



## THE CORPORATION OF THE TOWN OF GEORGINA

### HERITAGE ADVISORY COMMITTEE

#### AGENDA

Wednesday, March 16, 2016  
6:00 PM  
Council Chambers

1. CALL TO ORDER
2. ROLL CALL
3. INTRODUCTION OF ADDENDUM ITEMS
4. APPROVAL OF AGENDA
5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
6. ADOPTION OF MINUTES
  - (1) Pages 1- 8  
Minutes of Georgina Heritage Committee meeting February 17, 2016.
7. DELEGATIONS/SPEAKERS
8. PRESENTATIONS
  - (1) Sutton silent film, presented by Melissa Matt
9. CONSIDERATION OF REPORTS ON THE AGENDA
10. COMMUNICATIONS
  - (1) Pages 9- 11  
Heritage Home Owner Symposium.  
(<http://vhcmagazine.com/vintage-home-symposium/>)
  - (2) Pages 12- 19  
Georgina Waterways Advisory Committee (GWAC) Terms of Reference. GWAC is a new Committee; the Town is currently accepting applications for residents interested in serving on the Committee.
11. OTHER BUSINESS
  - (1) 2016 meeting schedule and review of Terms of Reference requirements.

GHC currently has nine meeting scheduled and is allowed eight meetings per year under the Terms of Reference. Scheduled dates (including meetings held to date) are listed below:

1. Jan 20
2. Feb 17
3. March 16
4. April 27
5. May 18
6. June 29
7. Sept 21
8. Oct 19
9. Nov 16

The Terms of Reference for all Committees is expected to be reviewed by the Selection Committee this year; Committees will be informed of any changes.

- (2) Georgina Heritage Committee requests to Council.

At the previous meeting, February 17, 2016, the Committee requiring Councils endorsement regarding:

- Investigating the Standardization of HIAs in the development Process
- . Due to the agendas being the requests are expected to go to Council mid-April.

**Pages 20-24**

- (3) Plaques.

- (4) Potential properties under consideration for designation.

- Ravenshoe, United Church
- The Old tree on the Briars property
- The Octagon House, (approximately) 121 Duclos point Road
- Hudsons Bay Company Trading Post (suspected)
- 172 Lake Drive North, Orchard Beach (south-east corner of Orchard Beach Road and Lake Drive North)
- 221 Lake Drive North, Orchard Beach (Orchard Beach Lakefront Bar and Grill old section)
- 243 Lake Drive North, Orchard Beach (Ingleside)
- 275 Lake Drive North, Orchard Beach
- 387 Lake Drive North, Orchard Beach (near intersection of Lake Drive North and Metro Road)

- 25 Turner Street, Roches Point (Beechcroft)
- 86 The Queensway North, Keswick
- 25 The Queensway North, Keswick (Keswick Public School)

(A) Hudson Bay trading post update

Melissa Matt, Cultural Services Representative, has advised Nancy Eves from East Gwillimbury Historical Society is the person with all the information.

(5) Ideas for Celebrate Sutton 125.

(A) Banners.

The Economic Development Department has advised a collaboration may be possible for Sutton 125 Banners.

(6) Demolition Permits. Sarah Brislin, Committee Services Coordinator, sent an email sent to Building Department to request monthly updates.

(7) The Ontario Heritage Conference. Lorne Prince, Chair, is attending, the Committee approved two members to attend.

12. CLOSED SESSION, IF REQUIRED

13. MOTION TO ADJOURN

**THE CORPORATION OF THE TOWN OF GEORGINA****HERITAGE ADVISORY COMMITTEE****MINUTES**

Wednesday, February 17, 2016  
6:00 PM  
Council Chambers

**1. CALL TO ORDER**

The meeting was called to order at 6:01 PM

**2. ROLL CALL**

The following Committee members were present:

Councillor Frank Sebo

Terry Russell

Wei Hwa

Lorne Prince

Allan Morton

Bruce Whittacker

The following Committee member was absent with regrets:

Lee Schwaderer

The following staff member was in attendance:

Sarah Brislin, Committee Services Coordinator

The following members of the public were in attendance:

Brian Lytle

**3. INTRODUCTION OF ADDENDUM ITEMS**

(1) Other Business, The Ontario Heritage Conference.

