

**Heritage Committee Meeting
AGENDA**

Monday, October 17, 2016, 6:00 pm
Tecumseh Town Hall
www.tecumseh.ca

Pages

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

Monday, November 21, 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 BUSINESS2017 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

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.

Town of Tecumseh Municipal Register of Cultural Heritage Properties

As of: October 8, 2013

[illegible]

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
2016 Approved Budget
Heritage Committee 7705**

	2014 Year End Actuals	2015 Year End Forecast	2015 Restated Budget	2016 Approved Budget	\$ Change	% Change	2017 Forecast	2018 Forecast
11 General Operating								
REVENUES								
Transfers from Reserves								
4-9580 Transfer from Reserves		4,996	6,000		-6,000	-100.00%		
Total Transfers from Reserves		4,996	6,000		-6,000	-100.00%		
TOTAL REVENUES		4,996	6,000		-6,000	-100.00%		
EXPENDITURES								
Memberships								
5-5300 Memberships	146	146	150	150			150	150
Total Memberships	146	146	150	150			150	150
Other								
5-2250 Miscellaneous Service		6,150	6,000	500	-5,500	-91.67%	500	500
5-5070 Meetings (meals)		200						
5-5610 Advertising	378	500	1,850	1,350	-500	-27.03%	1,350	1,350
Total Other	378	6,850	7,850	1,850	-6,000	-76.43%	1,850	1,850
Expenditures Before Transfers	524	6,996	8,000	2,000	-6,000	-75.00%	2,000	2,000
TOTAL EXPENDITURES	524	6,996	8,000	2,000	-6,000	-75.00%	2,000	2,000
NET EXPENDITURES	524	2,000	2,000	2,000			2,000	2,000

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

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