

Town of Newmarket Agenda

Heritage Newmarket Advisory Committee

Date: Tuesday, November 21, 2023

Time: 7:00 PM

Location: Streamed live from the Municipal Offices

395 Mulock Drive

Newmarket, ON L3Y 4X7

Pages

1. Notice

This meeting will be streamed live at newmarket.ca/meetings.

- 2. Additions & Corrections to the Agenda
- 3. Conflict of Interest Declarations
- 4. Presentations & Deputations
 - 4.1 Heritage Newmarket Advisory Committee Refresher

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Note: Simon Granat, Legislative Coordinator and Umar Mahmood, Planner - Committee of Adjustment and Cultural Heritage will provide a presentation on the matter.

- That the presentation by Simon Granat, Legislative Coordinator and Umar Mahmood, Planner - Committee of Adjustment and Cultural Heritage regarding the Heritage Newmarket Advisory Committee Refresher be received.
- *4.2 Heritage Application for Window Replacements at 543 Timothy Street, Newmarket

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Note: Shawn Trudel, Lead Project Technologist, Building Envelope & Restoration, Brown and Beattie Limited will provide a deputation on this matter.

 That the deputation by Shawn Trudel, Lead Project Technologist, Building Envelope and Restoration Brown and Beattie Limited regarding the Heritage Application for Window Replacements at 543 Timothy Street, Newmarket be received.

5.	Approv	al of N	Minutes
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5.1 Heritage Newmarket Advisory Committee meeting minutes of October 17, 2023

- 21
- 1. That the Heritage Newmarket Advisory Committee meeting minutes of October 17, 2023 be approved.

6. Correspondence

7. Items

7.1 Heritage Permit Application - Window and Door Replacements - 543 Timothy Street

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- 1. That the Heritage Newmarket Advisory Committee support the issuance of a Heritage Permit for 543 Timothy Street window and door replacements.
- 8. Committee Reports
 - 8.1 Elman W. Campbell Museum Board
 - 8.2 Lower Main Street South Heritage Conservation District Advisory Group
- 9. New Business
- 10. Adjournment



Heritage Newmarket Advisory Committee

Refresher November 21, 2023

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Newmarket

Agenda

- Welcome
- Heritage Committee "Environment"
- Role of Chair and Members
- Transparency, openness, and conflict of interest
- Questions

Role of Chair the Heritage Committee



Statutory role to advise Council and Planning Department on matter related to its authority under the Ontario Heritage Act:

- Designation of individual properties (Part IV) and conservation districts (under part V)
- Alterations to designated property
- Demolition/removal on designated property
- Amendment to or repeal of a designation by-law
- Adding or removing non-designated properties from the municipal register
- Request for Heritage Plaque requests
- Entering into easement or covenants

Heritage Permit Application in Heritage Conservation District



Heritage permit application for properties within the Heritage Conservation District:

- 1. Applicant submits a heritage permit application
- 2. Staff prepares comments to be circulated to the Lower Main Street South Advisory Group via email
- 3. Consensus reached from the Advisory Group (if consensus not reached, application is brought forward to Heritage Newmarket as an agenda item)
- 4. Draft heritage permit sent to director of planning for approval or email stating the application has been refused sent to applicant
- 5. Heritage Permit issued if approved



Meeting Procedures Role of Chair Newmarket

- Point of Order
- Role of the Chair
 - Chairs meetings of the Committee
 - Decides order of business
 - Acknowledge motions and announce outcome of vote
 - Ensures rules are followed and decorum maintained



Meeting Procedures Members

- Governed by Procedure By-law
- Can ask questions of staff, deputants (if applicable), discuss, and vote on matters.
- Examples of Committee Resolutions support, support with conditions, defer, not support applications.
- Staff recommendations
- Committee is advisory in nature.



