



Minutes of a Meeting of the
COMMUNITY PLANNING AND HERITAGE ADVISORY COMMITTEE
Thursday July 28, 2011
At 6:00 PM in the Basement Boardroom, City Hall

PRESENT: Councillor Bill Twaddle
Councillor Jan Chamberlain
Councillor Colleen Purdon
Stephanie Barber
Aly Boltman
Jim Wainwright
Ruthann Carson
Robert McKee

STAFF: Pam Coulter, Director of Community Services
Amy Cann, Planning Assistant
Steve Furness, Manager of Economic Development & Tourism
Ruth Coursey, City Manager

REGRETS/

ABSENT: Richard MacDonald

1. **CALL TO ORDER** – 6:00 p.m.
2. **ADDITIONAL ITEMS**
 - a) Councillor Jan Chamberlain requested to discuss the 2012 Harrison Park Celebration
 - b) Councillor Colleen Purdon requested to discuss the upcoming strategic planning vision and process
3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF OR FOR MATTERS ARISING OUT OF MINUTES LISTED ON THE AGENDA**

None declared.
4. **CONFIRMATION OF MINUTES**

Moved by Jim Wainwright;
“THAT the minutes of the Community Planning and Heritage Advisory Committee meeting held on Thursday June 2, 2011 be approved as printed.”

Carried Unanimously

Rob McKee arrived at 6:05 PM

5. **DEPUTATIONS**

a) Steve Furness & Rob Dinsmore, Downtown Improvement Area Representatives
RE: Entertainment & Art Banners and Downtown Landscaping Proposal

Mr. Furness was invited by Committee to commence his presentation. He began his presentation by noting that this subject proposal for Downtown Beautification is being brought forward as a partnership between the DIA and the City using funds from the Rural Economic Development (RED) Grant.

Mr. Furness discussed several matters relating to the proposed banners, including the report from the Director of Community Services dated July 27, 2011 regarding the DIA Banners proposal.

- The intention is to maintain consistency the with the image for the Downtown as set out by the Harbour and Downtown Master Plan and for the banners to promote some of the the City's events and attractions.
- The banners are themed and designed in the City logo colours to create a sense of unity. There have been discussions to clusters banners, and to place different colours of green at the Downtown 'entrances'.
- The number of proposed banners includes placement in parking lots.
- The new banners are to have the same specifications and are to be created by the same supplier as the existing banners.
- One objective of the banner proposal is to build an image of the Downtown as an 'entertainment district'.
- The DIA can draw a map to guide the placement of the new banners.

The Director addressed Committee and reviewed the contents of her report regarding this proposal. She noted that there is some concern about the integrity of the banner arm infrastructure, and that it will be the responsibility of the DIA to address this item. She also made note that given timing constraints it would be advisable for the banners to be erected in spring 2012. She added that these banners, as well as any from the Roxy Theatre Banner Program could be hung in public spaces of the Downtown through the winter.

Mr. Furness advised Committee that he is in agreement with the recommendation laid out in the report from the Director.

Councillor Chamberlain noted that it may be worthwhile to discuss the banner project in the next DIA newsletter to clarify that the project is funded by DIA monies, rather than tax dollars.

Moved by Councillor Colleen Purdon;

"THAT the Community Planning and Heritage Advisory Committee receive the report from the Director of Community Services regarding a proposal from the DIA for banners in the Downtown; and further,

THAT the Community Planning and Heritage Advisory Committee recommend that City Council approve the placement of the 10th Street Event banners and 8th and 9th Street and 3rd Avenue banners themed as the "Entertainment district" subject to the following conditions:

- **DIA is responsible for replacing or upgrading the banner arm infrastructure to support the banner project in these areas;**
- **DIA is responsible for ensuring the size of the banners is suitable for the locations proposed for installation. The City will not be responsible for sizing the banners;**
- **The banner design specifications be followed as prepared for the City to ensure that the banners are a quality that will withstand the elements;**
- **The DIA will provide the City a map for the placement of the banners;**
- **The City will be responsible for placing and removing the banners. For 2012 this will require an amendment in the DIA Maintenance Agreement. Given the short amount of time that will be left in 2011, it is not recommended that the banners be placed in the fall of 2011. If the DIA would like, the City can hang the banners during the winter months in a public place."**

Carried Unanimously

6. **CORRESPONDENCE RECEIVED FOR WHICH DIRECTION OF COMMITTEE IS REQUIRED**

None declared.

