



Agenda

Heritage Orangeville Committee Meeting

Thursday, November 21, 2024, 6:00 p.m.

Electronic and In-Person Participation - Heritage Orangeville

The Corporation of the Town of Orangeville

(Chair and Secretary at Town Hall - 87 Broadway)

Orangeville, Ontario

NOTICE

Members of the public wishing to view Heritage Orangeville meetings will have the option to attend in-person or by calling 1-289-801-5774 and entering Conference ID: 695 239 020#

Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting.

Prior to the meeting, written comments may be sent to the Secretary of Heritage Orangeville by email at heritage@orangeville.ca. Such written comments will become part of the public record.

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2242 or via email at clerksdept@orangeville.ca

Pages

1. **Call to Order**
2. **Disclosures of (Direct or Indirect) Pecuniary Interest**
3. **Land Acknowledgement**

We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.
4. **Adoption of Minutes of Previous Meeting**

Recommendations:
That the minutes of the following meeting are approved:

 - 4.1 **2024-10-17 - Heritage Orangeville - Minutes**
5. **Presentations**

None.
6. **Items for Discussion and Reports**

3

6.1 Draft 2025 Committee Work Plan Deliverables

6

Recommendations:

That the proposed 2025 Committee Work Plan be approved.

6.2 New Digital Guide for Tourism - Vicki Sword

<https://www.orangeville.ca/en/visit/self-guided-tours.aspx>

<https://www.orangeville.ca/en/visit/digital-guide.aspx>

6.3 Data Orangeville Update - Drew Gwilliams

6.4 Community Improvement Plan (CIP) Update - Gary Sarazin

6.5 Heritage Week 2025 - Lynda Addy

7. Correspondence

7.1 Notice of Site Plan Application - 221-229 Broadway - SPA-2024-06

18

8. Announcements

9. Date of Next Meeting

The next meeting is scheduled for December 19, 2024 at 6 p.m.

10. Adjournment



Minutes of Heritage Orangeville

October 17, 2024, 6:00 p.m.

**Electronic and In-Person Participation - Heritage Orangeville
The Corporation of the Town of Orangeville
(Chair and Secretary at Town Hall - 87 Broadway)
Orangeville, Ontario**

Members Present: Councillor D. Sherwood
T. Brett
D. Gwilliams
G. Sarazin

Members Absent: L. Addy (with notice)
H. Daggitt (with notice)

Staff Present: M. Adams, Secretary
B. Ward, Manager of Planning

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

The Chair acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. The Chair also recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

4. Adoption of Minutes of Previous Meeting

Recommendation: 2024-023

Moved by G. Sarazin

That the minutes of the following meeting are approved:

4.1 2024-09-19 - Heritage Orangeville - Minutes

Carried

5. Presentations

5.1 24 Faulkner Street - Sylvia Bradley

Sylvia Bradley attended the meeting to discuss a proposed severance with the committee. She is the owner of 24 Faulkner Street, and the property is an individually-designated heritage property. She is considering severing

the property into two parcels and is seeking feedback on the two proposed options:

- rezoning and severing the property. One of the parcels will contain the house and carriage house, and the other parcel will be vacant; or
- only severing the property. One parcel will contain the house, and the other parcel will contain the carriage house.

Ms. Bradley provided a handout which included a summary and a survey showing the two proposals. The Committee discussed the proposed severances with Ms. Bradley and asked questions. They advised that formal comments would be provided once the consent application and any accompanying documentation have been formally submitted.

Moved by T. Brett

That following the submission of a Consent Application for 24 Faulkner Street, the application be circulated to Heritage Orangeville Committee for comment.

Carried

6. Items for Discussion and Reports

6.1 Data Orangeville Update - Drew Gwilliams

Drew Gwilliams provided the committee with an update on the Data Orangeville project. He advised the street names beginning with “A” and “B” have been completed, and he is working on the “C”s. At the next meeting, it was suggested that the map be shared showing the updates to the committee.

6.2 Heritage Week 2025 - Lynda Addy

Councillor Sherwood said Communications staff has contacted Heritage Orangeville enquiring if there are any projects that will require their assistance for Heritage Week.