Transparency and Openness

- Members conduct duties in an open and transparent manner
- Municipal Act requires all meetings to be open to the public (with exceptions)



Conflict of Interest

- Members must declare conflicts of interest
- Declarations must be made in writing at the meeting or soon after
- Members will not participate, vote or attempt to influence the vote on any item on which they have a declared interest

Town of Newmarket Integrity Commissioner



- The Town of Newmarket Integrity
 Commissioner is responsible for the application of the Code of Conduct and investigation of any complaints
- Members may seek advice from the Integrity Commissioner respecting their obligations under the Code of Conduct or the Municipal Conflict of Interest Act

Gifts



- Members shall not accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties
- Limited exceptions listed in the Code of Conduct

Communications and Social Media



- Corporate Communications Department is responsible for Communications
- No Member shall use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way



Next Steps

 Read and sign Confidentiality Agreement and Code of Conduct Attestation

Questions?

Heritage Application for Window Replacements

at

543 Timothy Street, Newmarket York Region Standard Condominium Corporation No. 1047



Building Introduction

- Originally constructed around 1912 as a factory
- Converted to low-rise residential condominium in or around 2005
 - Includes 56 units
- The building is of an industrial architectural style with a classical façade.





Existing windows - aluminum framed double-glazed fixed and hung window types with simulated muntins, c. 2005.

Why replace the windows?

Widespread issues with the operability - Many or most residents are unable to open the windows due to their size and weight

Many of the existing insulated glazing units (IGU's) have failures (either coating and/or seal failures) - This condition is most prominent at the upper fixed IGU's of the window systems



Heritage Designated Components

SCHEDULE "B" to Bylaw 1991-24

REASONS FOR DESIGNATION

The property known as 543 Timothy Street is recommended for designation for architectural and historical reasons. The building was constructed in 1912 according to the designs of Newmarket architect Oliver E. Tench for the woodworking division of the Office Specialty Manufacturing Company. The company, once the largest producer of wood and steel office furniture and equipment in Canada, operated in Newmarket from 1896 to 1971. The Toronto architectural firm, Allward and Gouinlock, updated the principal facade in 1920.

The three -storey factory has a concrete base, solid red brick exterior walls, and a post-and-beam interior structure. The principal (south) facade, composed of the narrow two-storey end wall flanking Timothy Street, is organized into four bays by brick piers. The main entrance, offset in the first floor (second bay from the left), features a concrete doorcase with a Classical entablature and a floating transom, topped by a sculpted nameplate. The remaining bays in both levels contain triple six-over-six sliding sash windows with wooden mullions and lintels, and continuous stone slip sills. The facade is extended by a parapet roof with a moulded wooden cornice. The fenestration is repeated on the side elevations where ten bays are divided by concrete (basement level) and brick (upper floors) piers. The structure is covered by a flat roof terminating in a firebreak wall on the north end.

The Office Specialty Building (1912) is the earliest surviving component of a factory complex which extended along the railway tracks from Water Street past Timothy Street. The building is an important example of local industrial architecture, enhanced by its Classical facade.

Moulded wooden cornice below roof parapet

Main entrance door – concrete doorcase with a classical entablature and a floating transom, topped by a sculpted nameplate

Triple six-over-six sliding sash windows with wooden mullions and lintels, and continuous stone slip sills.

Solid red brick exterior walls



Window Repair Solution Considered

Repairing, with the intent to maintain the existing window frames, has been considered, though has been determined not to be feasible or practical due to:

Operational issues not being able to be improved upon (by maintaining large hung style operable windows)

Significant IGU replacements would be required, and will continue to be required as the windows age, significantly increasing the cost of the repair approach

Proposed Work

Replace existing windows

- Brick to brick replacement with new aluminum framed operable awning types within one of the three window areas along the bottom of the the bottom of the window systems and the remainder of the windows being fixed. This would be intended to increase operability potentials. operability potentials.
- The dimensions and proportions of the new window systems are to closely match the existing window systems, as to not alter the overall alter the overall appearance and proportions of the window systems.
- The proposed window systems in general are intended to appear close to the current existing windows, maintaining the historic inspiration historic inspiration that is present today, through the use of simulated muntins, similar to how the existing windows maintained the visual maintained the visual appeal when they were installed circa 2005.

We would note that brief consideration has been given to replacing the windows with wood framed window systems, however, this consideration however, this consideration has been abandoned due to the combustibility of the material, long-term maintenance requirements, durability, and requirements, durability, and the sheer size of the window rough openings.