**4. APPROVAL OF AGENDA**

Moved by Bruce Whittacker, Seconded by Terry Russell

**RESOLUTION NO. GHC-2016-0009**

That the February 17, 2016, Georgina Heritage Committee meeting agenda be approved as amended

**Carried.**

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF - *None*

6. ADOPTION OF MINUTES

(1) Minutes of Georgina Heritage Committee meeting January 20, 2016.

Moved by Bruce Whittacker, Seconded by Terry Russell

**RESOLUTION NO. GHC-2016-0010**

That the minutes of the January 20, 2016, Georgina Heritage Committee meeting be approved.

**Carried.**

7. DELEGATIONS/SPEAKERS - *None*

8. PRESENTATIONS - *None*

9. CONSIDERATION OF REPORTS ON THE AGENDA

(1) Notice of Application & Request for Comments "Keating House" Roll # 119 494. Update, from Committee Services Coordinator.

Sarah Brislin, Committee Services Coordinator, advised the Committee that the Keating house had burned. The building department confirmed that a permit was issued. The Committee was asked if they wished to retract their comments previously submitted to the Planning Department, requesting a Heritage Impact Assessment, relating to the development Application including this property.

Committee members discussed other considerations that may indicate the land is potentially heritage significant, which included:

- A raised location
- The view and character of surrounding properties
- The rural nature of the area
- Potential burial sites

Moved by Allan Morton, Seconded by Terry Russell

**RESOLUTION NO. GHC-2016-0011**

That the Georgina Heritage Committee remove the "Keating House" Roll # 119 494, from the Heritage Register.

**Carried.**

The Committee's discussion on the Keating House led to a discussion on standardizing a requirement for Heritage Impact Assessments (HIAs). In considering standardized HIAs the Committee considered:

- Requirements for archeological assessments
- HIAs being a trend among municipalities
- Logistics, making it a requirement for all new developments

Moved by Terry Russell, Seconded by Wei Hwa

**RESOLUTION NO. GHC-2016-0012**

That the Georgina Heritage Committee request Council direct staff to investigate the potential requirement of an HIA added to the development process and if implemented any HIAs be forwarded to the Committee for review.

**Carried.**

Lakeview revised submission for the Committee's review

Committee reviewed and members discussed considerations to be given to the Lakeview development application, which included:

- The benefits of development in the area indicated on the application.
- The exterior design of the building
- The view and character of the surrounding area.
- Whether or not the area is heritage sensitive

Moved by Terry Russell, Seconded by Bruce Whittacker

**RESOLUTION NO. GHC-2016-0013**

That the Georgina Heritage Committee request the developer of the Lakeview Village development present a Heritage Impact Assessment as this is a heritage sensitive area.

**Carried.**

**Note: The Committee requested that Sarah Brislin, Committee Services Coordinator, locate the application that was sent to the previous Committee.**

**10. COMMUNICATIONS**

- (1) Plaque example with barcode and link to Wikipedia article.

The Committee discussed the plaquing program, some suggestions made were:

- Having a contest
- Looking for a new plaque supplier
- Plaquing Saint James Parish Hall for the Sutton 150
- Design elements: Town logo, visibility, and durability
- Investigate and consider the sign supplier used by Forest Taylor Funeral Homes
- Resources for a new supplier, Economic Development, Forest Taylor Funeral Homes.

## 11. OTHER BUSINESS

- (1) *Celebrating Canadas 150<sup>th</sup>: An Exciting Project Needs Your Support.* Further information regarding the request for support. Sarah Brislin contacted Donna Gordon, regarding the request. Ms. Gordon further clarified:

- (A) The Committee is being asked to share their request with businesses who might like to sponsor Georgina Heritage properties.
- (B) That the project is a compilation of heritage/cultural properties of interest that will be available for a virtual tour.
- (C) The virtual tour will include 360-degree panoramic pictures, taken by a professional photographer, with and audio layover.
- (D) The cost for owners or sponsors would be \$20.00 a month. From this fee, \$100.00 is directed back to the property for maintenance.
- (E) Non-profit organizations and churches would be subsidized.

Moved by Bruce Whittacker, Seconded by Councillor Frank Sebo

### **RESOLUTION NO. GHC-2016-0014**

That the Georgina Heritage Committee receive agenda item 11(1), *Celebrating Canadas 150<sup>th</sup>*.

**Carried.**

- (2) The following Letters were mailed Wednesday, January 10, 2016:

- (A) Georgina's letters to Tourism, Culture and Sport and Parks Canada
- (B) Letters to municipal heritage Committees and Councils requesting support, with the template support letters enclosed.

