



## Heritage Stratford Advisory Committee

### MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, September 12, 2023 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary.

**Committee Members Present:** Brian Johnson –Chair Presiding, Barb Cottle, Laura Dent, Councillor Larry McCabe, Andy Bicanic, Jacob Vankooten

**Staff Present:** Alex Burnett – Planner, Adam Betteridge – Director of Building & Planning, Casey Riehl – Recording Secretary

**Regrets:** Jack West, Jeff Atchison

#### 1. Call to Order

The Chair called the meeting to order at 7:00 p.m.

Land Acknowledgment

Moment of Silent Reflection

#### 2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

#### 3. Adoption of Previous Minutes

**Motion by** Jacob Vankooten

**Seconded by** Councillor McCabe

**THAT the minutes from the Heritage Stratford Advisory Committee meeting dated June 13, 2023, be adopted as printed. Carried**

#### 4. Business Arising from Previous Minutes

##### 4.1 Update on 265 St. David Street Permit – Alex Burnett

Alex Burnett, Planner, reported that on March 28, 2022, Council adopted a recommendation that the heritage alteration application for 265 St. David Street to permit replacement of the upper story doors with windows be denied, as it is contrary to the recommendations of the Stratford Heritage Permit Review Committee and the record of designation for 265 St. David Street. Staff were directed to work with the property owner on the removal of the windows that were installed and on the replacement of the wooden doors that match the original doors in terms of colour, shape, pattern and material in a timely manner. In September 2022, it was determined by Planning staff that while the doors installed currently are not what Heritage Stratford had originally recommended, they did meet the recommendation from Council. Based on this discussion, the application is deemed closed.

#### **4.2 James Anderson & Blue Plaque Awards Update – Brian Johnson/ Barb Cottle**

The Awards Sub-committee is continuing to review the submissions received for both awards. The plan is still to hold presentation events for both awards before the end of 2023.

#### **4.3 Shakespearean Garden – Heritage Designation –J. Atchison/L. Dent**

Brian Johnson shared an update from Jeff Atchison regarding the work on the Shakespearean Garden designation. Jeff Atchison has met with Reg White to discuss the possible designation and they are still very interested in moving ahead with a designation. The garden is owned by the City and would need to be discussed with Parks & Forestry staff and Council on what the designation would cover. He will inquire about a meeting between Heritage Stratford members and staff to do a site visit and discuss the specifics of what is owned by the City and what is owned by the County. Laura Dent added that the garden is within the Heritage Conservation District, which is a Part V designation, but it can also have a Part IV designation as well. This would identify attributes that are more specific to the garden.

### **5. Designation Sub-Committee Update**

#### **5.1 Update on Non-Designated Properties Register – Alex Burnett**

Alex Burnett, Planner, reported that the owners of the 36 properties identified in the first phase have been sent letters on behalf of the City to gauge their interest in becoming designated properties. The deadline

provided in the letter for a response is September 22, 2023. Staff will clarify how long the non-designated properties can remain on the register before they must be either designated or removed from the list and not added back on the register or designated for five years.

Laura Dent raised a concern about non-residential or commercial properties that are not registered or designated and that should be identified. It was questioned whether Heritage Stratford members have enough time to designate identified residential properties and commercial properties within the two-year deadline. Members agreed that concentrating on the current residential list would be the plan moving forward. So far staff has received interest back from four properties, with three submitting the required documentation to move on to the next step. Two property owners have phoned and asked to have their property removed from the list. Staff will issue a second follow-up letter to the property owners, excluding the two who already expressed they are not interested, to clarify details on deadlines and dates.

Adam Betteridge, Director of Building and Planning will contact the City Clerk to discuss the process of updating the by-laws to accompany the designation recommendations. Planning staff will work on preparing the recommendations for the November HS meeting. Members of the Designation Sub-committee will inquire with Marg Rowell at the University of Waterloo Heritage Research Centre to see what her availability is to complete additional research on the properties.

**Motion by** Councillor McCabe

**Seconded by** Barb Cottle

**THAT the Heritage Stratford Advisory Committee supports Planning Staff sending a follow-up letter to (34) properties included on the Phase I of the Non-Designated Properties List to outline the details and significant dates of the designation process. Carried**

## **6. Development Services Report – Alex Burnett**

Alex Burnett, Planner, submitted the September 2023 Development Services Report for the Committee's information and was available for questions.

## **7. New Business**

### **7.1 2024 Heritage Stratford Budget Request – Brian Johnson**

**Motion by** Andy Bicanic

**Seconded by** Councillor McCabe

**THAT the Heritage Stratford Advisory Committee requests a 2024 budgetary figure of \$7,725.00 from the City of Stratford as follows:**

- **Heritage Research/Service Contracts (to provide research/writing for property designations, at-risk buildings, properties of interest list, other specific research reports, photography): \$5,000.00**
- **Awards, Plaques, Event/Conference Expenses: \$2,500.00**
- **Memberships: \$225.00**

**Carried**

7.2 Reminder of Members Terms Expiring November 30, 2023

Staff reminded members whose terms will be ending on November 30, 2023 that they will be required to re-apply to sit on the committee. The positions will be re-advertised and staff will inform them of the deadline to send their applications in to the Clerk.

7.3 Renewal of National Trust for Canada Annual Membership

**Motion by** Barb Cottle

**Seconded by** Andy Bicanic

**THAT the Heritage Stratford Advisory Committee spends \$158.00 to renew their annual membership with the National Trust for Canada.**  
**Carried**

**8. Date of Next Meeting**

The next meeting of Heritage Stratford will be held on Tuesday, October 10, 2023, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

**9. Adjournment**

**Motion by** Jacob Vankooten

**Seconded by** Councillor McCabe

**THAT the September 12, 2023 Heritage Stratford Advisory Committee meeting adjourn. Carried**

Start Time: 7:00 P.M.

End Time: 8:18 P.M.