The Committee discussed the following for Heritage Week: erecting display boards at the library and the recreation centre, organizing heritage sessions, and installing banners on Broadway. Communications staff projects could include promoting the Heritage Week events.

6.3 Draft 2025 Committee Work Plan

The Committee discussed the draft work plan, and commented the plaquing costs could be reduced. Staff provided clarification on the Special Project – Designations category.

Recommendation: 2024-024

Moved by D. Gwilliams

That the draft 2025 work plan be approved as presented.

Carried

7. Correspondence

None.

8. Announcements

Gary Sarazin advised the photos for the 2025 Heritage Orangeville calendar cover were not reviewed and selected by the committee. He provided the committee with examples of photos for the calendar. The committee reviewed the photos and provided their feedback.

Recommendation: 2024-025

Moved by D. Gwilliams

That the first three photos be selected for the 2025 calendar cover.

Carried

Gary Sarazin provided an update on the Community Improvement Plan applications. One application was submitted for a property on Broadway and received a grant.

9. Remaining 2024 Budget

The Committee reviewed the updated budget.

10. Date of Next Meeting

The next meeting is scheduled for November 21, 2024 at 6 p.m.

11. Adjournment

Recommendation: 2024-026

Moved by D. Gwilliams

That the meeting be adjourned at 7:29 p.m.

Carried

2025 Heritage Orangeville Work Plan

If the Committee requires assistance from the Town’s Communications Division for a program or initiative identified in this workplan, a minimum of eight (8) weeks' notice is required.

Deliverable / Project	Description	Frequency	Scheduled Date	Location	Lead	Budget/Comments
Membership/Subscriptions – Community Heritage Ontario	Membership Renewal: Community Heritage Ontario is an advisory body for Municipal Heritage Committees and helps identify and preserve community Heritage.	Annual	Q1 2025	N/A	Committee Secretary	\$150 Chair to work with staff on renewing subscription in January 2025
Conferences & Mileage – Ontario Heritage Conference	To allow up to two (2) Committee members the opportunity to attend heritage related education events	Annual	Usually April, May, or June	TBD	Committee Secretary	Conference \$2000 Mileage \$1000 Committee required to pass a motion prior to the conference nominating up to two (2) members to attend
Advertising & Promotion – Outreach/Promotion, Heritage Week, Heritage Newsletters	To allow Committee members the opportunity to promote and educate ongoing heritage initiatives through various outreach/promotion, heritage week, and heritage newsletters.	Ongoing	TBD	TBD	Committee to nominate a member to lead this project	\$1000

Deliverable / Project	Description	Frequency	Scheduled Date	Location	Lead	Budget/Comments
Special Project – Annual Heritage Calendar	Annual heritage calendar created and distributed by the Committee for Town residents.	Annual	Fall 2025	N/A	Committee to nominate a member to lead this project	\$4000
Special Project - Designations	Under s. 4 of the Ontario Heritage Act, the Town can designate individual properties that the Town considers having significant cultural heritage value.	Ongoing	As required	TBD		\$8000 Budgeted to designate up to five (5) listed properties
Plaquing Costs – Awareness Plaque & Engraving	Buildings/Dwellings built before 1920 are eligible for an awareness plaque.	As required	As required	N/A	Committee Secretary	\$500 Applications are submitted through the Town website



Deliverable / Project: Membership Renewal – Community Heritage Ontario

Description of Project

Annual membership renewal with Community Heritage Ontario. Community Heritage Ontario is a province-wide organization of Municipal Heritage Committees (MHCs). It serves its members as an “umbrella” organization, providing heritage preservation support, publications, workshops, and an annual conference.

Budget Breakdown

- \$75 – annual membership renewal fee.

Total budget for this project: \$75

Scheduled Start and Completion Timeline

- Quarter 1 - 2025

Process of Renewal

- Submit Membership [Form](#).
- Committee Secretary to submit a Cheque request form to Finance for a cheque to be prepared
- Committee Secretary to mail cheque & completed forms to Community Heritage Ontario, 6282 Kingston Road, Scarborough, ON, M1C 1K9.