(3) Potential properties under consideration for designation.

- Ravenshoe, United Church
- The Old tree on the Briars property
- The Octagon House, (approximately) 121 Duclos point Road
- Hudson Bay Company Trading Post (suspected)
- 172 Lake Drive North, Orchard Beach (south-east corner of Orchard Beach Road and Lake Drive North)
- 221 Lake Drive North, Orchard Beach (Orchard Beach Lakefront Bar and Grill old section)
- 243 Lake Drive North, Orchard Beach (Ingleside)
- 275 Lake Drive North, Orchard Beach
- 387 Lake Drive North, Orchard Beach (near intersection of Lake Drive North and Metro Road)
- 25 Turner Street, Roches Point (Beehcroft)
- 86 The Queensway North, Keswick
- 25 The Queensway North, Keswick (Keswick Public School)

The Committee discussed the preferred properties from the list of potential properties for designation.

- Hudson Bay Company Trading Post (suspected)

Member Bruce Whittacker advised the Committee that Melissa Matt, Cultural Services Representative, may be able to present to the Committee and provide more information regarding the location.

- Member Terry Russell advised the Committee he spoke to Ravenshoe Board members, and they are interested. The congregation owns the church, and they would like to preserve the building.
- Allan Morton reminded the Committee that nothing in Keswick is designated, and the Public School would be a good candidate.
- Allan Morton mentioned that the Octagon House as being unique.
- Terry advised that the Old Tree could be taken off the list.

(5) Ideas for Celebrate Sutton 125.

The Committee discussed the status and ideas of other Celebrate Sutton 125 projects including:

- The Historical Societies' USB time capsule
- The Sutton BIA is facing roadblocks with the fountain project.

- The Sutton 125 Committee's plans for a Saturday dance, Sunday activities, and marketing strategies

The Committee discussed ways to contribute to the celebration, suggestions included:

- Banners with the Committee's logo and the Sutton 125 logo.
  - Asking Economic Development or the BIA to enter into a joint project
  - Councillor Frank Sebo to see if the BIA is interested.
- Showing the silent film which was filmed in Sutton.
  - Councillor Frank Sebo to ask Mellissa Matt to show the Committee the film.

Moved by Councillor Frank Sebo, Seconded by Bruce Whittacker

### **RESOLUTION NO. GHC-2016-0015**

That the Georgina Heritage Committee earmark \$500 from the Committee's miscellaneous budget to cover a portion of the cost of banners which will commemorate Sutton's 125<sup>th</sup> year.

### **Carried.**

- (6) Demolition Permits. There were 62 Demolition permits for 2015 an average (rounded down) of 5 per month.

The Committee reviewed the Demolition tracker and discussed the value of having updates regarding demolition requests sent to the Committee every month for informational purposes and the possible opportunity it would provide to take pictures before structures are demolished.

Member Allan Morton advised that he went to MPAC regarding the possibility of obtaining a list of properties built in 1920 or earlier. MPAC advised that they could populate a list which would cost \$2400. The list would be for the purpose of a blanket addition to the heritage register of houses built before 1920.

The Committee discussed how the list might be paid for if they chose to pursue it. Suggestions included:

- Waiting for budgeting time and asking for the cost of the list to be included.
- Considering that some properties may have had renovations taking away from their heritage value.
- The cost could be reduced if the Committee picked an earlier date such as 1900, 1880, or 1870. The Committee could then add by purchasing additional lists in increments in the future.
- That Allan Morton contact MPAC to find out the cost of lists with an earlier date.

- (7) Rescheduling conflicting 2016 meeting dates.

March 16  
April 20 – Conflict  
May 18  
June 15 - Conflict  
September 21  
October 19  
November 16

Proposed changes:

April 27  
June 29

Moved by Councillor Frank Sebo, Seconded by Bruce Whittacker

**RESOLUTION NO. GHC-2016-0016**

That the Georgina Heritage Committee accept the following changes:

1. The April 20, 2016, meeting be moved to April 27, 2016
2. The June 15, 2016, meeting be moved to June 29, 2016

**Carried.**

- (8) The Ontario Heritage Conference.

Lorne Prince, Chair, asked if the Committee would approve that funds be allocated for him to attend the Ontario Heritage Conference, to be held in Stratford May 12-14, 2016.