Replace 2 non-designated exit/entrance doors

- Aluminum framed swing types with double-glazed inserts.
- Replacements to be completed to match existing.
- The dimensions and proportions of the new window systems are to closely match the existing window systems, as to not alter the overall alter the overall appearance and proportions of the window systems.

Masonry brick repairs

- Locally replace bricks and complete tuck-pointing locally, if deteriorated areas are encountered
- To be completed to match existing, within the limitations of presently available bricks

Impact of Proposed Work on Heritage Designated Components

Scope Item	Heritage Designated Item	Impact/Change
Window Systems	Triple six-over-six sliding sash windows	Proposed windows to include simulated muntins, similar to existing windows and to provide historic feature of original windows Proposed windows to include operable awning type (to create windows that can be operated more easily)
Components Around Windows	Wooden mullions	Existing windows include metal spandrel panels between windows Proposed windows are to match the existing windows
Components Around Windows	Lintels above windows	N/A – Not part of proposed work
Components Around Windows	Continuous stone slip sills.	N/A – Not part of proposed work
Solid Red Brick Exterior Walls	Yes	To be repaired (if needed) to match existing
Window Frame Colour	Not heritage designated	N/A – Colours being considered are: white, grey, dark brown or black
Entrance/exit Doors (N End)	Not heritage designated	N/A

Summary

The existing windows are in substandard condition, due to their failed IGU's and operational issues.

The proposed new windows would provide the owner with increased operability potentials, while maintaining the historical attributes that the existing non-original windows do, including simulated muntins and similar sizes and proportions.

Brick masonry repairs (if determined to be required at the time of construction) are intended to be completed to match existing and would be required for cladding durability and reduction of leakage potentials.

The two existing exit/entrance swing doors at the north end of the east elevation, are not heritage designated, though are intended to be replaced to match existing.



Town of Newmarket

Minutes

Heritage Newmarket Advisory Committee

Date: Tuesday, October 17, 2023

Time: 7:00 PM

Location: Streamed live from the Municipal Offices

395 Mulock Drive

Newmarket, ON L3Y 4X7

Members Present: Councillor Bisanz

Elaine Adam, Chair

Julian Antonini

Joshua Campbell, Vice Chair

Dan MacPherson

Rob Shaw

Members Absent: Pamela Vega

Staff Present: Bill White

S. Granat, Legislative Coordinator

U. Mahmood, Planner COA & Cultural Heritage

Guest: David Ecclestone, Architect, Partner, +VG; Shawn Trudel,

Technologist Brown and Beattie; Shaheen Datoo, Owner of Little

Feet Montessori School

The meeting was called to order at 7:03 PM.

Elaine Adam in the Chair.

1. Notice

Elaine Adam advised that members of the public may view this meeting through the live stream available at newmarket.ca/meetings, or attend in person at the Council Chambers at 395 Mulock Drive.

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Presentations & Deputations

4.1 33 Mulock Drive - Mulock House Heritage Impact Assessment Presentation

The Architect, Partner, +VG and Bill White, Project Management Leader, Mulock Property provided a presentation on 33 Mulock Drive - Mulock House Heritage Impact Assessment regarding applications, adaptive reuse, new uses, guiding principles, historical research, site analysis and evaluation, identification of the significance and heritage attributes of the cultural heritage resource, description of proposed development and measurement of alteration impact, and summary statement.

Committee members queried the presenters regarding attributes below the window on the West elevation of Roger's Farmhouse, the excavated basement, the guard on the veranda, supremacy between the Ontario Heritage Act, 1990 or Ontario's Building Code, rubble stone foundation and underpinning,

The Planner - Committee of Adjustment and Cultural Heritage provided Staff comments.

Moved by: Councillor Bisanz

Seconded by: Rob Shaw

 That the presentation by David Ecclestone, Architect, Partner, +VG regarding the Mulock House Adaptive Re-use Heritage Impact Assessment Submission be received.

