

**Heritage Committee Meeting  
AGENDA**

Monday, November 21, 2016, 6:00 pm  
Tecumseh Town Hall  
[www.tecumseh.ca](http://www.tecumseh.ca)

**Pages**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS**
5. **COMMUNICATIONS**
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  - b. Ontario Heritage Trust 6 - 7  
Re: Ontario Heritage Act Register
6. **REPORTS**
7. **UNFINISHED BUSINESS**
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  - b. Log Cabin Update
  - c. 2017 Budget 9 - 10
  - d. Heritage Portal - Update
8. **NEW BUSINESS**
9. **NEXT MEETING**

Monday, January 16, 2016, at 6:00 pm.
10. **ADJOURNMENT**

## **MINUTES OF A MEETING OF THE HERITAGE COMMITTEE FOR THE TOWN OF TECUMSEH**

A meeting of the Heritage Committee for the Town of Tecumseh was held on Monday, September 12, 2016, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh, at the hour of 6:00 pm.

(HC 8-1)

### **ORDER**

The chair calls the meeting to order at 6:05 pm.

(HC 8-2)

### **ROLL CALL**

Members Present:	Vice-Chair	- Ian Froese
	Councillor	- Rita Ossington
	Member	- Rhonda Dupuis
	Member	- Terry England
	Member	- Jerome Baillargeon

Also Present:	Deputy Clerk	- Tatiana Dafoe
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Absent:	Councillor/Chair	- Andrew Dowie
	Member	- Cheryl Hardcastle
	Member	- Dwayne Ellis

(HC 8-3)

### **DISCLOSURE OF PECUNIARY INTEREST**

None.

(HC 8-4)

### **DELEGATIONS**

None.

(HC 8-5)

### **COMMUNICATIONS**

#### **Minutes**

- a) Heritage Committee Meeting held June 20, 2016
- b) Heritage Committee Meeting held July 18, 2016

**Motion:** (HC-24/16) Moved by Member Jerome Baillargeon  
Seconded by Councillor Rita Ossington

**THAT** the Minutes of the Heritage Committee meeting held June 20 and July 18, 2016, be approved.

Carried

(HC 8-6)

### **REPORTS**

None.

(HC 8-7)

### **UNFINISHED BUSINESS**

#### **Heritage Property Listing**

The Heritage Property Listings are to be condensed into one list and provided to Administration for inclusion on the next Committee meeting agenda for finalization. Once finalized, Administration is to prepare maps outlining the location of each property, along with zoomed street-view maps.

Members discuss creating a Heritage Property List which would contain a photo of each property along with a brief description of the heritage features.

Administration is asked to inquire about the status of the Lakewood Park Storyboard.

Baillargeon Property Heritage Designation

Members are advised that Brian Sherwell has undertaken research into the history of the Baillargeon property. His research will be contributed in-kind but any land registry research to be undertaken will need to be funded from the Committee's budget. Estimated cost of the land registry research is \$30.

Bus Tour

The Committee is to finalize the Heritage Property Listing and upon completion look into scheduling a Bus Tour.

Heritage Portal

Administration is asked to inquire about creating a private page the Committee can have access to for the purpose of submitting photos and other information related to Heritage.

The Committee also requests a public page dedicated to Heritage which can showcase Heritage Properties/features in the Town.

Log Cabin Update

There is no update to be given.

(HC 8-8)

**NEW BUSINESS**2017 Budget

The Deputy Clerk advises the Committee that 2017 Budget Preparation is underway. She asks the Committee to consider what projects/initiatives they would like to undertake in 2017 and to submit these ideas to her for inclusion on the next meeting agenda.

(HC 8-9)

**NEXT MEETING**

The next meeting of the Heritage Committee will be held on Monday, October 17, 2016, at 6:00 pm in the Sandwich South Room, Tecumseh Town Hall.

(HC 8-10)

**ADJOURNMENT**

Motion: (HC-25/16) Moved by Councillor Rita Ossington  
Seconded by Member Rhonda Dupuis

**THAT** there being no further business, the September 12, 2016, meeting of the Heritage Committee be adjourned at 6:50 pm.

Carried

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Ian Froese, Vice-Chair

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Tatiana Dafoe, Deputy Clerk

## **MINUTES OF A MEETING OF THE HERITAGE COMMITTEE FOR THE TOWN OF TECUMSEH**

A meeting of the Heritage Committee for the Town of Tecumseh was scheduled to be held on Monday, October 17, 2016, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh, at the hour of 6:00 pm.

(HC 9-1)

### **ORDER**

The meeting was adjourned due to a lack of quorum. No discussion was held and no decisions were made.