7. **REPORTS AND MATTERS TABLED**

I) HERITAGE

- a) Report from the Heritage Coordinator dated June 22, 2011 regarding Heritage Permits Issued in June 2011

-and-

- b) Report from the Heritage Coordinator dated June 22, 2011 regarding Heritage Permits Issued in July 2011

Moved by Aly Boltman;

"THAT the Community Planning & Heritage Advisory Committee receive the 'Heritage Permits Issued in June 2011' report dated June 21, 2011 and the 'Heritage Permits Issued in July 2011' report dated July 20, 2011 from the Heritage Planning Coordinator."

Carried Unanimously

- c) Report from the Heritage Coordinator dated June 21, 2011 regarding Doors Open Owen Sound 2011 Wrap-up

The Director of Community Services presented the contents of the report to Committee.

Committee discussed the reasons why the total number of site visits may have been lower than in previous years.

The City Manager made note that many smaller communities eventually realise a decline in attendance, given a limited number of possible sites. She added that running the event biannually is a viable option.

Committee agreed that pursuing a thematic approach may be beneficial, and that the event would benefit from having more private homes and properties on the roster. Committee discussed the possibility of offering Doors Open every other year, and in alternate years the City can focus on showcasing another landmark or special event (e.g., in 2012: Emancipation Picnic 150th Anniversary, Harrison Park 100th Anniversary Celebration, Recreation Centre Opening).

Moved by Ruthann Carson;

“THAT the Community Planning & Heritage Advisory Committee hereby authorizes that Doors Open Owen Sound becomes a biannual event, with every alternating year focusing on other City celebrations or events, such as the opening of the new Recreation Centre or the Harrison Park Celebration.”

Carried Unanimously

II) GENERAL PLANNING

d) Report from the Planning Assistant dated July 8, 2011 regarding the Sidewalk Patio Application

The Planning Assistant presented the sidewalk patio application report to Committee. She reminded Committee that at the last meeting it approved the Draft Street Furniture and Sidewalk Patio Guidelines, subject to a review by the City’s Operations and Corporate Services Departments. The review, as well as the recommended amendment to the Streets By-law (regarding the amenity strip at the building face) has been completed, deeming the Guidelines final.

Moved by Councillor Colleen Purdon;

“THAT the Community Planning & Heritage Advisory Committee receive the report from the Planning Assistant dated July 8, 2011, regarding the City of Owen Sound Sidewalk Patio Application; and further,

THAT the Community Planning & Heritage Advisory Committee recommend that City Council approve the City of Owen Sound Sidewalk Patio Application as presented, along with the \$50 application fee, which will be credited back to the successful applicant, making the first patio month ‘complimentary’.”

Carried Unanimously

e) Report from the Planning Assistant dated July 4, 2011 regarding a revision of the Committee of Adjustment Application Forms

The Planning Assistant presented two proposed form revisions to Committee.

Committee discussed the ‘Permission to Enter’ Authorization, which will function to allow Committee of Adjustment Members and Staff Members to enter a subject property to get a better understanding of the application.

The City Manager offered that this is a standard request in other Municipalities, and that it is necessary for staff and decision makers to conduct site visits under all applications.

Committee and staff agreed that Committee of Adjustment Members should obtain proper identification from the Planning Assistant prior to initiating this practice.

Moved by Jim Wainwright;

“THAT the Community Planning & Heritage Advisory Committee receive the report from the Planning Assistant dated July 4, 2011 regarding the Revision of Committee of Adjustment Application Forms; and further,

THAT the Community Planning & Heritage Advisory Committee endorse the use of the updated Committee of Adjustment application forms (July 4, 2011), and that the forms be made available at City Hall and on the City’s Website for use.”

Carried Unanimously

- f) Report from the Planning Technician dated July 12, 2011 regarding Facade & Structural Improvement Grant request for extension and permission to change building materials at 825-827 2nd Ave. E.

The Director of Community Services presented report to Committee, noting that the Heritage Planning Coordinator has confirmed that the modified proposal is consistent with CIP program criteria.

