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Windsor, Ontario, August 17, 2011

A meeting of the **Windsor Heritage Committee** is held this day commencing at 5:30 o'clock p.m. in Room 402, 400 City Hall Square East, there being present the following members:

Robin Easterbrook
Councillor Al Maghnieh
Simon Chamely
Lynn Baker
Jeffrey Mellow
Noreen Slack

Regrets received from:

Andrew Foot

Also present are the following resource personnel:

John R. Calhoun, Heritage Planner
Erica Ogden, Planning Policy Assistant
Kim Brown, Safety Advisor, Human Resources
Anna Ciacelli, Council Secretariat
Susan Vadori, Committee Coordinator (A)

1. CALL TO ORDER

The Chair calls the meeting to order at 5:34 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by L. Baker, seconded by S. Chamely,
That the minutes of the meetings of the Windsor Heritage Committee held May 26, 2011 and June 8, 2011 **BE ADOPTED** as presented.
Carried.

3. DECLARATIONS OF CONFLICT

None declared.

Moved by N. Slack, Seconded by S. Chamely,
That Business Item No. 7.3 of Schedule “A” being the Agenda **BE BROUGHT**
forward with the delegations and **BE CONSIDERED** at this time.
Carried.

7. **BUSINESS ITEMS**

7.3 **Buckland-Montreuil House, 4187 Riverside Drive East**

6. **DELEGATIONS**

Mr. Stephen Berrill, regarding *Item 7.3*
Mr. Jerry Kavanaugh, regarding *Item 7.3*

J. Calhoun updates the Committee regarding the many design elements of the Buckland-Montreuil House located at 4187 Riverside Drive East and invites the delegates to provide information to the Committee with respect to this application.

Mr. Stephen Berrill and Mr. Jerry Kavanaugh co-owners and partners of Architectural Design Associates Inc. Windsor are present to represent this application.

E. Ogden distributes correspondence entitled, “Proposed revision to item g”, **attached** as Appendix “A”.

The delegates provide details surrounding the acquisition of the property and their proposed renovation of the subject structures and land, which are listed on the Municipal Heritage Register, but have not been designated.

The Committee discusses at length the report recommendation options and the demolition and reconstruct of the garage at this listed (not designated) property and the many visible restored design elements added to the property. The Committee notes the possible concerns with respect to obtaining the subsequent approvals for their proposed plans for the redevelopment of the structure and subject lands.

Moved by Councillor Maghnieh, Seconded by L. Baker,
That the proposed demolition of the detached garage on the property at 4187 Riverside Drive East (Plan 813 Lots 7 & E pt 8) **BE CONDITIONALLY APPROVED**, As amended, to include Appendix “A” and is subject to the pending approval of other conditions to other City Departments involved with proposed the re-development of the lands; and that the results of the other City departments feedback **BE OBTAINED** and the applicants return to WHC for discussion, if needed and provided that:

- a. a lot severance is approved by the Committee of Adjustments;

- b. a heritage designation for the house (under Part IV of the Ontario Heritage Act) is initiated, not including the existing garage;
 - c. until the designation is finalized, the structure, facade and all other related elements of the exterior of the existing house would remain; however, a metal roof similar in pattern to that removed in the 1990s may be installed;
 - d. the north wall of the proposed garage would not extend north of the south edge of the northmost window on the west side of the house;
 - e. the height of the ridge of the proposed garage would not exceed the height of the ridge of the existing garage;
 - f. no new doorway would be added to the house except near the southwest corner;
 - g. any new driveway would extend from Rossini Boulevard behind the south (rear) of the house;
 - h. an inventory is made of all trees on the entire site, prior to any removals or screening; and
 - i. preservation of the saucer magnolia tree near the northwest corner of the house, in a manner approved by the Landscape Architect in the Planning Department.
- Carried.

Councillor Maghnieh leaves room at 6:00 o'clock p.m. during the discussion of the motion.

Councillor Maghnieh returns to meeting at 6:04 o'clock p.m.

Councillor Maghnieh was absent from the meeting when the vote was taken on this matter.

The Committee now resumes the regular order of Schedule "A" and the Windsor Heritage Committee Agenda.

2. PRESENTATION

2.1 Workplace Violence and Harassment Presentation -

re: **Respectful Workplace** - PowerPoint Presentation by Health and Safety Advisor from Human Resources (as per Ministry of Labour requirement June 15, 2010).

K. Brown, Safety Advisory distributes the Workplace Harassment Policy, June 7, 2010; Workplace Harassment Procedure June 7, 2010; Workplace Violence Policy, June 7, 2010, attached as Appendix "B".

K. Brown provides an informative power point presentation, entitled "*Respectful Workplace*", attached as Appendix "CB".

The Committee Coordinator thanks K. Brown for the update and excellent information and an acknowledgement sheet is circulated and the committee member's signatures are requested on the sheet indicating their attendance at the presentation.