Moved by Terry Russell, Seconded by Bruce Whittacker

**RESOLUTION NO. GHC-2016-0017**

That the Georgina Heritage Committee approve money to be allocated to send Lorne Prince and a second member of the Committee to the Ontario Heritage Conference in Stradford, May 12 – 14, 2016. Furthermore, those funds be used towards expenses related to:

1. The Conference and,
2. travel, including mileage and accommodation.

**Carried.**

The Committee opened the floor to Brian Lytle (resident).

Brian Lytle advised that he would be open to letting the Committee display a banner (for Sutton 125) in front of his house.

Councillor Frank Sebo requested every effort be made to get banners from a local source (if purchased for Sutton 125).

Member Allan Morton added noted that there was weather vane from the Belltower in Sutton, which used to be stored in Engineering and Operations Yard in Egypt. Councillor Frank Sebo offered to try and locate the weather vane.

12. CLOSED SESSION - *None*

13. MOTION TO ADJOURN

Next meeting March 16, 2016. Council Chambers 6:00 PM

Moved by Bruce Whittacker, Seconded by Wei Hwa

**RESOLUTION NO. GHC-2016-0018**

That the Georgina Heritage Committee January 20, 2016, meeting be adjourned at 7:49 PM

**Carried.**

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Lorne Prince, Chair

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C. Sarah A. Brislin, Committee  
Services Coordinator

## Sarah Brislin

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**From:** Nena Wagner|Edifice <edificemagazine@rogers.com>  
**Sent:** February-23-16 2:55 PM  
**To:** Sarah Brislin  
**Subject:** Re: Heritage Home Owner Symposium

Hello Sarah,

We have done a lot of travelling events over the past decade with many of the heritage committees but we have not been to your area.

Details on what the homeowners would get from the event is outlined on our web page at [www.vintagemainstreet.ca](http://www.vintagemainstreet.ca). With more and more people opting to modernize their homes we are able to help educate them on how to maintain and embrace their heritage homes without tearing out the character defining features.

There are a couple of options for costs.

The first option is that we sell tickets for \$25 each and hope that we will have a turnout of at least 30 participants to help cover the costs of our travel and accommodations.

The other option is that the municipality can opt to sponsor the event at a cost of \$750 plus HST (that would be equivalent to 30 attendees at \$25) and if more than 30 tickets sell then the difference would go to your heritage group. Some municipalities are allowed to make money for their group and others are not so it all depends on how your group operates. We once had an event in Aurora that they paid a set fee and then sold the tickets for \$10. We ended up with 150 in attendance which was our biggest event to date. Typically we have a turnout of 40-50 though we have had 68 in Caledon and 87 at an event in Nova Scotia.

The amount of people who can attend are limited only by the size of the venue which we would need your group to supply for us. We have had events at city halls, churches, community halls, university campuses and they all worked fine.

I hope this helps to clarify your questions. We are happy to work with your group whichever way works best for you.

Thanks,  
Nena

On 2016-02-23 2:32 PM, Sarah Brislin wrote:

> Hello,  
>  
> I will be happy to pass this email on, may I ask  
>  
> Is there a cost to the Committee or the Attendees involved. Have other Municipal Committee's in our area hosted such events with you. What is your timeline for a response.  
> Can you explain what the homeowners would benefit from the symposium.  
>  
> Thank you.  
>  
> C. Sarah A. Brislin, BA  
> Committee Services Coordinator

