

The Corporation of the Town of Tillsonburg Museum, Culture, Heritage and Special Awards Advisory Committee AGENDA



Wednesday, November 20, 2024

4:30 PM

30 Tillson Avenue

1. Call to Order

2. Adoption of Agenda

Moved By: _____

Seconded By: _____

THAT the agenda as prepared for the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of November 20, 2024, be approved.

3. Disclosures of Pecuniary Interest and the General Nature Thereof

4. Adoption of Minutes of Previous Meeting

Moved By: _____

Seconded By: _____

THAT the minutes of the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of October 16, 2024, be approved.

5. Presentations

5.1 Municipal Heritage Registers

Meghan House, Policy Planner, Oxford County

Presentation attached.

6. Closed Session

Moved By: _____

Seconded By: _____

THAT the Museum, Culture, Heritage and Special Advisory Awards Committee move into Closed Session to Consider the following:

239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees (Fall 2024 Volunteer Achievement Award Nomination)

6.1 Adoption of Closed Agenda

6.2 Disclosures of Pecuniary Interest and the General Nature Thereof

6.3 Adoption of Previous Closed Committee Minutes

6.4 Reports

6.4.1 Fall 2024 Volunteer Achievement Award Nomination

239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees;

7. General Business & Reports

7.1 Museum Report

7.2 Founder's Day Update

8. Next Meeting

9. Adjournment

Moved By: _____

Seconded By: _____

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of November 20 be adjourned at ___ p.m.

**The Corporation of the Town of Tillsonburg
Museum, Culture, Heritage and Special Awards
Advisory Committee**

MINUTES



Wednesday, October 16, 2024
4:30 PM
30 Tillson Avenue

ATTENDANCE: Carrie Lewis
Amie Varga
Lindsay Munroe
Isaac Card
Joan Weston
Courtney Booth
Rosemary Dean
Kelly Spencer
Deb Gilvesy

Regrets: Doug Cooper
Tabitha Verbuyst

Staff: Andrea Greenway, Director of Recreation, Culture and Parks
Laura Pickersgill, Executive Assistant

1. Call to Order

The meeting was called to order at 4:34 p.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Kelly Spencer

Seconded By: Rosemary Dean

THAT the agenda as prepared for the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of October 16th, 2024, be approved.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

None

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Kelly Spencer

Seconded By: Joan Weston

THAT the minutes of the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of September 18, 2024, be approved.

Carried

5. Presentations

6. General Business & Reports

6.1 Museum Update Report - October 2024

A. Greenway provided a summary of the report.

6.2 Founder's Day Event

There were further suggestions for the event:

- Information on the forge and anvil museum in Sparta was shared with the potential of having a weaver attend or to lend materials
- Banners for the downtown with the names of the original family names (businesses could sponsor these)
 - Joan would be willing to review the archives to obtain this information
- Host a booth at Turtlefest and individual dressed in period costume could give out pamphlets about the event

- Andrea will reach out to Kathleen W about getting a booth for this
- Pie eating/making contest
- Kelly can reach out to her contacts about holding a reenactment
 - Also reach out to Mrs. Lowrie at Glendale for drama students to potentially do this
- Have a banner made for advertising purposes to bring around to other events throughout the year
- Girl Guides could be contacted to see if they could help out with the event
- Band to play folk music (Sparta contact may have more information or Isaac can talk to Gentlemen of Harmony and Courtney to reach out to Periscope Theatre or a local choir)
- Community Church Service at the original church

The event will remain planned for October as generally people are not as busy in the fall and in efforts to not conflict with Turtlefest.

Other organizations/service clubs are hosting events next year using the 200th Anniversary theme.

Staff will work with the Vice-Chair to draft a letter to send to local service clubs and organizations to solicit their interest from the groups if they plan on hosting an event celebrating the 200th anniversary or would like to support this event.

There was a discussion regarding concerns on lack of parking due to other events scheduled at the Community Centre.

Resolution # 3

Moved By: Amie Varga

Seconded By: Joan Weston

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee recommends to Council that any unused funds from the 2024 Cultural Grants budget line and the Twin City budget line items be transferred for use towards the 2025 Founders Day event.

Carried

6.3 Volunteer Appreciation Awards

This will be pushed out on social media and the newspaper for selection at the next meeting.

