



**The Corporation of the City of Stratford
Planning and Heritage Sub-committee
Open Session
AGENDA**

Date: Thursday, March 30, 2017
Time: 4:30 P.M.
Location: Council Chamber, City Hall
Sub-committee Present: Councillor Ritsma - Chair Presiding, Councillor Ingram - Vice Chair, Councillor Brown, Councillor Henderson, Councillor Vassilakos
Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, Jeff Bannon - City Planner, Jeff Leunissen - Manager of Development Services, Jodi Akins - Council Clerk Secretary, Joan Thomson - City Clerk, Rob Horne - Chief Administrative Officer

Pages

1. Call to Order

The Chair to call the meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

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3. Delegations

3.1 Presentation by Tom Melady

Mr. Melady wishes to present to Sub-committee regarding short term housing, and in particular, short-term rental apartments.

4. Report of the Chief Administrative Officer

4.1 Additional Information Regarding Use of City Hall Auditorium for Cinema Screenings (PLA17-005)

3 - 5

Motion by _____

Staff Recommendation: For information.

5. Project Update

Project update to be provided verbally by the Manager of Development Services at the meeting.

6. Advisory Committee/Outside Board Minutes

6 - 15

The following Advisory Committee/Outside Board minutes are provided for Sub-committee's review:

Heritage Stratford Committee Minutes of December 13, 2016 and February 14, 2017

7. Next Sub-committee Meeting

The next Planning and Heritage Sub-committee meeting is April 27, 2017 at 4:30 p.m. in the Council Chamber, City Hall.

8. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

That the Planning and Heritage Sub-committee meeting adjourn.

MANAGEMENT REPORT

Date: March 23, 2017
To: Planning and Heritage Sub-committee
From: Rob Horne, CAO
Report#: PLA17-005
Attachments: None

Title: Additional Information Regarding Use of City Hall Auditorium for Cinema Screenings

Objective: To provide additional clarification regarding Stratford Council's decision to allow for cinema screenings in the City Hall Auditorium.

Background: On February 13, 2017, Stratford Council approved the lease of the City Hall Auditorium to Mr. Craig Thompson, for the purposes of cinema screenings to the public on a paid (ticket) basis. Council's many conditions of approval were founded on a 100% cost recovery model, with the exception of electrical and cable upgrades that would benefit all users, including the City.

Subsequent to that decision, staff was contacted by Ms. Barbara Fletcher, on behalf of Stratford Cinemas. Ms. Fletcher posed a variety of questions and provided associated commentary, and this report has been prepared to respond to those questions and comments.

Analysis:

1. When will my motion be heard?

A motion to reconsider is required if Council wishes to further consider their decision to approve the Cinema at City Hall matter. This is a Council motion, and not staff's or a constituent's motion.

A motion to reconsider:

- Can only be moved and seconded by two members who voted in support of the Cinema at City Hall decision;
- Requires the approval of two-thirds support of the whole Council (eight (8) votes in support of the motion to reconsider);

- Suspends action on the Cinema at City Hall decision until the motion to reconsider is decided at the Council meeting;
- Cannot be considered more than once during a period of twelve (12) months following the date on which the matter was decided;
- Cannot be debated; however, the mover of the motion to reconsider may make a brief and concise statement outlining the reasons for proposing reconsideration;
- If a motion to reconsider is affirmative, then consideration of the Cinema at City Hall becomes the next order of business at the Council meeting.

It is up to a member of Council to raise the matter at an upcoming Council meeting and ask for a motion to reconsider. If the motion to reconsider is seconded, then the above-noted rules apply.

Staff are not able to put a decided matter back on a Council agenda.

2. Can I rent City Hall for \$40 an hour to show my movies (for admission) too?

The resolution adopted by Council adds cinema to the rental agreement and it is not specific to Mr. Thompson. Any business or individual can rent the auditorium and use it for a cinema, provided they sign the rental agreement and book in accordance with the policy being no more than three (3) months in advance of an event.

The City is only providing the use of the space. If another individual wants to use the auditorium for cinema purposes, they would have to bring in their own equipment.

3. Will the Fire Department require the same standards that Stratford Cinemas have to meet and undertake the improvements it had to make?