Who is leading this project?

- **Committee Secretary:** To complete, submit membership form & provide payment for annual membership fee.

Resources

- Community Heritage Ontario [Website](#)
- Community Heritage Ontario [Membership Page](#)



Deliverable / Project: Conferences & Mileage – Ontario Heritage Conference

Description of Project

To allow up to two (2) Committee members to attend the Ontario Heritage Conference (OHC). The Ontario Heritage Conference offers educational, inspirational, and networking opportunities to everyone involved in heritage conservation as professionals or as volunteers. Programming generally showcases broad spectrum issues within the context and realities of the local host municipality. Under the guidance of Community Heritage Ontario (CHO), Architectural Conservancy of Ontario (ACO) and the Ontario Association of Heritage Professionals (OAHP), the conference provides an excellent opportunity for regions to showcase heritage tourism venues and heritage conservation accomplishments. The OHC occurs in April, May or June, and runs from Thursday through Saturday.

Budget Breakdown

- **\$1000** - Mileage
- **\$2000** – Conference

Total budget for this project: \$3000

Scheduled Start and Completion Timeline

Phase 1: Quarter 1 - 2025

- Committee to nominate up to two (2) members to attend the 2025 Ontario Heritage Conference. (A motion is required)
- **Motion Wording:** That (insert name here) and (insert name here) attend the 2025 Ontario Heritage Conference on behalf of the Heritage Orangeville Committee.

Who is leading this phase?

Committee Members: to nominate and pass a motion for up to two (2) members to attend the Ontario Heritage Conference.

Phase 2: Quarter 1 - 2025

- Conference Registration

Who is leading this phase?

- **Committee Secretary:** Committee Secretary to register the members for the conference, including accommodation if required.



Phase 3: Date of Conference TBD (Thursday – Saturday)

- Attendance at conference.

Who is leading this phase?

- **Committee Member(s):** Attend the conference and submit mileage expense form to Committee Secretary upon return from the conference.

Phase 4: First Heritage Orangeville Committee meeting following the Conference

- The attendees are to provide an overview of the conference, including key insights and educational resources.

Who is leading this phase?

Committee Member: to provide the Committee Secretary with a presentation, summary, or correspondence from the conference.

Committee Secretary: to include the presentation, summary, or correspondence from the attendees on the meeting agenda.

Resources (insert any notable resources that will be or could be of use)



Deliverable / Project: Advertising & Promotion – Heritage Week & Heritage Newsletters

Description of Project

To allow Committee members the opportunity to promote and educate ongoing initiatives through heritage week and heritage newsletters. Heritage week (February 17th – 23rd, 2025) is celebrated nationally each February and sets out to celebrate heritage in all its forms (cultural and natural, architectural, archaeological and collections), its diverse traditions and cultural expressions. Heritage Week provides a wonderful opportunity for individuals and communities to reflect on their contributions to Ontario, how heritage is conserved, promoted and commemorated, and how they might shape the future.

Budget Breakdown

Total budget for this project: \$1000

Scheduled Start and Completion Timeline

Phase 1: December – January

- Committee to select themes for vinyl banners located on the median on Broadway.
- Committee to discuss and plan display opportunities with local community partners.
- Committee to discuss and create advertisements, promotional materials, and educational resources to provide to the Committee Secretary to provide to the Communications Division.

Who is leading this phase?

- Committee can strike a Working Group (**motion required**) to select themes for vinyl banners located on the median on Broadway, discuss and plan display opportunities with local community partners, discuss and create advertisement, promotional materials, and educational resources to provide to the Committee Secretary to provide to the Communications Division.
- If Working Group isn't established, Committee to select a Lead for this project.
- **Committee Secretary:** To provide the Communications Division with Committee approved advertisement, promotional materials, and educational resources.



Phase 2: February

- Consult with Public Works staff to have banners placed on median poles
- Consult with Library and Recreation Centre staff to have display boards erected for Heritage week
- Assemble display boards for Heritage Week

Who is leading this phase?

