

**The Corporation of the City of Kawartha Lakes**  
**Agenda**  
**Kawartha Lakes Municipal Heritage Committee Meeting**

**KLMHC2021-05**  
**Thursday, May 6, 2021**  
**5:00 P.M.**  
**Council Chambers**  
**City Hall**  
**26 Francis Street, Lindsay, Ontario K9V 5R8**

**Members:**

**Councillor Ron Ashmore**  
**Ann Adare**  
**William Bateman**  
**Jim Garbutt**  
**Athol Hart**  
**Julia Hartman**  
**Rob Macklem**  
**Ian McKechnie**  
**William Peel**  
**Jon Pitcher**

**This is an electronic participation meeting and public access to Council Chambers will not be available. Please contact [eturner@kawarthalakes.ca](mailto:eturner@kawarthalakes.ca) should you wish to view the proceedings and the Zoom meeting details will be provided.**

**Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact [AgendaItems@kawarthalakes.ca](mailto:AgendaItems@kawarthalakes.ca) if you have an accessible accommodation request.**

1.	<b>Call to Order</b>	
2.	<b>Administrative Business</b>	
2.1.	Adoption of Agenda	
2.2.	Declaration of Pecuniary Interest	
2.3.	Adoption of Minutes	
2.3.1.	Minutes of the April 8, 2021 Municipal Heritage Committee Meeting	4 - 11
3.	<b>Presentations and Deputations</b>	
4.	<b>Reports</b>	
4.1.	Report KLMHC20212-20	12 - 16
	Report KLMHC02021-20 Old Gaol Lighting Update Angela Yurick, Facility Project Delivery Coordinator	
4.2.	Report KLMHC2021-17	17 - 41
	Report KLMHC2021-17 Heritage Applications Policy	
4.3.	Report KLMCH2021-18	42 - 50
	Report KLMHC2021-18 Amendment to the Heritage Delegated Authority By-law	
4.4.	Report KLMHC2021-19	51 - 75
	Report KLMHC2021-19 Designation of 398 County Road 41, Bexley Township	
5.	<b>Subcommittee Updates</b>	
5.1.	Heritage Designation Subcommittee	
5.2.	Outreach Subcommittee	
5.3.	Sturgeon Lake Cabins Subcommittee	
5.4.	Sign Subcommittee	

6. Correspondence
7. New or Other Business
8. Next Meeting
9. Adjournment

# **The Corporation of the City of Kawartha Lakes**

## **Minutes**

### **Kawartha Lakes Municipal Heritage Committee Meeting**

**KLMHC2021-04**  
**Thursday, April 8, 2021**  
**5:00 P.M.**  
**Council Chambers**  
**City Hall**  
**26 Francis Street, Lindsay, Ontario K9V 5R8**

**Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact [AgendaItems@kawarthalakes.ca](mailto:AgendaItems@kawarthalakes.ca) if you have an accessible accommodation request.**

#### **1. Call to Order**

A. Hart called the meeting to order at 4:58 p.m. with the following members present Councillor R. Ashmore, A. Adare, W. Bateman, J. Garbutt, J. Hartman, R. Macklem, I. McKechnie, W. Peel and J. Pitcher.

Staff Present: E. Turner, Economic Development Officer - Heritage Planning and J. Petersen, Manager, Building and Property.

#### **2. Administrative Business**

##### **2.1 Adoption of Agenda**

E. Turner informed the Committee that GIS staff were unable to attend the meeting and that their presentation needed to be deferred until May.



**KLMHC2021-25**

**Moved By** Councillor Ashmore

**Seconded By** W. Bateman

**That** the agenda be adopted as amended.

**Carried**

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

2.3 Adoption of Minutes

2.3.1 Minutes of the March 11, 2021 Municipal Heritage Committee Meeting

**KLMHC2021-26**

**Moved By** I. McKechnie

**Seconded By** R. Macklem

**That** the minutes of the Municipal Heritage Committee meeting held on March 11, 2021 be adopted as circulated.

**Carried**

**3. Presentations and Deputations**

3.1 GIS Presentation

James Auld, Supervisor, Mapping and GIS  
Emma Hollinger, GIS Specialist

GIS staff were unable to attend the meeting.

3.1.1 Report KLMHC2021-13

Report KLMHC2021-13 GIS Presentation

**KLMHC2021-27**

**Moved By** A. Adare

**Seconded By** W. Peel

**That** Report KLMHC2021-13, **GIS Mapping Presentation**, be received; and

**That** the presentation from GIS staff be deferred until the meeting of May 6, 2021.

**Carried**

### 3.2 Old Gaol Alterations Update

Jorg Petersen, Manager, Building and Property

J. Petersen provided an update on the current status of the demolition of the wall at the Old Gaol. The Committee discussed the proposed demolition and the heritage significance of the wall. J. Petersen suggested that a commemoration strategy could be put in place.

The Committee expressed concern regarding the burials believed to be located within the courtyard. J. Petersen informed the Committee that an archaeological assessment had been carried out and no burials located.

E. Turner informed the committee that under the Ontario Heritage Act, the Committee is required to provide a recommendation regarding the demolition because it is located on a designated property and that the final decision rested with Council. The Committee decided that they would make a recommendation to Council regarding the demolition as well as direction regarding a commemoration strategy but required a site visit in order to do so.

#### 3.2.1 Report KLMHC2021-14

Report KLMHC2021-14 Old Gaol Alterations Update

#### **KLMHC2021-028**

**Moved By** Councillor Ashmore

**Seconded By** J. Hartman

**That** Report KLMHC2021-14, **Old Gaol Alterations Update**, be received;

**That** the presentation from Building and Property staff be received; and

**That** the decision regarding the demolition of the Old Gaol wall be deferred until meeting of June 3, 2021, to allow for a site visit and further consultation.

**Carried**

#### **4. Reports**

##### **4.1 Report KLMHC2021-15**

Report KLMHC2021-15 Alterations and Demolitions Policy Review

The Committee discussed the proposed alteration and demolitions policy. A. Hart suggested that a section be added in regarding demolition by neglect. E. Turner noted that a section could be added in to policy, but the changes would also need to be made to the Property Standards By-law at a later date.

##### **KLMHC2021-29**

**Moved By** W. Peel

**Seconded By** J. Garbutt

**That** Report KLMHC2021-15, **Alterations and Demolitions Policy Review**, be received for information.

**Carried**

#### **5. Subcommittee Updates**

##### **5.1 Heritage Conservation District Subcommittee**

##### **5.1.1 Minutes of the March 31, 2021 Heritage Conservation District Subcommittee Meeting**

E. Turner provided an update on the Old Mill HCD study which is currently ongoing. The property inventories are almost complete and public engagement will resume once the stay at home order is lifted and it is safe to do so.

##### **KLMHC2021-30**

**Moved By** J. Hartman

**Seconded By** I. McKechnie

That the minutes of the March 31, 2021 Heritage Conservation District Subcommittee meeting be received for information.

**Carried**

5.2 Outreach Subcommittee

5.2.1 Minutes of the March 30, 2021 Doors Open Subcommittee

I. McKechnie provided an update on planning for Doors Open 2021. The subcommittee has decided to create three heritage driving routes which will require minimal in person contact and will be primarily self-directed for visitors.

**KLMHC2021-31**

**Moved By** W. Peel

**Seconded By** J. Garbutt

**That** the minutes of the March 30, 2021 Doors Open Subcommittee be received for information.

**Carried**

5.3.1 Sturgeon Point Cabins Subcommittee

Councillor Ashmore provided an update on the Sturgeon Point cabins. He has been in communication with Parks Canada who have agreed to delay the demolition of the buildings until their ownership can be determined.

**6. Correspondence**

E. Turner received correspondence for the Committee from Old Home Magazine/Edifice regarding upcoming virtual workshops for heritage committee and owners of older homes. She will circulate the email to the Committee.

**7. New or Other Business**

7.1 40 Head Street Designation

E. Turner provided an update on the designation of 40 Head Street. The owner contacted her shortly after the Committee's resolution to recommend designation for the property to say they were selling the property due to unforeseen

circumstances. The designation has been paused going to Council pending the sale and E. Turner will work with the new owners.

## 7.2 Heritage Item at Council

E. Turner provided an update on heritage items which have recently been reviewed by Council.

Council has agreed to amend the terms of reference to change the Committee composition. E. Turner will work with the Clerk's Office to advertise the vacant positions and will inform the Committee when they are posted.

The Committee of the Whole has reviewed the properties proposed for listing on the Heritage Register and passed a motion to list the properties, except for 390 Tracey's Hill Road because the owner objected.

## 7.3 29 Boyd Street Grant Applications

Councillor Ashmore informed the Committee of the discussion at Committee of the Whole on April 6 regarding the 50/50 Community Project Capital Fund and the Community Partnership and Development Fund. The restoration project at the Bobcaygeon dry stone wall did not receive funding for either project and Councillor Ashmore believes that they should have done so.

A. Adare provided the Committee with an update on the grant applications about which she had discussed with staff prior to application.

Councillor Ashmore will investigate to see what other types of funding are available.

### **KLMHC2021-32**

**Moved By** J. Garbutt

**Seconded By** J. Hartman

**That** the Committee provide correspondence to Council, through the Chair, regarding the grant funding for the Boyd dry stone wall.

**Carried**

## 7.4 St. David Street and Riverview Road Properties

Councillor Ashmore inquired as to the current status of the properties at 4 Riverview Road and 3 St. David Street. J. Garbutt believed they have been sold and are being renovated.

J. Garbutt suggested that the properties should be listed on the Heritage Register. E. Turner suggested that they be included in the batch of proposed properties for listing to go to Council.

The Committee also discussed the property currently for sale on Logie Street which is adjacent to the Old Mill HCD Study and requested that E. Turner find out the restrictions on the property from Kawartha Conservation.

**KLMHC2021-33**

**Moved By** J. Garbutt

**Seconded By** I. McKechnie

**That** 3 St. David Street and 4 Riverview Road be recommended for listing on the Heritage Register.

**Carried**

**7.5 Repealed Heritage Designation By-laws**

J. Hartman brought up a concern regarding properties on the Heritage Register which were identified as having repealed by-laws. E. Turner explained that these by-laws have been repealed and replaced as part of the by-law update process that took place in 2018 but there are other designation by-laws that have been repealed but not replaced. The Committee decided that these properties should be listed on the Heritage Register.

**8. Next Meeting**

The next meeting will be Thursday, May 6 at 5:00 p.m. on Zoom and will be an electronic participation meeting.

**9. Adjournment**

**KLMHC2021-34**

**Moved By** I. McKechnie

**Seconded By** A. Adare

**That** the Municipal Heritage Committee Meeting adjourn at 7:19 p.m.

**Carried**

## Municipal Heritage Committee Report

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<b>Report Number:</b>	<b>KLMHC2021-20</b>
<b>Meeting Date:</b>	May 6, 2021
<b>Title:</b>	<b>Old Gaol Lighting</b>
<b>Description:</b>	Proposed New Lighting for the Old Gaol (50 Victoria Avenue North, Lindsay)
<b>Author and Title:</b>	Emily Turner, Economic Development Officer – Heritage Planning

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### Recommendation(s):

**That** Report KLMHC2021-20, **Old Gaol Lighting**, be received; and

**That** the new lighting be approved.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_



## **Background:**

Under the City of Kawartha Lakes' delegated authority by-law for the alteration of designated heritage properties (By-law 2019-154), approvals for minor alterations to properties designated individually under Part IV of the Act are delegated to staff in consultation with the Kawartha Lakes Municipal Heritage Committee. Minor alterations are defined in the by-law and include changes to the property including, but not limited to, the replacement of exterior elements, additions, the construction of accessory structures, hard landscaping, and the installation of utilities.

50 Victoria Avenue North is designated under Part IV of the Ontario Heritage Act by by-law 2000-068 and is currently home the Old Gaol Museum. The building is owned by the City of Kawartha Lakes.

Building and Property staff are proposing the installation of new lighting on the exterior of the building. A total of six new lights will be installed: one above the north exit by the stairs; two on the north wall; one above the ground level above the east exit; one of the south east wall; and one about the south basement door. A specification sheet for the proposed lighting is attached as Appendix A.

## **Rationale:**

The designated property is a public building and requires exterior lighting for safety and accessibility. The proposed lighting is minimal in its profile and is unlikely to have an impact on the heritage attributes of the property.

## **Other Alternatives Considered:**

There are no recommended alternatives.

## **Financial/Operation Impacts:**

There are no financial implications as a result of the recommendations of this report.

