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## **Leamington Municipal Heritage Advisory Committee (LMHAC)**

### **AGENDA**

**Wednesday, June 28, 2017 3:00 PM**

**Ante Room, 111 Erie Street North**

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- A. Call to Order: Chair
- B. Minutes:
  - 1. May 24, 2017  
Pages 2 to 3
- C. Reference Materials:
  - 1. CHO Newsletter -N/A
  - 2. Windsor Community Museum Newsletter - Spring 2017
  - 3. Ministry Correspondence - Archaeological Management Plans
- D. New Business:
  - 1. Update on Summer Events
    - i. Canada 150
    - ii. Sip & Savour
  - 2. Discussion of 21-27 Erie Street North Report
    - i. Administration's Recommendation
  - 3. Update on Direction of 13 Russell Street Report
- E. Other:
- F. Adjourn:

**Next Regular Meeting: July 26, 2017**



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**Leamington Municipal Heritage Advisory Committee (LMHAC)**  
**MINUTES**

Wednesday, May 24, 2017  
Ante Room, 111 Erie Street North, Leamington

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**Members Present:** Bill Dunn  
Maria Kouhang  
Mark Stevenson - Chair  
Tony Duncan  
Scott Holland

**Regrets Only:** Lee-Anne Settrington, Chris Chopchik

**Staff Present:** Heritage Research Student- Olivia Ashton

**Call to Order:**

**Minutes:**

**Moved by:** Tony Duncan

**Seconded by:** Bill Dunn

That the minutes of the March 22, 2017 meeting of the Leamington Municipal Heritage Advisory Committee be adopted.

**CARRIED**

**Business Arising from Minutes:**

1. Update on request to remove 21-27 Erie Street North from *Leamington's Register of Heritage Properties*- A report to Council will be prepared and brought to the LMHAC for review by the next meeting. The request to remove the listed property from the Register will need Council's approval. The report will reiterate the purpose of the Register and what the terms "listed" and "designated" mean.
2. Canada 150 and Sip & Savour Events- The Committee discussed possible ideas for the upcoming events. Perhaps using infographics or creating a timeline from 1867-present displaying how the architecture of Leamington (focusing on materials and styles) was influenced by the early settlers. Scott provided photos and background information for several Leamington properties to use during the events.

**Reference Materials were received.**



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**New Business:**

1. 13 Russell Street- A report to Council will be prepared and brought to the LMHAC for review by the next meeting. The request to repeal or amend the **designated** property's bylaw will need Council's approval. The Committee agreed that the current bylaw, dated 1985, could be revised and updated to be more specific regarding the heritage attributes. The current bylaw states that the Queen Anne Revival property is of architectural and historical value and interest and that only the exterior cladding (brick and wood scalloping), the tower, the veranda (trimmed with wood columns and railings), and the steep hip roof are recognized as designated. These attributes should be retained to conserve its value and the identity of the Queen Anne Revival style.

**Adjournment:**

That the meeting adjourned at 4:10 PM

**Carried**

The next LMHAC Committee meeting date is Wednesday, June 28, 2017 at 3:00 PM.

**Mark Stevenson, *Chair***

**\*\*To be signed by the Chair acting on the day the above LMHAC meeting was held.**

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## Ministry of Municipal Affairs and Ministry of Tourism, Culture and Sport

### Overview and Context:

The Ontario Heritage Act is administered by the Ministry of Tourism, Culture and Sport. The act authorizes the establishment of provincial policies, priorities and programs for conserving Ontario's archaeological heritage, built heritage and cultural heritage landscapes.

Archaeological Management Plans (AMPs) support the implementation of municipal policies and procedures for identifying and conserving archaeological resources, as well as the cultural heritage and archaeological policies of the Provincial Policy Statement, 2014 (PPS, 2014) issued under the Planning Act.

### What is an Archaeological Management Plan?

An AMP should include:

- maps of the municipality that identify:
  - known archaeological sites
  - sites with archaeological potential
  - archaeologically sensitive areas where known significant or culturally-sensitive archaeological sites are present and where the probability of finding another site is high
- processes and procedures for identifying and managing archaeological resources within a municipality
- a protocol for the engagement of Indigenous communities in the identification of known or potential archaeological sites.

### Goals of an Archaeological Management Plan

The two goals of an AMP are to:

- compile an inventory and map significant archaeological resources to guide archaeological assessments in development or project proposals
- provide policies and procedures for the appropriate assessment and protection of known or potential archaeological sites.

Creating a geographic information system (GIS)-based planning tool or using maps to identify known or potential archaeological sites lets municipal staff screen development or proposals and identify when an archaeological assessment by a licensed archaeologist is required.

Including policies and procedures for identifying and conserving known or potential archaeological sites in the municipal land use decision-making process, the municipal official plan and other strategic municipal documents streamlines questions like how Indigenous communities should be engaged during the land use planning process when archaeological resources may be encountered, or how to address unanticipated archaeological discoveries.

## Relevant Policies from the PPS, 2014\*:

**2.6.2** *Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.*

**2.6.4** Planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources.

**2.6.5** Planning authorities shall consider the interests of Aboriginal communities in conserving cultural heritage and archaeological resources.

\*Terms in italics are defined in the PPS, 2014.

## Benefits of having an AMP

An Archaeological Management Plan can benefit a municipality by:

- ensuring archaeological resources are identified, assessed, and protected
- identifying, protecting and integrating archaeological resources in land use planning
- providing clear and consistent direction to development proponents
- providing an effective tool for screening development
- providing a forum for Indigenous engagement
- allowing for cultural heritage educational opportunities
- linking to other strategic municipal initiatives such as municipal cultural plans
- guiding site management plans for the long-term conservation of sites *in situ*.

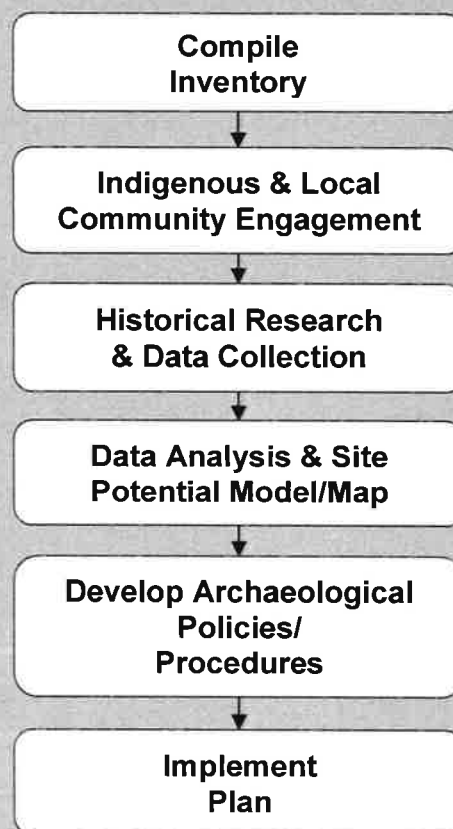
## Who develops an AMP?

A municipality (or consultant on behalf of a municipality) can develop an AMP for all or part of the lands under its jurisdiction. Typically, the mapping of archaeological resources included in an AMP is based on an archaeological potential model developed by a licensed archaeologist. The development of archaeological management plans and their integration into land use planning documents and processes is the responsibility of the municipality.

## Developing an AMP

The format of an AMP can be tailored to the land use planning needs of a municipality. We encourage locally-developed policies and procedures that can be easily implemented by municipal staff.