- Committee Secretary to consult with Public Works, Library and Recreation Centre Staff
- Working Group (if established) or Councillor Sherwood and Lynda Addy

Resources



Deliverable / Project: Special Project – Annual Heritage Calendar

Description of Project

Created by Heritage Orangeville for Town of Orangeville residents for more than two (2) decades, the annual heritage calendar celebrates Orangeville’s unique history. Town of Orangeville residents can pick up the calendars at Town Hall, Alder Street Recreation Centre, the Tony Rose Memorial Sports Centre, Orangeville Public Library Branches, and the Lakeview annex. (Note: The 2026 and all future calendars will have to be sourced to an outside graphic company for completion).

Budget Breakdown

Total budget for this project: \$4000

Scheduled Start and Completion Timeline

Phase 1: January – June

- Two committee members to compile photos and historical information for the calendar, and to consult with and share progress on the calendar with the Committee
- Theme of the calendar to be discussed and approved by the Committee members (That (name of title) be approved as the (year) Heritage calendar theme)

Who is leading this phase?

Lynda Addy and Gary Sarazin

Phase 2: September - October

- Provide photos and historical information to Committee Secretary to provide to Communications for preparation of the calendar

Who is leading this phase?

Communications Division in consultation with Committee Secretary and Members

Phase 3: November

- Printing of the calendars (approximately 1500)



Who is leading this phase?

Communications Division

Phase 4: December

- Distribution of the calendars
- Town of Orangeville residents can pick up the calendars at Town Hall, Alder Street Recreation Centre, the Tony Rose Memorial Sports Centre, Orangeville Public Library Branches, and the Lakeview annex.

Who is leading this phase?

Committee Secretary to distribute Calendars to Facility staff to be delivered to Alder Street Recreation Centre, Tony Rose Memorial Sports Centre, Orangeville Public Library Branches and Lakeview Annex.

Resources



Deliverable / Project: Special Project – Property Designations

Description of Project

According to Part IV of the Ontario Heritage Act, 1990, the Town can designate individual properties that the Town considers to having significant cultural heritage value. Designation of a property formally recognizes the unique architectural or historical characteristics of the property.

Process of Reviewing Heritage Designation

- Committee to discuss and recommend a list of properties that should be considered for individual designation (maximum five (5) properties)
- Committee to provide Planning staff with a list of properties together with any historical documentation
- Planning staff and/or consultant to commence the process to individually designate the properties for Council consideration

Process of Gaining Heritage Designations

- The first step in the process of designating a property is identifying the property as a candidate for designation and should be listed on the Town’s Register of Properties of Cultural Heritage Value or interest before consideration for designation.
- The designation process involves the evaluation of a property’s architectural, historical and contextual attributes following provincial criteria.
- These heritage attributes are itemized in a Municipal Designation By-law registered on title of a heritage designated property.

Budget Breakdown

- Up to five (5) property designations.

Total budget for this project: \$8000

Who leads this project?

Committee members

Staff liaison: Brandon Ward

Resources (insert any notable resources that will be or could be of use)



Deliverable / Project: Awareness Plaque Program

Description of Project

The Awareness Plaque Program aims to recognize and celebrate the town's rich historical and cultural heritage. In order to apply for the awareness plaque program, the building must have been constructed before 1920. Please note, Heritage Orangeville can decline an application if the building has been altered in a way that diminishes the historic significance. An awareness plaque is not the same as a designated heritage property and there are no conservation benefits, or regulations associated with the program. Instead, the plaque is a celebration of the history associated with the building.

How to apply for an Awareness Plaque?

Individuals are asked to complete the online [application](#) or drop off the application to Town Hall.

Budget Breakdown

Total budget for this project: \$500

Scheduled Start and Completion Timeline

Phase 1: Process of Reviewing and Approving Awareness Plaque Applications

- Application received and forwarded to Heritage Orangeville member for verification of the heritage details provided.

Who is leading this phase?

Committee Secretary to forward applications to Lynda Addy

Phase 2: Process of Issuing Awareness Plaque

- Information forwarded to the plaquing company to prepare the plaque
- Proof is provided to Committee Secretary for review and approval

Who is leading this phase?