## **Consultations:**

N/A

## **Attachments:**

Appendix A – Lighting Specifications



wpx-led---specificatio  
n-sheet\_0720.pdf

**(Acting) Department Head email:** rholy@kawarthalakes.ca

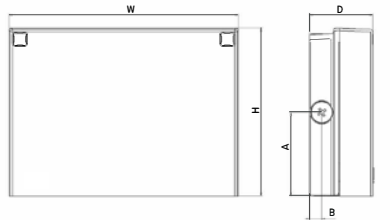
**(Acting) Department Head:** Richard Holy, (Acting) Director of Development Services



# WPX LED Wall Packs



## Specifications



Front View

Side View

Luminaire	Height (H)	Width (W)	Depth (D)	Side Conduit Location		Weight
				A	B	
WPX1	8.1" (20.6 cm)	11.1" (28.3 cm)	3.2" (8.1 cm)	4.0" (10.3 cm)	0.6" (1.6 cm)	6.1 lbs (2.8 kg)
WPX2	9.1" (23.1 cm)	12.3" (31.1 cm)	4.1" (10.5 cm)	4.5" (11.5 cm)	0.7" (1.7 cm)	8.2 lbs (3.7 kg)
WPX3	9.5" (24.1 cm)	13.0" (33.0 cm)	5.5" (13.7 cm)	4.7" (12.0 cm)	0.7" (1.7 cm)	11.0 lbs (5.0 kg)

Catalog Number

Notes

Type

Hit the Tab key or mouse over the page to see all interactive elements.

## Introduction

The WPX LED wall packs are energy-efficient, cost-effective, and aesthetically appealing solutions for both HID wall pack replacement and new construction opportunities. Available in three sizes, the WPX family delivers 1,550 to 9,200 lumens with a wide, uniform distribution.

The WPX full cut-off solutions fully cover the footprint of the HID glass wall packs that they replace, providing a neat installation and an upgraded appearance. Reliable IP66 construction and excellent LED lumen maintenance ensure a long service life. Photocell and emergency egress battery options make WPX ideal for every wall mounted lighting application.

## Ordering Information

EXAMPLE: WPX2 LED 40K MVOLT DDBXD

Series	Color Temperature	Voltage	Options	Finish
WPX1 LED P1	1,550 Lumens, 11W <sup>1</sup>	30K 3000K	MVOLT 120V - 277V	(blank) None
WPX1 LED P2	2,900 Lumens, 24W	40K 4000K	347 347V <sup>3</sup>	E4WH Emergency battery backup, CEC compliant (4W, 0°C min) <sup>2</sup>
WPX2 LED	6,000 Lumens, 47W	50K 5000K	E14WC Emergency battery backup, CEC compliant (14W, -20°C min) <sup>2</sup>	DDBXD Dark bronze
WPX3 LED	9,200 Lumens, 69W		PE Photocell <sup>3</sup>	DWHXD White
				DBLXD Black
				Note: For other options, consult factory.

Note: The lumen output and input power shown in the ordering tree are average representations of all configuration options. Specific values are available on request.

### NOTES

- All WPX wall packs come with 6kV surge protection standard, except WPX1 LED P1 package which comes with 2.5kV surge protection standard. Add SPD6KV option to get WPX1 LED P1 with 6kV surge protection. Sample nomenclature: WPX1 LED P1 40K MVOLT SPD6KV DDBXD
- Battery pack options only available on WPX1 and WPX2.
- Battery pack options not available with 347V and PE options.

## FEATURES & SPECIFICATIONS

### INTENDED USE

The WPX LED wall packs are designed to provide a cost-effective, energy-efficient solution for the one-for-one replacement of existing HID wall packs. The WPX1, WPX2 and WPX3 are ideal for replacing up to 150W, 250W, and 400W HID luminaires respectively. WPX luminaires deliver a uniform, wide distribution.

### CONSTRUCTION

WPX feature a die-cast aluminum main body with optimal thermal management that both enhances LED efficacy and extends component life. The luminaires are IP66 rated, and sealed against moisture or environmental contaminants.

### ELECTRICAL

Light engine(s) configurations consist of high-efficacy LEDs and LED lumen maintenance of L90/100,000 hours. Color temperature (CCT) options of 3000K, 4000K and 5000K with minimum CRI of 70. Electronic drivers ensure system power factor >90% and THD <20%. All luminaires have 6kV surge protection (Note: WPX1 LED P1 package comes with a standard surge protection rating of 2.5kV. It can be ordered with an optional 6kV surge protection).

All photocell (PE) operate on MVOLT (120V - 277V) input.

Note: The standard WPX LED wall pack luminaires come with field-adjustable drive current feature. This feature allows tuning the output current of the LED drivers to adjust the lumen output (to dim the luminaire).

### INSTALLATION

WPX can be mounted directly over a standard electrical junction box. Three 1/2 inch conduit ports on three sides allow for surface conduit wiring. A port on the back surface allows poke-through conduit wiring on surfaces that don't have an electrical junction box. Wiring can be made in the integral wiring compartment in all cases. WPX is only recommended for installations with LEDs facing downwards.

### LISTINGS

CSA Certified to meet U.S. and Canadian standards. Suitable for wet locations. IP66 Rated. DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at [www.designlights.org/QPL](http://www.designlights.org/QPL) to confirm which versions are qualified. International Dark Sky Association (IDA) Fixture Seal of Approval (FSA) is available for all products on this page utilizing 3000K color temperature only.

### WARRANTY

5-year limited warranty. Complete warranty terms located at: [www.acuitybrands.com/CustomerResources/Terms\\_and\\_conditions.aspx](http://www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx).

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25°C. Specifications subject to change without notice.



## Performance Data

### Electrical Load

Luminaire	Input Power (W)	120V	208V	240V	277V	347V
WPX1 LED P1	11W	0.09	0.05	0.05	0.04	0.03
WPX1 LED P2	24W	0.20	0.12	0.10	0.09	0.07
WPX2	47W	0.39	0.23	0.20	0.17	0.14
WPX3	69W	0.58	0.33	0.29	0.25	0.20

### Projected LED Lumen Maintenance

Data references the extrapolated performance projections in a 25°C ambient, based on 6,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Operating Hours	50,000	75,000	100,000
Lumen Maintenance Factor	>0.94	>0.92	>0.90

### Lumen Output

Luminaire	Color Temperature	Lumen Output
WPX1 LED P1	3000K	1,537
	4000K	1,568
	5000K	1,602
WPX1 LED P2	3000K	2,748
	4000K	2,912
	5000K	2,954
WPX2	3000K	5,719
	4000K	5,896
	5000K	6,201
WPX3	3000K	8,984
	4000K	9,269
	5000K	9,393

### Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-50°C (32-122°F).

Ambient	Ambient	Lumen Multiplier
0°C	32°F	1.05
5°C	41°F	1.04
10°C	50°F	1.03
15°C	59°F	1.02
20°C	68°F	1.01
25°C	77°F	1.00
30°C	86°F	0.99
35°C	95°F	0.98
40°C	104°F	0.97

### HID Replacement Guide

Luminaire	Equivalent HID Lamp	WPX Input Power
WPX1 LED P1	100W	11W
WPX1 LED P2	150W	24W
WPX2	250W	47W
WPX3	400W	69W

### Emergency Egress Battery Packs

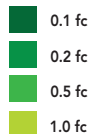
The emergency battery backup is integral to the luminaire — no external housing or back box is required. The emergency battery will power the luminaire for a minimum duration of 90 minutes and deliver minimum initial output of 550 lumens. Both battery pack options are CEC compliant.

Battery Type	Minimum Temperature Rating	Power (Watts)	Controls Option	Ordering Example
Standard	0°C	4W	E4WH	WPX2 LED 40K MVOLT <b>E4WH</b> DDBXD
Cold Weather	-20°C	14W	E14WC	WPX2 LED 40K MVOLT <b>E14WC</b> DDBXD

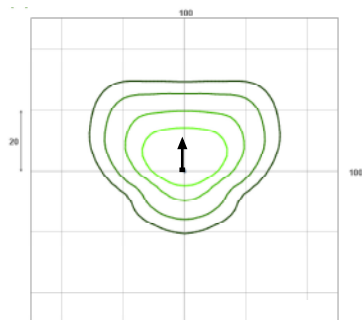
## Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit the Lithonia Lighting [WPX LED](#) homepage. Tested in accordance with IESNA LM-79 and LM-80 standards

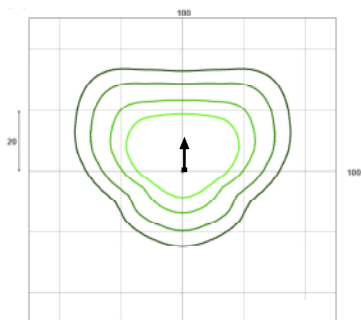
#### LEGEND



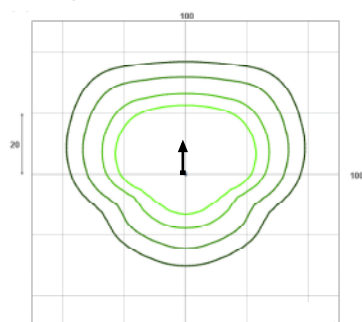
WPX1 LED P1



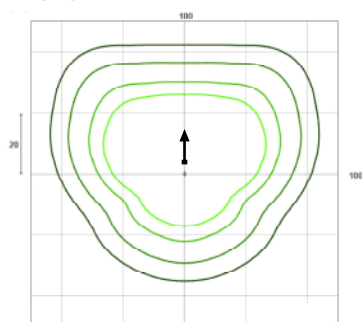
WPX1 LED P2



WPX2 LED



WPX3 LED



Mounting Height = 12 Feet.

## Municipal Heritage Committee Report

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<b>Report Number:</b>	<b>KLMHC2021-17</b>
<b>Meeting Date:</b>	May 6, 2021
<b>Title:</b>	<b>Heritage Applications Policy</b>
<b>Description:</b>	Proposed policy regarding applications to alter or demolish a heritage property, repeal and designating by-law, or remove a property from the Heritage Register
<b>Author and Title:</b>	Emily Turner, Economic Development Officer – Heritage Planning

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### Recommendation(s):

**That** Report KLMHC2021-17, **Heritage Applications Policy**, be received;

**That** the proposed policy be endorsed and forwarded to Council for approval.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

At its meetings of March 11 and April 8, 2021, the Committee reviewed a draft of a proposed policy regarding the alterations and demolition of heritage properties, the repeal of heritage designation by-laws and the removal of listed properties from the Heritage Register. At those meetings, the Committee provided comments on the policy to staff. Staff have integrated the comments into the final draft policy as well as comments from an internal technical group also reviewing the policy.

This report presents the final draft policy for the Committee's review.

## **Rationale:**

The proposed policy addresses legislative direction from the Ontario Heritage Act which requires municipalities to provide submission requirements for the different types of applications that can be made by an owner under the Act. At present, the City does not have any comprehensive policy addressing the submission requirements and processes for submission of applications related to heritage properties. The goal of the policy is to provide consistent and transparent requirements and processes for heritage applications when they are received. The Municipal Heritage Committee reviews and provides recommendations regarding heritage policy prior to it being finalized and presented to Council.

An overview of the different sections of the policy was presented to the Committee at their meeting of March 11, 2021 and a summary and background on its development can be found in Report KLMHC2021-12. The Committee reviewed the policy again at their meeting of April 8, 2021 and comments were provided to staff at that time which have been integrated into the final draft of the policy. Staff have also added additional content to the policy to provide clarity regarding heritage applications with associated applications made under the Planning Act. This new section clarifies the requirements for these types of applications which will require the applicant to enter into a site plan agreement and/or heritage easement, depending on the type of application. The section also introduces the potential for heritage-specific securities to be required for applications to ensure the preservation of a property during the redevelopment process. Staff have also expanded upon and clarified the requirements for the relocation of a heritage property.

The final draft policy is attached to this report as Appendix A.

### **Other Alternatives Considered:**

There are no recommended alternatives.

### **Financial/Operation Impacts:**

There will be financial impacts for the City as a whole as a result of the new fees which are being introduced through this policy. The applications for which fees are being proposed (demolitions and the repeal of designating by-laws) are very infrequently received by the City and will have a limited impact on the overall budget.

The fee amounts will be established through an amendment to the consolidated fees by-law. As the fees are intended to cover only the costs to the City for processing these types of applications, the recommended fee amount, beginning in 2022, will be \$750 for each of these applications which includes the cost for advertising and public notice, postage, and the registration of a repealing or amending by-law on title.

### **Consultations:**

Ministry of Heritage, Sport, Tourism, and Culture Industries  
Municipal Heritage Committee  
Director, Development Services  
City Solicitor  
Manager, Planning  
Manager, Economic Development  
Chief Building Official  
Policy Planning Supervisor  
Development Planning Supervisor  
Clerk's Office  
Manager, Revenue and Taxation  
Supervisor, Development Engineering

### **Attachments:**

Appendix A – Heritage Applications Policy



Heritage Applications  
Policy Final Draft.docx

**(Acting) Department Head email:** [rholy@kawarthalakes.ca](mailto:rholy@kawarthalakes.ca)

**(Acting) Department Head:** Richard Holy, Acting Director of Development Services



Council Policy No.:	CP2021-XXX
Council Policy Name:	Heritage Applications
Date Approved by Council:	TBD
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Heritage Permit Processing SOP By-law 2019-154 Delegate Authority for the Alteration of Heritage Property Heritage Permit Application Form

### Policy Statement and Rationale:

The Ontario Heritage Act and the City's Official Plan authorize the City to have set procedures which require the submission of certain documentation as part of an application by an owner to alter or demolish a heritage property located within the municipality, repeal a heritage designation by-law, or remove a listed property from the Heritage Register. This policy is intended to establish the process for application for the alteration or demolition of heritage property, the repeal of a heritage designation by-law, or the removal of a listed property from the Heritage Register, including the submission requirements for applicants, and staff and Council procedures for processing such applications.