### Typical AMP Process



## Six steps in designing an AMP:

- 1) Compile a detailed inventory of archaeological sites, either registered or unregistered, within the municipality. Through a ministry-municipal data sharing agreement, the Ministry of Tourism, Culture and Sport will share archaeological site data with the municipality for land use planning purposes.
- 2) Collect local input and knowledge from Indigenous communities, the public, municipal heritage committees and local heritage stakeholders.
- 3) Prepare an overview of the community's pre-contact and historical settlement history in relation to potential locations of Indigenous and non-Indigenous archaeological sites and resources.
- 4) Develop an archaeological site potential model (see page 4 for more detail) identifying specific cultural, environmental and topographical factors that have influenced human land use and settlement patterns over time.
- 5) Establish comprehensive guidelines, policies and procedures to integrate the AMP into the municipality's planning policy framework (e.g., official plan), including but not limited to contingency plans for unanticipated archaeological discoveries, Indigenous community engagement strategies, site management plans, and archaeological review procedures.
- 6) Implement the AMP by integrating it into day-to-day operations across the municipality's jurisdiction. The AMP should be re-evaluated every three to five years to incorporate changes made to legislation or provincial criteria, include updated procedures or protocols, and to remove previously-assessed areas, as applicable.

## Constructing an archaeological site potential model

A key step in developing an AMP is the construction of an archaeological site potential model, which identifies the specific cultural, environmental, and topographical factors that have influenced human land use and settlement patterns over time.

Archaeological site potential models are usually developed by a licensed archaeologist and should include the following data layers:

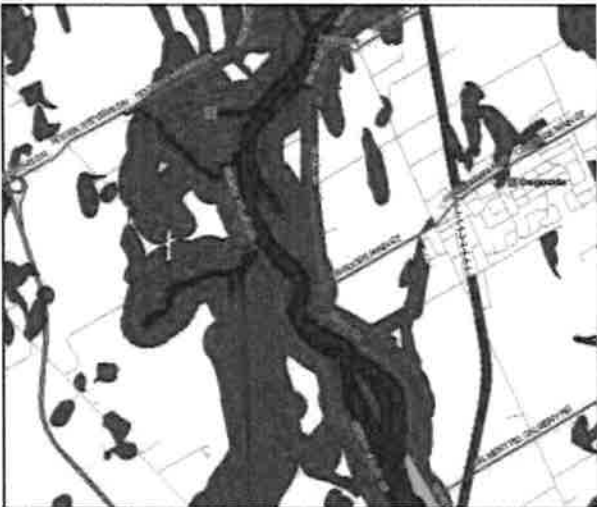
- geology, including information on soils, drainage, and topography
- proximity to water
- degree of recent ground disturbances
- known land and marine archaeological site locations
- historic transportation routes and settlement patterns
- sites associated with significant events, individuals or groups, which may be evidenced by commemorative plaques or monuments.

These factors collectively result in a model where evidence of historical patterns of land use and settlement emerge. By applying these patterns to the landscape, the model identifies areas of greater and lesser archaeological potential to help determine locations within a municipality requiring archaeological assessment(s).

## Example of Archaeological Site Potential Model Mapping



## Base-mapping for a section of the Rideau Canal corridor in the City of Ottawa.



Mapping of the same corridor overlain in red marking areas of archaeological potential, Courtesy of the City of Ottawa.

## Integrating an AMP into municipal planning policies and processes

The creation of an AMP and related policies can greatly enhance the conservation of archaeological resources while expediting the development plan review processes. A municipality can integrate its AMP into its planning policies and processes by:

**a) Incorporating archaeological policies into the municipal official plan**

Official plan policies can outline long-term protection policies and related tools, such as zoning, heritage conservation easement agreements and archaeological site management plans. The official plan can identify where archaeological assessments are required.

Areas of archaeological potential can be mapped in the official plan and made available on the municipality's website.

**b) Reviewing development proposals and municipal projects**

Ontario Regulation 544/06 requires that an archaeological assessment be submitted as part of a complete application for a plan of subdivision in lands that contain known archaeological resources or any areas of archaeological potential. By mapping areas of archaeological potential ahead of time, the AMP can be used to screen subdivision applications during the pre-consultation stage to determine whether an archaeological assessment is required.

