



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

Date: Thursday, July 26, 2018

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 Leunissen - Manager of Development Services, Jodi Akins - Council Clerk Secretary, Joan Thomson - City Clerk

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

.....

3. Delegations

None scheduled.

4. Report of the City Clerk

4.1 Annual Review of Heritage Stratford Advisory Committee Terms of Reference (PLA18-010) 3 - 10

Motion by _____

Staff Recommendation: THAT the edits to the Terms of Reference as requested by Heritage Stratford, be approved.

4.2 Annual Review of Stratford Town and Gown Advisory Committee Terms of Reference (PLA18-017) 11 - 17

Motion by _____

Staff Recommendation: THAT the recommendations made by the Stratford Town and Gown Advisory Committee as noted in the attached Terms of Reference be considered by Sub-committee.

5. Project Update

The Manager of Development Services to provide a verbal update on ongoing projects.

6. Advisory Committee/Outside Board Minutes 18 - 22

The following Advisory Committee/Outside Board minutes are provided for the information of Sub-committee:

Heritage Stratford minutes of April 10, 2018

7. Next Sub-committee Meeting

The next Planning and Heritage Sub-committee meeting is Thursday, August 30, 2018 in the Council Chamber, City Hall.

8. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

Sub-committee Decision: THAT the Planning and Heritage Sub-committee meeting adjourn.



MANAGEMENT REPORT

Date: May 31, 2018
To: Planning and Heritage Sub-committee
From: Joan Thomson, City Clerk
Report#: PLA18-010
Attachments: Current Heritage Stratford Terms of Reference
Draft Heritage Stratford Terms of Reference with changes

Title: Annual Review of Heritage Stratford Advisory Committee Terms of Reference

Objective: To review the terms of reference for the committee annually to insure information is kept current.

Background: At the beginning of each year, advisory committees review their terms of reference. This is a good refresher for current and new members of the committee.

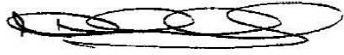
Heritage Stratford has requested some edits to their terms of reference and these are shown on the attachment provided.

Analysis: The edits are minor in nature and do not materially change the original intent of the Heritage Stratford Committee (formerly Local Architectural Conservation Advisory Committee) established by City Council.

Financial Impact: None identified. Operating funds for Heritage Stratford are subject to annual Council approval through the budget process.

Staff Recommendation: **THAT the edits to the Terms of Reference as requested by Heritage Stratford, be approved.**

Joan Thomson, City Clerk



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer



City of Stratford
TERMS OF REFERENCE

ADVISORY COMMITTEE NAME: Heritage Stratford

Mission statement:

Heritage Stratford is a committee of concerned citizens, appointed by the Council of the City of Stratford to advise on heritage issues (under the Ontario Heritage Act) and to help ensure the citizens of Stratford that plans for change and progress are developed in a manner which recognizes the historical continuity of our community
From By-Law # 133-2004

MANDATE:

Originally created as a LACAC through By-Law 70-81 (under the Ontario Heritage Act), then amended in 2004 through By-Law 133-2004, Heritage Stratford has a Statutory Role and a Non Statutory Role to fulfill in Stratford.

Statutory Role: (under the Ontario *Heritage Act*)

Heritage Stratford advises Council on the following issues regarding Heritage properties:

- Designations, or Repeals, Amendments or Alterations of Designations
- Demolition
- Easements or Covenants
- Districts

Further, on receipt (by Building and Planning Department) of any applications for demolition, building or sign permits relating to Part IV and/or Part V heritage buildings, Heritage Stratford shall be notified immediately in order to contact the owner of the subject property to offer advice and assistance. Results of this contact shall be conveyed back to Building & Planning (B&P) within 5 working days.

Non-Statutory Role:

Heritage Stratford also assists in creating an informed environment that supports and enhances the preservation of a historical community through:

- Advocacy and promotion for Heritage Conservation
- Education
- Long Term planning
- Preparation of a building Inventory

COMPOSITION & TERMS OF APPOINTMENTS:

Heritage Stratford is comprised of 9 members or as otherwise established by City council.