The Ontario Heritage Act prescribes minimum submission requirements for an application to alter or demolish a heritage property but stipulates that a municipality may also request additional materials which have been established through by-law, Council resolution or Official Plan. Similarly, Sections 27, 34 and 42 of the Ontario Heritage Act require Council to identify the information it requires when processing an application for the demolition of a listed or individually designated property and the alteration and/or demolition of a property designated as part of a heritage conservation district. This policy responds to that legislative direction.

The Provincial Policy Statement (2020), the Growth Plan for the Greater Golden Horseshoe (2019), and the City's Official Plan require the municipality to conserve its heritage resources as part of its broader approach to planning, development and

growth. This policy is intended to strike a balance between the preservation of important heritage properties in the City of Kawartha Lakes with the understanding that alteration and demolition applications are received for these properties for a variety of reasons. It is also intended to address provincial requirements under the Ontario Heritage Act and its regulations, while providing transparency and consistency for applicants, staff, and Council regarding the process, submission requirements, and evaluation procedures for applications to alter or demolish a heritage property.

### **Scope:**

This policy applies to heritage properties as identified on the City's Heritage Register. These include:

- Properties designated individually under Part IV of the Ontario Heritage Act
- Properties designated under Part V of the Ontario Heritage Act as part of a heritage conservation district
- Properties listed on the Heritage Register as properties of cultural heritage value or interest

This policy also applies to individual properties for which a Notice of Intention to Designate has been issued by Council in accordance with Section 30 of the Act, which provides for interim control prior to the passage of a designation by-law. It may also apply to properties located in a heritage conservation district study area if Council has passed a study area by-law with interim controls that prohibits or sets limitations with regard to the demolition or removal of buildings or structures within the study area, as enabled by Section 40.1 of the Act. It does not apply to a heritage conservation district study area if a by-law has not been passed to designate it as a study area and provide interim controls.

Properties located within a heritage conservation district which have been identified as non-contributing properties in a heritage conservation district plan are also subject to these requirements in instances where they are required to submit heritage permit applications to the municipality. In general, this would include the construction of a new building, the demolition of property, or the installation of commercial signage. However, for these properties, the submission requirements may be scoped or waived as appropriate and as identified in the relevant heritage conservation district plan.

The requirements for the request to repeal a designation by-law only applies to properties designated under Part IV of the Act for which an individual designation by-law can be repealed. Individual properties within a heritage conservation district designated under Part V of the Act cannot opt out of a heritage conservation district plan. Similarly,

the requirements for a request to remove a property from the Heritage Register only apply to listed properties.

### **Definitions:**

In this policy,

**“alter”** means to change in any manner and includes to restore, renovate, repair, erect or disturb; and “alteration” and “altering” have corresponding meaning;

**“applicant”** means a person who applies for a permit, the repeal of a by-law or the removal of a property from the Heritage Register, and includes any person authorized by an owner to apply for a permit on the owner’s behalf;

**“Building Code Act”** means the Building Code Act, S.O. 1992, Chap. 23, as amended or any successor thereof;

**“Building By-law”** means the by-law or by-laws passed by the municipality for the administration and enforcement of the Building Code Act within the City of Kawartha Lakes, as amended from time to time;

**“building permit”** means a permission or authorization given in writing by the Chief Building Official for the construction or demolition of a building or structure, of part thereof, as defined in subsection 1(1) of the Building Code Act;

**“Chief Building Official”** means the person appointed by Council as the Chief Building Official for the purpose of the enforcement of the Building Code Act;

**“City”, “City of Kawartha Lakes” or “Kawartha Lakes”** means the Corporation of the City of Kawartha Lakes and includes its entire geographic area;

**“Consolidated Fees By-law”** means the by-law passed by the municipality to establish or require payment of fees for information, services, activities and use of City property, as amended from time to time;

**“Council” or “City Council”** means the municipal council for the City;

**“delegated authority by-law”** means the by-law or by-laws passed by Council under Sections 33 and 42 of the Ontario Heritage Act to delegate authority to approve the alteration of heritage property to an employee or appointed officer of the City by position occupied, as amended from time to time;

**“demolish”** means the removal of a building or structure, in whole or in part, from a property, either by destruction or relocation, the removal of a heritage attribute from a property designated under Part IV of the Act as identified in a property’s designating by-law, or the removal of a heritage attribute from a property designated under Part V of the Act where the removal would impact the heritage attributes of the district as identified in a heritage conservation district plan; and “demolition” and “demolishing” have corresponding meanings;

**“demolition permit”** means a permission or authorization given in writing by the Chief Building Official for the demolition in whole, or in part, of a structure;

**“designated property”** means any property that is designated individually under Part IV of the Ontario Heritage Act or under Part V of the Act as part of a heritage conservation district;

**“Economic Development Officer – Heritage Planning”** means the person who holds that position or his or her designate(s) as appointed, or, in the event of organizational changes, another person designated by Council;

**“Funeral, Burial and Cremation Services Act”** means the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33, as amended or any successor thereof;

**“heritage conservation district”** means a heritage conservation district designated under Part V of the Ontario Heritage Act;

**“heritage conservation district plan”** means a plan adopted by Council to provide direction on the preservation of the heritage character and defining elements of a heritage conservation district;

**“heritage easement agreement”** means an agreement entered into by the City and the owner(s) of a heritage property as enabled by Section 37 of the Ontario Heritage Act;

**“heritage permit”** means the authorization given in writing by the municipality to make alterations, including demolition, to a heritage property;

**“heritage property”** means any property that is designated under Part IV or Part V of the Ontario Heritage Act, is subject to a Notice of Intention to Designate, is located in a heritage conservation district study area subject to an interim control by-law, or is listed as a property of cultural heritage value or interest on the City’s Heritage Register and includes buildings, structures, landscape features, and subject lands;

**“Heritage Register”** or **“Register”** means the City’s register of properties situated in the municipality which are of cultural heritage value or interest as required by Section 27 of the Ontario Heritage Act;

**“listed property”** means a property included on the City’s Heritage Register as being of cultural heritage value or interest that is not designated under Part IV or Part V of the Ontario Heritage Act;

**“Municipal Act”** means the Municipal Act, S.O. 2001, c.25, as amended or any successor thereof;

**“Municipal Heritage Committee”** means the Kawartha Lakes Municipal Heritage Committee which makes recommendations to Council and is established under Section 28 of the Ontario Heritage Act;

**“Ontario Heritage Act”** or **“the Act”** means the Ontario Heritage Act, R.S.O. 1990, c.o.18, as amended or any successor thereof;

**“owner(s)”** means the owner of a heritage property and includes a corporation of partnership, the heirs, executors, administrators, and other legal representatives of a person to whom the context can apply according to the law, and the person who has made application for approval for the alteration or demolition of a heritage property, the repeal of a heritage designation by-law or the removal of a property from the Heritage Register;

**“Planning Act”** means the Planning Act, R.S.O. 1990, Chap. 13, as amended or any successor thereof;

**“Sign By-law”** means the by-law or by-laws passed by the City of Kawartha Lakes to regulate advertising devices in the City, as amended from time to time.

## **Policy**

### **Heritage Register**

As required by subsection 27(1) of the Ontario Heritage Act, the City has established and will maintain a Register of Heritage Properties (the Heritage Register) located within the municipality. The Register will include properties designated under Parts IV and V of the Ontario Heritage Act and listed properties. As required by the Act, it will be publically accessible in the Clerk’s Office as well as on the City’s website, in the Economic Development Office, and in the Building and Septic Division. The Register will be maintained by the Economic Development Officer – Heritage Planning, or designate, and updated as necessary. Owners of properties located within the municipality and

other members of the public will be able to access the Heritage Register to ascertain whether or not a property is subject to this policy. There is no fee to access the Heritage Register.

## Roles

The implementation of this policy will be coordinated by the City's Economic Development Officer – Heritage Planning on conjunction with Building and Planning staff. Staff will:

- Ensure that the Heritage Register is kept up to date to provide a complete inventory of all properties to which this policy applies
- Conduct pre-submission meetings with the applicant(s)
- Conduct site visits to subject properties, as required
- Advise applicants of the submission requirements and ensure all appropriate documentation is submitted
- Request additional information from the applicant, as required
- Deem applications complete
- Review applications, studies and plans and make recommendations to the Municipal Heritage Committee and Council
- Ensure statutory requirements under relevant legislation including, but not limited to, the Ontario Heritage Act, the Planning Act, and the Building Code Act, are met
- Waive submission requirements, as outlined below
- Review and approve applications for certain classes of alterations for which authority is delegated to staff, as outlined in the delegated authority by-law
- Issue appropriate permits and execute relevant documents as directed by Council

Under the Ontario Heritage Act, the Municipal Heritage Committee must be consulted regarding the demolition of a heritage property, the repeal of a designating by-law and/or the removal of a listed property from the Heritage Register. The Committee must also be consulted when an application for alteration is presented to Council. Similarly, under the City's delegated authority by-law, staff must also consult with the Committee regarding the approval of certain classes of alterations for which authority is delegated to staff when the property in question is designated under Part IV of the Act. The Municipal Heritage Committee will:

- Review applications, studies, plans, and recommendations from staff
- Request additional information from staff and/or the applicant as required

- Provide recommendations to staff regarding the approval of certain classes of alterations to individually designated properties for which authority is delegated to staff, as outlined in the delegated authority by-law
- Provide recommendations to Council regarding alterations, demolitions, the repeal or amendment of heritage designation by-laws, and the removal of property from the Heritage Register

The Ontario Heritage Act establishes Council as the decision-making body on matters regarding the demolition or alteration of a heritage property, the repeal of a heritage designation by-law or the removal of a property from the Heritage Register. As per the Act, only Council may consent to the full or partial demolition of a property, repeal a heritage designation by-law, and/or remove a property from the Heritage Register. While under the City's delegated authority by-law, certain classes of alterations are delegated to staff for approval, certain types of alterations are not delegated and must be approved by Council. Similarly, Council may retain authority related to the approval of any application to alter a heritage property. Council will:

- Review applications, studies, plans, and recommendations from staff and the Municipal Heritage Committee
- Request additional information from staff, the Municipal Heritage Committee, and/or the applicant as required
- Consent to or deny applications to demolish heritage property, in full or in part
- Consent to or deny applications to alter a heritage property, with or without conditions
- Amend designation by-laws, as required
- Repeal designation by-laws, as appropriate
- Remove properties from the Heritage Register, as appropriate

### **Removal of Heritage Attributes**

Subsections 34(1) and 42(1) of the Ontario Heritage Act define the demolition of a designated property as either the full demolition or removal of a property designated under Part IV or Part V, respectively, of the Act or the removal of any of a designated property's identified heritage attributes. For properties designated under Part IV of the Act, this means the removal of any of the heritage attributes identified in the property's individual designation by-law. For properties designated under Part V of the Act, this means the removal of any heritage attributes of a property if its removal would affect the heritage attributes of the district as a whole as identified in the heritage conservation district plan.

For the purpose of determining submission requirements and processing applications, a property's heritage attributes will be considered to have been removed when they are



removed from a property and not replaced. Such applications will follow the submission requirements and process for demolition. Applications where heritage attributes are removed and replaced in kind, for example as part of a restoration project, will not be considered to have been removed and will be processed as alterations.

### **Cultural Heritage Evaluation Reports and Heritage Impact Assessments**

As part of an application to alter or demolish a heritage property, repeal a designating by-law, or remove a listed property from the Heritage Register, staff may request either a Cultural Heritage Evaluation Report or a Heritage Impact Assessment from the applicant. Each study is designed to fulfil a different purpose and will be requested based on the nature of the proposal. The preparation of either study will be undertaken by a qualified professional, as defined by the study Terms of Reference, and follow the respective Terms of Reference developed by the City.

A Cultural Heritage Evaluation Report (CHER):

- Reviews and summarizes the history and development of a site
- Identifies any cultural heritage resources, including built or natural heritage and cultural heritage landscapes, present on the site
- Evaluates the identified cultural heritage resources based on O. Reg. 9/06 and/or O. Reg. 10/06
- Identifies the potential for impact from future development on the site, if applicable
- Provides conclusions and recommendations regarding the cultural heritage value of the site

A CHER may be requested when the cultural heritage value of a property is unclear or in question, or when it is required to determine the presence and scope of cultural heritage resources on a site. In general, a CHER will be requested when an application is made to remove a listed property from the Heritage Register or repeal a designation by-law when there is not a corresponding application for demolition or alteration.

A Heritage Impact Assessment (HIA):

- Determines the impact of a proposed development on a cultural heritage resource
- Identifies any cultural heritage resources, including built or natural heritage and cultural heritage landscapes, present on the site and summarizes its historical development
- Identifies potential mitigation and conservation strategies to protect the cultural heritage resources present on the site



- Provides recommendations and conclusions regarding the most appropriate mitigation and conservation strategies for identified heritage resources in relation to the proposed development

An HIA may be requested when a proposed development has the potential to impact an identified cultural heritage resource. In general, an HIA will be requested when an application is submitted under the Planning Act which directly involves or is adjacent to an identified heritage property or cultural heritage landscape, including a heritage conservation district. An HIA will also be requested with an application to demolish a heritage property.

