7.1 Communications**

Tara Spears to provide brief report on improvements to City's heritage webpages.
  - Item 7.2 Designation Research and Heritage Review**
  - Item 7.3 Heritage Trees and Landscapes**
  - Item 7.4 Policy Review**

**Item 7.5            Committee Representation**

**8.            Information Items**

**Item 8.1            344 Woolwich Street** - update on chimney replacement.

**9.            Next Meetings:**

**Heritage Guelph Working Groups** - Monday, 27 August 2012 (12:00 – 2:00 pm)  
Location: City Hall, Meeting Room B

**Heritage Guelph** - Monday, 10 September 2012 (12:00 – 2:00 pm)  
Location: City Hall, Meeting Room B

**10.          Adjournment**

# MEETING MINUTES



MEETING **Heritage Guelph**

DATE July 9, 2012

LOCATION City Hall Committee Room 'B'

TIME 12:00 PM

PRESENT Paul Ross (Chair), Russell Ott, Tony Berto, Lorraine Pagnan, Mary Tivy, Doug Haines, Christopher Campbell, Daphne Wainman-Wood, Bill Green, Stephen Robinson (Senior Heritage Planner), Michelle Mercier (Recording Secretary), Tara Spears (Heritage Research Assistant)

REGRETS Martin Bosch, Joel Bartlett, Susan Ratcliffe

GUESTS Paul Moore (Manager of Permits and Zoning, Building Services), Todd Salter (General Manager of Planning Services)

DELEGATION

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><b><u>Welcome and Opening Remarks</u></b></p> <p>Paul Ross welcomed everyone to the meeting.</p>
2	<p><b><u>Approval of Agenda:</u></b></p> <p>Moved by Russell Ott and seconded by Daphne Wainman-Wood,  <b>“THAT the Agenda for the July 9, 2012 meeting of Heritage Guelph be approved.”</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
3	<p><b><u>Declaration of Pecuniary Interest:</u></b></p> <p>none</p>
4	<p><b><u>Approval of Meeting Minutes from June 11, 2012</u></b></p> <p>Under #3 – Declaration of Pecuniary Interest – 40 Mary St is to be changed to 40 Margaret St.</p> <p>Moved by Tony Berto and seconded by Christopher Campbell,  <b>“THAT the Minutes for the June 11, 2012 meeting of Heritage Guelph be approved as amended.”</b></p>

	<b>CARRIED</b>
5	<p><b><u>Matters Arising from Previous Minutes</u></b></p> <p><b>Item 5.1</b>  <b>58 Albert Street (former Brooklyn Sunday School)</b>  Stephen Robinson provided an update as to the status of this property. The owner has submitted a new application for the Committee of Adjustment due to an error in the original application.</p> <p>Stephen reviewed the revised drawings that were submitted as part of the application. Committee members raised concerns about the drawings including that they don't accurately show the existing elevations and that there are still issues with the existing and proposed window locations on the drawings.</p> <p>Stephen presented his initial comments and recommendations that he had submitted to the Committee of Adjustment for the new application. Stephen will change the recommendation to have three conditions relating to a request for properly scaled drawings and that, prior to issuance of a building permit for alterations to the existing building, Heritage Planning staff and Heritage Guelph be required to review and be satisfied with all plans (including elevations, plans and site plan) for any proposed alterations to the existing building on the lot to be retained.</p> <p>Moved by Mary Tivy and seconded by Lorraine Pagnan,</p> <p><b>“That Heritage Guelph recommends that Council publish its intention to designate the property located at 58 Albert Street under Part IV of the Ontario Heritage Act.”</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Stephen will advise the Committee of Adjustment of Heritage Guelph's decision.</p> <p><b>Item 5.2</b>  <b>106 Carden Street (Royal Inn and Suites)</b>  Stephen Robinson provided an update on the property at 106 Carden Street. The owners are only looking at making changes to the ground floor of the Carden Street facade at this point and are not currently looking at making any changes to the second and third floors. Stephen reviewed some old photos of the Royal Hotel as well as the current photos he and Tara Spears had taken at a recent site visit. Stephen provided a review of the updated drawings from the proposal. The owners would like to retain as much of the original openings as possible. Stephen will bring back updated drawings when they are available.</p>
6	<p><b>New Business</b></p> <p><b>Item 6.1</b>  <b>Building Permit Process Involving Heritage Issues</b>  Guest – Paul Moore (Manager of Permits and Zoning, Building Services)</p> <p>Paul Ross provided an update to Paul Moore on the previous discussion that Heritage Guelph had had with the owner regarding 58 Albert Street. Paul Moore advised that he has asked the owner for a full</p>

set of professional drawings. Paul added that they will need to get a Building Permit for all work being done, not just for the second-storey addition. Paul noted that Building Services would not be able to withhold a permit if Heritage Guelph was asked to review and comment on the proposal, however if the condition from the Committee of Adjustment stated that Heritage Guelph must be satisfied with the design, they would be able to withhold the permit. Paul added that the owners are not required to rezone the property as it is already zoned for residential.

Paul Moore provided information on the demolition permit process. Paul advised that there are different processes for residential and non-residential demolitions. With proposed residential demolitions the City has a Demolition Control By-law which requires proponents to go to Council for approval. Other non-residential demolitions do not require Council approval. Paul added that all demolitions have sign-off sheets that are required from the utilities. Paul also added that they are looking into having a requirement to make plans for the waste prior to demolition, but it is not currently in place. Heritage Guelph members requested a flowchart showing the demolition process. Stephen Robinson will track one down and send the information to the Committee Members.

Paul Ross thanked Paul Moore for attending the meeting.

**Item 6.2**

**331 Clair Rd E**

Stephen Robinson reviewed the photos he took at a recent site visit and advised that there is currently a rezoning application on the property. Stephen asked the Committee members to review the Heritage Impact Assessment for the property.

Moved by Russell Ott and seconded by Christopher Campbell,

**“THAT the property located at 331 Clair Road East be referred to the Designation and Research Working Group.”**

**CARRIED**

**Item 6.3**

**372 Crawley Rd**

Stephen Robinson reviewed the photos and provided some background information on the property located at 372 Crawley Road. Stephen advised that there is a possibility of a future demolition permit request for the property.

Moved by Tony Berto and seconded by Russell Ott,

**“THAT the property located at 372 Crawley Road be referred to the Designation and Research Working Group.”**

**CARRIED**

**Item 6.4**

**65 Maple St**

Stephen Robinson advised that there is currently a Committee of Adjustment application in for the property at 65 Maple Street to install a pool in the front corner of the property. Stephen reviewed the

drawings, photos and plans for the pool. Stephen also reviewed the proposed recommendation to the Committee of Adjustment. The Committee decided they didn't need to review the application and that Stephen could provide his recommendation. The only concern raised by the Committee was related to drainage issues if it is a salt water pool.

**Item 6.5**

**8 Oliver St**

Stephen Robinson provided background information on a Building permit application for 8 Oliver Street. The owners are looking at extending the current addition and roof. Stephen advised that he has indicated to Building Services that he has no objection to the application.

**Item 6.6**

**43 McTague Street**

Stephen Robinson provided background information on a Building permit application for 43 McTague Street. The owners are looking at adding a second storey addition. Stephen advised that he has indicated to Building Services that he has no objection to the application.

**Item 6.7**

**82 Callander Drive**

Stephen Robinson provided background information on a Building permit application for 82 Callander Drive. The owners are looking to turn the existing carport into a garage. The carport is mentioned as a heritage attribute in the Municipal Register. Committee members recommended that staff encourage the owner to utilize an appropriate door on the garage and would like to keep the dominant horizontal element.

**Item 6.8**

**Barber Avenue gateposts**

Stephen Robinson provided some background and reviewed current and older photos of the gateposts on Barber Avenue. The posts are located on the City right-of-way and require some repairs to be done, which are planned in July. One resident has requested that the light fixtures be returned as close as possible to the original look, either working or just decorative. The Committee recommends that the City source out new fixtures that look like the original ones.

**Item 6.9**

**45 Cross Street and 20, 26 and 28 Ontario St (Mill Lofts)**

Stephen Robinson advised that Condominium Board of the Designated property at 45 Cross Street and 20, 26 and 28 Ontario Street is requesting to replace the roof. Stephen is recommending that Heritage Guelph have no objection to the roof's replacement.

Moved by Tony Berto and seconded by Lorraine Pagnan,

**“That Heritage Guelph have no objection to replacement of the roof at 45 Cross St and 20, 26 and 28 Ontario Street.”**

CARRIED

Committee members raised concerns about the roofing materials being used to re-clad the roof and Committee members recommended that staff encourage the Condominium Board to use a more appropriate (flat) roofing sheet profile.

7	<p><b><u>Working Group Reports</u></b></p> <p><b>Item 7.1</b> <b>Communications</b> No update provided</p> <p><b>Item 7.2</b> <b>Designation Research and Heritage Review</b> No update provided.</p> <p><b>Item 7.3</b> <b>Heritage Trees and Landscapes</b> No update provided.</p> <p><b>Item 7.4</b> <b>Policy Review</b> No update provided</p> <p><b>Item 7.5</b> <b>Committee Representation</b> No update provided.</p>
8	<p><b><u>Information Items</u></b></p> <p><b>Item 8.1</b> <b>Circulation and Confirmation of updated HG membership contact list</b> Not covered during the meeting.</p> <p><b>Item 8.2</b> <b>Mary Tivy's notes from ACO/CHO conference held in Kingston (June 2012)</b> Mary provided an update on the ACO/CHO conference she attended and her notes were included in the Agenda package.</p>
9	<p><b><u>Next Meeting</u></b></p> <p>Working Group Meeting(s) – Monday, July 23, 2012 in City Hall Meeting Room “B” Regular Meeting - Monday, August 13, 2012 in City Hall Meeting Room “B”</p>
10	<p><b><u>Other Matters Introduced by the Chair or Heritage Guelph Members</u></b></p> <p>Adjourn –2:20 pm</p>

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