> Clerk's Division | Town of Georgina  
 > 26557 Civic Centre Rd., Keswick, ON L4P 3G1  
 > T: 905-476-4301 ext 2248  
 > 905-722-6516  
 > 705-437-2210  
 > E: sbrislin@georgina.ca  
 > www.georgina.ca  
 >  
 >  
 >  
 > -----Original Message-----  
 > From: Nena Wagner | Edifice [mailto:edificemagazine@rogers.com]  
 > Sent: February-23-16 11:48 AM  
 > To: Sarah Brislin <sbrislin@georgina.ca>  
 > Subject: Heritage Home Owner Symposium  
 >  
 > Attention: Mr. Lorne Prince, Chairperson, Georgina Heritage Committee,  
 > c/o Sarah Brislin, Committee Services Coordinator  
 >  
 > I am contacting you today to find out if your heritage committee would be interested in hosting a Vintage Home Symposium for heritage homeowners in your area?  
 >  
 > With over 30 years of hands-on experience of restoring heritage buildings world-wide, Dr. Christopher Cooper, Director at the Edifice Atelier - [www.edificeatelier.com](http://www.edificeatelier.com) - and Editor-in-Chief of Edifice Old Home Magazine, now Vintage Home Charm Magazine - [www.vhcmagazine.com](http://www.vhcmagazine.com) - is offering a brand new two-hour symposium to encourage and teach heritage home owners the best methods to maintain and repair a heritage house without destroying the home's character through unsympathetic renovations.  
 >  
 > For more information on booking an event please take a look at our  
 > Vintage Home Symposium website page at - [www.vintagemainstreet.ca](http://www.vintagemainstreet.ca)  
 >  
 > If you have any questions, or would like to set up a date in your  
 > area, please contact me via email at [edificemagazine@rogers.com](mailto:edificemagazine@rogers.com) or via  
 > telephone 519-752-9801  
 >  
 > Thank you,  
 > Nena Wagner  
 >  
 > PS - If you have a newsletter for your heritage home owners it would  
 > be wonderful if you could share our Vintage Home Charm Magazine  
 > website with them where they can sign up for a free subscription  
 > [www.vhcmagazine.com](http://www.vhcmagazine.com)  
 >  
 > --  
 > Nena Wagner,  
 >  
 > Edifice Old Home Magazine  
 > Vintage Home Charm Magazine  
 > Vintage Home Radio  
 > Edifice Atelier  
 >  
 > 519-752-9801

>  
> [www.vhcmagazine.com](http://www.vhcmagazine.com)  
> [www.edificeatelier.com](http://www.edificeatelier.com)  
> [www.vintagehomeradio.com](http://www.vintagehomeradio.com)  
>

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Nena Wagner,

Edifice Old Home Magazine  
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Vintage Home Radio  
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[www.vintagehomeradio.com](http://www.vintagehomeradio.com)

# **TOWN OF GEORGINA WATERWAYS ADVISORY COMMITTEE (GWAC)**

## **TERMS OF REFERENCE**

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### **1. GOAL**

- 1) To provide information, advice and assistance to Council and staff of the Town of Georgina on navigable waterways stewardship, promotion, preservation, protection and public awareness of waterway matters.

### **2. PURPOSE AND MANDATE**

- 1) To consult with the community and to provide information, advice and assistance to the community and Town Council relating to Georgina's navigable waterways. Further to assist and provide advice to Town Council with respect to promoting the navigable waterways and attracting tourism; water levels; weeds; sediment and erosion; water quality; access to and from the water; recreational uses and other areas related to concerns on the waterways as may be identified.

### **3. GENERAL ACTIVITIES**

#### Policy Review

- 1) At the request of the Town, the Georgina Waterways Advisory Committee ("GWAC") will provide input and comments on policies, procedures and regulations of the Town and the initiatives of government and non-government organizations that pertain to municipal planning and operations or waterway matters impacting the Town and residents.

#### Review and Comment on Planning Act matters

- 2) The GWAC shall review studies, plans, development proposals and other documents referred to the Committee by Council or staff and provide advice regarding their implications.

#### Education and Public Awareness

- 3) The GWAC will undertake educational initiatives, both formally and informally, which will help to raise the profile of waterways in the Town of Georgina, in accordance with the Council approved Strategic Action Plan.

- 4) The Committee may act as Liaison group with non-governmental organizations and community organizations, including schools, for the purpose of public education and awareness.

#### Research

- 5) The GWAC will assist Council and staff in identifying research needs, gathering data, undertaking research and formulating a strategy to improve the information available for private and public use.

### **4. RESPONSIBILITIES**

- 1) The Committee will elect and appoint a Chair and Vice Chair, and shall:
  - a) Undertake to research and recommend policies and initiatives that would promote tourism through the navigable waterways;
  - b) Endeavour to analyse the many issues surrounding the waterways in order to provide advice and/or recommendations to Council to rectify them;
  - c) Endeavour to provide advice and/or recommendations to Council regarding the promotion advocacy and awareness of the many issues surrounding the waterways;
  - d) Work with external agencies and upper levels of government where deemed necessary by jurisdiction and mandate; and
  - e) Liaise with other appropriate committees (i.e. Economic Development, Environmental, Agricultural) and engage in joint meetings with such committees as required.