### **Submission Requirements**

The Ontario Heritage Act allows for a municipality to request the submission of certain documents as part of a complete application to alter a heritage property, demolish a heritage property or remove it from the Heritage Register and the power for a municipality to deem when an application is complete. The following sets out the documents required for a complete application for the alteration or demolition of a heritage property, the repeal of a designating by-law, and/or the removal of a listed property from the Heritage Register.

### **Alteration**

Authorization for the alteration of a heritage property is granted through the issuance of a heritage permit and applicants will apply using the heritage permit application form. For alterations which require either a building permit or permission under the Planning Act, the applicant may submit the relevant building and planning applications concurrently with their heritage permit application. Building permits and planning approvals will not be issued unless a heritage permit has been approved.

Applicants are required to submit a complete application for alteration of a heritage property prior to their application being processed. An application for the alteration of a heritage property is not deemed to be complete until the owner has submitted the following documents to the Economic Development Officer – Heritage Planning:

- Completed Heritage Permit Application Form including the following information:
  - The name, address, telephone number, and, if applicable, the email address of the applicant
  - A description of the subject property including the municipal address and legal description
  - A written description of the proposed alterations and reasons for undertaking them

- Identification of other applications made to the City relating to the proposed alteration
- An affidavit or sworn declaration by the applicant certifying that the information provided is complete and accurate
- Photo documentation of the portion of the property to be altered
- Site plan, elevations, and other drawings, as appropriate, clearly demonstrating the proposed alteration to the property. Drawings must include all architectural details and proposed materials

An application is deemed complete when all of the required documentation is submitted to the Economic Development Officer – Heritage Planning. In addition to the requirements listed above, the applicant may be required to submit additional supporting documents that may be identified by the City as being relevant or necessary to the evaluation of the application. These may include, but are not limited to, a Heritage Impact Assessment or Engineering Report. Any additional requirements will be established at a pre-submission meeting prior to application. Staff may request entry onto the property in order to evaluate the proposed alterations on the heritage attributes of the site.

If a heritage permit is granted for the alteration of the property, the applicant is then responsible for applying for a building permit from the City's Building and Septic Division and fulfilling any and all requirements under the Building Code Act and as required by the City's Building By-law, as amended, prior to the issuance of a building permit. Applications for new commercial signage are required to apply for and receive a sign permit as required by the City's Sign By-law. Some alterations to heritage properties for which a heritage permit is required may not require a building permit. The applicant should consult with the Building and Septic Division to verify the requirements under the Building Code Act.

The applicant is also responsible for ensuring any permissions required under the Planning Act are received and any conditions related to those applications are fulfilled. Not all heritage permit applications will require an application made under the Planning Act, but the applicant should consult with the Planning Division to verify the requirements under the Planning Act.

There is no additional fee to process an application to alter a heritage property. The appropriate fee is payable for the application for a building permit from the Building and Septic Division as per the fee schedule in the Building By-law. Applicants are also responsible for any fees incurred related to relevant Planning Act applications made in support of the alteration.

Owners of listed properties are not required to apply for a heritage permit to alter their property, except for demolition. This section of the policy does not apply to listed properties.

## Demolition

Authorization for the demolition of a heritage property is granted through is the issuance of a heritage permit and applicants will apply using the Heritage Permit Application form. Heritage approvals must be granted prior to the issuance of demolition permit from the Building and Septic Division. Applicants may submit their heritage and demolition applications concurrently. For applications made to demolish a heritage property as part of a Planning Act application, the application to demolish may be made concurrently with the Planning Act application but planning approval will not be issued until the heritage permit is approved. Applicants are required to submit a complete application for the demolition of a heritage property prior to their application being processed. Approval from Council is required for the full or partial demolition of a heritage property.

An application for the demolition of a heritage property is not deemed to be complete until the owner has submitted the following documents to the Economic Development Officer – Heritage Planning:

- Completed Heritage Permit Application Form
- Heritage Impact Assessment prepared in accordance with the City's Heritage Impact Assessment Terms of Reference
- A scaled, full size site plan and elevation drawings which clearly show the proposed future use of the site with the location of the existing building(s) clearly identified. Elevation drawings must include all architectural details and proposed materials.
- Photo documentation of the property and all structures demonstrating the architectural and heritage features and including at least one photograph of each elevation of any structures on the property
- A complete and certified title search of the property including:
  - A chain of title with instrument numbers and brief legal descriptions identified with the title searcher's name, stamp or similar;
  - Block map
  - Certified copy of PIN
  - Certified copy of old abstract pages
  - Full copies of transfers or other relevant title documents (wills, mortgages, etc.)

- Copies of reference plans

For properties where the demolition involves the relocation of a heritage building to another site, the owner will also be required to submit a site plan which clearly shows the proposed future location of the heritage building.

An application is deemed complete when all of the required documentation is submitted to the Economic Development Officer- Heritage Planning. In addition to the requirements listed above, the applicant may be required to submit any other supporting materials that may be identified by the City as being relevant and necessary to the evaluation of the application. Any additional requirements will be established at a pre-submission meeting prior to application. Staff may request entry onto the property as part of an evaluation of the heritage significance of the site.

The documents required for a complete submission under this policy may be waived in whole or in part in writing by the Economic Development Officer – Heritage Planning, in consultation with Planning and Building staff. Reasons for waiver of some or all submission documents may include, but are not limited to:

- Demolition of a property, in whole or in part, that is required to ensure public safety as determined by the Chief Building Official
- Measures required to deal with an emergency that puts the integrity of a building or structure in danger as determined by the Chief Building Official
- Demolition of the interior of a building when the building is listed on the Heritage Register, designated under Part V of the Ontario Heritage Act as part of a heritage conservation district, or designated under Part IV of the Ontario Heritage Act and does not have identified interior attributes and the interior demolition will not compromise the structural integrity of the building or the property's identified heritage attributes
- Demolition of an accessory structure not identified in a heritage designation by-law

In situations where documents and/or requirements are waived prior to the full or partial demolition of a structure, the applicant still must receive consent in writing from the Economic Development Officer – Heritage Planning, through the issuance of a heritage permit, and a demolition permit from the Building and Septic Division prior to commencing demolition. For instances where public safety is at risk or there is an emergency, the waiver will be coordinated internally by the Chief Building Official.

If a Heritage Permit is granted for the demolition of a structure, the applicant is then responsible for applying for a demolition permit from the City's Building and Septic Division and fulfilling any and all requirements under the Building Code Act and as required by the City's Building By-law, as amended, prior to the issuance of a demolition permit.

In cases where there will be new construction, either of a new building or as an addition to an existing heritage building, as the next step to demolition, the application for a heritage permit for new construction may be processed simultaneously with the application to demolish.

If an application for demolition involves partial demolition of a property, can be considered minor in nature, and will not have an impact on the property's heritage attributes, such as, for example, the removal of a non-historic addition, staff may process the application through the heritage alterations application process, as opposed to the demolition process outlined in this policy. This may allow a permit to be granted without approval from Council, should it be deemed appropriate, under the City's delegated authority by-law. In such cases, the application will follow the submission requirements, processes, and timelines prescribed under Sections 33 or 42 the Act and in this policy for alterations to heritage properties. Applicants will be advised regarding the processing stream for their application at the pre-submission meeting.

Demolition by neglect will be addressed through provisions in the Property Standards By-law.

The applicant will be required to pay the established fee for the demolition of a heritage property as outlined in the City's Consolidated Fees By-law. The applicant is also responsible for any additional fees incurred as a result of the application which may include peer review or appeal to the Local Planning Appeals Tribunal (LPAT).

### **Repeal of Designation By-law**

Section 32(1) of the Ontario Heritage Act allows the owner of an individually designated property to apply to the Council of a municipality to repeal the designation by-law of their heritage property. Approval from Council is required for the repeal of a designating by-law. An application to repeal, in whole or in part, a designating by-law for a property designated under Part IV of the Ontario Heritage Act is not deemed complete until the owner has submitted the following documents to the Economic Development Officer – Heritage Planning:

- Notification, in writing, of the applicant's intention to apply to Council to repeal the designation by-law including a detailed description of the reasons for which the repeal of the designating by-law is being requested
- A Cultural Heritage Evaluation Report prepared in accordance with the City's Cultural Heritage Evaluation Report Terms of Reference, or a Heritage Impact Assessment prepared in accordance with the City's Heritage Impact Assessment Terms of Reference, as appropriate
- Photo documentation of the property and all structures demonstrating the architectural and heritage features and including at least one photograph of each elevation of any structures on the property
- A complete and certified title search of the property including:
  - A chain of title with instrument numbers and brief legal descriptions identified with the title searcher's name, stamp or similar;
  - Block map
  - Certified copy of PIN
  - Certified copy of old abstract pages
  - Full copies of transfers or other relevant title documents (wills, mortgages, etc.)
  - Copies of reference plans

If the applicant is also seeking a heritage permit for demolition, they must also submit the documentation noted above as part of their application to demolish the property. Applications which involve both the demolition of a property and the repeal of a designating by-law should be submitted concurrently and will be processed as a single application. Applicants are not required to submit duplicate documentation.

An application is deemed complete when all of the required documentation is submitted to the Economic Development Officer- Heritage Planning. Staff may request entry onto the property as part of an evaluation of the heritage significance of the site.

Staff will request either a Cultural Heritage Evaluation Report or a Heritage Impact Assessment Report as part of an application to repeal a designating by-law. In general, a CHER will be requested in situations where the applicant is seeking to only repeal the designating by-law. An HIA will be requested where the repeal of the designating by-law is requested in conjunction with an application to demolish or alter and/or an application made under the Planning Act. Staff will advise the applicant as to the required study at the pre-submission meeting.

Although applications to demolish a property and repeal its designating by-law should be submitted together, the designating by-law for the property will be presented to Council for repeal after the subject property has been demolished.

The documents required for a complete submission may be waived, in whole or in part, in writing by the Economic Development Officer – Heritage Planning in consultation with Building and Planning staff if it is deemed appropriate. Reasons for waiver include, but are not limited to, the unexpected loss of the property. Waiver of documents will be established at the pre-submission meeting with the applicant.

The applicant will be required to pay the established fee for the demolition of a heritage property as outlined in the City's Consolidated Fees By-law. The applicant is also responsible for any additional fees incurred as a result of the application which may include peer review or appeal to the Local Planning Appeals Tribunal (LPAT).

### **Removal of a Listed Property from the Heritage Register**

Owners may request that their listed property be removed from the Heritage Register, either because they believe that it does not have cultural heritage value or because they wish to demolish the property. Approval from Council is required to remove a property from the Heritage Register. For applications which involve the demolition of the property, the applicant must submit an application to demolish the property, as outlined above, and the submission requirements for the demolition of a heritage property apply. The property will be removed from the Heritage Register after it has been demolished.

The partial demolition of a property, such as the removal of an addition or the demolition of the interior, will not necessitate the removal of a listed property from the Heritage Register and will be processed on a case by case basis. Submission requirements may be scoped or waived by staff to reflect the nature of the application.

For applications where the owner is proposing the removal of a property from the Heritage Register but is not proposing the demolition of the property, an application to remove a listed property from the Heritage Register is not deemed complete until the owner has submitted the following documents to the Economic Development Officer – Heritage Planning:

- Notification, in writing, of the applicant's intention to apply to Council to remove the property from the Heritage Register including the reasons for which the removal from the Register is being requested
- A Cultural Heritage Evaluation Report prepared in accordance with the City's Cultural Heritage Evaluation Report Terms of Reference

- Photo documentation of the property and all structures demonstrating the architectural and heritage features and including at least one photograph of each elevation of any structures on the property
- A complete and certified title search of the property including:
  - A chain of title with instrument numbers and brief legal descriptions identified with the title searcher's name, stamp or similar;
  - Block map
  - Certified copy of PIN
  - Certified copy of old abstract pages
  - Full copies of transfers or other relevant title documents (wills, mortgages, etc.)
  - Copies of reference plans

An application is deemed complete when all of the required documents are submitted to the Economic Development Officer – Heritage Planning. Staff may request entry onto the property as part of an evaluation of the heritage significance of the site.

The documents required for a complete submission may be waived, in whole or in part, in writing by the Economic Development Officer – Heritage Planning if it is deemed appropriate. Waiver of documents will be established at the pre-submission meeting with the applicant. Reasons for waiver may include, but are not limited, the unexpected loss of the property.

## **Application Process**

Application for the alteration or demolition of a heritage property, the repeal of a designating by-law or the removal of a listed property from the Heritage Register will follow the requirements and processes outlined in the Ontario Heritage Act and the City's delegated authority by-law and will take place within the timeframes outlined by the Act (see below). In general, the process will be as follows:

1. The applicant meets with staff at a pre-submission meeting before submitting an application where staff will advise on their proposal and establish waiver of document submission, if applicable, and/or any additional documentation that might be required. It is the responsibility of the applicant to reach out to staff to coordinate the meeting. The meeting will be coordinated by the Economic Development Officer – Heritage Planning. For applications with an associated Planning Act application which are participating in the City's preconsultation process, heritage staff will inform the applicant of the requirement to participate in a heritage specific pre-submission meeting.