7. Next Meeting

8. Adjournment

Resolution # 4

Moved By: Courtney Booth

Seconded By: Isaac Card

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of October 16, 2024 be adjourned at 5:25 p.m.

Carried

MUNICIPAL HERITAGE REGISTERS



Town of Tillsonburg - Museum, Heritage, Culture and
Special Awards Advisory Committee

November 20, 2024

ONTARIO HERITAGE ACT (OHA)

- Part IV – Conservation of Property of Cultural Heritage Value or Interest
 - Municipal Heritage Committee – to advise and assist Council
 - Municipal Register
 - Designation by Municipality (process to designate and process for alteration/demolition)
 - Conservation Easements
 - Grants and Loans
 - Designation by Minister
- Part V – Heritage Conservation Districts (process to designate and process for alterations/demolitions)
- Regulations
 - [O. Reg. 385/21 – General](#) (prescribed events, amend/repeal by-law, required information and material for application to alter/demolish)
 - [O. Reg. 9/06 – Criteria for Determining Cultural Heritage Value or Interest](#)

OTHER PARTS OF THE OHA

- Part II – Ontario Heritage Trust (Crown agency, formerly the Ontario Heritage Foundation, is a property owner, maintains [Ontario Heritage Register](#), holds [conservation easements](#))
 - [Compilation of Municipal Heritage Registers](#)
- Part III – Standards and Guidelines for Provincial Heritage Properties (owned by Crown or prescribed public body)
- Part VI - [Archaeological Resources](#)
- Part VII – General (e.g. no compensation, offences and restoration costs, regulation making authority, etc.)

PLANNING ACT

- Provides basis for policy-led system and creates ‘tool box’ for municipalities. See [Citizen’s Guide to Land Use Planning](#)
- Lists matters of Provincial interest - Item 2(d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest
- [Provincial Planning Statement \(2024\) – Section 4.6 Cultural Heritage and Archaeology](#)
- Official Plans – municipal vision, goals/objectives, policies
- Zoning By-laws – implements Official Plan, through detailed, legal requirements for land use
- Development processes/tools – site plan control, OP/Zoning amendments, minor variances, subdivision/consent to sever
- Ontario Building Code Act/Ontario Building Code – zoning by-laws and heritage designation by-laws are ‘applicable law’ that must be complied with before Building Permit issued

OXFORD COUNTY

- Oxford County Official Plan (OP)
 - [Chapter 3.0 Natural and Cultural Resource Management Policies](#), 3.3 Cultural Resource Policies
 - [Chapter 8.0 Town of Tillsonburg Land Use Policies](#), 8.3.2.2 Central Area Strategy
 - [Appendix 4](#) provides an inventory of heritage properties
- Eight area municipal Zoning By-laws
- Four area municipalities have Heritage Committees under OHA – City of Woodstock, Town of Ingersoll, Town of Tillsonburg, and Township of Norwich

MUNICIPAL HERITAGE REGISTERS

- OHA states that the “clerk of a municipality shall keep a register of property situated in the municipality that is of cultural heritage value or interest” (i.e. designated under Parts IV and V)
- Must be accessible to the public on the municipality’s website
- May also include a list of properties that have not been designated if the municipality believes the property to be of cultural heritage value or interest
 - must meet one of the criteria in O. Reg. 9/06
 - must provide notice to owner, who can object to Council
 - no requirement for permission to alter (i.e. heritage permit)
 - owner is required to give municipal council at least 60 days’ notice of their intention to demolish or remove a building or structure
 - not eligible for grants or loans under OHA

RECENT CHANGES TO OHA - DESIGNATION

- Designation
 - Must be included in Register at the time of a prescribed event under Planning Act (complete application for OPA, ZBA, Subdivision), then have 90 days to give notice of intention to designate, unless owner and municipality agree to extend
 - Must meet two criteria to be designated (previously only one)
 - 25% of the properties in an area must meet two criteria to be designated as an HCD
 - Prescribed contents for HCD plan

RECENT CHANGES TO OHA - REGISTER

- Register
 - Must post register on a publicly accessible website by Jan 1, 2023
 - Must review all properties on heritage registers by Jan 1, 2025 (since amended to Jan 1, 2027). Any non-designated properties on the register as of that date must be removed and can not be re-listed for a period of five years.
 - Meet one criterion to be included in Register (previously only ‘Council believes to be of cultural heritage value or interest’) and must include a statement explaining why the property is of value.
 - Notice and objection process for new and existing listings
 - Any new listings can only remain on Register for two years

O. REG. 9/06 - CRITERIA

Property that has not been designated under Part IV of the Act may be included in the register if the property meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.
6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
7. The property has contextual value because it is important in defining, maintaining or supporting the character of an area.
8. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.
9. The property has contextual value because it is a landmark. O. Reg. 569/22, s. 1.

