



*February 27, 2023*

*Minutes of the Meeting of the Heritage Port Hope Advisory Committee of the Corporation of the Municipality of Port Hope held on Monday, February 27, 2023 at 5:00 p.m., Council Chambers, Port Hope, Ontario.*

**1 Roll Call/Quorum**

Present: K. O'Hara (Chair)  
P. Doney (Part IV Chair)  
D. Gardner  
G. Thompson  
R. Stewart  
T. Attridge

Regrets: M. Jones (Part V Chair)

Staff: J. Eby (Recording Secretary)  
T. Davis (Director, Planning and Development)  
S. Babbar (Planner)

Guests: S. Layard (ACO)  
R. Piccini, Piccini Architect (Item 6.1)

**2. Approval of Agenda**

**2.1 Agenda for Heritage Port Hope Advisory Committee Meeting of February 27, 2023**

One item added: 7.3, Walton Street Reconstruction.

Moved by: R. Stewart

Seconded by: T. Doney

That the agenda be approved as amended.

CARRIED

**3. Disclosure of Pecuniary Interest and the Nature Thereof**

None.

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#### 4. Approval of Previous Minutes

##### 4.1 Heritage Port Hope Advisory Committee Meeting Minutes of January 16, 2023

- Amendments to minutes of the previous meeting to show T. Attridge attended (as Council Representative); Guests included Tony Jenkins, and Regrets included Janet Eby (Recording Secretary).

Moved by: R. Stewart

Seconded by: G. Thompson

That the minutes of the meeting of Heritage Port Hope Advisory Committee of January 16, 2023 be accepted as amended.

CARRIED

#### 5. Heritage Applications

##### 5.1 2023-02, 86 John Street (addition to Carlyle Hotel)

- R. Piccini, of Piccini Architect, made a presentation to the Committee.
- Addition to Carlyle Hotel of 3-storey building, consisting of ground floor commercial, 5 rental apartments (second floor); 4 condos (third floor), with central elevator, and parking behind building. Dining room addition replaces current 3-season glassed-in patio. Facing is white and dark grey.
- Plans include removal/demolition of wooden access stairs and walkway; concrete block retaining wall; garage in SW corner of property; some of existing parged masonry wall.
- Recommendations accepted from HIA Report (vibration monitoring during construction; construction fencing; salvaging brick from one-storey addition)
- Colour of addition questioned as it may dominate the heritage colour of the existing historic property. Question whether owners of property considered other "softer" colours. **S. Babbar will discuss matter with Building Department.**
- Question also of whether historic knee wall on Augusta St. needs to be removed, but response is that it will block exit from building.
- **Put back on March HPH agenda.**

#### 6. Business Arising

##### 6.1 65 Ward Street (status; demolition permit removal)

- Heritage demolition permit has been rescinded.
- A committee meets to discuss violations to property standards only if complaints are received from individuals. **T. Davis will follow-up to find out whether process has begun for 65 Ward St., as it was confirmed during the meeting that at least one complaint has been lodged.**

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- **C. Sevigny, Chief Building Official for Port Hope, will be invited to attend the next meeting of HPH in March. Prior to the meeting, Mr. Sevigny will be asked if he could do a “walkabout” around the building.**
  - **Committee members are asked to look at the property standards bylaw prior to the March HPH meeting and review the historical attributes of the 65 Ward building.**
  - **Put back on March HPH agenda.**
- 6.2 Little Station
- Nothing to report at this meeting.
- 6.3 Community Engagement
- 6.3.1 2022 Heritage Awards
- Recipients very appreciative. Committee would like to see good Council representation at these presentations, therefore suggested Heritage Awards be presented in future with the town’s Civic Awards at Capital Theatre.
  - Suggested that for this year, as Heritage Awards have already been presented, this year’s winners be acknowledged at Civic Awards night in March, along with announcement that next year the Heritage Awards will be presented with the Civic Awards. **T. Davis will discuss this possibility with staff organizer.**
- 6.3.2 Newsletter
- T. Davis reported that Council News is now being issued, on a new platform.
- 6.3.3 Plaque Presentations
- This is being planned for spring 2023.
- 6.4 Paint Palette Creation; Hiring Consultant
- S. Babbar reported that he has been in touch with D. Hossack, the consultant, and she is seeking four or five parameters the Committee wants included in her research/report, such as which paint colours are best as main colour versus trim. **If members have comments, please email Sagar.**
  - **Put back on March HPH agenda.**
- 6.5 Listing and Part IV/Part V Designations
- 6.5.1 Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 (Schedule 6), the Proposed More Homes Built Faster Act, 2022
- Nothing further to report; remove from agenda going forward.
- 6.5.2 228 Cavan Street (Thomas Molson Distillery)
- CNL is the owner.
  - **S. Babbar to contact the owner to see if they are open to designating the building.**
- 6.5.3 Top Ten List