Committee Secretary



Phase 3: Process of Issuing Awareness Plaques

- Contact the applicant and arrange for pick up of the plaque

Who is leading this phase?

Committee Secretary

Phase 4: Committee Updates

- Committee Member to provide bi-annual updates to the Committee on Awareness Plaques that have been issued.

Who is leading this phase?

Lynda Addy

Resources

Infrastructure Services

**Notice of a Site Plan Application
221-229 Broadway
File No. SPA-2024-06**

Take Notice that an application for Site Plan Approval (SPA-2024-06) has been submitted by D+H Architects Inc. on behalf of Broadway Holdings Inc. pursuant to the provisions of the *Planning Act* as follows:

Description of the Land:

The lands subject to these applications are comprised of a single parcel of land on the north side of Broadway at the intersection of Broadway and John Street. The subject lands are legally described as Block 1, Plan 212, Part of Lots 8 & 13, Lot 9 to Lot 12, municipally known as 221-229 Broadway and have a total area of approximately 0.27 hectares (0.67 acres), with approximately 68.85 metres (225.88 feet) of frontage along Broadway. The subject lands currently contain a 1 storey building with commercial uses fronting Broadway and along Westminster Lane at a rear of the building. A location map of the subject lands is attached.

Purpose and Effect of the Site Plan Application:

The applicant is proposing an 8 storey mixed-use building with commercial uses on the ground floor and residential uses on all upper storeys, including 65 residential units and 925.22 square meters of commercial space, with 92 underground parking spaces and 61 surface parking spaces, and a shared rooftop amenity space on the third level.

Plans and Reports Submitted:

1. Original Survey, prepared by Ted Van Lankveld, dated May 30th, 2001.
2. Architectural Drawings, prepared by Dickson & Hicks Architects Inc., dated August 30th, 2024, including:
 - A1-0 Site Plan
 - A1-1 Site Details
 - A1-2 Site Details
 - A2-0 P1 and P2
 - A2-1 Main Floor Plan
 - A2-2 Level 2 & 3
 - A2-3 Level 4-6
 - A2-4 Level 7 & 8

- A3-1 Roof Plan
 - A5-1 Elevations
 - A5-2 Elevations
 - A6.1 Building Sections
 - A11-1 OBC Matrix
 - L1 Landscape Plan
3. Engineering Drawings, prepared by G.R.I.T Engineering Inc., dated August 29, 2024, including:
 - C100 Erosion and Sediment Control
 - C300 Grading and Servicing
 - C500 Notes and Details
 4. Lighting Plan, prepared by Mighton Engineering Ltd., dated June 21st, 2024.
 5. Stormwater Management & Functional Servicing Report, prepared by G.R.I.T Engineering Inc., dated May 1, 2024.
 6. Geotechnical Investigation, prepared by G.R.I.T Engineering Inc., dated November 29, 2023.
 7. Hydrogeological Assessment, prepared by Hydrogeological Consulting Services Inc., dated August 19th, 2024.
 8. Traffic Impact Study, prepared by Tatham Engineering Ltd., dated April 30, 2024.
 9. Frank Gray Holdings Shadow Study (Cloverfarm Townscape Appraisal), prepared by M.C. Hannay Urban Design & Novation Design Group, dated May 2002
 10. Planning Justification Report, prepared by Skelton Brumwell & Associates Inc., dated March 28, 2024
 11. Urban Design Report, prepared by Dickson & Hicks Architects Inc., dated May 24, 2023
 12. Noise & Vibration Impact Study, prepared by J.E. Coulter Associates Ltd., dated April 19, 2024
 13. Heritage Impact Assessment, prepared by Dickson & Hicks Architects Inc., dated October 26th, 2023

Deadline for Comments:

Please forward all comments prior to **Monday, November 25th, 2024.**

Further Information Available:

Copies of pertinent submission documents have been circulated to external agencies and internal Town Departments for review and comment. For further information, please contact **Matthew Mair, Development Planner, Infrastructure Services at 519-941-0440 Ext. 2267 or by e-mail at mmair@orangeville.ca.**

Notice Issued: October 24th, 2024.