WHAT DOES THIS MEAN FOR HERITAGE REGISTERS?

- Adds structure and recourse for property owners
- Adds administrative complexity to maintaining the Register
- Increases costs for municipalities that don't have in-house expertise to evaluate properties for designation
- Some say reduces uncertainty for developers, others say that developers like knowing that their property is of potential interest
- Can't designate any resources that were unknown prior to a development process (e.g. hidden from public view, missed in inventory work, no comprehensive inventory exists, identified through public comments, etc.)
- Existing properties on Register must be removed, even if the owner doesn't object or is the municipality itself
- Can still maintain informal inventories and support with planning policies/requirements for applications

Thank you – Questions?

Meghan House
Policy Planner

Community Planning
County of Oxford
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MUSEUM REPORT

Museum, Culture, Heritage and Special Awards Advisory Committee

Wednesday November 20th, 2024

Current & Up-Coming Exhibits & Events

- Next Exhibit in the Gallery “Faux Christmas Tree” Opens November 22nd at 7 p.m.
 - Museum’s annual Christmas Exhibit will highlight the history of the artificial or “Faux” Christmas tree
 - Will display Feather trees from late 1800’s to early 1900’s, first bottle brush trees, early plastic trees and tinsel trees from the 1960’s and more
 - Exhibit opens on the Friday evening of the museum’s Christmas Open House Weekend, Nov. 22nd through Sunday Nov. 24th
 - Will be on display in the Pratt Gallery from November 22nd, 2025 to January 5th, 2025
- Museum’s Up-coming Programs
 - Christmas Open House
 - Friday, November 22nd: 7pm to 9pm with music from Stella Jurgen and the Jazz Plazma
 - Saturday, November 23rd: 10am to 4pm
 - Sunday, November 25th: 1pm to 4pm
 - Christmas School Programming: Wednesday, November 27th to Wednesday, December 18th- Over 500 students expected to join
 - Mary Norton Tours: December 11th at 3:30- 50 people expected
 - Christmas Tea: Friday, December 20th at 1:30 p.m.- Christmas goodies and teas then guided tour of the “Faux Christmas Tree” exhibition: Still seat available

Coming to 2025

- Mayor’s Levee: January 5th, 2025 from 2 p.m. to 4 p.m. in the Program Room. Proudly hosted by the Tillsonburg and District Historical Society.
- First of our 2025 Maker’s Workshop: Pottery Workshop: Saturday, January 25th at 1:30 p.m.

Year to Date Numbers

- Museum continues to increase attendance numbers over last year
 - YTD for 2023 : 6,599 (Jan 1 to Oct. 31)
 - YTD for 2024: 7,170 (Jan 1 to Oct. 31)
 - Although not a huge increase, the numbers are going in the right direction
 - Projected that museum, barring extreme bad weather in up-coming months, will end the year with an increase over the 2023 year-end number which was 8,263

Council Decision Letter - Funding for Founder's Day Event - CS-24-111

At the November 14, 2024, meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2024-519

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

- A. THAT report titled "CS 24-111 Funding for Founder's Day Event" be received as information; and
- B. THAT Council approve the recommendation of the Museum, Culture, Heritage and Special Awards Advisory Committee as follows:

THAT any unused funds from the 2024 Cultural Grants budget line and the Twin City budget line items be transferred for use towards the 2025 Founders Day event.

Carried

Next Meeting

The next meeting will be held on December 18, 2024, at 4:30 p.m. at the Annandale House Meeting Room, 30 Tillson Avenue.

Staff will be circulating 2025 meeting invites. Meetings will be booked at the Customer Service Centre Board Room, 10 Lisgar Avenue, beginning in 2025. The Board Room is readily equipped to accommodate electronic meeting needs and reduces after hours staff support/monitoring.