Conditions for the conservation of archaeological sites *in situ* may also be incorporated into draft plans of subdivision or condominium at the request of the proponent or approval authority. The AMP can also support Environmental Assessment Act requirements for infrastructure-related projects such as road, water/wastewater or bridge projects.

## **Municipal approvals and projects that may be subject to archaeological assessments include:**

- plans of subdivision and condominium
- site-specific official plan and zoning amendments
- small-scale applications, such as consents to sever land
- municipal infrastructure projects involving the construction, erection or placement of a building or structure, such as road construction and widening, and sewage and water projects
- site alteration activities like site grading, excavation, removal of topsoil/peat, placing and dumping of fill, and drainage works
- demolition or relocation of buildings or structures on heritage properties

## **Developing an AMP implementation and review procedure for municipal staff**

An archaeological review procedure can determine if a proposed planning application or other site alteration activities require an archaeological field assessment. The review procedure should also outline the Ministry of Tourism, Culture and Sport's review process for the archaeological assessment report and clarify the timing for that ministry's review.

Critical to ensuring the protection of archaeological resources from the beginning of a project is to determine who should consult an AMP and when in the planning and development process this should occur. Establishing and implementing a municipal archaeological review procedure requires close co-operation between many different groups.

These include municipal staff (e.g., those who maintain the AMP GIS potential data layers, municipal planning and engineering staff, public works staff, etc.), archaeological review officers and heritage planners at the Ministry of Tourism, Culture, and Sport, as well as Indigenous communities, archaeological stakeholders and the broader land development industry.

## **Engaging Indigenous communities, local communities and heritage groups**

The design, implementation and review of Archaeological Management Plans should be undertaken with the participation of Indigenous communities, local communities, and stakeholders, such as local heritage groups. Involvement of Indigenous communities in the development of an AMP is important in light of policy 2.6.5 of the PPS, 2014.

Engagement methods can include municipal AMP steering committees, public meetings, educational programs and opportunities to involve the public in archaeological activities.

The Standards and Guidelines for Consultant Archaeologists also provide guidance on Engaging Aboriginal Communities in Archaeology.

Local heritage groups that may have an interest in the conservation of archaeological resources include:

- professionally licensed, academic and vocational archaeologists
- chapters and members of the Ontario Archaeology Society (OAS)
- researchers or students from colleges or universities and historical societies
- municipal heritage committees

## For More Information:

### **Ministry of Tourism, Culture and Sport**

Culture Division  
Archaeology Program Unit  
(416) 212-8886  
[www.mtc.gov.on.ca](http://www.mtc.gov.on.ca)

The archaeology section of the ministry's website includes a list of licensed consultant archaeologists.

### **Ministry of Municipal Affairs**

Provincial Planning Policy Branch  
(416) 585-6014  
[www.ontario.ca/municipal](http://www.ontario.ca/municipal)

### **Municipal Services Offices**

Central (Toronto)  
(416) 585-6226  
Toll Free: 800-668-0230

Western (London)  
(519) 873-4020  
Toll Free: 800-265-4736

Eastern (Kingston)  
(613) 545-2100  
Toll Free: 800-267-9438

Northeastern (Sudbury)  
(705) 564-0120  
Toll Free: 800-461-1193

Northwestern (Thunder Bay)  
(807) 475-1651  
Toll Free: 800-465-5027

## Note to User:

This InfoSheet provides a summary of complex matters and reflects legislation, policies and practices that are subject to change. It should not be relied upon as a substitute for specialized legal or professional advice in connection with any particular matter and should not be construed as legal advice by the Ministry of Municipal Affairs or the Ministry of Tourism, Culture and Sport. The user is solely responsible for any use or the application of this information. As such, these ministries do not accept any legal responsibility for the contents of this InfoSheet or for any consequences, including direct or indirect liability, arising from its use.