2. The applicant submits a completed heritage permit application form or notice of intent and all required documentation. Staff review application for completeness and request additional information if necessary. A notice of receipt is served on the applicant when the application is deemed complete.
3. For applications where authority is delegated to staff, staff review the application and approve, approve with conditions, or deny the application. A notice of decision is served on the applicant. The applicant may appeal the decision to Council.
4. For applications where authority is not delegated or where recommendations from the Municipal Heritage Committee are required, staff prepare a report for the Municipal Heritage Committee including a staff recommendation, the application, and all submitted documents.
5. The application is reviewed by the Municipal Heritage Committee which makes a recommendation, through a resolution, regarding the application.
6. For applications for which authority is delegated to staff in consultation with the Municipal Heritage Committee, staff serve a notice of decision, approving, approving with conditions, or denying the application, on the applicant. The applicant may appeal the decision to Council.
7. For applications where authority is not delegated, staff prepare a report for Council including the Municipal Heritage Committee's recommendation, the application, and all submitted documents.
8. Council reviews the application and makes a decision to approve, approve with conditions, or deny the application.
9. Staff execute the appropriate documents, bring forward any amending or repealing by-laws to Council, provide notification to the owner, revise the Heritage Register, publish appropriate public notices, and notify the Ontario Heritage Trust, as necessary with respect to the type and outcome of the application.

For applications to repeal a designation by-law that also include the demolition of the designated property in question, the applications should be submitted simultaneously and will be processed as a single application. However, the designating by-law will only be repealed after the property has been demolished and a final inspection carried out by a Building Inspector. Similarly, a listed property for which demolition is proposed will only be removed from the Heritage Register once the property has been demolished and an inspection carried out.

Building and/or demolition permits will not be issued until heritage permits have been issued as per the requirements of the Building Code Act. Similarly, applications under the Planning Act will not be approved until heritage permits have been issued for the proposed alterations or demolition. Applicants may submit their Heritage applications concurrently with their Building and Planning applications.

## **Planning Act Applications**

For heritage permit applications which are made as part of certain Planning Act applications, a site plan agreement will be required to ensure the continued preservation of the heritage property or, if the building is to be demolished, the construction of a suitable replacement as agreed upon with the applicant. The cash deposit or letter of credit required to be deposited with the City as part of the site plan agreement will include securities related to the continued preservation or the approved replacement of the heritage building. Securities will be calculated either as 50% of the cost of completing the work as outlined in the agreement or the replacement value of elements to be preserved when the heritage building will be retained, either in whole or in part. Elements to be preserved will be identified in the site plan agreement. The securities will be returned to the applicant after a successful inspection from the Economic Development Officer – Heritage Planning. Site visits will be coordinated with Planning staff.

The applicant may also be required to enter into a heritage easement agreement with the City under Section 37 of the Ontario Heritage Act, depending on the scope of the application. The intention of the heritage easement agreement is to ensure the continued preservation of the heritage property. In general, a heritage easement agreement will be required for the following types of applications:

- Plans of subdivision which include the retention of a heritage property
- Major site plan and development applications which include the retention, in whole or in part, of a heritage property
- Relocation of a heritage property

Heritage easement agreements will also be required for all properties participating in a heritage property tax relief program related to the improvement or redevelopment of the property, as required by Section 365.2 of the Municipal Act. An agreement may also be required for other funding programs administered by the City. Easements will be secured as a condition of the relevant required approval(s), including site plan agreements and draft plans of subdivision, as appropriate.

## **Relocation of Heritage Properties**

If an application to demolish a heritage property involves the relocation of a building to another site, an individual designation by-law will be repealed, repealed and replaced, or amended, as appropriate, to reflect the new site of the building, its associated legal description, and any changes in the heritage attributes of the property or statement of significance. For listed properties, the address will be amended on the Heritage Register to reflect the municipal address of the new site. The by-law will not be repealed or amended or the address amended on the Register until the building is moved to its new site. The processes established under the Ontario Heritage Act for repeal or amendment will be followed.

The applicant will be required to enter into a heritage easement agreement under Section 37 of the Act for the original property and a site plan agreement for the receiving site. The cash deposit or letter of credit required to be deposited with the City as part of the site plan agreement will include securities equal to the cost of relocating the building. The easement on the original property will be released and securities refunded to the applicant once the property is successfully relocated and an inspection carried out by the Economic Development Officer – Heritage Planning. For heritage buildings being relocated on the same property, a heritage easement agreement will be required.

The applicant will also be responsible for applying for and receiving a building permit and any other relevant City permissions, such as a Road Closure or Oversized Load permit.

Any removal which requires the disinterment and/or relocation of human remains or a burial marker from a heritage property will follow the processes outlined in the Funeral, Burial and Cremation Services Act which prevails over the Ontario Heritage Act. Applications of this nature will be processed on a case by case basis in consultation with the applicant and other relevant agencies, including local First Nations as appropriate.

### **Amendment of a Heritage Designation By-law Following a Partial Demolition**

If an application to demolish a heritage property designated under Part IV of the Act involves the partial demolition of a building, the demolition of one building which forms part of a designated property, or the permanent removal of heritage attributes and the application is approved, the designation by-law for the property will be amended to reflect the changes to the property. The process for amending a designation by-law, including the provision of notice and appeal process, is established by Section 30.1 of the Act.

Applicants do not need to apply to amend the designating by-law for the property. An amending by-law will be brought forward by staff, in accordance with the processes outlined in the Act, following approval of the demolition by Council to reflect the changes made to the property.

### **Application Timeframes**

The Ontario Heritage Act establishes timeframes for consent to or refusal of permits for the alteration of heritage properties under Sections 30(4) and 42(4), the demolition of heritage properties under Sections 27(3), 34(2), and 42(4) of the Act, and for repeal of a designation by-law under Section 32(2). The prescribed timeframes are:

- 60-day review period for the demolition of a listed property
- 90-day review period for the alteration of a property designated under Part IV or V of the Act
- 90-day review period for the demolition of a property designated under Part IV or V of the Act
- 90-day review period for the repeal of a by-law designating a property under Part IV of the Act

The City will adhere to these timeframes which begin when an application is deemed complete and a notice of receipt is served on the applicant.

There is no timeline established in the Act for the removal of a property from the Heritage Register that does not include the demolition of the property. In keeping with the legislated timeline for other types of applications, the City will process these requests within 90 days of deeming the application complete and serving a notice of receipt on the applicant.

### **Legislative and Administrative Authority**

Ontario Heritage Act, 1990  
Planning Act, 1990  
Building Code Act, 1992  
Funeral, Burial and Cremation Services Act, 2002  
Municipal Act, 2001  
Provincial Policy Statement, 2020  
A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019  
City of Kawartha Lakes Official Plan, including Official Plan Amendment 26 (2017)  
City of Kawartha Lakes By-law 2019-154

## Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	TBD	Initial Release	

## Municipal Heritage Committee Report

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<b>Report Number:</b>	<b>KLMHC2021-18</b>
<b>Meeting Date:</b>	May 6, 2021
<b>Title:</b>	<b>Amendment to the Heritage Delegated Authority By-law</b>
<b>Description:</b>	Proposed amendment to the heritage Delegated Authority By-law (By-law 2019-154)
<b>Author and Title:</b>	Emily Turner, Economic Development Officer – Heritage Planning

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### Recommendation(s):

**That** Report KLMHC2021-18, **Amendment to the Heritage Delegated Authority By-law**, be received;

**That** the proposed amendments to By-law 2019-154 (Delegate Authority for the Alteration of Heritage Property) be endorsed; and

**That** this recommendation be forwarded to Council for approval.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

In 2019, Council passed a by-law to delegate authority to approve certain types of alterations to heritage properties to staff. The delegation of authority is enabled by Sections 33 and 42 of the Ontario Heritage Act and is intended to increase efficiency in service delivery by simplifying the process to apply for and receive a heritage permit to undertake minor alterations to a heritage property. Councils may only delegate authority to approve alterations to property and, under the Act, may not delegate authority to approve the demolition of heritage properties, a process for which Council is the decision making body.

The amendments made to the Ontario Heritage Act by the More Homes, More Choice Act (2019) changed the definition of demolition within the Act. The demolition of a heritage property now includes both the full or partial demolition of a property and the removal of any of its heritage attributes. This would mean that any alteration application which included the removal of a heritage attribute would require Council approval.

After consultation with the Ministry of Heritage, Sport, Tourism and Culture Industries, staff have prepared an amendment to the City's delegated authority by-law to address the legislative changes to the Act. The proposed amendment involves the addition of a definition for demolition to the by-law to reflect the new definition under the Act. It also adds a section to the by-law to clarify when an application will be considered an alteration and when it will be considered a demolition.

The revised by-law, with amendments highlighted, is attached to this report as Appendix A.

## **Rationale:**

The new definition of demolition under the Act is vague and does not adequately address what is meant by the removal of heritage attributes. This makes it difficult to interpret for staff, heritage committees, Councils and members of the public and means that the process for determining whether a heritage attribute has been removed is not clear. If it is interpreted as meaning any removal, whether or not that element or attribute is replaced, it would mean that a significant number of small alteration projects, namely restorations, would require approval by Council. This would significantly increase the time and effort it would take for a property owner to obtain

approval to undertake a project and may discourage owners from undertaking restoration projects. This would vastly decrease the City's ability to provide good service delivery and take up Council time unnecessarily.

Staff have received verbal guidance from the Ministry of Heritage, Tourism, Sport and Culture Industries that removal is intended to mean permanent removal of a heritage attribute, as opposed to the removal and replacement of a heritage attribute with a replica. In order to provide clarity and consistency to City processes, staff are proposing that this guidance be included in the delegated authority by-law to make clear that a project which includes the removal and in-kind replacement of a heritage attribute will be considered an alteration, not a demolition. Under the amendments to the Act, removals where the element is not replaced will be treated as demolitions and will require Council approval to proceed.

Staff are also proposing adding the new definition of demolition, as per the amendments to the Act, into the delegated authority by-law for clarity.

### **Other Alternatives Considered:**

There are no recommended alternatives.

### **Financial/Operation Impacts:**

There are no financial or operational impacts as a result of the recommendations of this report.

### **Consultations:**

Ministry of Heritage, Sport, Tourism and Culture Industries

### **Attachments:**

Appendix A – Proposed Amendments to By-law 2019-154



Delegated Authority  
Heritage 2021 Amend

**(Acting) Department Head email:** rholy@kawarthalakes.ca

**(Acting) Department Head:** Richard Holy, (Acting) Director of Development Services



## **The Corporation of the City of Kawartha Lakes**

### **By-Law 2019-154**

#### **A By-law to Delegate Authority for the Alteration of Heritage Property in the City of Kawartha Lakes**

##### **Recitals**

1. Subsections 33(15) and 33(16) of the Ontario Heritage Act, R.S.O. 1990, c. o.18, as amended, provides that a Council of a municipality may pass a by-law delegate the power to consent to alterations to property designated under Part IV of the Act to an employee or official of the municipality after having consulted with its municipal heritage committee.
2. Subsections 42(16) and 42(17) of the Ontario Heritage Act, R.S.O. 1990, c. o.18, as amended, provides that a Council of a municipality may pass a by-law to delegate the power to grant permits for the alteration of a property designated under Part V of the Act to an employee or official of the municipality after having consulted with its municipal heritage committee.
3. Council has deemed it advisable to delegate certain powers to an appointed officer of the City of Kawartha Lakes by position occupied.
4. The delegation is required to be adopted by by-law.
5. Council has consulted with its Municipal Heritage Committee.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2019-154.**

##### **Section 1.00: Definitions and Interpretation**

###### **1.01 Definitions:** In this by-law,

**“alter”** means to change in any manner and includes to restore, renovate, repair, erect, and disturb; and **“alteration”** and **“altering”** have corresponding meanings;

**“City”, “City of Kawartha Lakes” or “Kawartha Lakes”** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

**“City Clerk”** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

**“Council” or “City Council”** means the municipal council for the City;

**“demolish”** means the removal of a building or structure, in whole or in part, from a property, either by destruction or relocation, the removal of a heritage attribute from a property designated under Part IV of the Act as identified in a property’s designation by-law, or the removal of a heritage attribute from a property designated under Part V of the Act where the removal would impact the heritage attributes of the district as identified in a heritage conservation district plan; and “demolition” and “demolishing” have corresponding meanings;

**“designated property”** means any property that is designated individually under Part IV of the Ontario Heritage Act or under Part V of the Act as part of a heritage conservation district or is subject to a notice of intention to designate as per subsection 30(2) of the Act and includes buildings, structures, landscape features, and subject lands;

**“Director of Development Services”** means the person who holds that position and his or her designate(s) or, in the event of organizational changes, another person designated by Council;

**“heritage conservation district”** means a heritage conservation district designated under Part V of the Ontario Heritage Act;

**“heritage conservation district plan”** means a plan adopted by Council to provide direction on the preservation of heritage character and defining elements of a heritage conservation district;

**“information”** means any information requested by the Director of Development Services, or designate, with regard to an application to alter a designated property including, but not limited to plans, reports, historical documentation and photographs;

**“Municipal Heritage Committee”** means the Kawartha Lakes Municipal Heritage Committee which makes recommendations to Council and is established under Section 28 of the Ontario Heritage Act;

**“Ontario Heritage Act”** or **“the Act”** means the Ontario Heritage Act, R.S.O. 1990, c. o.18, as amended or any successor thereof;

**“owner(s)”** means the owner of a property and includes a corporation or partnership, the heirs, executors, administrators, and other legal representatives of a person to whom the context can apply according to the law including a designated agent making application for approval for the alteration of a property.