(HC 9-2)

### **ROLL CALL**

Members Present:	Vice-Chair	- Ian Froese
	Member	- Jerome Baillargeon
	Member	- Dwayne Ellis

Also Present:	Deputy Clerk	- Tatiana Dafoe
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Absent:	Member	- Rhonda Dupuis
	Member	- Cheryl Hardcastle
	Councillor/Chair	- Andrew Dowie
	Councillor	- Rita Ossington
	Member	- Terry England

(HC 9-3)

### **DISCLOSURE OF PECUNIARY INTEREST**

(HC 9-4)

### **DELEGATIONS**

None.

(HC 9-5)

### **COMMUNICATIONS**

#### **Minutes**

a) Heritage Committee Meeting held September 12, 2016

Motion: (HC-26/16) Moved by  
Seconded by

**THAT** the Minutes of the Heritage Committee meeting held June 20 and July 18, 2016, be approved.

Carried

#### **Communication for Information**

b) Ontario Heritage Trust, Re: Ontario Heritage Act Register

Motion: (HC-27/16) Moved by  
Seconded by

**THAT** Communication b on the October 17, 2016 Heritage Committee Agenda be received.

Carried

(HC 9-6)

### **REPORTS**

None.

(HC 9-7)

**UNFINISHED BUSINESS**

Heritage Property Listing & Bus Tour

2017 Budget

Log Cabin Update

Heritage Portal Update

(HC 9-8)

**NEW BUSINESS**

None.

(HC 9-9)

**NEXT MEETING**

The next meeting of the Heritage Committee will be held on Monday, November 21, 2016, at 6:00 pm in the Sandwich South Room, Tecumseh Town Hall.

(HC 9-10)

**ADJOURNMENT**

Motion: (HC-28/16) Moved by  
Seconded by

**THAT** there being no further business, the October 17, 2016, meeting of the Heritage Committee be adjourned at \_\_\_\_ pm.

Carried

\_\_\_\_\_  
Ian Froese, Vice-Chair

\_\_\_\_\_  
Tatiana Dafoe, Deputy Clerk

**What is the OHA Register?**

Under Section 23 of the [Ontario Heritage Act](#) (OHA), the Ontario Heritage Trust is mandated to keep a register of statutory documents related to all properties designated under Parts IV, V and Part VI of the OHA. This central repository tracks and holds legal documents and notices of council decisions, approvals for alterations and ministerial orders for properties protected under the OHA. These documents are generally served on the Trust by municipal clerks or other municipal staff responsible for OHA designations.

**What is the eRegister?**

Currently, the Trust is working to make these documents and their accompanying data more accessible to the public. The eRegister will be an online, searchable database that offers a quick and accurate picture of designated properties and associated statutory documents.

**What is FIPPA?**

[Freedom of Information and Protection of Privacy Act](#) (FIPPA) defines personal information as “recorded information about an identifiable individual”, and includes the name, address and telephone number of an individual under this definition. This includes c/o addresses for corporations, solicitors, and numbered companies.

**What are the privacy concerns associated with the eRegister?**

Personal information is present in many of the OHA documents held by the Trust, particularly in notices that are served jointly on the Trust and the property owner. Before making these documents available for public use, this personal information must be redacted to ensure the privacy of individuals is protected according to FIPPA requirements.

**What can municipal clerks do to assist in privacy protection?**

Making OHA documents available for public use is a priority for the Trust. To this end, the Trust requests that moving forward, municipal clerks exclude the names and contact information of property owners (including a c/o addresses) from statutory OHA documents and letters that contain decisions of council. A property address is acceptable so long as the property owner's name is not included in the documents.

**What documents belong in the eRegister?**

Since the legislation was enacted in 1975 the Trust has been served many non-statutory documents which do not belong in the OHA Register, including staff reports, land registry documents, newspaper clippings and conservation assessments associated with designated properties. These documents are not included in the eRegister. The Trust requests that municipalities (i.e. municipal clerks) serve only those documents which the OHA specifies must

be served on the Trust. Below is a list of statutory OHA documents which municipalities serve on the Trust and the OHA section to which they pertain:

- Notice of Intention to Designate – Section 29
- Notice of Withdrawal of Intention to Designate – Section 29
- Bylaw to Designate – Section 29
- Bylaw to Amend – Section 30
- Notice of Intention to Repeal – Section 31
- Bylaw to Repeal – Section 32
- Refusal of Application to Repeal – Section 32
- Notice of Decision (Alteration) – Section 33
- Notice of Decision (Demolition or Removal) – Section 34
- Bylaw to Designate (HCD Study Area) – Section 40
- Notice of Passing of Bylaw (HCD Study Area) – Section 40
- Bylaw to Designate (HCD) – Section 41
- Notice of Passing of Bylaw to Designate (HCD) – Section 41
- Bylaw to Adopt HCD Plan – Section 41
- Notice of Passing of Bylaw (HCD Plan) – Section 41

### **What information should be included in OHA documents?**

To ensure data in the OHA Register is as complete as possible, it is crucial that OHA documents contain an accurate date of enactment:

- Notices of intention should contain the date they were published for general circulation within the municipality.
- Notices of decision should contain the date they were served on the owner and the Trust.
- Bylaws should contain the date they were passed.