**Produced by the Ministry of Municipal  
Affairs,**

**Provincial Planning Policy Branch**

**ISBN 978-1-4606-8825-0 (PDF)**

**ISBN 978-1-4606-8824-3 (HTML)**

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**Paid for by the Government of Ontario**

**Disponible en français: Les plans de  
gestion archéologique**

Recommended approaches to writing these statements and descriptions are provided below.

1. *Description of Property* – describes what will be designated so that the property can be readily ascertained.

The *Description of Property* describes the general character of the property and identifies those aspects of the property to which the designation applies. In addition to providing information so that the location of the property can be identified (i.e. municipal address and neighbourhood if appropriate), it should outline the principal resources that form part of the designation (i.e. buildings, structures, landscapes,

remains, etc.) and identify any discernible boundaries.

The *Description of Property* should be no longer than two or three sentences.

2. *Statement of Cultural Heritage Value or Interest* – describes why the property is being designated.

The *Statement of Cultural Heritage Value or Interest* should convey why the property is important and merits designation, explaining cultural meanings, associations and connections the property holds for the community. This statement should reflect one or more of the standard designation criteria prescribed in the designation criteria regulation under the Ontario Heritage Act (Ontario Regulation 9/06).



Designed and erected in 1924, the Parkdale Fire Station is a rare surviving example in Ottawa of a fire station that incorporates pre-1930 fire fighting technology. It is now being adaptively re-used as artists' studios and gallery space. (Photo: Ministry of Culture)

*Designed by Ludwig Mies van der Rohe, the TD Centre in Toronto was the tallest building in Canada from 1967 to 1972. A leading example of the International style, it altered the Toronto cityscape and influenced many buildings throughout the country. (Photo: Ministry of Culture)*



These criteria include:

- **Design or physical value**, meaning that the property
  - Is a rare, unique, representative or early example of a style, type, expression, material or construction method; or
  - Displays a high degree of craftsmanship or artistic merit; or
  - Demonstrates a high degree of technical or scientific achievement.
- **Historical or associative value**, meaning that the property
  - Has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community; or
  - Yields, or has potential to yield, information that contributes to an understanding of a community or culture; or
  - demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.



*The Buxton Schoolhouse, now a museum, is a memorial to the Elgin Settlement, established by fugitives of the American system of slavery in the pre-Civil War years. (Photo Copyright 2006 Ontario Tourism)*



*The Hillary House in Aurora is one of the finest examples of Gothic revival architecture in Ontario. The property is designated under the Ontario Heritage Act and is also a National Historic Site. (Photo courtesy of Michael Seaman, Town of Aurora)*

- **Contextual value**, meaning that the property
  - Is important in defining, maintaining or supporting the character of an area; or
  - Is physically, functionally, visually or historically linked to its surroundings; or
  - Is a landmark.

The *Statement of Cultural Heitage Value or Interest* should provide sufficient information to explain the significance of the property but should be no longer than two or three paragraphs, explaining the core aspects of the property's cultural heritage value. It should not provide a broad history of the property, but should focus on what makes the property important. A detailed description of the property's history can be included in the broader designation report and kept on file with other supporting documentation.



*The Roseland Park Country Club in the City of Windsor was designed by world-renowned golf architect Donald Ross. (Original Plan provided by Jeff Mingay, Tufts Archive in Pinehurst and photo courtesy of the Convention & Visitors Bureau of Windsor, Essex County & Pelee Island.)*



*The Townsite Shaft 1 Headframe in Cobalt is a local landmark and also a striking reminder of the rich mining history of the region. (Photo: Ministry of Culture)*



*The Black Bay Bridge in the City of Thunder Bay is one of the first single span, reinforced concrete bridges ever constructed. Constructed in 1912, this singular span bridge was designed to harmonize with the beauty and grandeur of the landscape. (Photo: Ministry of Culture)*

3. *Description of Heritage Attributes* – describes the key attributes or elements of the property that must be retained to conserve its cultural heritage value or interest.

Heritage attributes are those attributes (i.e. materials, forms, location and spatial configurations) of the property, buildings and structures that contribute to the property's cultural heritage value or interest, and which should be retained to conserve that value.