### **5. FREQUENCY OF MEETINGS**

- 1) The Committee shall meet between six (6) and 8 (eight) times per year.
- 2) GWAC shall meet on a regular basis, as determined by Council. Meetings will be open to the general public and delegations will be welcomed. Delegations are required to notify the Staff Liaison or Chair at least one (1) week in advance to ensure they are placed on the agenda. If a delegation wished to address the Committee but has not reserved an opportunity, they may do so at the discretion of the Committee.

- 3) The Committee may not respond immediately to the presentation by delegations. Time will be taken to consider the points raised to solicit other opinions or data and to formulate advice/recommendations for discussions at a future meeting.
- 4) The Committee will strive for consensus on all issues, however, if consensus is not reached, minority views are welcomed on any issue and decisions of the Committee will be reflected in the Minutes of the meeting.
- 5) A Quorum for the Committee shall be the majority of the appointed membership (50% plus 1 or round up to nearest whole number). All members will have one vote and a simple majority carries the motion. As a full member, the Chair is entitled to vote on any motion.
- 6) Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
- 7) A member shall not be absent for three (3) consecutive meetings without notice. For any anticipated lengthy absence (3 meetings or more), the member shall submit a request for leave of absence in order to preserve membership standing. Without a valid and acceptable reason, the individual's appointment to the Committee will be rescinded.

## **6. AGENDA**

- 1) The Committee agenda will be prepared by the Staff Liaison in consultation with the Committee Chair and/or the Vice-Chair and will be posted to the Town's website for the public one week in advance of the scheduled meeting.
- 2) The agenda of the Georgina Waterways Advisory Committee may contain the following items:
  1. Call To Order
  2. Moment of Contemplation
  3. Roll Call
  4. Community Announcements
  5. Introduction of Addendum Items
  6. Approval of Agenda
  7. Declaration of Pecuniary Interest and General Nature Thereof
  8. Adoption of Minutes
  9. Speakers
  10. Deputations/Petitions
  11. Presentations

12. Public Meetings
13. Reports
14. Motions/Notice of Motions
15. Regional Business
16. Communications
17. Other Business
18. Closed Session, if required
19. Next Meeting Date
20. Adjournment

## **7. REPORTING AND RECOMMENDATIONS TO TOWN COUNCIL**

- 1) When requiring a matter to be considered or a decision of Council, the Committee shall make recommendations to Council, by reporting in a report format to include:
  - a) background information to be a brief synopsis or history of the issue;
  - b) options for consideration to include financial and policy implications; and
  - c) a recommendation for Council's consideration
- 2) The report will be separate from the Minutes. However, information in the minutes pertinent to the recommendation will be summarized in the report to Council.
- 3) Reports for consideration to Council shall be provided to the Clerk for processing.
- 4) Should the Committee wish to provide a deputation to Council, a request shall be made in writing through the Clerk's Office.

## **8. MEMBERSHIP**

- 1) The GWAC shall be composed of a maximum of [seven (7)] members, including
  - a) Two (2) members of Council; and
  - b) Five (5) citizen appointments.
- 2) The Mayor is an Ex-Officio member of the Committee.
- 3) All members to GWAC must be appointed by Council.

- 4) One (1) non-voting Staff Liaison Resource Representative appointed by the Chief Administrative Officer (CAO) to provide guidance with respect to tourism and environmental based matters.
- 5) Appointment of members to the Committee, other than the Member of Council and Staff Liaison, shall be advertised to the general public. The Selection Committee shall make recommendations on appointees to Council. Council will make the final decision on all appointments. The appointment will be concurrent with the Term of Council.
- 6) Annually, the Committee shall elect a Chair and Vice-Chair amongst its members.
- 7) Annually, the Committee shall prepare and submit for approval by Council, a year-end Activity Report that provides an overview of the work conducted by the Committee, as well as an Action Plan and budget for the upcoming year.
- 8) The Chair shall vote on every motion. In the event of a tie vote, the motion is lost. The Staff Liaison member on the Committee shall not be a voting member.
- 9) The GWAC reports directly to Council, under the signature of the Chair, Vice-Chair or designate. Committee reports and communications will normally be directed to Council through the Director of Development Services. In addition, the Committee may also appear before Council as a delegation.
- 10) All member appointees to the Committee shall receive an orientation session to be conducted by the Chair or Vice-Chair and Town Clerk or designate.
- 11) Resignations from the Committee must be in writing to the Committee and Council.