### **How should the information be sent to the Trust?**

Please send documents by Canada Post or courier. Unfortunately, under the current legislation email and faxing of documents is not permitted.

Mailing Address:      Attn: Provincial Heritage Registrar  
Ontario Heritage Trust  
10 Adelaide Street East  
Toronto, ON M5C 1J3

**For more information please contact Erin Semande, A/Provincial Heritage Registrar by telephone at 416-212-1704 or by email at [erin.semande@heritagetrust.on.ca](mailto:erin.semande@heritagetrust.on.ca).**

**Town of Tecumseh Municipal Register of Cultural Heritage Properties**

As of: October 8, 2013

Designated Property							
Street Name	Street #	Name of Property	Year	Architecture/Style	Sector	History	By-law
Banwell Road Plan 65 South Half of Lot 10		Banwell Cemetery	2013		Sandwich South	Smith Cemetery	May 20, 2013 By-law No. 2013-20

Listing							Council Approval
Properties of Cultural Heritage Value or Interest							Date
Street Name	Street #	Name of Property	Year	Architecture/Style	Sector	History	Resolution #
Tecumseh Rd.	12233	St. Anne's Church			Tecumseh		Aug 28/07 RCM 293/07
Tecumseh Rd.	12320	Baillargeon House			Tecumseh		Aug 28/07 RCM 293/07



**Town of Tecumseh**  
**2017 Draft 2 Budget**  
**Heritage Committee 7705**

	2015 Year End Actuals	2016 Year End Forecast	2016 Restated Budget	2017 Proposed Budget	\$ Change	% Change	2018 Forecast	2019 Forecast
<b>11 General Operating</b>								
<b>REVENUES</b>								
Transfers from Reserves								
4-9580 Transfer from Reserves	4,800							
<b>Total Transfers from Reserves</b>	<b>4,800</b>							
<b>TOTAL REVENUES</b>	<b>4,800</b>							
<b>EXPENDITURES</b>								
Memberships								
5-5300 Memberships	146	124	150	150			153	156
<b>Total Memberships</b>	<b>146</b>	<b>124</b>	<b>150</b>	<b>150</b>			<b>153</b>	<b>156</b>
Utilities								
5-3530 Utilities - Gas	39							
<b>Total Utilities</b>	<b>39</b>							
Other								
5-2250 Miscellaneous Service	6,047	500	500	850	350	70.00%	850	850
5-5070 Meetings (meals)	243	144						
5-5610 Advertising	234		1,350	1,000	-350	-25.93%	1,000	1,000
<b>Total Other</b>	<b>6,524</b>	<b>644</b>	<b>1,850</b>	<b>1,850</b>			<b>1,850</b>	<b>1,850</b>
<b>Expenditures Before Transfers</b>	<b>6,709</b>	<b>768</b>	<b>2,000</b>	<b>2,000</b>			<b>2,003</b>	<b>2,006</b>
<b>TOTAL EXPENDITURES</b>	<b>6,709</b>	<b>768</b>	<b>2,000</b>	<b>2,000</b>			<b>2,003</b>	<b>2,006</b>
<b>NET EXPENDITURES</b>	<b>1,909</b>	<b>768</b>	<b>2,000</b>	<b>2,000</b>			<b>2,003</b>	<b>2,006</b>

**Town of Tecumseh  
Year-to-Date Variance  
Heritage Committee 7705**

	2016	September	2016	2016
	Approved	YTD	Year-to-Date	Year-to-Date
	Budget	Actuals	Variance	% Committed
<b>EXPENDITURES</b>				
Memberships				
5-5300 Memberships	150	124	-26	83
<b>Total Memberships</b>	<b>150</b>	<b>124</b>	<b>-26</b>	<b>83</b>
Other				
5-2250 Miscellaneous Service	500		-500	
5-5070 Meetings (meals)		55	55	
5-5610 Advertising	1,350		-1,350	
<b>Total Other</b>	<b>1,850</b>	<b>55</b>	<b>-1,795</b>	<b>3</b>
<b>Expenditures Before Transfers</b>	<b>2,000</b>	<b>179</b>	<b>-1,821</b>	<b>9</b>
<b>TOTAL EXPENDITURES</b>	<b>2,000</b>	<b>179</b>	<b>-1,821</b>	<b>9</b>
<b>NET EXPENDITURES</b>	<b>2,000</b>	<b>179</b>	<b>-1,821</b>	<b>9</b>