Heritage attributes include, but are not limited to:

- Style, massing, scale or composition;
- Features of a property related to its function or design;
- Features related to a property's historical associations;
- Interior spatial configurations, or exterior layout;
- Materials and craftsmanship; or
- Relationship between a property and its broader setting.

The *Description of Heritage Attributes* lists the key attributes of the property. It is not an exhaustive account of the property's heritage attributes. The identification of heritage attributes is a selective process. Only those principal features or characteristics that together characterize the core heritage values of the property should be included.

Heritage attributes should be identified and described in relation to the heritage value that they contribute to. Where more than one value has been outlined in the *Statement of Cultural Heritage Value or Interest*, more than one list should be provided to distinguish between the attributes associated with each value.

Only attributes that relate to the values described in the *Statement of Cultural Heritage Value or Interest* should be included.

### **Examples**

The following are examples of statements and descriptions for designated properties in Peterborough, Sault Ste. Marie and Caledon. The statements and descriptions found in the existing designation bylaws have been updated to meet the requirements of the Ontario Heritage Act, 2005, based on the advice in the section above.

## EXAMPLE 1: A PROPERTY THAT INCLUDES A SINGLE BUILDING

### Description of Property – Verulam, 236 Burnham Street

Verulam is a three-storey residential building, located on the west side of Burnham Street in the former village of Ashburnham, now Peterborough's East City.

### Statement of Cultural Heritage Value or Interest

Verulam's cultural heritage value lies in it being one of the best examples of the Second Empire Style of private dwelling architecture in Peterborough. Typical of this style, it features a mansard roof, vertical lines, decorative window trim and brackets. Built in 1877, its proportions and architectural style suggest that Verulam is the work of local architect and engineer, John E. Belcher, who created a number of other Second Empire style buildings in the City of Peterborough.

Verulam's cultural heritage value also lies in its association with John James Lundy, Peterborough's thirteenth mayor. John James Lundy purchased the lot in 1876, the same year he became mayor, and it served as his private residence and a place for social gatherings of Peterborough's elite for the next forty years.

### Description of Heritage Attributes

Key exterior attributes that embody the heritage value of Verulam as one of the best examples of Second Empire dwellings in Peterborough include its:

- mansard roof with gabled and elliptical dormer windows;
- rectangular plan, with protruding three storey frontispieces in both the front and rear façades;
- tall windows with moulded surrounds;
- two additional wings on the east façade of the house; and
- tall single stacked chimneys.



*(Photo courtesy of the City of Peterborough)*

## DESIGNATION STATEMENTS AND DESCRIPTIONS – CHECKLIST

### 1 DESCRIPTION OF PROPERTY

- ☐ Has the general character and extent of what is being designated been briefly outlined, including the principal resources (i.e. buildings, structures, landscapes, remains, etc.) that form part of the designation?
- ☐ Has enough information been provided so that the property can be readily ascertained?
- ☐ Has the description been kept short – two or three sentences long?