Carried

5. Approval of Minutes

5.1 Heritage Newmarket Advisory Committee Meeting Minutes of August 1, 2023

Moved by: Rob Shaw

Seconded by: Dan MacPherson

1. That the Heritage Newmarket Advisory Committee Meeting Minutes of August 1, 2023 be approved.

Carried

6. Correspondence

7. Items

7.1 33 Mulock Drive - Mulock House Heritage Impact Assessment Report

Moved by: Joshua Campbell

Seconded by: Councillor Bisanz

1. That the Heritage Newmarket Committee endorse that the Heritage Impact Assessment be peer reviewed by a consultant.

Carried

7.2 543 Timothy Street - Heritage Permit Application - Roof Replacement

The Technologist Brown and Beattie provided a verbal update on 543 Timothy Street Heritage Permit Application - Roof Replacement including background of the request, heritage designation of the property, and roof repairs.

Members of the Committee queried the applicant regarding the black colour of the roof repair.

The Planner - Committee of Adjustment and Cultural Heritage provided Staff comments.

Moved by: Joshua Campbell

Seconded by: Rob Shaw

1. That the Heritage Newmarket Advisory Committee support the issuance of a Heritage Permit.

Carried

7.3 75 Dawson Manor Boulevard - Heritage Permit Application - Window Replacements

The Owner of Little Feet Montessori School provided a verbal update regarding 75 Dawson Manor Boulevard - Heritage Permit Application - Window Replacements including background.

Members queried the material used, the rationale for the vinyl material, history of similar requests, door colour, and historical accuracy.

Members discussed precedence and the windows not being original to the construction of the house.

An amended motion was provided and is noted below in bold:

Moved by: Joshua Campbell

Seconded by: Dan MacPherson

 That the Heritage Newmarket Advisory Committee support the issuance of a Heritage Permit for the windows and the front door.

Carried

7.4 Heritage Neighbourhood District

The Planner - Committee of Adjustment and Cultural Heritage provided a verbal update regarding Heritage Neighbourhood District including Planning Department consideration, background, requirements for a heritage conservation district plan, owner approvals, legislative requirements, and the Heritage District designation process.

Members queried about the Planning Committee's status, and amending the current District.

Members of the Committee discussed Aurora's Heritage Conservation District.

8. Committee Reports

8.1 Elman W. Campbell Museum Board

The Legislative Coordinator provided an update regarding the Elman W. Campbell Museum Board including the application and appointment process.

8.2 Lower Main Street South Heritage Conservation District Advisory Group

The Planner - Committee of Adjustment and Cultural Heritage provided a verbal update regarding the Lower Main Street South Heritage Conservation District Advisory Group including sign applications.

9. New Business

None.

10. Adjournment

Moved by: Dan MacPherson

Seconded by: Joshua Campbell

1. That the meeting be adjourned at 8:22 PM.

Carried	ł
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Date	÷



Heritage Permit Application

The accuracy and completeness of this application is the responsibility of the applicant.

Location of the Subject Property

Municipal Address:	543 Timothy Street, Newmarket	
ا <u>Legal Description: ر</u> اا	n the Town of Newmarket, in the Regional Municipality of York, Comprised C and Part of Warehouse Street (Closed by Instrument NF3249 and By-Lawnstrument YR433761) Registered Plan 85, and Part of Lot 16, Registered Poarticularly described as Parts 1, 2, 3, 4 Plan 65R-28050 being all of Pin 036	v 2004-21 as in Plan 81 more
Owner(3)		
Name(s): York Region	on Standard Condominium Corporation No. 1047 c/o Wilson Blanchard Mana	gement Inc.
Address & Postal C	Code: 16 Four SeasonsPlace, Suite 206, Toronto, ON M9B 6E5	5
Phone No.: 416-64	-2-2807 x 436	
Email Address: mi	chelle.mcvicar@wilsonblanchard.com	
Agent (if applicabl	(e)	
Name(s): Shawn Tr	rudel (Brown & Beattie Ltd.)	
Address & Postal C	Code: 588 Edward Avenue, Unit 49, Richmond Hill, ON L4C 9Y	'6
Phone No.: 416-819	9-8683	
	el@brownbeattie.com	
For Office Use Onl	ly	
Date Received:	Application No:	
Date Acknowledger	ment sent: 90 Day Expiry Date:	
Heritage Newmarke	et Meeting Date:	
Council Meeting Da	ate.	