Yes, the Stratford Fire Department has required the Stratford City Hall to meet all requirements as per the Ontario Fire Code, as applicable. The following points must be considered regarding the City Hall Auditorium and the Ontario Fire Code:

- The building is fully protected by a fire alarm and sprinkler systems;
- The fire alarm and sprinkler systems monitoring equipment meets the Ontario Fire Code;
- The occupant load for the auditorium meets the requirements;
- The auditorium meets the exiting requirements that will accommodate the occupant load;
- The existing balcony seating meets the requirements;
- The non-fixed seating arrangements and aisle widths meet the requirements; and
- As with any building within the City, any further alterations as applicable, will either meet the Fire Code or the Building Code.

As with all buildings within the City of Stratford, it is the mandate of the Stratford Fire Department Fire Prevention Bureau to assist building owners in remaining in compliance with the Ontario Fire Code, as applicable, at all times.

4. Why is Council subsidizing a business at the tax payer's expense?

The City is not subsidizing a business. The proposed use for cinema screenings at City Hall is based on a 100% cost recovery basis. As indicated in item 2 above, any business or individual can rent the auditorium subject to entering into the City's agreements and paying the applicable fees.

5. I plan to take legal action to have my taxes reduced.

The deadline to file an appeal to the Assessment Review Board is March 31, 2017. In order to file an appeal, a Property Assessment Notice and/or RFR decision from MPAC is required. The RFR (request for reconsideration) decision which only applies if a portion of the property is classified as residential, farm, management forest or conservation land.

The Assessment Review Board allows you to file electronically. There is a filing fee associated with the appeal. The forms and process is found on the Assessment Review Board website: <http://elto.gov.on.ca/arb/appeal-process/filing-an-appeal/>.

Financial Impact: The conditions of Council approval continue to apply. Mr. Thompson is working with City staff regarding a variety of implementation matters.

Staff Recommendation: For information.



Rob Horne, Chief Administrative Officer



A meeting of the **Heritage Stratford Committee** was held on the above date at 7:00 p.m., Kiwanis Community Centre – Conference Room, 111 Lakeside Drive, Stratford ON.

Present: Tom Hamza – Chair Presiding, Wayne Graham, Patrick O'Rourke, Nancy Murie, Amanda Langis, Jacob Vankooten

Staff Present: Jeff Leunissen – Manager of Development Services, Rachel Tucker - Planner, Casey Riehl – Recording Secretary

Also Present: *Kevin Larson, *Guy Bellehumeur –GB Architects, *Simon Brothers – Powerline Films, *Rick & Carole Hubande – ACO, *Dean Robinson – ACO, Robert Verdun

Absent: Councillor Danielle Ingram, Patricia Bolton, Allan O'Neill

M I N U T E S

1. **Delegates: Kevin Larson & Guy Bellehumeur – 33 Marketplace Update**
Kevin Larson discussed upcoming plans for the 33 Marketplace renovation. They are working on plans to remove part of the upper floor and create an open patio on the back side of the building (facing George Street). They would be removing approximately 25 ft. of the building. The railings will match the existing railings below, which had been approved previously by HS. They will also carry over the board and baton used on the patio on the Hub and leave inside walls of exposed brick. The windows will be removed when the section is removed. The patio will be partially covered with a roof and the current HVAC unit located on the roof will be shifted towards the front of the building, however will not be visible from the front of the building on Market Square. They will be adding indoor/outdoor washrooms, which can be accessed from the patio or from inside the building. They are also working on the rear entrances to facilitate the new tenant. The drawings are not complete and he will forward the final plans to the Development Services Department within a week and HS can review at their January meeting.

*Kevin Larson and Guy Bellehumeur no longer present (7:10 p.m.)

Jeff Leunissen will provide the HS permit review sub-committee members with the drawings once they are received to review as they do all HCD renovations.

2. Delegates: Simon Brothers, Rick & Carole Hubande, Dean Robinson – GTR Documentary

Simon Brothers introduced himself and Powerline Films and outlined the project they are working on to create a documentary on the GTR. They are looking for possible funding for the project from HS in the amount of \$3,000.00. The documentary would be approximately 22 minutes in length and focus on stories from people who worked there. Mr. Brothers shared with the committee a short trailer of the film. He will forward to the committee a copy of their budget breakdown for the project. They have applied for some grants, as well as plan to hold fundraisers. Private donors who donate \$500+ will have their names in the credits of the film. Dean Robinson explained that most of the people they are interviewing are into their 90's and time is of the essence to capture their stories on film. Carole Hubande explained to the committee that the idea for the documentary is to share the stories. She shared a letter with the committee written by two sisters who were "children of the GTR". They are working to release the film in the fall of 2017 and hold screenings. Powerline Films and the ACO would share joint rights to the completed film.