## 1.02 Interpretation Rules:

- (a) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Delegated Authority**

2.01 **Delegation of Authority:** Council grants the Director of Development Services, or designate, the power to:

- (a) request additional information from an owner as may be required to complete an application for alterations to a designated property under the by-law and the power to determine when said application is complete;
- (b) consent to the alteration of properties designated under Part IV of the Act, in consultation with the Municipal Heritage Committee, through the granting of heritage permits;
- (c) grant heritage permits for the alteration of property situated in a heritage conservation district designated under Part V of the Act;
- (d) extend the timeline in which alterations proposed in a previously approved heritage permit can be undertaken if the owner is not able to complete the work in the specified timeframe.

2.02 **Classes of Alterations:** The delegated authority in Section 2.01 (b) and (c) is limited to the following alterations to properties designated either individually under Part IV of the Act or situated in a heritage conservation district designated under Part V of the Act and which do not have a significant negative impact on the heritage attributes of the property or district:

- (a) Alterations to or replacement of exterior building elements including, but not limited to, windows, doors, roof finishes, skylights, cladding, cornices, decorative architectural features, porches, verandahs, and storefronts;
- (b) Additions to residential buildings;
- (c) Construction of accessory buildings;
- (d) Construction or modification of agricultural buildings;
- (e) New or increased parking areas;

- (f) Installation or removal of, or alterations to, hard landscaping features including, but not limited to, walkways, driveways, patios, gazebos, fences, gates, ponds, and walls;
- (g) Alterations to landscape features identified in a heritage conservation district plan or designating by-law;
- (h) Removal or replacement of, or alteration to, non-heritage features;
- (i) Installation or removal of, or alteration to, exterior lighting;
- (j) Installation of solar panels;
- (k) Installation of above ground and in-ground swimming pools;
- (l) Installation of septic systems;
- (m) Installation of utilities and associated fixtures;
- (n) Installation of or alterations to signage;
- (o) Installation of or alterations to accessibility features;
- (p) Erection of temporary structures;
- (q) Any alterations identified in a heritage conservation district plan as being delegated to staff;
- (r) Alterations proposed as part of a municipal financial incentive program;
- (s) Alterations necessary to comply with the Ontario Fire Code;
- (t) Minor revisions to previously approved heritage permits;
- (u) Temporary measures reasonably necessary to deal with an emergency which puts the security or integrity of a building at risk of damage or when the condition of a building or property is a risk to public safety.

**2.03 Part IV Interior Designated Features:** In addition to the alterations identified in Section 2.02 (a) to (u) inclusive, the delegated authority of Section 2.01 extends to designated interior features in applicable properties as designated under Part IV of the Act including:

- a) Alteration to or replacement of interior elements including, but not limited to, windows, doors, ceilings, decorative architectural features, stairs, lighting and interior finishes as identified in the designating by-law;
- b) Removal or replacement of non-heritage features which impact identified heritage attributes;

- c) Installation, alteration or removal of signage and/or interpretive material which impacts identified heritage attributes.

**2.04 Removal of Heritage Attributes:** A heritage attribute will be considered removed and will constitute a demolition under the Act when it is removed and not replaced. A heritage attribute will be considered altered if it is removed and replaced in kind.

**2.054 Financial Incentive Programs:** The Director of Development Services, or designate, may request the submission of a heritage permit application for any application made with regard to a designated property under a financial incentive program offered by the City and is authorized to review and request additional information as necessary to ensure that projects funded through City programs are consistent with City heritage policy.

**2.065 Reference to Council:** Notwithstanding Section 2.01 of this by-law, the Director of Development Services, or designate, may refer any application to the Municipal Heritage Committee and/or Council as appropriate. In such cases, the Director, or designate, will prepare a report for Council and Council will retain all powers under the Act.

**2.076 Exercise of Authority:** In exercising the delegated authority in Section 2.01 of this by-law, the Director of Development Services, or designate, in consultation with the Municipal Heritage Committee as appropriate, may:

- (a) Grant a heritage permit for an application to alter a designated property;  
or
- (b) Grant a heritage permit for an application to alter a designated property with conditions.

**2.087 Council Retains Authority:** Notwithstanding any provision of this by-law to the contrary, Council may, after notifying the Director of Development Services and the Municipal Heritage Committee, exercise any authority that is delegated to either party.

### **Section 3.00: Administration and Effective Date**

**3.01 Administration of the By-law:** The Director of Development Services is responsible for the administration of this by-law.

**3.02 Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this XX19<sup>th</sup> day of XXXNovember, 20212019.

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk

## Municipal Heritage Committee Report

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<b>Report Number:</b>	<b>KLMHC2021-19</b>
<b>Meeting Date:</b>	May 6, 2021
<b>Title:</b>	<b>Designation of 398 County Road 41, Bexley Township</b>
<b>Description:</b>	Proposed designation of 398 County Road 41, Bexley Township of Part IV of the Ontario Heritage Act
<b>Author and Title:</b>	Emily Turner, Economic Development Officer – Heritage Planning

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### Recommendation(s):

**That** Report KLMHC2021-19, **Designation of 398 County Road 41, Bexley Township**, be received;

**That** the designation of the property known municipally as 398 County Road 41, Geographic Township of Bexley be endorsed; and

**That** the recommendation to designate the subject property be forwarded to Council for approval.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

### **Background:**

The City of Kawartha Lakes designates properties under Part IV of the Ontario Heritage Act. Properties are recommended for designation by their owners, members of the public, local organizations, the Municipal Heritage Committee, Council or staff. Properties proposed for designation are reviewed by the Municipal Heritage Committee, as required by subsection 29(2) of the Ontario Heritage Act, and their recommendation is brought forward to Council under the cover of a staff report.

398 County Road 41, located in the hamlet of Bexley in the former Township of Bexley, was listed on the City's Heritage Register in April 2021. The owner was provided notice that the property was proposed for listing in February 2021 and, at that time, reached out to staff and requested that the property be designated under Part IV of the Act. Staff undertook a site visit to the property and background research and have determined that the property is eligible for designation under Part IV of the Act.

This report addresses that request from the property owner.

### **Rationale:**

398 County Road 41 has cultural heritage value as a representative example of a rural Methodist church from the late nineteenth century, although it has now been converted into a residence. It yields information regarding the development of Bexley Township in the second half of the nineteenth century and the role of religion, and Methodism more specifically, in community life. It is eligible for designation under the criteria established by Ontario Regulation 9/06.

A heritage evaluation report outlining the full reasons for designation and the property's heritage attributes is attached to this report as Appendix A.

### **Other Alternatives Considered:**

There are no recommended alternatives.

### **Financial/Operation Impacts:**

There are not financial or operational impacts as a result of the recommendation of this report.

### **Consultations:**

N/A



**Attachments:**

Appendix A – Heritage Evaluation Report: 398 County Road 41, Bexley Township



398 County Road 41  
Heritage Evaluation.pdf

**(Acting) Department Head email:** [rholy@kawarthalakes.ca](mailto:rholy@kawarthalakes.ca)

**(Acting) Department Head:** Richard Holy, (Acting) Director of Development Services

# Bexley Methodist Church (398 County Road 41)

## Heritage Designation Evaluation

Bexley Township  
CON 4 PT LOT 9 BEXLEY  
PIN 6311-50101  
May 2021



## Statement of Cultural Heritage Value or Interest

The subject property has been researched and evaluated in order to determine its cultural heritage significance under Ontario Regulation 9/06 of the Ontario Heritage Act R.S.O. 1990. A property is eligible for designation if it has physical, historical, associative or contextual value and meets any one of the nine criteria set out under Regulation 9/06 of the Act. A heritage evaluation of the property has determined that 398 County Road 41 has cultural heritage value or interest and merits designation under the Ontario Heritage Act.

### 1. The property has design value or physical value because it:

#### i. is a rare, unique, representative or early example of a style, type, expression, material, or construction method:

The subject property is a representative example of a rural Methodist church constructed in the late nineteenth century. The church, which is believed to have been constructed in 1884, reflects the simplified use of the Gothic Revival style by many Methodist congregations at this time, particularly in rural areas with limited resources. The design which includes large lancet windows on a basic rectangular plan with a front entrance porch demonstrates the type of churches constructed on rural Methodist circuits during this period.

#### ii. displays a high degree of craftsmanship or artistic merit:

The subject property displays a typical degree of craftsmanship and artistic merit of a rural church of this type from the late nineteenth century.

#### iii. demonstrates a high degree of technical or scientific achievement:

There are no specific technical or scientific achievements associated with this property.

### 2. The property has historical or associative value because it:

#### i. has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to the community:

The property has direct association with the Methodist Church in Bexley Township and northern Victoria County as a whole during the late nineteenth century. The Methodist Church was the largest religious group in the area during this time period and the subject property reflects its large circuits in northern Victoria County. The church was an important community building in the hamlet from its construction in 1884 and direct links to the theme of religion in early settlement.

#### ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture:

The property yields information regarding the role of Methodism, and religion in general, in both the hamlet of Bexley and Bexley Township in

the late nineteenth century and early twentieth century. As the only church in the community, it was the primarily religious space in the hamlet until its closure in 1965. It also yields information about religion as a key part of the life of early settlers in northern Victoria County.

iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to the community:

The designer of this church is not known. It was likely constructed by local community members.

### 3. The property has contextual value because it:

i. is important in defining, maintaining or supporting the character of an area:

The subject property supports the character of the local area as a small nineteenth century hamlet and rural post office. The former hamlet is comprised of a collection of historic properties around the intersection of County Road 41 and North Mountain Road. The historic church, as one of the two surviving institutional structures in the community, contributes to the hamlet character of the area and reinforces its history as a small, rural community from the nineteenth century.

ii. is physically, functionally, visually, or historically linked to its surroundings:

The subject property is historically and visually linked to its surrounding as part of the former hamlet of Bexley. The church was constructed during the development of Bexley in the second half of the nineteenth century and has a historical relationship with the surrounding properties which were primarily constructed during this period. The church reflects the nineteenth century architectural character of the surrounding community.

iii. is a landmark.

The subject property is a well-known local landmark as the former Methodist church in the community. It is highly visible in its location at the intersection of County Road 41 and North Mountain Road and is known locally.

## Design and Physical Value

398 County Road 41 has design and physical value as a representative example of a rural Methodist church constructed in late nineteenth-century Ontario. Constructed in the hamlet of Bexley around 1884, the church demonstrates the primary characteristics of Methodist architecture as constructed in rural locations during this period. The church, which was originally known as Bexley Methodist Church and then Bexley United Church after the creation of the United Church of Canada in 1925, retains its original massing, siding and windows although it was converted to residential use in the 1970s after the closure of the church in 1965.

The architecture of the Methodist Church in Canada evolved throughout the nineteenth century to reflect the changing views within the church on architecture and its relationship to the liturgy, worship and theology of Methodism. Early Methodist churches in Canada were, in general, non-descript. Meeting houses, as they were known, were highly utilitarian buildings with limited ornamentation. Generally constructed on a rectangular plan, they featured a gable roof, sash windows and an central entrance on either the front or side of the building. On the inside, they were meant explicitly to facilitate preaching and the internal layout reflected that, without aisles as might be found in other Protestant churches from this time. These buildings, constructed between about 1790 and 1840, were extremely plain and basic and reflected a general iconoclastic attitude prevalent in the Methodist Church in the early nineteenth century.

This style of building was highly suited to Methodist theology in the late eighteenth and early nineteenth century. The key planks of Methodism were, and remained, the personal conversion experience, personal salvation and the transformative power of the Holy Spirit. The early Methodist Church in Canada was heavily focussed on conversion as a central aspect of its mandate and it evolved into a highly emotional denomination. The arrival of Methodists in Canada corresponded with the Second Great Awakening with which the Methodist Church in the United States was intimately connected and Methodist practice during this period was consistent with the theological concerns of this revival. In particular, Methodism was characterised at that time by the camp meetings which took place outdoors and aimed to convert people through experience, emotion, and a connection with the Holy Spirit.

The impact, architecturally, from their theology and practice was that the physical form of the church building was effectively irrelevant to early nineteenth century Methodist congregations. The belief that the Holy Spirit could inhabit any space, both indoors and out, and that conversion did not require a specific physical environment meant that church buildings were utilitarian spaces, not symbolic ones. Because of this, congregations built structures that did not necessarily adhere to the popular styles of the day and



could facilitate their liturgical and theological needs. Simplicity was seen as more conducive for receiving the Holy Spirit and was, therefore, the architectural order of the day for Methodists. These basic churches also conformed to the writings of John Wesley, the founder of Methodism, who advocated for simplicity in worship space design. Functionality was the driving force in their design and the idea of creating beautiful architecture for its own sake was highly discouraged.