## **9. TOWN OF GEORGINA STAFF LIAISON**

- 1) One (1) Staff Liaison shall be appointed to the Georgina Waterways Advisory Committee and will be the conduit to provide administrative, procedural and/or technical assistance. The Staff Liaison will co-ordinate all requests, responses, departmental involvement and assist in the preparation of any reports, resolutions or replies as necessary.

- 2) Under the direction of the Director of Development Services, secretarial and other support services will be provided on an as needed basis by the Town of Georgina. The Council will also provide a budget and this budget will be administered by the Director of Development Services. In addition, other funds may be requested of Council for special projects or undertakings.
- 3) In carrying out the function of Staff Liaison and with respect to the provision of secretarial and other support services, the Director of Development Services and the GWAC shall recognize and acknowledge staff's primary objective to deliver resources and administrative services to Council and the public.

#### **10. LENGTH OF TERM/VACANCIES**

- 1) The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
- 2) Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
- 3) An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

#### **11. MINUTES**

- 1) The Minutes of each Committee meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be passed on to Council, as information.
- 2) The Minutes shall contain decisions of the Committee without note or comment, pursuant to the *Municipal Act, S.O. 2001, c. 25, as amended*.

#### **12. AMENDMENTS TO THE TERMS OF REFERENCE**

- 1) A recommendation to amend the Terms of Reference can be made by a motion endorsed by at least two thirds of the voting membership of the Committee.
- 2) Proposed amendments to the Terms of Reference must be reviewed by the Selection Committee and then recommendation from the Selection Committee to Council of any proposed changes.

**13. GENERAL CONDUCT**

- 1) All Committee meetings shall be conducted in accordance with the Procedural By-law and Code of Conduct as adopted by Council.

**14. COMMITTEE RESOLUTIONS**

- 1) Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the Committee.

**15. REMUNERATION**

- 1) \$40.00 per meeting, not to exceed [eight (8)] paid meetings per year, if required.

**16. MEMBER IN GOOD STANDING**

- 1) All members will abide by the Town of Georgina's Code of Conduct and the Procedural By-law.
- 2) The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the GWAC in public.

**17. BUDGET**

- 1) The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
- 2) Any purchases over and above the approved budget and the Procurement By-law will require Council's approval.

**18. USE OF TOWN LOGO/LETTERHEAD**

- 1) The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall not significantly bind the Town and shall be approved by the Manager of Communications.
- 2) The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

**19. AUTHORITY**

- 1) The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.
- 2) The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required.
- 3) Any information or action that binds the Corporation will require Council's approval.

**20. CONFIDENTIALITY**

- 1) The Town's Code of Conduct shall bind the members of the Committee as it relates to matters considered by the Committee.

**21. PROCEDURAL BY-LAW**

- 1) The rules and regulations contained in the procedural by-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.

## Sarah Brislin

---

**From:** Karyn Stone  
**Sent:** March-08-16 8:31 PM  
**To:** Sarah Brislin  
**Subject:** RE: Heritage Committee request

Sarah when we ordered the plaque for the spring house I ordered it through Sign by Vine in Sutton , and although it was an expensive purchase (bronze), it does look great. I would like to inquire that if you are changing the design of the signs we have some input on the design and materials. Because so few are ordered could the town afford a metal plaque similar to those used in other communities and the province to celebrate historic sites and buildings. I realize brass/bronze plaques are expensive however there are some other metals that have a similar appearance. Brian Jordan in purchasing likely has a source for plaques and has a catalogue for you to look through, Phil Rose Donahoe may also have a catalogue

---

**From:** Sarah Brislin  
**Sent:** Tuesday, March 08, 2016 2:51 PM  
**To:** Karyn Stone  
**Subject:** Heritage Committee request

Hello,

The Heritage Committee is looking for a new plaque supplier. Do you know of any local?

Thank you.