Representative/Organization	Member(s)
Citizens	7
Council member	1
Stratford & Area Builders' Association representative	1

Amended on January 27, 2014

Committee members shall be appointed for 2-year terms to a maximum of 3 consecutive 2-year terms (6 years), plus, if applicable, one preceding partial term if the member was appointed mid-term to fill a vacancy.

REMUNERATION:

Members shall serve without remuneration.

QUORUM:

5 members

MEETINGS:

The Committee shall meet monthly, unless determined by the Chair of the Committee and copies of its minutes shall be distributed by the City Clerk to members of the Council and Department heads as required.

STAFF RESOURCES:

Recording Secretary

- consults with the Chair in the preparation of the Agenda for the next meeting;
- sends out the Agenda, previous Minutes and background material prior to the meeting, unless time does not permit;
- summarizes the discussion at the meeting for inclusion in the Minutes;
- records the motions made at the meeting and whether or not the motion was carried or defeated for inclusion in the Minutes;
- forwards the approved Minutes to the City Clerk for distribution to Council and for posting to the City's web site;
- consults with Resource Staff to follow up on action required following the Ad-Hoc Committee meeting.

Resource Staff

- prepare reports for consideration by the advisory committee that relate to the business of the committee;
- respond to specific questions at the meetings;
- participate in the discussion at the committee meeting, but not the voting;
- are not entitled to vote on motions or recommendations made at the meeting;
- where the preparation of a report or the undertaking of research will require a considerable amount of time, the approval of the Senior Manager of the appropriate department is required before the work proceeds;
- Updates the Senior Manager of the appropriate department on issues before the committee, as deemed appropriate.

ROLE OF ADVISORY COMMITTEE MEMBERS

Chair

- is the official spokesperson for the Advisory Committee and speaks on behalf of the Advisory Committee to the media, as necessary;
- understands the objectives of the meeting;
- ensures that the agenda is prepared and circulated prior to the meeting;
- is knowledgeable about parliamentary procedures;
- starts the meeting on time;

- introduces and welcomes all newcomers and guests;
- makes a clear statement of the issues to be discussed;
- assigns the floor to whomever wishes to speak in an appropriate manner;
- ensures that each side of an issue is fully and fairly stated;
- sees that no one dominates the discussion;
- interrupts a committee member who is speaking out of order or inappropriately;
- makes frequent verbal summaries of the conclusions reached;
- restates all motions, amendments and the outcome of the voting;
- names the movers and seconders of motions;
- Conducts the meeting in accordance with Procedural By-law 216-2002.

Vice-Chair

- in the absence of the Chair, assumes the role of the Chair;
- at the request of the Chair, provides assistance in the conduct of the meeting;

Committee Members

- arrive on time;
- are prepared by reading the agenda and supporting documents beforehand and bringing them to the meeting;
- read the minutes of the previous meeting to ensure that they reflect the general discussion and the motions made;
- focus on the meeting;
- listen to all ideas;
- address all remarks through the Chair;
- ask questions if a statement is unclear;
- participate fully in discussions but not to dominate the discussion or allow others to dominate;
- look for the positive aspect of another's ideas;
- avoid personal comments and comments that are not related to the business of the committee;
- have all handouts photocopied before the meeting;
- advise the Chair in advance of the meeting if bringing up a new or controversial topic;
- inform the Chair in advance if leaving the meeting early;
- inform the Chair in advance if unable to attend the committee meeting
- Be prepared to serve on a Sub Committee as required.



City of Stratford
TERMS OF REFERENCE

ADVISORY COMMITTEE NAME: Heritage Stratford

Mission statement:

Heritage Stratford is a committee of concerned citizens, appointed by the Council of the City of Stratford to advise on heritage issues (under the Ontario Heritage Act) and to help ensure the citizens of Stratford that plans for change and progress are developed in a manner which recognizes the historical continuity of our community
From By-Law # 133-2004

MANDATE:

Heritage Stratford is the City's Municipal Heritage Committee under the Ontario Heritage Act. Heritage Stratford was Originally created in 1981 as a LACAC Local Architectural Conservation Advisory Committee through By-Law 70-81 (under the Ontario Heritage Act), then amended in 2004 through By-Law 133-2004., Heritage Stratford has a Statutory Role and a Non Statutory Role to fulfill in Stratford.

Statutory Role: (under the Ontario *Heritage Act*)

Heritage Stratford advises Council on the following issues regarding Heritage properties:

- Designations, or Repeals, Amendments or Alterations of Designations
- Demolition
- Easements or Covenants
- Establishment of Heritage Conservation Districts

Further, on receipt (by the Development Services Division Building Division and Planning Department) of any applications for demolition, building or sign variance permits relating to Part IV and/or Part V heritage buildings, Heritage Stratford shall be notified immediately in order to review the application and contact the owner of the subject property to offer advice and assistance. Results of this review and contact shall be conveyed back to the Development Services Division Building Division & Planning (B&P) within 5 working days.

Heritage Stratford provides advice on Heritage Impact Assessments where these are required under the Stratford Official Plan or other Planning legislation.

By-Law 133-04 charges Heritage Stratford with preparation of a building inventory.

Non-Statutory Role:

Heritage Stratford also assists in creating an informed environment that supports and enhances the preservation of a historical community through:

- Advocacy and promotion for Heritage Conservation
- Education
- Long Term planning
- Preparation of a building Inventory
- Management of the James Anderson Awards and the Blue Plaque program

COMPOSITION & TERMS OF APPOINTMENTS:

Heritage Stratford is comprised of 9 members or as otherwise established by City council.

Representative/Organization	Member(s)
Citizens	7
Council member	1
Stratford & Area Builders' Association representative	1

Committee members shall be appointed for 2-year terms to a maximum of 3 consecutive 2-year terms (6 years), plus, if applicable, one preceding partial term if the member was appointed mid-term to fill a vacancy.

REMUNERATION:

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QUORUM:

5 members

MEETINGS:

The Committee shall meet monthly (except July n, unless determined by the Chair of the Committee and copies of its minutes shall be distributed by the City Clerk to members of the Council and Department heads as required.

STAFF RESOURCES:**Recording Secretary**

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- consults with Resource Staff to follow up on action required following the Ad-Hoc Committee meeting.

Resource Staff

- prepare reports for consideration by the advisory committee that relate to the business of the committee;
- respond to specific questions at the meetings;
- participate in the discussion at the committee meeting, but not the voting;
- are not entitled to vote on motions or recommendations made at the meeting;
- where the preparation of a report or the undertaking of research will require a considerable amount of time, the approval of the Senior Manager of the appropriate department is required before the work proceeds;
- Updates the Senior Manager of the appropriate department on issues before the committee, as deemed appropriate.

ROLE OF ADVISORY COMMITTEE MEMBERS

Chair

- is the official spokesperson for the Advisory Committee and speaks on behalf of the Advisory Committee to the media, as necessary;
- understands the objectives of the meeting;
- ensures that the agenda is prepared and circulated prior to the meeting;
- is knowledgeable about parliamentary procedures;
- starts the meeting on time;
- introduces and welcomes all newcomers and guests;
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Vice-Chair

- in the absence of the Chair, assumes the role of the Chair;
- at the request of the Chair, provides assistance in the conduct of the meeting;

Committee Members

- arrive on time;
- are prepared by reading the agenda and supporting documents beforehand and bringing them to the meeting;
- read the minutes of the previous meeting to ensure that they reflect the general discussion and the motions made;
- focus on the meeting;
- listen to all ideas;
- address all remarks through the Chair;
- ask questions if a statement is unclear;
- participate fully in discussions but not to dominate the discussion or allow others to dominate;
- look for the positive aspect of another's ideas;
- avoid personal comments and comments that are not related to the business of the committee;
- have all handouts photocopied before the meeting;
- advise the Chair in advance of the meeting if bringing up a new or controversial topic;
- inform the Chair in advance if leaving the meeting early;
- inform the Chair in advance if unable to attend the committee meeting
- Be prepared to serve on a Sub Committee as required.



MANAGEMENT REPORT

Date: June 28, 2018
To: Planning and Heritage Sub-committee
From: Joan Thomson, City Clerk
Report#: PLA18-017
Attachments: Updated Stratford Town and Gown Terms of Reference

Title: Annual Review of Stratford Town and Gown Advisory Committee Terms of Reference

Objective: To consider the recommendations from the Town and Gown Advisory Committee regarding amendments to the Terms of Reference.

Background: The Town and Gown Advisory Committee reviewed their terms of reference and mandate at the beginning of the year. This annual review is a reminder for members, including new members regarding the purpose of the Advisory Committee and to help focus the year's activities on the established mandate.

Analysis: Following the review, the Advisory Committee is recommending a reduction in the number of student representatives from two (2) to one (1), no change to the alternate student representative position, the elimination of the requirement for the University student representatives to be residents of the City and some housekeeping amendments for Council's consideration. These are noted in the attachment.

The Advisory Committee is also recommending that the staff resources identified in the current Terms of Reference be expanded to include the City's Communication Lead and a representative of the CAO's Office, when requested.

A staff concern is raised with respect to the removal of the requirement to be a resident of the City for the University student positions. This is a standard requirement for citizens when being appointed to other Advisory Committees. Exceptions have been made by Council on a case by case basis. The intent of having the residency requirement is to reflect citizen interests on advisory committees.

Stratford City Council established the Stratford Town and Gown Advisory Committee to serve as a forum for the exchange of information on issues and initiatives involving Waterloo University vis-à-vis The Corporation of the City of Stratford and the community

and recommend potential responses related thereto. Having students who live in the community helps to ensure those common interests and concerns, including interaction in neighbourhoods are raised.

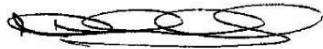
If Council decides to eliminate the requirement for the student representatives to live in Stratford at this time, staff recommend that this be revisited once a university residence is constructed and operating here.

Financial Impact: None identified.

Staff Recommendation: THAT the recommendations made by the Stratford Town and Gown Advisory Committee as noted in the attached Terms of Reference be considered by Sub-committee.



Joan Thomson, City Clerk



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer

Stratford Town and Gown Advisory Committee

Terms of Reference

Stratford City Council established the Stratford Town and Gown Advisory Committee to serve as a forum for the exchange of information on issues and initiatives involving **post-secondary institutions** vis-à-vis, the Corporation of the City of Stratford and the community and recommends potential responses related thereto.

MANDATE:

The mandate of the Advisory Committee is the following:

- to provide a multi-disciplinary forum for open discussion;
- to facilitate communication among constituent groups;
- to assist in developing solutions to problems of common interest; and
- to promote and support activities to ensure a safe and healthy community.

The Advisory Committee reports to Stratford City Council, through the **Planning and Heritage Subcommittee**.

TERM OF APPOINTMENT

Advisory Committee members are appointed by Stratford City Council in accordance with Council's Policy on Council Appointed Advisory Committees.

The term of appointment is two year terms, save and except for the student representatives and alternate student representative. The term of appointment for the student representatives and alternate is one year, effective September 1 to August 31 each year.

As provided for in the Policy, an appointed member of an Advisory Committee is eligible to serve 3 two-year terms.

COMPOSITION

Membership on the Advisory Committee includes, or as otherwise established by City Council:

Total Voting Members

- Mayor (ex-officio)
- 2 Councillors
- 1 Administrative representative of **the University of Waterloo Stratford Campus**
- **1** Student Representative from **the University of Waterloo Stratford Campus**
- 1 Alternate Student Representative [with voting rights when attending meetings as an alternate representative to the Student Representative]
- 1 Residential area representative

Only members of the organizations cited in the composition of the Advisory Committee may represent their respective body.

The Student representative, including Alternate representative, from the University of Waterloo Stratford Campus must have completed their first year of studies and be in good academic standing. (and be residents of Stratford during their academic calendar year.) DELETE

Appointments are made in accordance with established Council policy.

The organizations cited in the composition of the Advisory Committee nominate their representatives, who are appointed by the Stratford City Council.

Non-Voting Resource Group:

One representative of each of the following will be available to attend the Committee's meetings when necessary or requested:

- Huron Perth Association of Realtors
- City of Stratford Police Services
- City of Stratford Fire Services
- City of Stratford Development Services Division
- City of Stratford Community Services Department
- City of Stratford CAO's Office
- Perth District Health Unit
- Conestoga College Institute of Technology & Advanced Learning – Stratford Campus
- Staff representatives shall be non-voting members.

STAFF RESOURCES

Recording Secretary as determined by the City Clerk

QUORUM

Quorum for the conduct of business at Advisory Committee meetings shall be as determined by the 'Policy on Council Appointed Advisory Committees'. Non-voting positions on the Advisory Committee shall not be counted when determining quorum.