A. Purpose of Application

Describe the purpose of the application, outlining the nature of your proposal including whether you are altering an existing building / structure, whether the works involve any demolition, whether new construction is proposed and any alterations to existing landscaping.

doors t <u>o be</u>	eral replacement of the window systems, replacement of two swing and isolated masonry brick repairs. New window frame colour remains selected though the Owner has informed they may desire white, grey, brown or black,
<u></u> В. R	delated applications
	s the proposal also require approvals under the Planning Act, such as a or Variance or Site Plan?
Yes	No (Please circle)
If yes	S:
a a a	Please acknowledge that in an effort to streamline the process, you are ware that the Heritage Permit Application, in general, should be pproved first before a Minor Variance or a Site Plan Application is pproved: acknowledge: (Please initial)
2 . P	lease indicate any related file numbers.
•	Details of plans and other related materials (including specifications, samples and photographs) submitted to support your application. The mew aluminum framed windows are intended to closely match the
existi matcl	ng style. The new windows are to also include simulated muntins to generally hexisting style as well as the aluminum framed and glazing swing doors have included to generally match existing.

D. Extent of alterations (including colour, material and finish)

Item(s) to be	Existing	Proposed
changed	Existing	i Toposeu
Chimney		
Chilling		
Cladding		
Cladding		
External Doors		
Literial Doors	Aluminum framed and	Aluminum framed and glazing
	glazing panel, silver	panel, silver, to match existing
Windows		
VVIIIdows	Double glazed aluminum hung	Double or triple glazed aluminum framed windows, with fixed and awning types and
	and fixed windows, white in colour	simulated muttins to match existing. Colour - white, grey, dark brown or black.
Exterior trim		
Exterior tilli		
Fencing / means of		
enclosure		
enclosure		
Porch / veranda		
l ordin veranda		
Roof		
11001		
Foundation Walls		
Touridation Walls		
Other		
Other		
0.1101		
Other		
<u> </u>	I	I

E. Declaration & Signature

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

I also understand that the proposal must comply with all other applicable legislation and by-laws and that other approvals, if required, must be described clearly in Section B of this application (e.g. Minor Variance, Site Plan, Building Permit e.t.c.)

I acknowledge that any change to the approved drawings, however small, must be re-submitted for approval. Failure to do this may result in work stoppage and charges and/or fines under the Ontario Heritage Act.

I acknowledge that the Town of Newmarket staff and members of Heritage Newmarket may visit the property that is the subject of this application for the purpose of evaluating the merits of the application.

I acknowledge that personal information on this form is collected under the authority of the Ontario Heritage Act and will be used to process Heritage Permit Applications and the information may also be released to the public.

Owner's Signature	Nov-14, 2023 Date
	((-,4.23
Authorized Agent's Signature Owner's Signature*	Date
F. Statutory Timeline	11/14/23
I consent and agree to waive all associated statutory ti with this application.	melines in conjunction
Grances & Huil, PRESIDENT	NOV.14 2023
Owner's Signature	<u> </u>
	11-14-27
Authorized Agent's Signature - Owner's Signature*	Date
Strudel	11/14/23
Authorized Agent's Signature	Date

Heritage Permits

A Heritage Permit is often required to undertake changes to properties designated under Part IV of the <u>Ontario Heritage Act 1990</u>, as amended (the Act). The Act provides a process to ensure that any change to a designated property does not alter it in such a way that the reasons for designation are diminished.

Any works that alter or change the appearance of the property (including its buildings, structures and important landscaping) are likely to require a Heritage Permit.

Examples of works that will require a Heritage Permit include:

- Additions to an existing building or an accessory structure.
- Replacement of windows and doors.
- Change in window or door openings.
- Removal and/or installation of porches, verandas, canopies, cladding and chimneys.
- Change in trim, roofing, cladding and painting of building exterior
- Removal and / or installation of a deck, fence, gate, trellis, arbours and /or gazebos.