*Simon Brothers, Dean Robinson, Rick & Carole Hubande no longer present (7:45 p.m)

HS members discussed the possibility of re-allocating budget funds, should they decide to support this project. Jeff Leunissen will contact finance staff to discuss if a contract is required and the correct process to follow.

3. ADOPTION OF PREVIOUS MINUTES – November 8, 2016

Motion by Patrick O'Rourke, seconded by Amanda Langis to adopt the minutes dated November 8, 2016 as printed. Carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Heritage Inventory Update – Patrick O'Rourke/Councillor Ingram

Rachel Tucker discussed the terms of the agreement with the University of Waterloo Research Centre to ensure HS and the U of W had the same expectations and the same end goal for the registry. She will finalize and have signed by the HS Chair and forward to U of W. Margaret Rowell expects to have the designated list completed by the end of January. Ms. Tucker will clarify with Ms. Rowell how the final project will be presented. If it will be a digital PDF, digital Word documents that can be added to in the future or hard copies.

Ms. Tucker will invite Ms. Rowell to the February HS meeting to give an update on the designated list and discuss future plans and budget for the non-designated list.

(b) Heritage Stratford Webpage Update – Councillor Ingram

Deferred to next meeting.

(c) James Anderson – Nominations Update

There have not been any nominations received for the 2016 award. Members agreed that extending the deadline to January 31, 2017 and posting in the Town Crier would be beneficial. Staff will have the request for nominations listed in the Town Crier until the end of January.

Motion by Patrick O'Rourke, seconded by Wayne Graham to extend the submission deadline for the 2016 James Anderson Award to January 31, 2017. Carried.

(d) Veterans Drive Bandshell – Patrick O'Rourke

Members previously discussed the state of disrepair of the bandshell on Veterans Drive. Rachel Tucker researched the designation of the bandshell and it is not federally designated. Patrick O'Rourke circulated some recent pictures taken of the bandshell. Members agreed that it is in rough shape and needs a lot of repairs. Mr. O'Rourke shared with the committee some of his concerns regarding the bandshell. The bandshell is a designated heritage property under the *Ontario Heritage Act*, and is within the downtown Heritage Conservation District. It is currently in a poor state of repair, including peeling paint, deteriorating brick work, cracked plaster and damaged and rotting wood trim. The bandshell is seen by thousands of tourists and residents annually, and the current state of disrepair paints an unfavourable picture of the city. It will be a focal point of Stratford's celebration of Canada's sesquicentennial on July 1, 2017, with performances by hundreds of local youth from a range of community clubs and groups. The city should set an example to property owners in the Heritage Conservation District and to the owners of other designated properties by maintaining the bandshell in good condition.

Motion by Patrick O'Rourke, seconded by Wayne Graham that Heritage Stratford requests City Council consider the repair and restoration of the Veterans Drive Bandshell be undertaken in 2017, with completion prior to July 1, 2017. Carried.

Jeff Leunissen shared with the committee an e-mail he received back from the facilities manager who oversees the bandshell. He advised that the scheduled maintenance for the bandshell to have its broken and cracked bricks repaired,

as well as the cracked plaster repaired and painted, will be completed by May 31, 2017.

(e) Members for HS Sub-committees

Once the new members have been appointed to HS, all the sub-committees will be reviewed. However, it is required to have three members on the permit review sub-committee and two of the members are not planning on returning to HS. One of the members must be the current chair of HS. Tom Hamza has agreed to remain as chair of the committee and participate on the permit review sub-committee. Wayne Graham will remain and Jacob Vankooten volunteered to be the third member until the sub-committees are finalized.

5. DESIGNATION UPDATES

- **Stratford Fairgrounds**
- **Morenz Family Home**

Deferred to next meeting.

6. BUILDING DEPARTMENT REPORT (December 2016) – Rachel Tucker

Staff reviewed the December 2016 report with committee members. Jeff Leunissen reported that the staff report for the property at 46 Ontario Street has been to the Planning and Heritage Sub-committee recommending the heritage alteration permit not be issued, as the owner went ahead and did the work without a permit. It went to Committee and members did not accept the recommendation to not issue the permit. They recommended staff work with the property owner to come to a mutual agreement. The HS permit review sub-committee will review again and discuss with the property owner. Staff will then write a report to go back to Sub-committee. Tom Hamza will forward all the background information to Jacob Vankooten for his information prior to the next review.