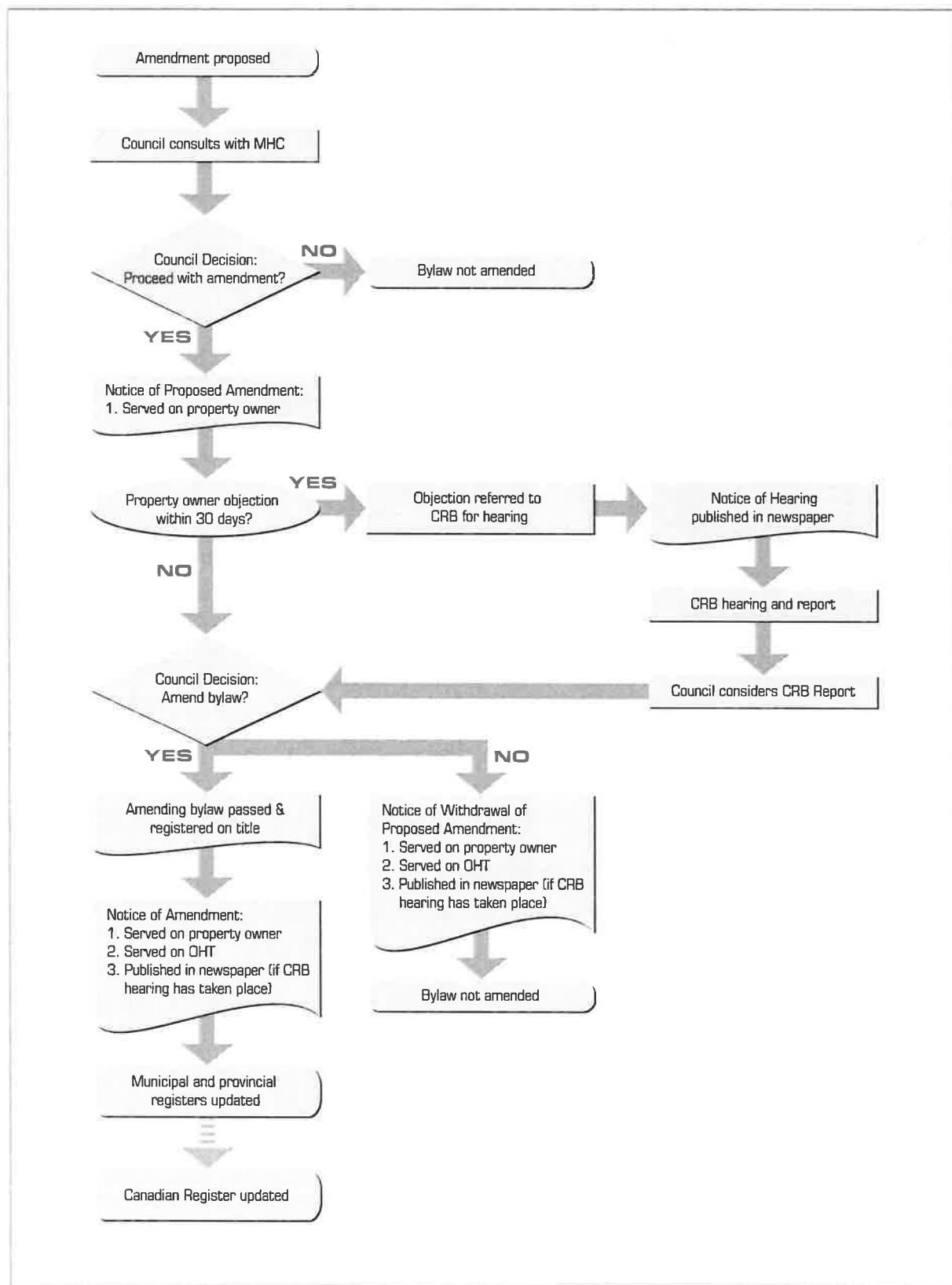
### 2 STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

- ☐ Have all the core values of the property been clearly conveyed?
- ☐ Have the standard evaluation criteria for determining cultural heritage value or interest been reflected?
- ☐ Has the statement been kept concise and to the point – two or three paragraphs long?

### 3 DESCRIPTION OF HERITAGE ATTRIBUTES

- ☐ Have the key heritage attributes of the property, those that need to be retained for the cultural heritage value of the property to be conserved, been identified?
- ☐ Has the relationship between the individual attributes and the heritage values identified in the *Statement of Cultural Heritage Value* been clearly demonstrated?
- ☐ Has the description kept to the property's existing attributes, not ones that could or should be added?

### 3. Amendment of Designating Bylaw (Exception) [Section 30.1 (2) to (10) of the Ontario Heritage Act]



## 5. Repeal of Designating Bylaw, Owner's Initiative [Section 32 of the Ontario Heritage Act]