Moved by Aly Boltman;

“THAT the Community Planning & Heritage Advisory Committee recommend City Council approve the request by Chris Gavaris (Desjardins Credit Union) to amend the Façade and Structural Improvement Program Application for a single façade grant (33% of eligible projects costs, up to \$5,000) on the front of the building at 825-827 2nd Avenue East which includes the use of Ledgerock Stone on the front of the building and one month extension for completion of the project.”

Carried Unanimously

- g) Report from the Planning Assistant dated June 30, 2011 regarding the Final Draft Community Gardens Policy & Prospective Garden Sites On City-Owned Lands

The Planning Assistant presented the report to Committee, noting that the Corporate Services and Operations Departments had no significant comment on the Policy.

She communicated to Committee that after several site visits, she and the Manager of Parks and Open Space have concluded that there are 7 feasible sites that would be good locations for community gardens. Staff recommended that all 7 sites be endorsed, so that garden projects could be implemented flexibly, as interest is expressed.

Councillor Purdon requested that Timber McArthur Park be considered to be added to the recommendation as another park on the east side of the City.

Moved by Councillor Colleen Purdon;

“THAT the Community Planning & Heritage Advisory Committee receive the report from the Planning Assistant dated June 30, 2011 regarding Final Draft Community Gardens Policy & Prospective Garden Sites On City-Owned Lands; and further,

THAT the Community Planning & Heritage Advisory Committee recommend that City Council approve the final draft of the Community Gardens Policy dated July 20, 2011; and further,

THAT the Community Planning & Heritage Advisory Committee recommend that City Council supports all seven of the proposed garden locations so that garden projects can be implemented as community interest is expressed on a site-by-site basis:

- 1. Tot Lot Park (Roll: 4259-020-009-43102)**
- 2. Maitland Park (Roll: 4259-020-009-40900)**
- 3. Stobbe Park (Roll: 4259-030-017-20700)**
- 4. Comm-r-ette Park (Roll: 4259-030-018-28804)**
- 5. St. Georges Park (Roll: 4259-010-007-01100)**
- 6. Ed Taylor Park (Roll: 4259-010-007-29598)**
- 7. Bill Inglis Park (Roll: 4259-030-024-03800)**

THAT approval of these recommended sites be subject to staff investigating the viability of adding an 8th site at Timber McArthur Park on 5th Avenue East; and further,

THAT that City Council consider allocating a portion of its 2012 budget to the City’s Community Garden Program, noting that the City of Hamilton allocates \$4000 per new garden to cover the costs of the initial tilling and to implement and register the license agreement, which may be a plausible starting figure for Council’s consideration during budget deliberations.”

Carried Unanimously

8. CORRESPONDENCE RECEIVED FOR INFORMATION ONLY

- a) Grey Sauble Conservation Authority 2010 Annual Report
- b) May & June Building Statistics
- c) Ginger Press News email dated July 6, 2011 discussing 100 Years of Pleasure: The Story of Harrison Park 1912-2012

Moved by Ruthann Carson;

“THAT the Community Planning & Heritage Advisory Committee accept items 8a) through 8c) for information.”

Carried Unanimously

9. OTHER BUSINESS

- a) Councillor Jan Chamberlain requested to discuss the 2012 Harrison Park Celebration

Councillor Chamberlain proposed that a grant be sought to support the Harrison Park Celebration.

Chair Twaddle clarified that this issue would be under the mandate of the Recreation & Parks Advisory Committee rather than CPHAC, and that these types of proposals are best brought forward to the appropriate body in writing.

- b) Councillor Colleen Purdon requested to discuss the upcoming strategic planning vision and process

Councillor Purdon inquired about how the Strategic Planning process will be initiated and carried out, and whether or not any processed will occur through CPHAC.

Chair Twaddle relayed that the last strategic planning process was comprised of 8 visioning sessions with public input where themes were developed.

The City Manager made note that every plan differs in order to meets the needs of the specific community for which it has been developed.

The Director of Community Services reminded Committee that the Official Plan 5-year review will be administered through CPHAC, and that this process will provide a lot of opportunity for input from Committee.

10. **ADJOURNMENT**

Committee meeting adjourned at 7:30 PM