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- S. Babbar continuing to work on this. Registry needs to be made accessible via website.
- 6.5.4 Update on Union Cemetery Property
- D. Gardner has finished the report. Needs to emphasize the importance of the Dead House; only a few remain in Ontario.
  - Chapel is already designated.
  - There is a way to designate an entire cemetery.
  - **S. Babbar will review the lot description, and report back on whether the cemetery could be designated.**
  - Question raised of now to inform Council of plans for designation. **S. Babbar and T. Davis will determine process for notifying Council.**
  - **Keep on agenda for March HPH.**
- 6.6 Heritage Port Hope Plan and Budget for 2023
- Budget passed in February. T. Davis reported the following budget for HPH for 2023:
- \$10K – Paint Palette Creation
  - \$2K (if required) – Council Education
  - \$7.7K – Other
  - \$300 – Mill Street Heritage Streetscape Report
- 6.7 Follow up on Signage on Walton Street
- S. Babbar is following up on this. Owners are aware of the need for compliance.
  - **Keep on agenda for March HPH.**
- 6.8 Education Session for New Council (Themes; Timing; Selection of Presenter)
- Suggested the session consist of 5 Ws. What is the context for HPH; why does it exist, why is it important; contribution to “Best Preserved Main Street in Ontario”. What is the role of decision-makers.
  - Possibly after presentation, could walk with Council members along main street to illustrate the work of HPH.
  - **R. Stewart will consider someone who could provide education session and report back.**
  - Architectural Digest has excellent videos on heritage buildings.
  - T. Attridge has asked Clerk to provide time in schedule for formal training.
  - **Bring forward to March HPH agenda.**
- 6.9 Real Estate Listings
- Committee discussed need for real estate advertisements to disclose heritage designation.
- 6.10 Small Hydro Substation – Condition
- Disclosed that Ganaraska Region Conservation Authority is owner of this building.

- **Keep on agenda for March HPH meeting.**

6.11 Mill Street Heritage Streetscape Report

- D. Gardner has pulled photos and maps from Ontario Street/Ward Street/Walton/Peter/Robertson/Wharf showing Mill Street, in late 1800s and early 1900s.
- T. Davis has spoken with P. Goldsmith and C. Wallace and they said they had done work a few years ago re: downtown master planning.
- **D. Gardner will share this material at next HPH meeting via a presentation. T. Attridge will invite the Mayor to attend the next HPH meeting to see this presentation.**

6.12 Windows Guidelines – Review (R. Stewart)

- One amendment was requested to the Policy: On page 2, paragraph 4, the words “The design of all replacement components should” will be changed to “The design of all replacement **windows and** components should”.

Moved by: R. Stewart

Seconded by: P. Doney

THAT the Heritage Port Hope Advisory Committee supports the “Policy on Window Renovations in Heritage Buildings (as amended at this meeting), and requests Staff to bring a report to Council regarding the policy for Council’s awareness and endorsement.

CARRIED

**7. New Business**

7.1 Port Hope Waterfront and Riverwalk Draft Final Report

- Noted that the ACO has sent comments to J. Snoek.
- **R. Stewart will prepare comments to go on behalf of HPH respecting the lack of content in the draft plan concerning the historic downtown/Part IV/V.**

7.2 Annual Report for 2022 for Heritage Port Hope

Committee members agreed with the draft circulated by the Recording Secretary, and asked her to forward it to T. Wilson.

7.3 Walton Street Reconstruction

- T Attridge reported that Council last week considered stormwater management; plans felt to be inadequate relative to climate change/anticipated severe weather events. Works and Engineering asked for options, noting time and money significant factors. Landed on installation of Silva cells on Walton Street between Walton Hotel and Thirsty Goose. Turn lane lost at Ontario Street will be compensated for by three stage light.
- RFP will be let in fall. Staff felt would be difficulties with supply chain, pushing project into late 2023.

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**8. Committee Business**

- 8.1 Report from the Chair  
Proud to present Heritage Awards.
- 8.2 Report from Staff  
Nothing further to add.
- 8.3 Report from Council  
Nothing further to add.
- 8.4 ACO Update
- Letters sent regarding Sylvan Glen bridge replacement; Lent Lane bump outs, Waterfront and Riverwalk draft final plan.
  - AGM held February 23, 2023.
- 8.5 Heritage Incentive Advisory Committee (and funds available for HIAC and CIP)  
K. O'Hara has met with S. Dave, and plans are being formed to move HIAC under HPH.

**9. Next Meeting:**

March 20, 2023. Note that this meeting will begin at 4:00 p.m. to accommodate inviting the Mayor to attend the presentation on the Mill Street Heritage Streetscape Report.

**10. Adjournment**

The meeting adjourned at 8:00 p.m.