Liturgically, Methodism was a preaching-based form of Christianity where the spoken word took precedence over ritual, form, and ceremony. As a result, buildings used for worship was constructed to facilitate this and the need for a form that could accommodate ceremonial worship, such as in the Catholic and Anglican Churches, was not necessary. Effectively any building with good acoustics and sight lines to the preacher was suitable for Methodist worship and that can be seen in the diversity of spaces that early congregations used. Although few of these early Methodist churches in Canada have survived, there are several notable examples in Ontario which demonstrate this type of architecture, including the Hay Bay Church, constructed in 1792 near Adolphustown, and the White Chapel, constructed in 1809 in Picton.

By the middle of the nineteenth century, the tendency of Methodist congregations to eschew ornamentation in their church buildings was lessening, particularly with the rise of the Gothic Revival style in church architecture. The Gothic Revival style had arisen in the 1840s in the Anglican Church and, throughout the mid-nineteenth century, spread to other denominations. By the second half of the century, it was the dominant architectural style in church architecture in Canada and could be seen in nearly every denomination in both urban and rural communities.

The Gothic Revival was characterised by its use of architectural forms and details taken from medieval architecture, particularly medieval ecclesiastical architecture. The style was first used by the Anglican Church as part of a shift towards more romantic and formalized forms of worship in the mid-nineteenth century. The Gothic style, because of its roots in medieval ecclesiastical buildings, was seen as a fundamentally Christian form of architecture and an embodiment of the moral and beliefs of the Church and was, therefore, viewed as the most appropriate style for church architecture.

The style developed a number of key principles which defined the ecclesiastical architecture that came out of the movement. The main feature of the Gothic style was the pointed arch, manifested primarily in doors, windows, and vaults. Other features that became popular included steeply pitched roofs, medieval motifs and ornaments such as the trefoil, buttressing, bell towers, and an internal arrangement focussed on the altar. More abstractly, the style emphasized the notion of verticality as a key element of the Gothic style,

meaning the upward visual movement within the architecture. These principles formed the basis of the Gothic Revival style in ecclesiastical architecture and came together to inform how churches were built throughout Canada and across denominations throughout the second half of the nineteenth century, including Methodism.

One of the key publications that shows the transition of Methodist architectural practices is F.J. Jobson's *Chapel and School Architecture*, published in 1850 and explicitly focussed on the architecture of Methodist churches and schools. Jobson was clear in his discussion that the Gothic Revival style, despite its connections to the Anglican and Catholic churches at this time, was suited to Methodist worship because of its origins as a Christian style of architecture; this was in contrast to the Classically-inspired styles of the Georgian period which were seen as having historical connections to Classical, pagan culture, despite their widespread use in ecclesiastical buildings. The Gothic style was, in his words, "the natural embodiment" of Christianity and therefore suitable for use in Christian worship spaces.

In his text, which was widely circulated and well-known, Jobson discussed the idea that the function of a building should be known by its appearance; in his view, a church should look like a church, as opposed to many of the plain box-like structures favoured by many Methodist congregations. The church, in his view, was a visible representation of Christianity and should be reflective of its position as God's house, through the use of suitable forms, good proportions and tasteful ornament. He did not, however, advocate for highly ornamented buildings, emphasizing instead that ornament should be incorporated into churches through its vital elements, including windows, doors, and exterior cladding. For Jobson, the simplicity of form that had characterized Methodist buildings could be enhanced and made more church-like through limited ornamentation integrated into the construction of the building. Specifically, he emphasized the pointed arch as the key feature of the Gothic style which could be used in Methodist buildings.

Jobson also noted that the adaption of the Gothic style to Methodist churches did not have to be inconsistent with Methodist theology and worship. He encouraged congregations and church builders to take only those forms from the style which supported Methodist practices and makes changes as necessary to accommodate their needs. Most notably and emphasized by Jobson several times within the text, this involved the removal of the central aisle on the interior of the church as this was not needed for processions in the Methodist liturgy because it was preaching-based. He also deemed chancels, rood screens, and towers unnecessary because of their lack of suitability for Methodist theology and worship needs.

Jobson's text accurately reflects the shift in Methodist architecture in the second half of the nineteenth century when the Gothic Revival became the default style for churches. The Church pivoted its architectural practice, in line with other Christian denominations at this time, to use Gothic Revival stylistic details in a variety of ways, from the construction of large urban churches that were unmistakable Gothic in their design to smaller rural churches, such as the Bexley Methodist Church, that integrated Gothic details into basic rectangular plans.

The shift that occurred in architecture is related, in a large part, to the changing theology and pastoral practices of the Methodist Church in the middle of the nineteenth century. By the 1850s, the Methodist Church was institutionalizing and moving away from its revivalist roots, in a large part because of its growth throughout the first half of the century and its newfound centrality in the lives of communities across Canada. The emotive practices of the early nineteenth century and the heavy focus on conversion shifted to a focus on pastoral care, the provision of everyday spiritual guidance, and addressing the moral and social issues in nineteenth century society. This did not mean that the Methodist emphasis on personal experience went away, but was rather tempered by other concerns related to their pastoral ministry and the role of the church in Canadian society.

With newfound institutional station, the Methodist Church felt that they were required to be a recognizable presence in Canadian communities which contributed to the spiritual and moral guidance of their members and to the community at large. The idea that worship space only needed to respond to practical needs was being replaced with an emphasis on church buildings as communicative tools that could demonstrate the beliefs and ideals of the Church. Architecturally, this meant providing a worship space that was distinct from the surrounding secular environment. Gothic Revival structures provided a venue for this shift because, by the mid-nineteenth century, they were the default option for ecclesiastical architecture and had distinctive, and clear, connections with Christianity. By the late nineteenth century, virtually every new Methodist church constructed in Canada was built in the Gothic Revival style.

398 County Road 41 was constructed in a stripped down version of the Gothic Revival style, reflective of the general trends in Methodist architecture in the late nineteenth century. Given its rural location, the church was necessarily small but the builders nevertheless made a clear effort to use elements of the Gothic style in the building. The church is constructed on a rectangular plan with an entrance porch on the front elevation. Its Gothic Revival elements are limited: these are the front entrance porch, the gable roof, and the lancet windows with tracery along the 3-bay nave of the building. Nevertheless, they



still reflect the general principles of the style that had made their way into the Methodist church by this time.

There are differences in this church, however, from the Gothic Revival principles of the Anglican church and from many of the more ornate Methodist churches constructed during this time. The church is constructed in wood, which was not uncommon in rural churches in Canada, but it uses horizontal siding, as opposed to board and batten which was the preferred exterior treatment by proponents of the style. Horizontal siding was not uncommon as an exterior treatment, but it does reflect the less strict interpretation of the style prevalent in the Methodist Church. In this case, the church is clad in Dutch or German lap siding, a popular style in the 1880s. The other change was in the interior arrangement, which is no longer in place because of the conversion of the building to residential use in the 1970s. The interior, which was comprised of a single rectangular space, was oriented towards a pulpit and had three lines of pews with two aisles between them, as opposed to the single aisle favoured in the Gothic style. This, however, was completely consistent with the direction taken by the Methodist Church in the late nineteenth century in its use of the Gothic style without the formal, processional-based internal arrangements required in the Anglican Church.

To provide an analysis of its consistency with rural Methodist churches in Victoria County at this time, the Bexley Methodist Church can be compared with other Methodist churches in the local area. At various times, the church was part of the Coboconk Methodist Circuit and the Victoria Road Methodist Circuit, which covered a geographic area stretching from Lake Dalrymple to Kinmount and included a range of worship spaces, both purpose built and improvised.

The best surviving comparison from these circuits is the Methodist church in Norland, now Hope United Church. Constructed in 1885, just a year after the church in Bexley, it replaced an older log church on the same location. Although it has been extensively modified, the church as it was constructed in 1885 was extremely similar to its counterpart in Bexley, save for the fact that it did not have an entrance porch, and that it was larger, with four bays, instead of three, consistent with the fact that Norland was a much larger community. However, the church in Norland was constructed on the same basic plan, with lancet windows, a gable roof, and limited ornamentation on the front façade.

The closest Methodist church, geographically, to Bexley on this circuit was in Victoria Road. Constructed in 1875, it is a more ornate version of its counterpart in Bexley. The four-bay church is built in polychromatic brick with ornate window hoods and a rose window on the front elevation. However, it is built on the same plan as the Bexley church and contains the same entrance porch and massing. A comparison of these two churches reflects the

differences between these two communities in the last quarter of the nineteenth century: in at the end of the century, Victoria Road was a prosperous railway hub with a population of over 300 hundred people, while Bexley was a small hamlet with 35 residents. Despite these demographic and economic differences, however, the same basic church form was used by both Methodist congregations, speaking to the prevalence of this design in rural Methodist churches at this time.

This design was also found in other dissenting churches in rural areas at this time. The simple rectangular form with an entrance porch and lancet windows was an easy to replicate design and very serviceable for rural dissenting congregations for whom the visual and ceremonial forms required in the Anglican and Catholic Churches was not necessary. Two good comparators can be found in the Kinmount United (formerly Presbyterian) Church, constructed in 1867, and the Baddow Baptist Church, constructed in 1874, which are virtually identical to their Methodist counterpart in Bexley. These two churches were constructed on the same plan as the Bexley Methodist church, using a with a three-bay nave and central entrance with no ornamentation on the front elevation, although the Kinmount Church does have a cross on the front of the building. The belfry on the Kinmount Church is a later addition, from 1907. All three churches employ horizontal siding with the Baddow Church also making use of the Dutch lap type.

The church has had limited modifications from when it was constructed. In 1923, the wooden siding was covered in chicken wire and cement, in an effort to modernize the look of the building; the wooden siding, however, was not removed. After the closure of the church in 1965, the cement was removed to reveal the wooden siding underneath. The church has also been more recently converted to residential use and an addition added to the rear of the building. The addition has not changed the massing of the original structure which remains intact. A rear attached shed, which was used to house horses and later cars, was removed. The interior of the church has also been changed to accommodate a residential use and the interior fittings removed. In general, however, the exterior of the church looks much as it did when the building was constructed and retains its key exterior elements which provide its architectural significance.

## Historical and Associative Value

398 County Road 41 has historical and associative value as the Methodist and later United church in the hamlet of Bexley in the late nineteenth and twentieth centuries. The church, which remained in operation until 1965, formed part of the Coboconk and Victoria Road Methodist circuits and later the Victoria Road Pastoral Charge after the creation of the United Church of Canada. It is directly

related to the theme of religion within pioneer life and in rural Ontario hamlets in the late nineteenth century. The church yields information regarding the role of religion, and Methodism specifically, in Bexley Township in the late nineteenth century and the demographic settlement patterns of this area of the county.

Bexley Township was first surveyed in 1831 and limited settlement followed soon after, primarily near the north shore of Balsam Lake. Settlement was slow, however, likely due to the poor quality of the soil and the difficulty in accessing the township throughout the mid-nineteenth century; by the 1871 census, there were fewer than 500 people living in the township. The northern part of the township away from the major waterbodies was particularly inaccessible. The area around the hamlet of Bexley itself was first settled in the 1860s by several families from Cavan Township and a rural post office was established to serve the area, known locally as “Peel’s Settlement”, Bexley Post Office, or Bexley Corners. The hamlet was centred, as it is now, at corner of Lots 3 and 4 in both Concession 9 and 10. The new settlers established farms in the area, although the poor soil made farming difficult.

More substantial settlement did not take off in the area until the early 1870s and the arrival of the Toronto and Nipissing Railway in 1872. The railway began construction in Toronto in 1871 with the intention of eventually creating a railway link to Lake Nipissing; the line made it as far as Coboconk, running roughly east-west across Bexley Township, north of Balsam Lake, with stops at Victoria Road, Corson’s Siding and in Coboconk. Although it never reached its final destination, the railway had significant implications for Bexley Township: it allowed for settlers to more easily and quickly enter into the township and it heralded a period of economic and population growth throughout the 1870s and 1880s. During this time, new settlements were formed and consolidated and the infrastructure and services available in the township increased to respond to new demand. This includes the establishment of new churches, as religion was at the heart of pioneer life and one of the primary institutions in the villages and hamlets throughout northern Victoria County.

Many of the settlers in the township were English, Irish and Scottish Protestants and the growth of religion and the construction of new churches in the township in the late nineteenth century mirrored this demographic pattern. By the turn of the century, Methodism was the largest religious group in Bexley Township. The 1911 census demonstrates the religious affiliations of the population with 317 local residents identifying as Methodists, compared to 195 Anglicans, 121 Presbyterians, and 110 Catholics. By the end of the nineteenth century, there were four Methodist churches in the township, at Coboconk, Corson’s Siding, Victoria Road, and Bexley. Two of these churches, at Bexley and Victoria Road, are still extant.

There were two Methodist circuits in Bexley in the mid- to late-nineteenth century: the Coboconk circuit and the Victoria Road circuit. These circuits shifted and changed throughout the second half of the century with population, demographics, and congregation needs and included congregations in the neighbouring townships of Laxton, Eldon, Carden, and Somerville and sometimes stretched much further afield. Between 1862 and 1880, the circuits ranged in size from about 40 to 180 members with up to 11 different appointments, or worship sites, on each circuit, although not all of these had dedicated churches, and extending as far, at some points, as Lake Dalrymple in the west and Kinmount in the east. The Victoria Road circuit, which was the first circuit in Bexley Township, was formed in 1861, and was eventually absorbed into the larger Coboconk circuit in 1864, before becoming its own circuit again in 1875. Bexley was part of the Victoria Road circuit, because of its close proximity to the larger community. The statistics of the circuit are demonstrative of the demographic changes in the township in the second half of the nineteenth century, namely the significant population growth beginning in the early 1870s and the large numbers of Methodists who settled there. The exact number of Methodists attending services in Bexley is not known, but the population in the hamlet itself was small; by 1898, only 35 people lived there, although it is likely that families from the surrounding farms travelled to the church there. There is also evidence that families from Corson's Siding also travelled to the church in Bexley to worship, rumoured to be due to the perceived lack of morality in the Corson's Siding settlement which was operated as a lumbering community by Gooderham and Worts until the early 1890s.

The religious makeup of Bexley Township mirrors that of Ontario in the late nineteenth century, notably the prominence of the Methodist Church. By the 1870s, the Methodist Church was the largest and most influential denomination in Canada, particularly in Ontario, and had firmly moved into the cultural mainstream from its roots on the fringes in the early part of the century. This was a significant change from a century previous when the church was small and operated outside of the established denominations. There were a number of reasons for this rapid growth. On one hand, the Methodists were very aggressive evangelists and actively worked to gain converts, more so than other denominations in Canada at this time. On the other was the flexibility of Methodism in its structure and its heavy emphasis on the use of itinerate lay preachers. Early nineteenth century Methodism was extremely mobile in the huge circuits its preachers were expected to cover and very flexible in terms of its need, or lack thereof, for dedicated worship space, making it ideal for newly settled communities. Although it became highly influential in all sizes of communities across Ontario by the mid-nineteenth century, Methodism was particularly popular in rural areas where its itinerate flexible model was suitable for smaller communities with limited resources for church building and which

may not have been served by ministers or priests from other denominations. By 1881, just over 30% of Ontarians were affiliated with the Methodist Church, compared to only 17% forty years earlier in 1842.

As the church grew and became more entrenched within Canadian life, it underwent a number of changes, particularly regarding its pastoral model and role within secular life of local communities. Theologically, the Church had moved away from the religious fervour of the early nineteenth century camp meeting and the focus on sudden conversion towards a model that favoured the pastoral care of its members and a focus on social and moral issues in the wider community. The Church still emphasizing the importance of a personal relationship with God through experience and the conversion of its members, but the newly converted had become large congregations who required ministry and regularized worship. The emphasis within the church had shifted away from a focus purely on spiritual matters to one that was more concerned with the role of religion in the secular world and both the spiritual and every day lives of its members. In rural communities, the Church aimed to both provide spiritual guidance and to improve rural life through the promotion of religious, social, recreational and educational activities. The church was no longer a small denomination on the edge of Canadian life, but rather an entrenched institutional presence throughout Ontario and its growing communities.

The most visible indication of the growth and institutionalization of Methodism in the mid-nineteenth century was the proliferation of churches in communities across Ontario. The second half of the century saw a massive number of new churches constructed for Methodist congregations across Ontario, in both urban and rural settings. The growth in congregants required spaces for them to worship, but the shift in focus for the church with regard to its pastoral programming did as well. While still holding revivals and camp meetings, the new focus on pastoral and community care changed how Methodists worshiped and brought them indoors for more regularized services. The Church now required dedicated church buildings. At the same time, the denomination's newfound prominence also required physical spaces for gathering separate from secular spaces and that were recognizable as Christian buildings. While Methodists did have churches in the first half of the century, the second half of the century brought with it a new importance to physical space.

In most English-speaking communities in Ontario with primarily Protestant populations, the Methodist church was a central aspect of community life and occupied a prominent physical location in the community. The church served as a worship space, but also often as a community hub around which the community could gather. This was particularly true in rural communities. The church and school were the generally the only public buildings in small hamlets

such as Bexley and were the physical locations around which community life centred. The church in Bexley was known to have housed a library in the early decades of its life and was certainly used for other purposes as well. The Church's new focus on pastoral care and involvement in secular issues, namely those related to morality, also made it an important voice in Ontario communities and the church building an important representation of its work.

The Bexley Methodist Church also has a specific historic relationship with the first settlers in this area of Bexley Township, the area known as "Peel's Settlement" after one of the early families and the family which donated land for the church building. The land on which the church was constructed was donated by George Peel, who deeded the land to the Methodist Church in 1886, although the church is believed to have been constructed several years previously. Peel was born in 1836 and emigrated to Bexley from Cavan Township in Durham in the mid-1860s. He was one a number of individuals and their families who immigrated from Cavan to Bexley and settled around the site of the Bexley post office, including his brothers William and Henry Peel, as well as Henry Southern, and Joseph and George Staples. These families were all Irish Methodists and would have been active in the Bexley Church in the nineteenth century. It is likely that they formed the core congregation for the church with newer members joining as they arrived in the community.

The current church, however, does not appear to be the first Methodist church located in the hamlet. The 1871 map of Victoria County shows a Methodist Church at the northwest corner of County Road 41 and North Mountain Road, as they are known today, as opposed to the southeast corner where the current building is located. This property, Lot 10, Concession 4, was owned by William Peel, believed to be the brother of George Peel, who settled on this property in the 1860s. The older church is believed to have been constructed around 1864, at about the same time as the Peels arrived in Bexley Township. Although there are no records confirming this, it was certainly constructed prior to 1871. There are no descriptions of what this church looked like, but it was likely a very basic wooden, probably log structure, meant to serve the basic needs of worship in the community.

The construction of newer institutional buildings as rural communities consolidated and matured was not uncommon. Many early log churches were quickly replaced, as funds allowed, with frame or brick alternatives, and were occasionally moved to different locations as appears to be the case for the Bexley Church. Schools followed a similar pattern, including the school in Bexley which went through three different buildings from a log building in the 1860s to a brick one in the 1920s on property donated by settler John Black. The replacement of older buildings speaks to the growth and increasing prosperity of a small hamlet like Bexley in the late nineteenth century and a new sense of permanence as the initial hurdles of settlement were overcome.

The Methodist church, and later the United Church, was an important part of the community in Bexley in the late nineteenth century and into the twentieth century. The church closed in 1965, likely due to declining attendance and the ability of local people to travel further afield for services at larger churches, something which would have been much more difficult when the church was constructed in 1884. Despite its conversion to residential purposes, the building still yields information regarding the early settlement of the area and the role of religion within it.

## Contextual Value

398 County Road 41 has contextual value as a character defining feature in the hamlet of Bexley. The church forms part of a collection of historic properties surrounding the intersection of County Road 41 and North Mountain Road which form the nucleus of the community and is historically linked to the surrounding properties, including the school house which is still extant on North Mountain Road. The church is also a well-known local landmark as the former Methodist church in the community.

The church is contributing feature the character of the area as a rural hamlet, centred on the intersection of County Road 41 and North Mountain Road. The hamlet is comprised of a number of historic residential buildings, the church, and the former school. The hamlet extends along the two roads, primarily on County Road 41, and there are no other streets. A historic but undated image (see below) of the hamlet show the former cluster of properties near the church, including the original McKegue Store and later the post office (#1) built around 1870, a newer building for the McKegue Store built in 1902 (#2) and a freight shed (#3) which also served as a grist mill. This grouping show the core of the hamlet in the late nineteenth or early twentieth century and demonstrates the place of the church within the context of the centre of the hamlet. The original store and freight shed, both located at 397 County Road 41, are still extant. Several other historic homes are extant, including 372 County Road 41 and 407 North Mountain Road, which are likely the George and William Peel farmhouses, respectively. Together, these structures form a rural hamlet surrounded by agricultural properties and the cluster of building, including the church, at the intersection of the two roads maintains the historic character of the settlement. Similarly, the former church is historically linked to its surroundings as part of the historic development of the hamlet of Bexley in the second half of the nineteenth century.

The church is one of two institutional buildings in the community; the other is the former school, Bexley School Section 3, located at 354 North Mountain Road and constructed in the 1920s to replace an older building from the 1870s. The school, which has also been converted to residential use, retains its

historic massing and details from the 1920s and is itself architecturally representative of rural schoolhouses constructed during the early twentieth century. In the late nineteenth and early twentieth centuries, these two structures were important community structures in the community and are historically linked as the institutions of education and religion within the hamlet.

More broadly, the church forms part of the wider landscape of rural Methodist churches in the northern part of the former Victoria County from the late nineteenth century. Specifically, it has a contextual relationship to the former Methodist churches in Victoria Road and Norland which formed part of the local Methodist circuit in the late nineteenth century and are contemporaries of the Bexley church. Others surviving nearby include Dalrymple and Seabright. These surviving churches show the growth of Methodist across this area in the late nineteenth century

The church is also a landmark building in the local community. Located at the intersection of County Road 41 and North Mountain Road, it is sited in a prominent location at the heart of the hamlet and can be viewed from multiple vantage points. The church's historic role as the community's only church also means that it is a well-known structure in the local area.



## Summary of Reasons for Designation

The short statement of reasons for designation and the description of the heritage attributes of the property, along with all other components of the Heritage Designation Brief, constitute the Reasons for Designation required under the Ontario Heritage Act.

### Short Statement of Reasons for Designation

398 County Road 41, also known as Bexley Methodist Church, has cultural heritage value as a representative example of a late nineteenth century Methodist church in Bexley Township. Constructed in 1884, the church is built in a simplified version of the Gothic Revival style, which was typical for rural Methodist churches constructed in the second half of the nineteenth century. The church is built on a rectangular plan with a front entrance porch, wooden siding, a gable roof, and lancet windows with tracery which is representative of churches of this type. The church has historical value in that it yields information regarding the role of religion, and Methodism specifically, in Bexley Township in the late nineteenth century and the demographic settlement patterns of this area of the county where Methodism was the largest denomination in the nineteenth century. The church has contextual value as part of the hamlet of Bexley. It contributes to the historic character of the rural hamlet which is comprised primarily of a collection of nineteenth century buildings centred on the intersection of County Road 41 and North Mountain Road. The church is also a local landmark, due to its prominent location at the centre of the hamlet and the only church building in the community.

### Summary of Heritage Attributes to be Designated

The Reasons for Designation include the following heritage attributes and apply to all elevations, unless otherwise specified, and the roof including: all façades, entrances, windows, chimneys, and trim, together with construction materials of wood, brick, stone, stucco, concrete, plaster parging, metal, glazing, their related building techniques and landscape features.

### Design and Physical Value

- Gable roof
- Wooden construction
- Rubble stone foundation
- Dutch lap siding
- Fenestration including:
  - Large lancet windows with tracery
  - Original glass
- Entrance porch including:
  - Doors
  - Gable roof

## Historical and Associative Value

- Relationship to Methodist church construction in the nineteenth century
- Relationship with early Bexley settlers

## Contextual Value

- Location in the hamlet of Bexley
- Views to and from the church along County Road 41 and North Mountain Road



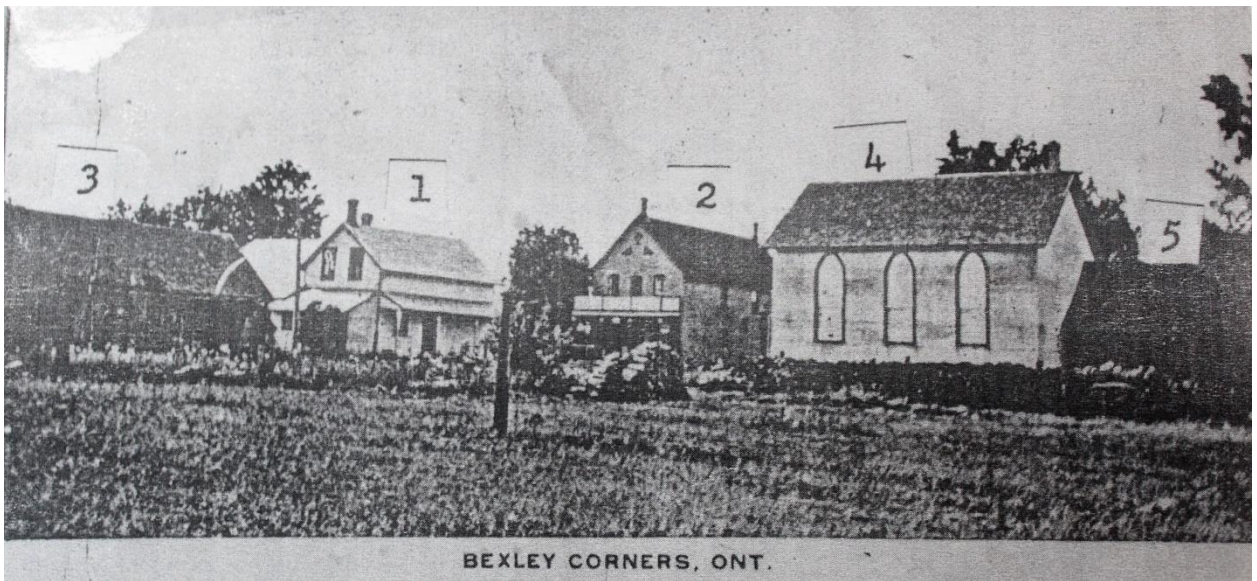
## Images











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