Quorum is the number of people required to be present at a meeting to validate the transaction of the Advisory Committee's business. Quorum is a majority of the whole number of members of the Committee (more than 50%) and is required whenever a vote, recommendation or other decision is taken by the committee. Official business of the Advisory Committee cannot be conducted when there is a lack of quorum.

MEETINGS

The Advisory Committee will hold a minimum of three meetings per year or as deemed necessary at the call of the Chair or Vice-Chair in the absence of the Chair.

Meetings shall be open to the Public.

Physical attendance at meetings is required.

Notice of Advisory Committee meetings shall be given in accordance with City Policy and agendas and minutes made available on the City's website.

The Advisory Committee will liaise and report to Council through the **Planning and Heritage Sub-committee** of Council and by forwarding the minutes and relevant documents to the City Clerk for distribution to Council.

ELECTION OF OFFICERS

At the first meeting of the Advisory Committee, the members shall elect from among their voting members, a Chair and Vice-Chair and such other officers as deemed appropriate by the Advisory Committee.

The Chair shall have served at least 1 year on the Advisory Committee before being elected Chair.

This provision does not apply in the first year of a newly-established Advisory Committee.

REMUNERATION

Advisory Committee members shall serve without remuneration.

BUDGET

The Advisory Committee shall submit their annual budget request to the City as directed by the Director of Corporate Services.

CONDUCT OF BUSINESS

The Advisory Committee and its members are governed by all applicable City By-laws and Policies for the conduct of meetings and activities, including but not limited to:

1. Code of Conduct of members
2. Purchasing Policy for procuring goods and services
3. Procedural By-law for meetings
4. *Municipal Act, 2001*
5. *Municipal Conflict of Interest Act*

All persons appointed to Boards and Committees shall complete mandatory training required by the City from time to time, including but not limited to accessibility, respect in the work place and health and safety.

ROLE OF ADVISORY COMMITTEE MEMBERS

Chair

- is the official spokesperson for the Advisory Committee and speaks on behalf of the Advisory Committee to the media, as necessary;
- understands the objectives of the meeting;
- ensures that the agenda is prepared and circulated prior to the meeting;
- is knowledgeable about parliamentary procedures;
- starts the meeting on time;
- introduces and welcomes all newcomers and guests;
- makes a clear statement of the issues to be discussed;
- assigns the floor to whomever wishes to speak in an appropriate manner;

- ensures that each side of an issue is fully and fairly stated;
- sees that no one dominates the discussion;
- interrupts a Committee member who is speaking out of order or inappropriately;
- makes frequent verbal summaries of the conclusions reached;
- restates all motions, amendments and the outcome of the voting;
- names the movers and seconders of motions;
- conducts the meeting in accordance with Procedural By-law.

Vice-Chair

- in the absence of the Chair, assumes the role of the Chair;
- at the request of the Chair, provides assistance in the conduct of the meeting.

Advisory Committee Members

- arrive on time;
- are prepared by reading the agenda and supporting documents beforehand and bringing them to the meeting;
- read the minutes of the previous meeting to ensure that they reflect the general discussion and the motions made;
- listen to all ideas;
- address all remarks through the Chair;
- ask questions if a statement is unclear;
- participate fully in discussions but not to dominate the discussion or allow others to dominate;
- look for the positive aspect of another's ideas;
- avoid personal comments and comments that are not related to the business of the committee;
- refrain from criticizing decisions of the Advisory Committee
- maintain and enhance the image of Council and not act so as to adversely reflect on Council through their respective Board or Committee;
- remain impartial in deliberating decisions, and accept the responsibility associated with each decision as adopted;
- abide by the provisions contained in Terms of Reference in the performance and discharge of official functions and duties, and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
- avoid the improper use of the influence of their appointed office and declare conflicts of interest, both apparent and real;
- seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature and Council.
- advise the Chair in advance of the meeting if bringing up a new or controversial topic;
- inform the Chair in advance if leaving the meeting early;
- inform the Recording Secretary in advance if unable to attend the committee meeting.

Resource Staff

- attend Advisory Committee meetings as necessary;
- respond to specific questions at meetings;
- participate in the discussion at the Advisory Committee meeting, but not the voting;
- are not entitled to vote on motions or recommendations made at the meeting;

- where the preparation of a report or the undertaking of research will require a considerable amount of time, the approval of the CAO or the Director of the appropriate department is required before the work proceeds;
- updates the CAO and Director of the appropriate department on issues before the Advisory Committee, as deemed appropriate.

Recording Secretary

- consults with the Chair in the preparation of the Agenda for the next meeting;
- sends out the Agenda, previous Minutes and background material prior to the meeting, unless time does not permit;
- summarizes the discussion at the meeting for inclusion in the Minutes;
- records the motions made at the meeting and whether or not the motion was carried or defeated for inclusion in the Minutes;
- forwards the approved Minutes to the City Clerk for distribution to Council and for posting to the City's web site;
- consults with Resource Staff to follow up on action required following the Advisory Committee meeting.



A meeting of the **Heritage Stratford Committee** was held on the above date at 7:00 p.m., City Hall Annex (Avon Room), 82 Erie Street, Stratford ON

Present: Patrick O'Rourke – Chair Presiding, Dave Gaffney, Pat Bolton, Cambria Ravenhill, Councillor Danielle Ingram, Jacob Vankooten

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

Also Present: Margaret Rowell – U of W Heritage Research Centre

Absent: Wayne Graham, Robbin Hewitt, Amanda Langis

MINUTES

1.0 CALL TO ORDER

Patrick O'Rourke called the meeting to order at 7:00 p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

Later in the meeting, Patrick O'Rourke declared a conflict of interest regarding the James Anderson Award.

3.0 DELEGATE: Margaret Rowell – Update on Non-Designated/Designated Lists

Margaret Rowell reported that she is almost complete the non-designated list and will send the complete file to Rachel Tucker to share with the committee. She reported that the presentation at Council went well, Councillors had a few questions. Councillor Ingram added that most of their questions were regarding the process for renovating or demolishing a non-designated home and how having the non-designated list will play into it. She noted it may be a challenge for the committee to get homeowners to want to put their properties on the list. Ms. Rowell added that it has not been her experience to add property owners to the non-designated list without their consent.

Motion by Patricia Bolton, seconded by Dave Gaffney that Heritage Stratford spend up to a maximum of \$5,000.00 from their 2018 budget to have Margaret Rowell – U of W Heritage Research Centre complete the non-designated inventory list of properties in Stratford. Carried.

Once Ms. Rowell has the list complete, she will send the entire list, as well as a suggested short list for the committee to focus on. Dave Gaffney inquired with staff if a property owner is approached and they do not wish to be on the list, and then in the future the property sells, how would Heritage Stratford track following up with property owners who might now potentially like to be added to the list? Jeff Leunissen stated that there is really no way to easily track when properties change hands. He explained that there might be three lists: designated, non-designated and an inventory of potential properties. He suggested the inventory of properties could be reviewed every couple of years, so see if someone would like to be bumped up the list. This could happen regardless if ownership has changed. Rachel Tucker added that having an informative package available for property owners when they are approached will be crucial. Staff and Heritage Stratford will work together to put together the package and have it approved by Council prior to contacting any property owners.

4.0 ADOPTION OF PREVIOUS MINUTES – February 13, 2018

Motion by Dave Gaffney, seconded by Jacob Vankooten to adopt the minutes dated February 13, 2018 as printed. Carried.

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Annual Review of Heritage Stratford Terms of Reference

Staff reported that the updated Heritage Stratford terms of reference have been forwarded to the City Clerk for approval from Council.

*Margaret Rowell no longer present (7:30 p.m.)

(b) Update on Heritage Stratford Web Page - Danielle Ingram

Councillor Ingram reported that the Heritage Stratford web page update is almost complete. Once available, I.T. will add the updated terms of reference and mandate. She will also confirm with I.T. that an updated HCD map is added. She showed the committee some of the updates, including the new designated properties list and past James Anderson Award recipients. She will also include some recent information she received regarding designation information, such as how to go about designating your property. The Town of Goderich has similar information included on their website.

(c) Recognition of Land on the Heritage Stratford Web Page – Amanda Langis

Deferred to next meeting.

Patrick O'Rourke declared a conflict of interest and excused himself from the meeting and any discussion regarding the James Anderson Award nominations. Vice-Chair Dave Gaffney will now chair the meeting.

(d) 2017 James Anderson Award

The awards review committee has looked over the nominations received and has recommended to the committee two recipients for 2017.

Motion by Patricia Bolton, seconded by Cambria Ravenhill that Heritage Stratford award Caron Gall – 335 St. David Street, Stratford the 2017 James Anderson Award in the Built Category. Carried.

Motion by Cambria Ravenhill, seconded by Patricia Bolton that Heritage Stratford award Barb Hacking the 2017 James Anderson Award in the Heritage Garden Category for her work at the Ted Blowes Memorial Peace Garden. Carried.

Vice-Chair Dave Gaffney turned the meeting back over to Patrick O'Rourke to Chair.

This year's event will be held at the Ted Blowes Memorial Peace Garden. Staff will contact the Parks Department to make arrangements and to also inquire if the Upper Queen's bandshell/pavilion can be reserved if the weather is not suitable to hold it at the garden. Staff will inquire if July 10, 2018 is available and if it suits both the recipients.

(e) Reminder of Accessibility Forum (April 12, 2018)

Patricia Bolton will be representing Heritage Stratford Committee and presenting at the upcoming accessibility forum.

6.0 DESIGNATION UPDATES

Stratford Whitehouse – Jeff Leunissen reported that there is currently a motion for Council to reconsider. Planning & Heritage Committee met on Wednesday, April 4, 2018 and heard delegations regarding this property. Committee referred staff to discuss options with the property owner and his solicitor. Staff will report back to Committee on May 14, 2018.

Stratford Fairgrounds – Rachel Tucker reported that staff will be meeting with the housing developer on April 12, 2018 to discuss the subdivision. The developer is eager

to move forward with the subdivision, which will require depositing a reference plan, which will describe the old fairgrounds entrance area.

Perth County Courthouse, Land Registry and Jail – no update.

Patricia Bolton inquired about who would be responsible if the land registry building is falling into disrepair. Staff noted that a property standards complaint can be filed, however you must own property within 120 metres. Jeff Leunissen will inquire further regarding the upkeep of the building and report back to Heritage Stratford Committee.

7.0 DEVELOPMENT SERVICES REPORT (January 2018) – Rachel Tucker

Rachel Tucker circulated and reviewed the past month's building and sign permits.

8.0 BLUE PLAQUE UPDATE

Dave Gaffney and Cambria Ravenhill are continuing to work on background information for the plaques. Further updates at the next meeting.

9.0 NEW BUSINESS

(a) Summer Student to Rewrite Heritage Stratford Brochures – Pat O'Rourke

The committee discussed the possibility of hiring a student for the summer to work on updating some of the heritage brochures. Members agreed that it might be difficult now that most classes are done, to find a qualified student. Cambria Ravenhill suggested hiring not necessarily a student, but someone for a short-term contract to do the work. Members agreed the process of hiring anyone and having to supervise would prove difficult. Dave Gaffney volunteered to review the brochures and do some updating.

(b) Letter of Waiver (Min. of Tourism, Culture & Sport) – J. Leunissen

Jeff Leunissen submitted the letter as an update for the committee's information.

(c) 2018 Ontario Heritage Conference (June 7-9)

Members discussed this year's conference. Some members are interested in possibly attending, however it is in Sault St. Marie this year. Staff will forward the information to members not present at the meeting tonight. Further discussion with any members wishing to attend at the May meeting. There is a budget for members to attend conferences.

(d) Plaque at Cenotaph – Dave Gaffney

Dave Gaffney reported that there was a presentation done at a previous Parks Board meeting regarding a proposed plaque at the Cenotaph. The title of the proposed plaque is the "Stratford War Memorial" to commemorate the Allward Statue. Members were supportive of the idea of a plaque, however noted it

should be referred to as the Cenotaph, as opposed to a war memorial. Staff will inquire on the status of this request.

10.0 NEXT MEETING DATE – Thursday, May 8, 2018 at 7:00 p.m. – Avon Rm.

11.0 ADJOURNMENT

Motion by Dave Gaffney, seconded by Cambria Ravenhill to adjourn the meeting. Carried.

Time: 8:35 p.m.