7. BLUE PLAQUE UPDATE

No new update.

8. NEW BUSINESS

(a) Meeting with St. Marys HS Committee in New Year

Wayne Graham suggested looking at some dates to invite the St. Marys HS committee to attend one of Stratford's HS meeting. It has been approximately a year since Stratford attended a St. Marys meeting. Further discussion at next meeting.

(b) 2017 Community Heritage Ontario Membership

Staff inquired if the committee would like to renew their CHO membership and continue to receive their digital copies of the newsletter.

Motion by Patrick O'Rourke, seconded by Amanda Langis that Heritage Stratford spend \$100.00 to renew their Community Heritage Ontario membership for 2017. Carried.

9. NEXT MEETING DATE – Tuesday, January 10, 2017 @ 7:00 p.m. – Avon Rm.

10. ADJOURNMENT

Motion by Patrick O'Rourke, seconded by Amanda Langis to adjourn the meeting. Carried.

Time: 9:20 p.m.



A meeting of the **Heritage Stratford Committee** was held on the above date at 7:00 p.m., Kiwanis Community Centre – Conference Room, 111 Lakeside Drive, Stratford ON.

Present: Wayne Graham, Patrick O'Rourke, Nancy Murie, Amanda Langis, Dave Gaffney, Cambria Ravenhill, Patricia Bolton

Staff Present: Jeff Leunissen – Manager of Development Services, Rachel Tucker - Planner, Casey Riehl – Recording Secretary

Also Present: *Michael Wilson – Marklevitz Architects, *Margaret Rowell – U of W Heritage Resource Centre

Absent: Councillor Danielle Ingram, Jacob Vankooten

MINUTES

1.0 CALL TO ORDER

Current Vice-Chair, Wayne Graham called the meeting to order at 7:05 p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None Declared.

3.0 INTRODUCTION OF NEW MEMBERS - Dave Gaffney & Cambria Ravenhill

All committee members introduced themselves.

4.0 DELEGATE: Michael Wilson – 245 Downie Street

Michael Wilson attended the meeting to present the plans for renovating the current building at 245 Downie Street into a loft hotel/condo. He shared some historical background on the property and how they plan to refurbish the current building and add a new fourth story, which the building originally had. They will have to apply for a variance to raise the building from 15 metres to 20 metres, as well as a heritage alteration permit and a heritage impact assessment. The plans include replacing all the current windows with aluminum-clad wood windows to replicate the original windows. Mr. Wilson would like the support of HS to proceed with the windows, as

they will take a significant time to have manufactured. The owners are hoping to have the project completed for the fall of 2018.

Wayne Graham thanked Mr. Wilson for his informative presentation and the committee will discuss his plans.

*Margaret Rowell now present (7:40 p.m.)

*Michael Wilson no longer present (7:40 p.m.)

5.0 DELEGATE: Margaret Rowell – Heritage Inventory Update

Margaret Rowell presented her inventory list of the designated properties in Stratford. Members were very pleased with the photographs and detailed layout of the information. Ms. Rowell will continue cataloging the properties and plans to update Rachel Tucker with a monthly progress report to share with the committee. This list will not have the owners' names and addresses on it so that it can be a public document and posted on the website. The names and addresses are recorded on the official by-law. As the designated property inventory list was completed under budget, Ms. Rowell will use the remaining funds to begin working on the non-designated property inventory. Ms. Rowell recommended the committee keep this list to 250 properties, which is still a significant number. She will begin compiling the list with the properties that have the highest scores and work her way down. She recommended initially sending a letter to property owners explaining the project would be a good idea. She does not recommend adding a property to the list without the owners support. Having this list of properties of interest, will allow extra time for HS and staff to research the properties should an owner apply for alteration permits, demolition permits, etc.

Motion by Dave Gaffney, seconded by Cambria Ravenhill that the Heritage Stratford Advisory Committee continue working with the Heritage Resource Centre and proceed with a heritage inventory list of the top 250 non-designated properties of interest in Stratford. Carried.

Rachel Tucker noted that they hope to have Ms. Rowell help staff with any correction amendments to the existing designation by-laws that are required to go back to Council.

6.0 ELECTION OF 2017 CHAIR & VICE-CHAIR

Staff declared nominations for the 2017 Chair of the Heritage Stratford Advisory Committee Open. Nancy Murie nominated Wayne Graham.

Staff asked if there were any further nominations. No further nominations were made.