**C. Sarah A. Brislin, BA**  
Committee Services Coordinator  
Clerk's Division | Town of Georgina  
26557 Civic Centre Rd., Keswick, ON L4P 3G1  
T: 905-476-4301 ext 2248  
905-722-6516  
705-437-2210  
E: [sbrislin@georgina.ca](mailto:sbrislin@georgina.ca)  
[www.georgina.ca](http://www.georgina.ca)



## Incredible Variety and Breathtaking Detail

- 8-day production after art approval is standard - no rush charges
- Choose any custom shape - same price
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- Standard hardware and rosettes included
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Est. 2000



## Rosewood Foundation Hall of Fame

DREW WIPPERLING  
1993

FRANCINE ROGERS  
1994

BRENDEN STAPLETON  
1995

LAWRENCE ALASKA  
1996

ROBERTA JACKSON  
1997

CLARK BRADFORD  
1998

RITA R  
1999

RICIA  
2000

STELLA GREEN  
2001

PRICILLA THUNDER  
2002

WILLARD FOSTER  
2003

ANN MARIE GOOD  
2004

MILES LARRISON  
2005

SUNNY KOWALSKI  
2006

ROSENTHAL  
2007

TINE SANDE  
2008



1420



In Memory of  
**Lynette M. Wilson**  
Beloved Vocal Music Teacher  
1981-2006

*For heights and depths  
No words can reach,  
Music is the soul's own speech*



Incre

- 8-day rush d
- Choose
- First L
- Stand
- Many o  
ADA, B  
mount



MAYOR  
GEORGE LANDE

BOARD MEM  
ANN TURLEY

## Background Colours (Custom Colours Available - \$70)

Gemini has 45 standard painted colours (page 175), but if you can't find the one that fits your needs custom colour matching is also available (\$70 per colour). Below are the most common colours.



Black



Dark Oxide



Brown



Duranodic Bronze

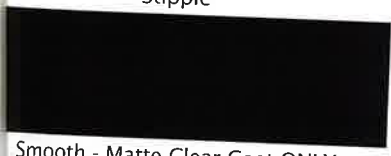
## Background Textures Pebble Texture Also Available



Leatherette



Stipple



Smooth - Matte Clear Coat ONLY

## Clear Coat Options



Matte



Semi-Gloss



Gloss

*Semi-Gloss is Standard on Leatherette & Stipple Textures.  
Matte is Standard on Smooth Texture.*

## Bronze Finishes



Verde Patina\* (+30%)



Light Oxidized (+15%)



Turquoise Patina\* (+30%)



Dark Oxidized (+15%)

## Other Finishes



Polished Finish (+50%)



Polished Finish (+40%)

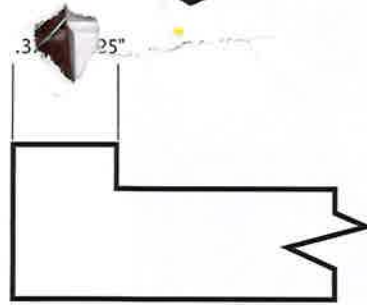


**RAISED  
PAINTED**

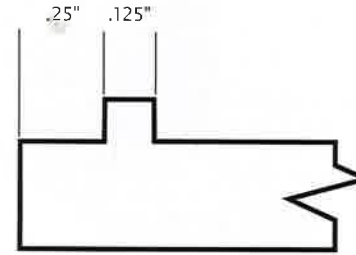
# Standard Borders (Other Borders Are Available. Call For Quote.)



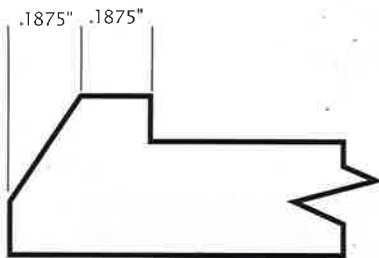
No Border



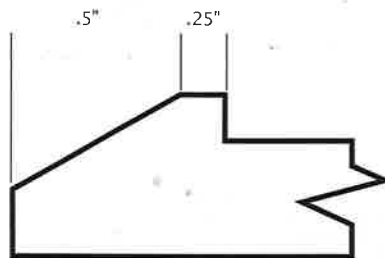
Single Line  
.25" - smaller than 12" x 18"  
.375" - 12" x 18" or larger



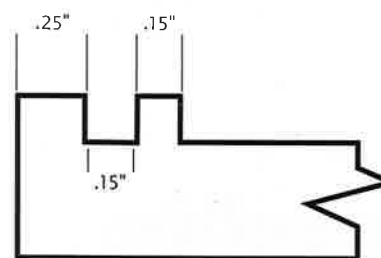
Inset Single Line



Single Line Bevel



Single Line Wide Bevel



Double Line

## Backg

Gemini has  
available (\$

## Backg

Pebble Text



Smooth -

## Bronze



Verde Patina



Turquoise Patina