Examples of works that may not require a Heritage Permit include:

- Routine maintenance.
- Minor repairs that do not change the appearance of the buildings, structures and/or landscaping.
- Repairs to, and replacement of eaves troughs and downspouts unless these are ornamental and integral to the heritage character and appearance of the building.

A Heritage Permit for demolition, relocation or de-designation of heritage properties are discouraged and are generally not supported by staff or Heritage Newmarket.

Each property designated under Part IV of the Ontario Heritage Act has a bylaw that provides the reasons for designation and details the main heritage attributes of that property. Any alterations must be consistent with these. A Heritage Permit Application is considered in the context of the policies in the Town of Newmarket Official Plan and the designating by-laws of individual properties. Relevant documents, including the Heritage District Plan for Lower Main Street South, and those offered by Government Agencies, such as the Federal Governments "Standards and Guidelines for the Conservation of Historic Places in Canada" are also taken into account.

Heritage Permit Approval Process

Heritage Newmarket is an advisory Committee to the Council on heritage matters. It was constituted under Section 28 of the Ontario Heritage Act and makes recommendations to the Council on heritage matters, including Heritage Permit applications. Please note, Town Council makes the final decision whether or not to approve a Heritage Permit Application.

Detailed below are the processes that a Heritage Permit application generally goes through:

1.	Application received by Planning & Building Services.		
2.	The Owner / Agent receives confirmation that the application is		
	complete or receives the reasons why the application is not complete		
	and what additional information must be submitted. The 90 day period		
	only begins on the date the complete application is received.		
3.	Application is reviewed by Staff. This may include a site visit to the		
	property.		
4.	Staff prepare a Heritage Permit Memo/Briefing and Recommendation.		
	This is then circulated to members of Heritage Newmarket to review.		
	Members may also wish to visit property.		
5.	Application is placed on the agenda for consideration by Heritage		
	Newmarket at their next meeting (Meetings occur once every two		
	months).		
6.	Heritage Newmarket makes a recommendation and forwards this to		
	Council for final approval, if necessary.		
7.	The Application is considered by the Town Council, within 90 days of		
	the date of receipt and they either:		
	Approve the application;		
	 Approve the application subject to conditions; or 		
	Refuse the application.		
8.	The applicant can either:		
	Accept the decision;		
	 Appeal the conditions to the OLT; or 		
	Appeal the decision to the OLT.		

Under Section 33 (4) of the Ontario Heritage Act, Council shall render its decision within 90 days of the receipt of a complete Heritage Permit application. Within the 90 day period, Council must either consent to the application, consent to it subject to conditions or refuse the application.

Submission Requirements

The Heritage Permit Application must be submitted in a form that provides Staff and Heritage Newmarket a clear understanding of specific details and visual representation of the proposed alterations to the historic property and the physical setting into which the changes are to occur.

Every Heritage Permit Application submitted must include

- A completed application form.
- A survey plan of the property.
- A site plan of the property including front, rear and side setbacks.
- Plans, sections and elevations of the property clearly showing the existing property and how it is proposed to be changed; including changes to the roof.
- Details (including samples if necessary) of the proposed materials
- A justification for the proposed changes and how the applicant/agent considered how the heritage attributes are being affected.
- Full details of any existing and proposed doors and windows to be altered.

Please note

- Applicants are strongly advised to discuss the proposed changes with Planning staff prior to submitting an application.
- A Heritage Permit approval must precede issuance of any Building Permit.
- It is in the interests of the property owner to retain licensed professionals to undertake the design and execution of projects on Heritage properties.
- Heritage Permit infractions may result in charges being laid against the owner in accordance with the Ontario Heritage Act.
- Follow up site inspections will be conducted to ensure compliance with all the requirements of the Heritage Permit approval.
- Under Section 33 (4) of the Ontario Heritage Act, Council shall render its
 decision within 90 days of the receipt of a complete Heritage Permit
 application. Within the 90 day period, Council must either consent to the
 application, consent to it subject to conditions or refuse the application.
 The 90 day period can be extended if the applicant agrees to the
 extension in writing with Council.

If you have any questions regarding heritage matters please contact the Planning Department at 905 953-5300 or planning@newmarket.ca.