Motion by Dave Gaffney, seconded by Patrick O'Rourke to close nominations for the 2017 Chair of the Heritage Stratford Advisory Committee. Carried.

Wayne Graham indicated that he would allow his nomination to stand.

Motion by Nancy Murie, seconded by Patrick O'Rourke to elect Wayne Graham as the 2017 Chair of the Heritage Stratford Advisory Committee. Carried.

Staff declared nominations for the 2017 Vice-Chair of the Heritage Stratford Advisory Committee Open. Amanda Langis nominated Patrick O'Rourke. Staff asked if there were any further nominations. No further nominations were made.

Motion by Dave Gaffney, seconded by Nancy Murie to close nominations for the 2017 Heritage Stratford Advisory Committee Vice-Chair. Carried.

Patrick O'Rourke indicated that he would allow his nomination to stand.

Motion by Amanda Langis, seconded by Nancy Murie to elect Patrick O'Rourke as the 2017 Vice-Chair of the Heritage Stratford Advisory Committee. Carried.

7.0 ADOPTION OF PREVIOUS MINUTES – December 13, 2016

Motion by Patrick O'Rourke, seconded by Amanda Langis to adopt the minutes dated December 13, 2016 as printed. Carried.

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Heritage Stratford Webpage Update – Councillor Ingram
No new updates.

(b) James Anderson – Nominations Update
The committee discussed a property on George Street that would be a good nomination in the built category for the 2016 James Anderson award. The committee feels they have done a wonderful job of renovating the existing building.

Motion by Dave Gaffney, seconded by Patricia Bolton that the Heritage Stratford Advisory Committee award the property at 55 George Street West the 2016 James Anderson Award in the Built Category. Carried.

Wayne Graham will contact the property owner to inform him.

(c) GTR Documentary
No new updates.

(d) Meeting Date with St. Marys Heritage Committee

Wayne Graham will contact the Chair of the St. Marys Heritage Committee to see if they would like to attend the March HS meeting.

9.0 DESIGNATION UPDATES

- **Stratford Fairgrounds** – Patrick O'Rourke volunteered to work with staff to complete the wording, photographs and descriptions according to the new format recommended.
- **Morenz Family Home** – Staff will forward information received from the former HS chair to Wayne Graham for further discussion at the next meeting.

10.0 BUILDING DEPARTMENT REPORT (February 2017) – Rachel Tucker

Rachel Tucker reviewed the February report with the committee.

11.0 BLUE PLAQUE UPDATE

No new updates.

12.0 NEW BUSINESS**(a) HS Committee Members for Heritage Sub-Committees**

Permit Review/Heritage Signs: Wayne Graham, Dave Gaffney, Jacob Vankooten

Designations: Amanda Langis, Pat Bolton, Nancy Murie, Cambria Ravenhill

Awards: Amanda Langis, Pat Bolton, Wayne Graham, Nancy Murie

Blue Plaques: Wayne Graham, Dave Gaffney, Cambria Ravenhill, Patrick O'Rourke

(b) Market Square Sign By-Law Amendment – Patrick O'Rourke

Patrick O'Rourke raised his concern with a sign by-law amendment that did not get discussed at HS. Jeff Leunissen explained that there was a temporary amendment to the by-law passed that would allow merchants on market square to put up additional signage during the construction period only. Staff prepared a report and the amendment was passed by Council. Merchants are required to have their signs approved by staff prior to putting up their signs. Mr. O'Rourke supported the substance of the by-law, he would like to see in the future that matters affecting the HCD get discussed with the HS committee to notify them of amendments.

(c) Veterans Drive Band Shell Renovations

Jeff Leunissen reported that the planned renovation estimates received for the band shell exceed the Community Services budget for the work. He had a request from the Facilities Manager to see if HS would be willing to assist in the refurbishment. They plan to continue to work on some of the required repairs within their 2017 budget.

(d) Market Square Pipe Bollards – Dave Gaffney

Dave Gaffney raised a concern with what the pipe bollards are going to look like in Market Square, which is in the HCD. Jeff Leunissen will forward the specifications of the proposed removable bollards for the committee to see.

13.0 NEXT MEETING DATE – Tuesday, March 14, 2017 @ 7:00 p.m. – Avon Rm.

14.0 ADJOURNMENT

Motion by Patrick O'Rourke, seconded by Dave Gaffney to adjourn the meeting. Carried.

Time: 9:00 p.m.