K. Brown leaves the meeting at 6:33 o'clock p.m.

2.2 ABC Governance Structure – Implementation by Council Services

The Committee Coordinator introduces A. Ciacelli, Council Secretariat to the Committee members. A combined Power Point presentation by A. Ciacelli and the Committee Coordinator is provided to the Committee, *attached* as Appendix “DE”. This Power Point presentation explains the implementation of the ABC Governance Review and the new Executive Committee Model with the 6 Standing Committees which were recently adopted by Windsor City Council. It highlights the integral component of the Windsor Heritage Committee within the Executive Model. The Windsor Heritage Committee reports to the Economic Development Standing Committee.

The Committee notes:

- That there is a difference in the number of appointed members (according to the Committee Mandate) and the number of appointed members chosen by the Striking Committee in May 2011;
- A concern regarding the number of calendar days between scheduled meetings and the subsequent Committee reports to be considered by the Economic Development Standing Committee;
- A concern regarding potential issuance of permits for demolition (of listed or registered properties) in consideration of the new quarterly meeting schedules.

Upon completion of the presentation, the Committee Coordinator along with the Committee thanks A. Ciacelli for the assistance in providing the information and updates regarding the Executive Committee Model.

3. ELECTION OF CHAIRPERSON

The Committee Coordinator opens the floor for nominations for the position of Chairperson.

Councillor Maghnieh nominates R. Easterbrook.

The Committee Coordinator inquires if there are any other nominations. Seeing none, the Coordinator asks R. Easterbrook if he will stand as nominated for the position of Chairperson. R. Easterbrook indicates that he will stand and accepts the nomination of Chairperson.

Moved by Councillor Maghnieh, Seconded by L. Baker,
That R. Easterbrook **BE APPOINTED** as Chairperson for the remainder of this term of Council.
Carried.

ELECTION OF VICE-CHAIRPERSON

The Committee Coordinator opens the floor for nominations for the position of Vice-Chairperson.

N. Slack nominates S. Chamely.

The Committee Coordinator inquires if there are any other nominations. Seeing none, the Coordinator asks S. Chamely if he will stand as nominated for the position of Vice-Chairperson. S. Chamely indicates that he will stand and accepts the nomination of Vice-Chairperson.

Moved by N. Slack, Seconded by L. Baker,
That S. Chamely **BE APPOINTED** as Vice-Chairperson for the remainder of this term of Council.
Carried.

7. BUSINESS ITEMS

7.1 Windsor Heritage Committee Mandate

Moved by L. Baker, Seconded by Councillor Maghnieh,
That the Windsor Heritage Committee mandate **BE CONSIDERED** at a future meeting.
Carried.

7.2 Schedule Dates and Times of Remaining 2011 Quarterly meetings

The Committee discusses the timelines relative to the Ontario Heritage Act and the adoption of the new quarterly Committee meetings schedule.

Moved by Councillor Maghnieh, Seconded by N. Slack,
That in consideration of the legislated timelines directed by the Ontario Heritage Planning Act, that a bi-monthly meeting schedule **BE ADOPTED** by the Windsor Heritage Committee, and that special meetings due to time sensitive issues **BE REQUESTED** from time to time.
Carried.

Moved by N. Slack, Seconded by S. Chamely,
That the following two dates being, Wednesday September 14, 2011 and Wednesday November 9, 2011 **BE SCHEDULED** as the dates for the Windsor Heritage Committee meeting convening at 5:30 o'clock p.m.
Carried.

7.4 Poisson House, 4147 Riverside Drive East

Consider recommendation on request to remove this property from the Windsor Municipal Heritage Register.

Moved by L. Baker, Seconded by Councillor Maghnieh,
That at the request of the applicant, Item 7.4 Poisson House, 4147 Riverside Drive East **BE DEFERRED** to a future meeting.
Carried.

8. COMMUNICATIONS AND ANNOUNCEMENTS

8.1 Our Lady of the Rosary Church, 2589 Riverside Drive East

Council report dated August 8, 2011, entitled "*Building Condition Report/Offer to Purchase Our lady of the Rosary Church, 2879 Riverside Drive East*", was deferred by City Council on August 8, 2011 (Item #12), to be considered on August 29, 2011.

8.2 R.E. Holmes House, 2072 Willistead Crescent

Council action in lieu of Committee recommendation on partial demolition.

8.3 Ontario Heritage Trust Award

Committee recommendation for Raymond Masters.

8.4 Policy changes redefining Committee role

Initial discussion considering staff approvals with and without Committee recommendations, fewer Council approvals.

8.5 Property at 3110 Sandwich Street, next to McGregor-Cowan House –

Council report dated August 8, 2011, entitled "*Status of Property at 3110 Sandwich Street*", considered at City Council meeting on August 8, 2011 (Item #16).

Clerk's Note: report regarding park; action postponed to September 6, 2011 **Olde Sandwich Towne Business Association.**

9.1 Financial Summary Variance Report for the period ending July 31, 2011.

Moved by Councillor Maghnieh, Seconded by L. Baker,
That Items 8.1, 8.2, 8.3, 8.4, 8.5 and 9.1 of Agenda and Schedule "A" **BE RECEIVED.**
Carried.

10. DATE OF NEXT MEETING

The next meeting will be held on September 14, 2011 at 5:30 o'clock p.m. in Room 402, 400 City Hall Square East.

11. ADJOURNMENT

There being no further business, the meeting is adjourned at 7:42 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR