



MUNICIPAL HERITAGE COMMITTEE

Wednesday, November 6, 2024, 6:00 p.m.

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1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. CONFLICT OF INTEREST	
4. PREVIOUS MINUTES	
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9. NEW BUSINESS	
10. NEXT MEETING DATE	
Wednesday December 4, 2024 at 6:00 p.m.	
11. ADJOURNMENT	



MUNICIPAL HERITAGE COMMITTEE MEETING MINUTES

October 2, 2024, 6:00 p.m.

Members Present: Drew Chapman - Chair, Amanda Demers - Vice Chair, Councillor Tim Balasiuk, Councillor Gary Burroughs, Brian Marshall, John Morley, David Snelgrove, Rita Trudeau

Members Absent: Alexander Topps

Staff Present: Aimee Alderman - Manager of Planning, Candice Bogdanski - Senior Heritage Planner, Sumra Zia - Heritage Planner, Shannon Mista - Legislative and Committees Coordinator

1. CALL TO ORDER

The meeting was called to order by Drew Chapman, Chair at 6:00 p.m.

2. ADOPTION OF AGENDA

Shannon Mista, Legislative and Committees Coordinator informed the committee that item 8.1 at the request of the applicant, has been deferred to an upcoming meeting date.

Brian Marshall and Councillor Burroughs requested to speak under New Business.

Moved by Councillor Burroughs that the agenda be adopted as amended.

APPROVED

3. CONFLICT OF INTEREST

None were declared.

4. PREVIOUS MINUTES

4.1 September 4, 2024

That the September 4, 2024, minutes be received.

APPROVED

5. PRESENTATIONS

There were none.

6. ANNOUNCEMENTS

There were none.

7. CORRESPONDENCE

There were none.

8. BUSINESS

8.1 Heritage Permit Application - 187 Queen Street - Crysler Burroughs House - CDS-24-157

This application was deferred to a meeting at an upcoming date.

8.2 307 Mississagua Street - Heritage Permit and Heritage Grant Application - Cedar Roof Replacement - CDS-24-151

Sumra Zia, Heritage Planner gave an overview of the Heritage Permit Application and Heritage Grant.

Jason Clements, the property owner, was present to answer any questions from the committee.

The Committee reviewed the attached material submitted as part of the Heritage Permit and Heritage Grant Application CDS-24-151

The Committee asked clarifying questions.

Moved by Councillor Burroughs that the following recommendations be considered by Council:

1.1 Heritage Permit Application HER-24-2024 and Heritage Grant Application HIP-03-2024 for the replacement of the cedar roof on the rear section of the Camp-Orders House at 307 Mississagua Street be recommended for approval subject to the following conditions:

1.1.1 All requirements of the Heritage Restoration and Improvement Grant Program, as per implementing By-law 2024-037, be fulfilled;

1.1.2 The applicant enters into a Heritage Grant Agreement with the Town prior to the release of grant money, for the approved Heritage Grant amount provided to be contributed by the Town;

1.1.3 The Town provides up to \$7,500.00 in grant funding; and,

1.1.4 The Director of Community and Development Services reserves the right to reduce the amount of grant funding released if the final

invoice for the project is less than the approved amount in condition 1.1.3.
1.2 Council requests the Lord Mayor and Town Clerk to sign the Heritage Grant agreement.

APPROVED

8.3 169 King Street - Heritage Permit Application - Alterations QPHCD - CDS-24-163

Sumra Zia, Heritage Planner gave an overview of the Heritage Permit Application and Heritage Grant.

Marilyn Davis, the property owner, along with Steve Shroeder of Stevebuilt Inc. was present to answer any questions from the committee.

The Committee reviewed the attached material submitted as part of the Heritage Permit Application CDS-24-163.

The Committee asked clarifying questions.

Moved by David Snelgrove that the following recommendations be considered by Council:

1.1 The Committee advises that Heritage Permit Application (HER-18-2024), for the removal and reconstruction of the one-storey exterior elevations of the historic dwelling located at 169 King Street be recommended to the Director of Community and Development Services for approval, via Delegated Authority (By-law 2024-022) as directed by Council on July 30, 2024, subject to the following conditions:

1.1.1 The alterations be carried out substantially in accordance with the Heritage Permit Application in Appendix I, following the proposed design according to the site plan and elevations, as shown in the revised architectural drawing set included in Appendix III;

1.1.2 The exterior colour of the new construction matches the existing colour of the historic home;

1.1.3 The new construction installs wooden siding as a cladding that is compatible with and complementary to the extant cladding of the historic home;

1.1.4 The Applicant chooses a comparable door, in accordance with that illustrated in Figure 8, to be determined in consultation

with Heritage Staff and to the satisfaction of the Director of Community and Development Services; and

1.1.5 The proposed construction does not increase the width of the rear extension beyond the datum lines of the one-and-a-half storey historic dwelling, nor length beyond the existing datum line of the one-storey extension.

1.2 The Applicant obtain necessary Building Permits prior to undertaking construction for the proposed alterations; and

1.3 The Applicant follows standard archaeological protocol, if required.

1.4 The Applicant looks into purchasing a door with two horizontal lower panels and divide the glass into 4 panes which would reflect the windows of the house.

APPROVED

8.4 Heritage Designation Application - 716 King Street - Draft By-law - CDS-24-149

Moved by Councillor Burroughs that the following recommendations be considered by Council;

1.1 The draft Designation By-law for the Heritage Designation Application HER-23-2024 for the Part IV Designation of 716 King Street be recommended to Council for approval; and,

1.2 Council directs Heritage Staff to prepare a Notice of Intention to Designate for 716 King Street, to be mailed to the owner and the Ontario Heritage Trust and be published in a newspaper having general circulation.

1.3 That Staff make the following edits to the draft Designation By-law for 716 King Street:

1.3.1 That Paragraph 2 Sentence 2 be expanded by including "Despite its traditional presentation, the circa 1981 to 1982 dwelling at 716 King St represents an arche-typical example of a construction method. Built prior to Natural Resources Canada publishing the formal R2000 guidelines in 1982, it none the less met and exceeded that standard; a standard which directly impacted the evolution of building codes across Canada and continues to do so today. The dwelling is the first R 2000 house built in Niagara and, based on extensive research, appears to be

the first private home built to these standards in Canada."

1.3.2 That Paragraph 2 Sentence 5 be expanded by including "The exterior half-timbering and circa 1817, handmade brick cladding are examples of reclamation and repurposing from historic provincial sources as are the interior fir turnings the white oak panels, flooring, and cabinetry."

1.3.3 That Paragraph 3 Sentence 2 be expanded by including "They founded the 'Friends of Niagara National Historic Sites Inc', (The Friends of Fort George), a non-profit organization that works in partnership with Parks Canada to preserve and promote the heritage of Niagara National Historic Sites. Jim Alexander was the co-founder of Willowbank School of Restoration Arts, served as the Vice-Chair on the school's Board of Directors, and was a long serving member of the faculty. In addition, Jim Alexander has contributed..."

1.3.4 "Bullet 10" under the Heritage Attributes be expanded to include: Handmade bricks reclaimed from the 1817 Niagara Courthouse buildings."

APPROVED

8.5 Priority Designation Work - Heritage Designation Draft By-laws - CDS-24-162

Councillor Tim Balasiuk left the meeting at 6:36 p.m.

Sumra Zia, Heritage Planner gave an overview of the Heritage Designation Draft By-law.

The Committee reviewed the attached material submitted as part of the Priority Designation Work - Heritage Designation Draft By-law - CDS-24-162.

The Committee asked clarifying questions.

Moved by Amanda Demers that the following recommendations be considered by Council:

1.1 The designation by-law of the property at 18 Wilberforce Avenue be endorsed in principle based on the Staff evaluation within the designation report received by MHC on September 4, 2024;

1.2 Staff send a midway letter to the owner of 18 Wilberforce Avenue to inform them of the designation process timeline; and

1.3 Council issues the Notice of Intent to Designate (“NOID”) for the property.

APPROVED

8.6 Heritage Conservation District Study Volunteer Group Summary of Findings and Next Steps - CDS-24-164

Sumra Zia, Heritage Planner provided a summary of the findings of the Heritage Conservation District Study and Next Steps.

The Committee reviewed the attached material submitted as part of the Heritage Conservation District Study - Report - CDS-24-164

The Committee asked clarifying questions.

Moved by John Morley that the information be received.

APPROVED

8.7 Restoration of Ordnance Boundary Stones - Updates - CDS-24-165

Sumra Zia, Heritage Planner gave an update on the Ordnance Boundary Stones.

The Committee reviewed the attached materials submitted as Restoration of Ordnance Boundary Stones - Updates - CDS-24-165.

The Committee asked clarifying questions.

It was suggested by David Snelgrove that Staff find out the cleaning methods from the provider so the plaques are not damaged from the cleaning process.

Moved by Councillor Burroughs that the information be received.

APPROVED

9. NEW BUSINESS

Brian Marshall provided pictures to the committee of a property that he felt was close to demolition due to neglect and presented his findings on 46 Paxton Lane.

Councillor Burroughs asked for an update on the Cenotaph restoration and if it will be completed by November 11, 2024.

10. NEXT MEETING DATE

Wednesday, November 6, 2024, at 6:00 p.m.

11. ADJOURNMENT

Adjournment unanimously took place at 7:12 p.m.

MEMORANDUM

SUBJECT: Heritage Designation Report for 167 Four Mile Creek Road, 4 Walnut Street, and 1665 Four Mile Creek Road

DATE: 2024-11-06

REPORT #: CDS-24-172

PREPARED BY: Sumra Zia, Heritage Planner II & Candice Bogdanski, Senior Heritage Planner

DEPARTMENT: Community & Development Services

BACKGROUND

Town staff have prepared designation reports for properties included on the Municipal Heritage Committee's ("MHC") list of priority properties for the Committee's information and input.

This designation reports assesses the heritage value and potential for heritage designation of the following properties:

- 167 Four Mile Creek Road (**Appendix I**)
- 4 Walnut Street (**Appendix II**)
- 1665 Four Mile Creek Road (**Appendix III**)

The reports provided in the appendices include a detailed review of the O.Reg.9/06 Criteria, including the design/physical, historical/associative, and contextual value of the property, as well as the research and evaluation that is required to move property designation under the *Ontario Heritage Act* ("OHA"). Staff evaluation concludes that the properties meet a minimum of two criteria for designation, and as such, is a strong candidate for designation under Part IV, Section 29 of the OHA.

This work is being undertaken as part of Council's Planning for Progress work, to move heritage designations prior to properties being removed from the Town's Municipal Heritage Register of Properties of Cultural Heritage Value or Interest ("Heritage Register").

Further, the MHC and Council endorsed a list of 22 priority properties for individual designation via Report CDS-23-200, and an additional list of 20 priority properties via Report CDS-24-023. The priority properties were identified as those which, if lost due to demolition, neglect, or inappropriate alteration, would result in the substantial loss of a piece of Niagara-on-the-Lake history or identity. The subject properties, at 167 Four Mile Creek Road, 4 Walnut Street, and 1665 Four Mile Creek Road, were identified on the list and a letter notifying the owner of the

Town's interest in designation was sent to the owners of 167 Four Mile Creek Road and 1665 Four Mile Creek Road on October 27, 2023 and to the owners of 4 Walnut Street on March 6, 2024.

NEXT STEPS

Staff are seeking any additional input from the MHC with regards to the staff evaluation of the properties located at 167 Four Mile Creek Road, 4 Walnut Street, and 1665 Four Mile Creek Road against the criteria outlined in O.Reg.9/06, and an endorsement to proceed with the designation process. If the MHC endorses the pursuit of designation, in principle, Staff will prepare a draft Designation By-law and will return in December with the draft by-law for the Committee's consideration.

APPENDICES

- **Appendix I** – 167 Four Mile Creek Road
- **Appendix II** – 4 Walnut Street
- **Appendix III** – 1665 Four Mile Creek Road

Respectfully submitted,



**Sumra Zia, B. Arch, Dipl. Architectural
Conservation
Heritage Planner II**



**Candice Bogdanski, M.A., CAHP (Intern),
FSA Scot
Senior Heritage Planner**



Town of Niagara-on-the-Lake

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905-468-3266 www.notl.com

SUBJECT: 167 Four Mile Creek Road – Heritage Designation Report (File No. HER-26-2024)

1. EXECUTIVE SUMMARY

167 Four Mile Creek Road (the “subject property”), is a listed property on the Niagara-on-the-Lake Municipal Heritage Register of Properties of Cultural Heritage Value or Interest (the “Heritage Register”). The subject property contains strong architectural, historical and contextual merit for designation and was shortlisted by Town staff for a heritage designation study.

Research and analysis indicates that the subject property meets several of the *Ontario Heritage Act* (the “OHA”) criteria for designation (as set out in Ontario Regulation or O. Reg. 9/06). The residence has architectural or design value as it is a representative example of the Queen Anne Revival style in Niagara-on-the-Lake, the property also has historical association with the Queenston Cement Works company. The subject property contains contextual value because it is essential in maintaining the historic character of the area. Based on this evaluation, it is recommended for designation under Part IV, section 29 of the OHA.

2. PURPOSE

The purpose of this report is to provide a Designation Report, which is required for any property that is considered for heritage designation under the OHA. The subject property was identified within the Town’s work plan for priority designations in response to Bill 23 amendments to remove legacy listed properties from local Heritage Registers after January 1, 2027.

3. BACKGROUND

3.1 Method

This report examines the design of the property, its history and context with the purpose of evaluating it against the criteria set out by O. Reg. 9/06.

3.1.1 Field Survey

A field survey was conducted in order to gain a better understanding of the property and the context. The field survey was conducted from the public right of way on February 28th, 2024 by Sumra Zia, Heritage Planner II.

3.1.2 Research

Background research and information was obtained from the archives of Niagara-on-the-Lake, the draft Heritage Character Statement prepared by the Town in 2008, NOTL Museum, Brock University Maps, Data and GIS Collection, Shannon Kyles website 'Ontario Architecture,' Mark Fram, 'Well Preserved,' and research by local historians.

3.1.3 Consultation


Town staff initiated this report, in consultation with the Municipal Heritage Committee, to address the deadline for all the legacy listed properties on the Municipal Heritage Register. Properties listed on the Register as of January 1, 2023 must be designated or removed from the Register within four years (January 1, 2027). The properties that are removed from the register cannot be relisted for a period of five years.

3.2 Property Information

Civic Address: 167 Four Mile Creek Road, St. Davids, Niagara-on-the-Lake, ON

Legal Description: Part Lot 91, Town of Niagara-on-the-Lake, Niagara Township, ON

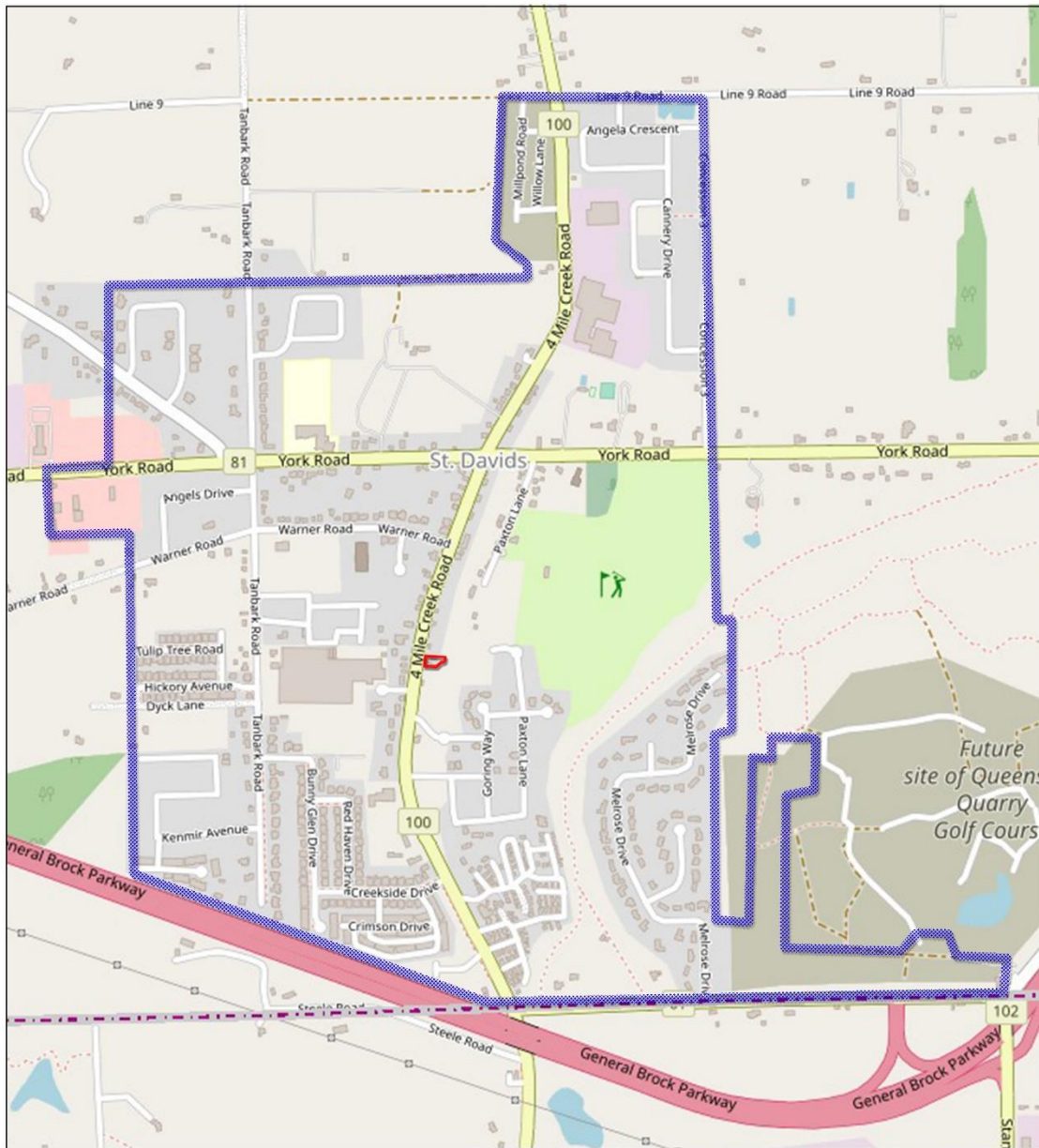


 Subject Property

Designation
 St. Davids Urban Area
 167 Four Mile Creek Road
 Town of Niagara-on-the-Lake



Map 1: Subject Property in the Town of Niagara-on-the-Lake



- Subject Property
- St. Davids

Designation
 St. Davids Urban Area
 167 Four Mile Creek Road
 Town of Niagara-on-the-Lake



Map 2: Subject Property in St. Davids Urban Area

3.3 Background Information

3.3.1 Architecture or Design

The Queen Anne Revival Style was brought to Upper Canada by the wealthy upper middle class and the American architectural magazines during the final decades of the 19th century (Kyle 2016). Primarily based on rural, rustic Elizabethan and Jacobean forms, the style also incorporated some Classical motifs in vogue during Queen Anne's reign (Fram 2014). The inspiration behind Queen Anne Revival style was to build according to medieval building principles to return to neighbourhoods and towns that had craftsmanship and community at their hearts (Kyle 2016).

The structure on 167 Four Mile Creek Road displays several characteristics of the Queen Anne Revival style including the complex roofline, decorative shingles, and intricate woodwork. The subject property also displays influences of the Italianate style such as the double windows and pairs of wooden brackets under the overhanging eaves.

The architectural description of 167 Four Mile Creek Road is as follows:

- The subject property is comprised of a one and a half storey detached dwelling with a T-shaped plan.
- The west elevation (façade) of the subject property faces Four Mile Creek Road while the east elevation (rear) of the property backs into wooded land owned by the Queenston Golf Club.
- The residence has a symmetrical façade around a central tower.
 - The entrance to the subject property is located centrally beneath the abutting tower.
 - A pair of double windows are also located on either side of the symmetrical façade.
- The side elevations of the subject property have similar design elements along the central axis of the subject property.
- The main entrance of the subject property features a covered porch. The centre of the porch protrudes out and contains a pediment.
 - The porch is supported on circular wooden posts and also contains wooden railings.
 - The frieze detail on the porch features a wooden cornice with dentils and pairs of wooden brackets.
- The main construction material of the residence appears to be Queenston cement blocks with partial stucco finish.
 - Apart from the stucco finish, the central tower, side gables and dormers on the side elevations are clad in fish-scale and cedar shake shingles respectively.
- The subject property appears to have a full basement of rubble stone material which is raised from the rear of the subject property.
- The south elevation of the subject property also contains a single brick chimney. The chimney has a wider and angular profile at the top that transitions into a

- rectangular chimney at the bottom.
- The subject property has a complex roofline containing gable, and hipped roof and dormers with overhanging eaves. The eaves contain wooden cornice with dentils and pairs of wooden brackets.
 - The central tower on the façade has a steeply pitched hipped roof.
 - The main structure of the residence has a cross-gable roof with gable ends on both the side elevations as well as the rear elevation. The gable ends feature moulded fascia with dentils.
 - The dormers towards the northeast and southeast corner of the subject property are triple gable dormers.
 - The bay window on the south elevation contains a mansard roof, topped off with metal cresting detail.
 - The window openings in the subject property range from segmentally arched openings on the first storey to rectangular vertical openings on the second storey.
 - The windows on the first storey contain plain wooden trim within the structural openings of the windows with plain concrete lug sills.
 - The windows on the second storey, on the other hand, contain plain wooden trim on the outside of the structural window openings with wooden slip sills.

When examined against the typical characteristics of the Queen Anne Revival as outlined by Mark Fram in “Well-Preserved: The Ontario Heritage Manual of Principles and Practice for Architectural Conservation” (1988), Shannon Kyles’ Ontario Architecture Website (2016), Mikel’s “Ontario House Styles” (2004), and John Blumenson’s “Ontario Architecture” (1990), 167 Four Mile Creek Road meets most of the characteristics of the Queen Anne Revival style, and therefore, can be considered representative of the style. (**Table 1**).

Table 1: Characteristics of Queen Anne Revival Buildings

Characteristics	167 Four Mile Creek Road
Irregular plans and elevations	No
Verandah or Wrap-around verandah supported by wooden columns/piers	Yes
Windows in gables	Yes
Mix shingles wall surfaces	Yes
Spindle-work and intricate woodwork	Yes
Gable and hip roof	Yes
Overhanging eaves	Yes
Coloured glass in windows	Unknown
Projecting bays, turrets, towers and chimneys	Yes



**Image 1: West Elevation (façade) of Subject Property
(Image taken on: February 28, 2024)**



**Image 2: Southwest Corner of Subject Property
(Image taken on: February 28, 2024)**



Image 3: South Elevation of Subject Property
(Image taken on: February 28, 2024)



Image 4: Northwest Corner of Subject Property
(Image taken on: February 28, 2024)

3.3.2 History

The subject property is located in the St. Davids urban area. The subject property is called the Black House. The house was constructed in 1902 and is believed to have been constructed as a wedding present for George Neil Black and Mabel Ontario Usher. The design and the construction of the house also appears to have been undertaken by the Black and Usher family.

Below is a brief history of the construction of the residence and the St. Davids neighbourhood:

- St. Davids area was inhabited by the First Nations before the United Empire Loyalists arrived from the United States to show their support and loyalty to Britain.
 - Pre 1652, the area was occupied by the Neutral Indians of St. Davids that were replaced by the Seneca Tribe of the Iroquois Confederacy.
 - In the late 1700s Peter Secord moved to the area and was one of the first settlers to commence farming in St. Davids.
 - The settlement patterns of the St. Davids neighbourhood signify it is amongst the oldest remaining settled communities in Ontario.
 - In 1781, when the Niagara Peninsula was purchased by the British from the Mississauga First Nations, the land was divided into 100-acre lots and the land was granted to the United Empire Loyalists.
 - Subsequently, the St. Davids area developed as an important milling centre. The area included four gristmills, a sawmill, a tannery, a shoe shop, candle and barrel factories, two churches, a school and thirty to forty homes.
 - After the destruction of York (now known as Toronto) as an aftermath of the war of 1812, St. Davids was the capital of Upper Canada for several months under DeRottenberg in 1813 and for a short period of time under Drummond in 1814.
- The area of St. Davids is named after Major David Secord, who was a sergeant in the Butlers Rangers, major in the Lincoln Militia, magistrate in 1796 and a member of the Legislative Assembly of Upper Canada.
- In 1798, the original 100-acres for Lot 91 was granted by the Crown to Peter Secord.
- In 1799, all 100-acres were first transferred from Peter Secord to David Secord Junior and then from David Secord Junior to David Secord Senior. Further transfer and subdivision of the Lot 91 is unknown.
- The date when the Black family acquired part of Lot 91 is unknown.
- The subject property was completed in 1902 for George Neil Black and Mabel Ontario Usher and is part of the historic St. Davids neighbourhood.
- It was constructed using cast-in-place natural cement produced by the Queenston Cement Works company also known as Isaac Usher & Son.
 - The Queenston Cement Works company was run by Mabel's father, Isaac Usher, and brother, Hudson Usher, between 1885 to 1904.
 - The cement plant was established in 1885 towards the east of St. Davids

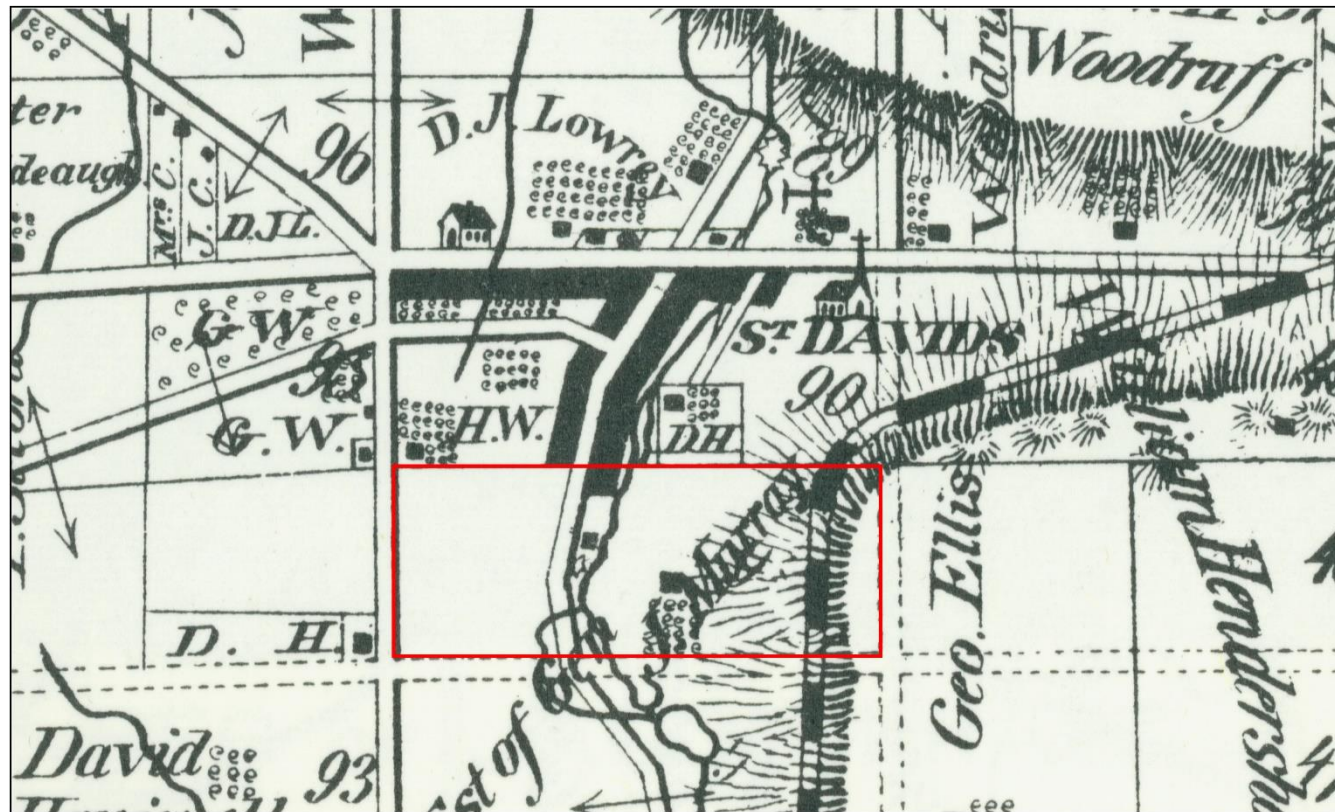
- and on the face of the Niagara Escarpment.
- The raw material for the plant was sourced from the Niagara Escarpment. During the excavation of the Welland Canal, a thick layer of natural cement rock was discovered under the blue dolomite in the escarpment. William Hendershot, who owned a portion of the quarries, leased a portion to Isaac Usher to establish a cement plant.
- The cement plant initially had three steam operated kilns which were later expanded to six kilns.
- The plant eventually shut down in 1904, when Portland cement was introduced to the construction industry.
- At the height of its operation, Queenston Cement Works, supplied natural cement to the Sault Ste. Marie and St. Lawrence canals.
- Apart from the major infrastructure projects, Queenston Cement Works also supplied cement to residences in the St. Davids urban area. Among these houses, the Black House is one of the few surviving examples of a residence constructed using natural cement.
- Apart from starting the Queenston Cement Works, Isaac Usher was a masonry contractor, who also worked on the Welland Canal. Some of his other contracting jobs included railroad and waterworks construction.
- Hudson Usher, who was the son of Isaac Usher, was a partner at the Queenston Cement Works. He was in charge of the cement plant from the age of sixteen up until the partnership between him and his father dissolved in 1901. Hudson Usher was also responsible for the operation of the Queenston Heights Stock Farm.
- Historical information about the construction of the subject property indicates that concrete was used to erect the foundation, basement subfloor, exterior walls and the basement interior walls.
 - Floor joists were set on ledgers, and then cast into the concrete for all the floors. For the attic space, joists and ledgers were extended all the way to the exterior wall to allow attachment to the cornice frieze.
 - It also appears that the cement for interior and exterior walls was poured in semi-regular courses due to the noticeable variations in the level and depth of the pour lines.

3.3.2.1 Analysis of Maps

Map 3 – Map 7 provide an illustration of how the subject property has developed over time. Map 3 and Map 4 shows Lot 91 with its original extents. It also shows Four Mile Creek Road and York Road and their orientation. The maps also show a railway line running through the Lot. Map 5 from the 1910s shows the subject property along with various other structures in the vicinity along Four Mile Creek Road. Map 6 and Map 7 from the 1930s and 1950s shows more built structures around the subject property together with agricultural fields.



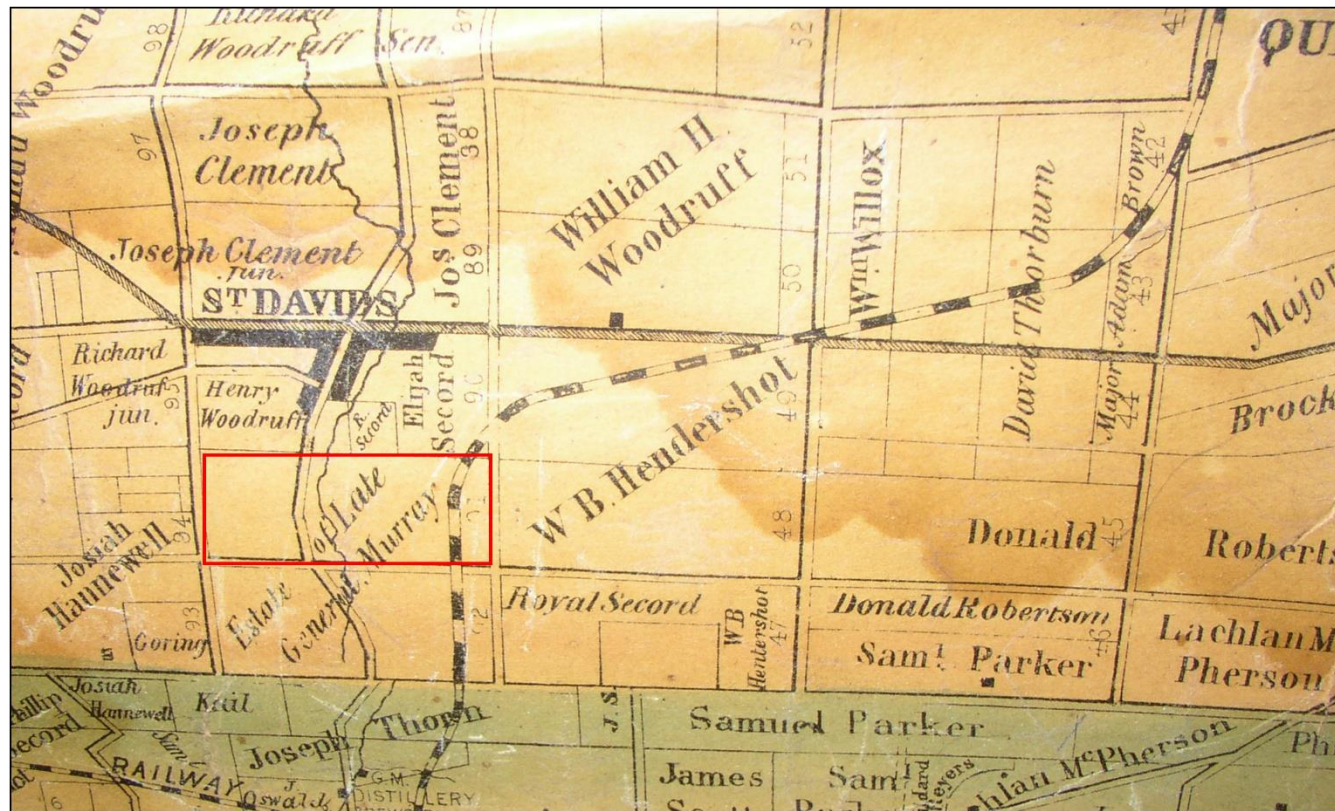
Figure 1: Queenston Cement Works Plant – 1904



 Lot 91



Map 3: Lot 91 – 1800
(Source: Niagara-on-the-Lake Museum)



 Lot 91



Map 4: Lot 91 – 1862
(Source: Niagara-on-the-Lake Museum)



 Subject Property



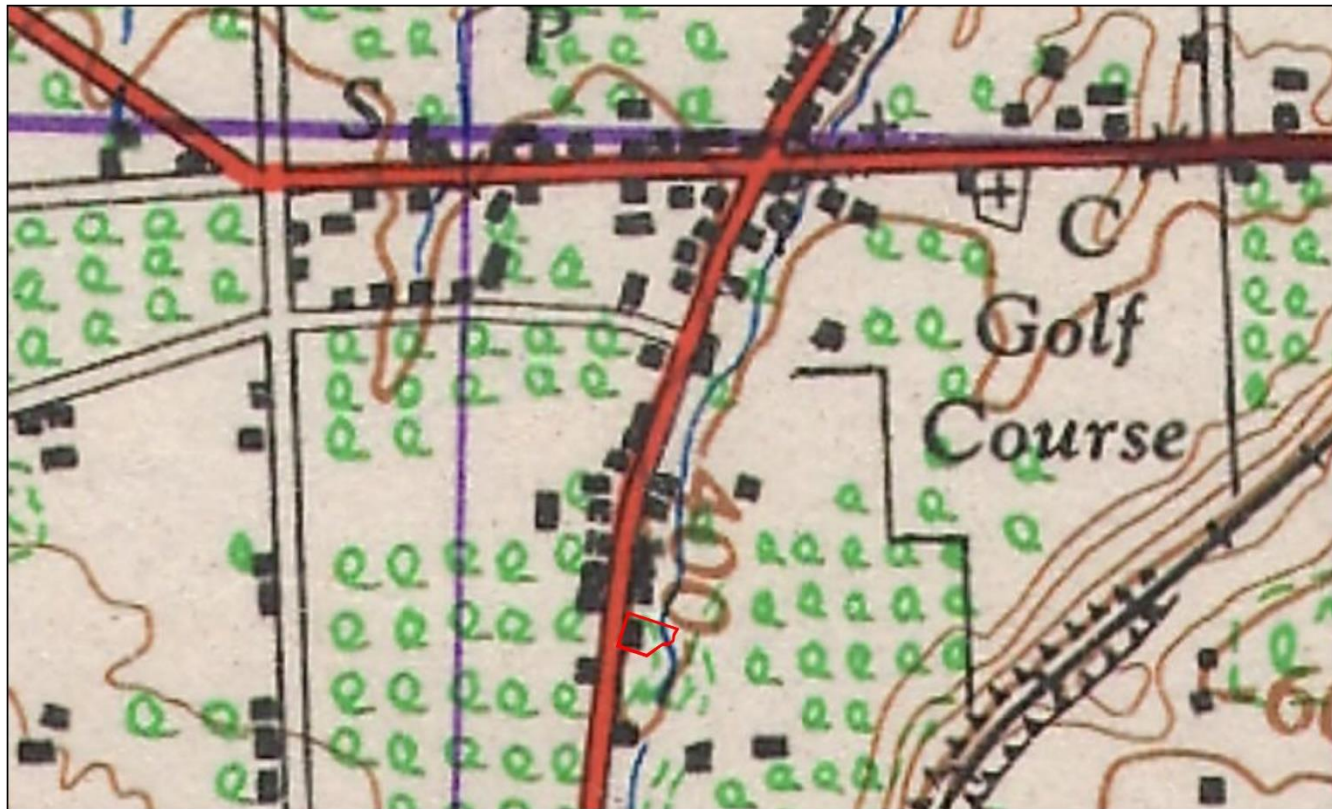
Map 5: 167 Four Mile Creek Road – 1910s
(Source: Niagara Topographic Maps by Decades, Brock University Maps, Data & GIS)



 Subject Property



Map 6: 167 Four Mile Creek Road – 1930s
(Source: Niagara Air Photo Index, Brock University Maps, Data & GIS)



 Subject Property



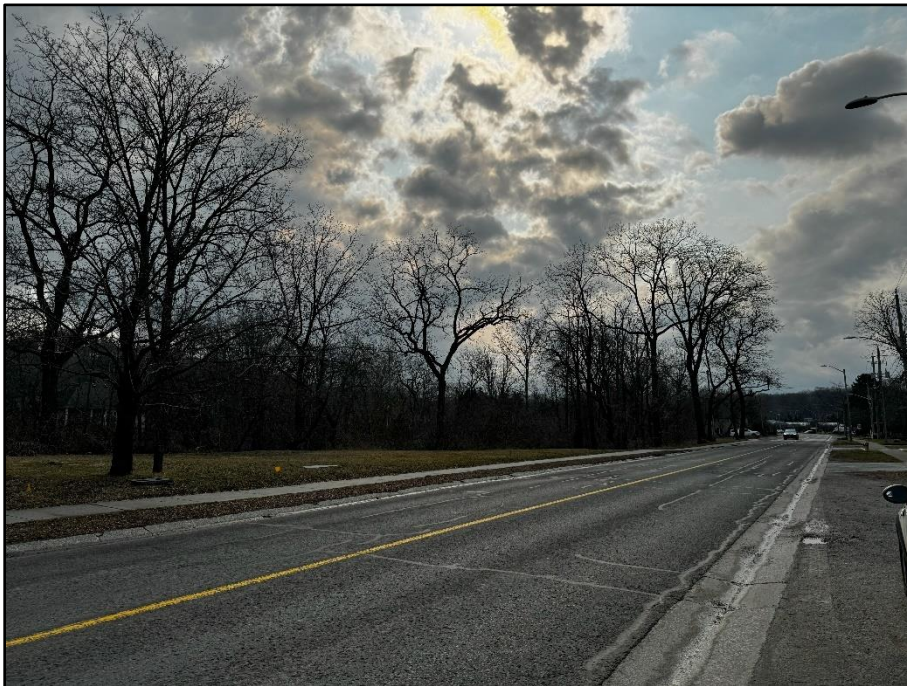
Map 7: 167 Four Mile Creek Road – 1950s
(Source: Niagara Topographic Maps by Decades, Brock University Maps, Data & GIS)

3.3.3 Context

- 167 Four Mile Creek Road is located in the urban area of St. Davids in Niagara-on-the-Lake.
 - The urban area is comprised of mixed-use structures, civic buildings and residential buildings.
 - The area is also comprised of a variety of bed and breakfasts, inns, cafes and the St. Davids Golf Club.
 - Four Mile Creek is also located towards the west of the subject property.
- The subject property also lies in close proximity to several other Listed and Part IV Designated properties in the area.
 - The Listed properties include; 184 Four Mile Creek Road, known as The Pines, 185 Four Mile Creek Road, known as The Hanniwell House, and 190 Four Mile Creek Road, known as The Sleeman House.
 - The Part IV Designated properties include; 214 Four Mile Creek Road, known as Woodbourne House and 137 Four Mile Creek Road, known as the Secord Mill.
 - The historic homes and buildings contribute to the historic character of the area.
- The subject property is located east of Four Mile Creek Road. Four Mile Creek Road is significant as the primary transportation route and connection for the Niagara region. It served as a trade route for the United Empire Loyalists and the Indigenous people before them.
- The residence has a moderate setback from the Four Mile Creek Road.
- The residence is set on a decent sized parcel which is flat towards the west of the parcel but slopes down towards the east, which is the rear of the property.
- The landscaping on the subject property includes a few trees towards the front and rear of the subject property.
- The access to the residence is directly from Four Mile Creek Road through a paved pedestrian walkway and a separate gravel driveway.
- 167 Four Mile Creek Road is set within a picturesque landscape and the form of the house is grounded and it creates a harmonious dialogue with the tall trees and open space that surrounds the subject property.
- The Four Mile Creek Road streetscape can be described as:
 - The structures are comprised of single to two storey structures.
 - Moderate setbacks from the road.
 - Mature trees lining both sides of the streets
 - A mixture of cladding materials, ranging from clapboard to brick.
 - Double lane road with pedestrian pathways on both sides of the road.



**Image 5: View of Four Mile Creek Road looking North
(Image taken on: February 28, 2024)**



**Image 6: View of Four Mile Creek Road looking South
(Image taken on: February 28, 2024)**



**Image 7: View of Adjacent Property across Four Mile Creek Road
(Image taken on: February 28, 2024)**



**Image 8: View of Adjacent Property at 166 Four Mile Creek Road
(Image taken on: February 28, 2024)**



**Image 9: View of Adjacent Vacant Land towards the South of Subject Property Looking North
(Image taken on: February 28, 2024)**



**Image 10: View of Adjacent Vacant Land towards the South of Subject Property Looking South
(Image taken on: February 28, 2024)**

4. EVALUATION OF CULTURAL HERITAGE VALUE OR INTEREST (CHVI)

The following section provides an evaluation of the significance of 167 Four Mile Creek Road based on the O. Reg 9/06 criteria (as amended by 569/22).

Table 2: Evaluation of CHVI of 167 Four Mile Creek Road

Description	✓	Value
<p>The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material or construction method</p>	<p>✓</p>	<p>167 Four Mile Creek Road is a representative example of the Queen Anne Revival style with influences from the Italianate style. The one and a half storey detached dwelling has a T-shaped plan. The subject property features a symmetrical façade with a central tower protruding out on the façade, a central entrance and a pair of double windows on either side of the entrance. The façade also contains a covered porch with a pediment, which is supported on wooden posts and wooden railings. The frieze detail on the porch features a wooden cornice with dentils and pairs of wooden brackets. The main construction material of the residence is natural Queenston cement with partial stucco finish. Apart from the stucco finish, the central tower, side gables and dormers on the side elevations are clad in fish-scale and cedar shake shingles respectively. Black House also contains a complex roofline with the central tower having a steeply pitched hipped roof and the main structure of the residence with a cross-gable roof with gable ends on both the side elevations as well as the rear elevation. The gable ends feature moulded fascia with dentils. The overhanging eaves in the roofline contain wooden cornice with dentils and pairs of wooden brackets. The house has a bay window on the south elevation with a mansard roof, topped off with metal cresting detail. The window openings in the subject property range from segmentally arched openings on the first storey to rectangular vertical openings on the second storey. The windows on the first storey contain plain wooden trim within the structural openings of the windows with plain concrete lug sills. The windows on the second storey, on the other hand, contain plain wooden trim on the outside of the structural window openings with wooden slip sills.</p>
<p>The property has design value or physical value because it displays a high</p>	<p>✓</p>	<p>167 Four Mile Creek Road displays a high degree of physical value as being an early example of a poured concrete construction in the Town of Niagara-on-the-Lake. Research into the construction</p>

Description	✓	Value
degree of craftsmanship or artistic value		<p>methodology indicates that floor joists were set on ledgers, and then cast into the concrete for all the floors. This method of construction varied from the general wooden frame structures found in the Town and therefore gives an insight into the alternate construction craftsmanship being utilized in the early 1900s.</p> <p>Additionally, there may be some of the interior features that could hold physical value and could be examined at a later time. At the time of this designation report, the interior of the residence was not investigated.</p>
The property has design value or physical value because it displays a high degree of technical or scientific achievement		167 Four Mile Creek Road does not display a high degree of technical or scientific achievement.
The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community	✓	<p>167 Four Mile Creek Road has historical associations with Queenston Cement Works company also known as Isaac Usher & Son. The Queenston Cement Works company was run by Isaac Usher and Hudson Usher, between 1885 to 1904. The cement plant was established in 1885 towards the east of St. Davids and on the face of Niagara Escarpment. The raw material for the plant was sourced from the Niagara Escarpment. At the height of its operation, Queenston Cement Works, supplied natural cement to Sault Ste. Marie and St. Lawrence canals. Apart from the major infrastructure projects, Queenston Cement Works also supplied cement to residences in the St. Davids urban area. Among these houses, the Black House is one of the few surviving examples of a residence constructed using natural cement.</p>
The property has historical value or associative value because it yields or has the potential to yield information that contributes to the understanding of a community or culture		167 Four Mile Creek Road does not have the potential to yield information that contributes to the understanding of a community or culture.

Description	✓	Value
The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, builder, artist, designer or theorist who is significant to a community	✓	167 Four Mile Creek Road reflects the work of Isaac Usher as a cement masonry contractor. During the early 1900s the most common material for the construction of residences was considered to be stone or brick masonry with wooden frames. During this time, he experimented with cement as a construction material.
The property has contextual value because it is important in defining, maintaining, or supporting the character of an area	✓	167 Four Mile Creek Road has contextual value because it is important in maintaining the character of the area. 167 Four Mile Creek Road is part of the historic fabric of St. Davids urban area as it lies in close proximity to various other historic buildings and also buildings listed and designated on the Municipal Heritage Register. It acts as a character supporting resource for St. Davids.
The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings	✓	167 Four Mile Creek Road has contextual value because it is historically linked to its surroundings. The house was constructed using natural cement produced by the Queenston Cement Works. The company was run by Mabel's father, Isaac Usher, and brother, Hudson Usher, between 1885 to 1904. The natural cement material used in the construction of the house was mined from the Niagara Escarpment.
The property has contextual value because it is a landmark		167 Four Mile Creek Road is not considered a landmark.

5. STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

This section provides the statement of CHVI for 167 Four Mile Creek Road which is located in the St. Davids urban area. It consists of a one and a half storey Queen Anne Revival style residence with Italianate influences which was constructed in 1902.

Statement of CHVI

167 Four Mile Creek Road is a representative example of the Queen Anne Revival style with influences from the Italianate style. The one and a half storey detached dwelling has a T-shaped plan. The subject property features a symmetrical façade with a central tower protruding out on the façade, a central entrance and a pair of double windows on either side of the entrance. The façade also contains a covered porch with a pediment, which is supported on wooden posts and wooden railings. The frieze detail on the porch features a wooden cornice with dentils and pairs of wooden brackets. The main construction material of the residence is natural Queenston cement with partial stucco finish. Apart from the stucco finish, the central tower, side gables and dormers on the side elevations are clad in fish-scale and cedar shake shingles respectively. Black House also contains a complex roofline with the central tower having a steeply pitched hipped roof and the main structure of the residence with a cross-gable roof with gable ends on both the side elevations as well as the rear elevation. The gable ends feature moulded fascia with dentils. The overhanging eaves in the roofline contains wooden cornice with dentils and pairs of wooden brackets. The house has a bay window on the south elevation with a mansard roof, topped off with metal cresting detail. The window openings in the subject property range from segmentally arched openings on the first storey to rectangular vertical openings on the second storey. The windows on the first storey contain plain wooden trim within the structural openings of the windows with plain concrete lug sills. The windows on the second storey, on the other hand, contain plain wooden trim on the outside of the structural window openings with wooden slip sills.

167 Four Mile Creek Road displays a high degree of physical value as being an early example of a poured concrete construction in the Town of Niagara-on-the-Lake. Research into the construction methodology indicates that floor joists were set on ledgers, and then cast into the concrete for all the floors. This method of construction varied from the general wooden frame structures found in the Town and therefore gives an insight into the alternate construction craftsmanship being utilized in the early 1900s.

167 Four Mile Creek Road has historical associations with Queenston Cement Works company also known as Isaac Usher & Son. The Queenston Cement Works company was run by Isaac Usher and Hudson Usher, between 1885 to 1904. The cement plant was established in 1885 towards the east of St. Davids and on the face of Niagara Escarpment. The raw material for the plant was sourced from the Niagara Escarpment. At the height of its operation, Queenston Cement Works, supplied natural cement to Sault Ste. Marie and St. Lawrence canals. Apart from the major infrastructure projects, Queenston Cement Works also supplied cement to residences in the St. Davids urban area. Among these houses, the Black House is one of the few surviving examples of a residence constructed using natural cement.

167 Four Mile Creek Road reflects the work of Isaac Usher as a cement masonry contractor. During the early 1900s the most common material for the construction of residences was considered to be stone or brick masonry with wooden frames. During this time, he experimented with cement as a construction material.

167 Four Mile Creek Road has contextual value because it is important in maintaining the character of the area. 167 Four Mile Creek Road is part of the historic fabric of St. Davids urban area as it lies in close proximity to various other historic buildings and also buildings listed and designated on the Municipal Heritage Register. It acts as a character supporting resource for St. Davids.

167 Four Mile Creek Road has contextual value because it is historically linked to its surroundings. The house was constructed using natural cement produced by the Queenston Cement Works. The company was run by Mabel's father, Isaac Usher, and brother, Hudson Usher, between 1885 to 1904. The natural cement material used in the construction of the house was mined from the Niagara Escarpment.

5.1 HERITAGE ATTRIBUTES

- Two storey Queen Anne Revival style residence with Italianate influences
- Symmetrical façade
- Central tower on façade
- Central entrance
- Pair of double windows on facade
- Covered porch with pediment, wooden posts and railings
- Frieze, cornice with dentils and pairs of wooden brackets on porch
- Natural Queenston cement used for construction
- Fish-scale and cedar shakes shingles on central tower and side gables
- Cross-gabled roof with hipped roof on the central tower
- Moulded fascia with dentils on gable ends
- Overhanging eaves with denticulated cornice and pairs of brackets
- Bay window on the south elevation with a mansard roof, topped off with metal cresting detail
- Segmentally arched openings on the first storey and rectangular vertical openings on the second storey
- Location on Four Mile Creek Road

6. CONCLUSION

O. Reg. 9/06 as amended by 569/22 of the OHA requires that to be designated, a property must meet at least two of the criteria. 167 Four Mile Creek Road meets six of the criteria for determining CHVI as outlined in O. Reg. 9/06, therefore it is worthy of designation under O. Reg. 9/06 of the Ontario Heritage Act.



Town of Niagara-on-the-Lake

1593 Four Mile Creek Road
P.O. Box 100, Virgil, ON L0S 1T0
905-468-3266 www.notl.com

SUBJECT: 4 Walnut Street – Heritage Designation Report (File No. HER-25-2024)

1. EXECUTIVE SUMMARY

4 Walnut Street (the “subject property”), is a listed property on the Niagara-on-the-Lake Municipal Heritage Register of Properties of Cultural Heritage Value or Interest (the “Heritage Register”). The subject property contains strong architectural, historical and contextual merit for designation and was shortlisted by Town staff for a heritage designation study.

Research and analysis of the subject property indicates that the subject property meets several of the *Ontario Heritage Act* (the “OHA”) criteria for designation (as set out in Ontario Regulation or O. Reg. 9/06). The residence has architectural or design value as it is a representative example of the Gothic Revival style architecture in Niagara-on-the-Lake, the residence has historical/associative value because of its association with Robert John Trimble. The subject property also contains contextual value because it is important in maintaining and supporting the historic character of the urban area of Queenston. Based on this evaluation, it is recommended for designation under Part IV, section 29 of the OHA.

2. PURPOSE

This Designation Report is required for any property that is considered for heritage designation under the OHA. The subject property was identified within the Town’s work plan for priority designations to conserve essential built heritage in Town.

3. BACKGROUND

3.1 Method

This report examines the design of the property, its history and context, with the purpose of evaluating it against the criteria set out by O. Reg. 9/06 (as amended by 569/22).

3.1.1 Field Survey

A field survey was conducted from the public right-of-way in order to gain a better understanding of the property and the context. The field survey was conducted on February 28, 2024 by Sumra Zia, Heritage Planner II. Property owner permission to enter onto the private property may assist in gaining a more fulsome understanding of the rear of the residence and any potential interior heritage attributes.

3.1.2 Research

Background research and information was obtained from the archives of Niagara-on-the-Lake, the draft Heritage Character Statement prepared by the Town in 2008, 'Ontario Architecture' by John Blumenson, 'Well-preserved' by Mark Fram, Shannon Kyles website 'Ontario Architecture,' Brock University Maps, Data and GIS Collection and research by local historians.

3.1.3 Consultation

Town staff initiated this report, in consultation with the Municipal Heritage Committee, to address the deadline for all the listed properties on the Municipal Heritage Register. Properties listed on the Register as of January 1, 2023 must be designated or removed from the Register within four years (January 1, 2027).

3.2 Property Information

Civic Address: 4 Walnut Street, Queenston, Niagara-on-the-Lake, ON

Legal Description: CP 1 PT LOT 156 PT LOT 157 PT LOT 159 PT LOT 160 TO PT LOT 162, Town of Niagara-on-the-Lake, L0S 1J0, Niagara Township, ON



 Subject Property

Designation
 Queenston Urban Area
 4 Walnut Street
 Town of Niagara-on-the-Lake



Map 1: Subject Property in the Town of Niagara-on-the-Lake



 Subject Property

Designation
 Queenston Urban Area
 4 Walnut Street
 Town of Niagara-on-the-Lake



Map 2: Subject Property in Queenston

3.3 Background Information

3.3.1 Architecture or Design

The Gothic Revival is a direct translation of medieval details and building practices to the Ontario climate. The style originated in England. The style revived specific mediaeval Gothic forms in a manner similar to the earlier revival of correct Classical precedents (Fram 2014). In Ontario several variations of Gothic Revival existed. Sometimes a Georgian frame is fitted with a variety of Gothic or Tudor details such as vergeboard, finials, scalloping, lancet windows, hood moulds, and carved label stops. Other times, specifically in church architecture, the layout is asymmetrical and picturesque (Kyle 2016).

The residence displays several characteristics of Gothic Revival style buildings and cottages found in Ontario, including the verandah, steeply pitched gable roof and projecting bay windows.

The architectural description of 4 Walnut Street is as follows:

- The Trimble House is a single detached structure at the intersection of Queenston Street and Walnut Street.
- Apart from the residence, the property parcel also contains a detached garage structure.
- The subject property is a two-storey structure with a rectangular plan.
- The south elevation (façade) of the house is asymmetrical.
 - The, two-storey, southwest corner of the façade protrudes out, forming a shallow L-shape on the façade. The portion contains a bay window on the first storey and a single window on the second floor.
 - The southeast portion of the façade contains a covered porch with a protruding pediment. The main entryway to the residence is located centrally under the porch with a window located towards the east.
 - A single window is centrally located above the porch on the second floor.
- The east elevation was partially visible from the public right of way.
 - The southeast portion of the east elevation is symmetrical with symmetrical windows on the first and second storey.
 - The rear portion of the east elevation appears to be a later addition.
- The west elevation of the subject property is asymmetrical and contains a similar covered porch as the façade. Another covered porch is located towards the northwest corner of the elevation.
 - There are multiple windows located on the elevation with a secondary access to the subject property.
- The exterior wall cladding of the structure is white clapboard with asphalt shingles roof and rubble stone foundation.
- The roof profile of the subject property is a complex gable with multiple gable ends on each elevation with overhanging eaves featuring moulded fascia and frieze detail.
 - The structure also features hipped roof on the covered porches and flat

- roof over the bay window on the facade.
 - The façade and the east elevation contain steeply pitched gable ends.
 - The gable ends on all the elevations contain circular vents. The vents on the façade are more decorative and contain wooden surrounds.
- The openings throughout the subject property are rectangular, flat openings with shutters.
 - The window openings on the subject property contain plain wooden lug sills and moulded wooden frames outside the structural openings.
 - The windows also feature decorative lintels with carved pediments.
 - The main entryway contains a double panelled wooden door.
- The subject property displays a variety of wooden details.
 - The covered porches on the façade and the west elevation contain intricate wooden fretwork and moulded brackets.
 - The porches are supported on wooden posts with moulded capitals and panelled bases.
 - The bay window on the façade contains a moulded entablature, with pairs of wooden brackets and the moulded triangular lintel details running across the bay window.
 - The subject property also contains wooden shutters affixed to all the openings.

When examined against the typical characteristics of the Gothic Revival style as outlined by Mark Fram in “Well-Preserved: The Ontario Heritage Manual of Principles and Practice for Architectural Conservation” (1988), Shannon Kyles’ Ontario Architecture Website (2016), Mikel’s “Ontario House Styles” (2004), and John Blumenson’s “Ontario Architecture” (1990), 4 Walnut Street meets most of the characteristics of the Gothic Revival style, and therefore, can be considered representative of the style (**Table 1**).

Table 1: Characteristics of Gothic Revival Residential Buildings

Characteristics	4 Walnut Street
Symmetrical or Asymmetrical elevations with symmetrical elements	Yes
Gable roof	Yes
Projecting bays	Yes
Pointed arch windows	No
Carved and turned woodwork	Yes
Polychromatic brickwork	No
One to two storeys	Yes
Stringcourses, mouldings, sills and lintels	Yes



**Image 1: Facade (South Elevation) of the Residence
(Image taken on: February 28, 2024)**



**Image 2: Southeast Corner of the Residence
(Image taken on: February 28, 2024)**



**Image 3: Southwest Corner of the Residence
(Image taken on: February 28, 2024)**

3.3.2 History

The subject property located at 4 Walnut Street is known as the Trimble House. The house was constructed in 1880s in the Gothic Revival style.

Below is a brief history of the subject property and the Village of Queenston:

- The subject property faces Walnut Street towards the south and Queenston Street towards the west.
 - Historic mapping of the subject property from the mid-1850s shows that Queenston Street was previously called Queen Street.
- In 1841 the property was sold by Joseph Hamilton to Benjamin Corwin.
- Benjamin Corwin sold the property in 1852.
- The 1854 mapping shows the subject lands as part of Broken Front of Lot 6.
- The property ownership in the following few years is somewhat unclear, but in 1883, the property was sold by Robert Hamilton to Dr. Robert John Trimble. The house is believed to have been built soon after the Trimble family took ownership.
 - Dr. Trimble was a native of Brampton. Following his graduation from the University of Toronto (1875), he took post-graduate work in London, England, and in Edinburgh.
 - He was a Member of the Royal College of Surgeons, and Licentiate of the Royal College of Physicians.
 - He began his practice in Queenston after coming back from England and was a prominent figure all through the Niagara peninsula.
 - Dr. Robert John Trimble died on September 16, 1935.
- In 1944, the house was sold by the executors of Dana N. Trimble to Robert E. Hagan.
- In 1956, Hagan sold the house to George A. Jones.
- Other previous owners include John and Audrey Collett, and Robert and Barbara Boyd.

3.3.2.1 Analysis of Maps

Map 3 – Map 8 provide an illustration of how the property parcel has developed over time. Map 3 shows the surrounding area and the neighbourhood as mostly open or wooded land. Some structures are seen on the map together with the creek located towards the north of the subject property. Map 4 from 1849, shows some built structures along Queenston Street. The map also shows signs of the grid pattern of streets emerging in the Queenston area. Map 5 from 1854 shows lesser structures along Queenston Street but a new structure north of the property parcel is observed, which could be Willowbank. While the rest of the area appears to have been divided into grid pattern lots, the property parcel at 4 Walnut Street stills remains a large lot. Map 6 from 1876 shows further development of the neighbourhood with multiple structures now observed in the neighbourhood. The roads and the surrounding property parcels are more defined. The following Map 7 and Map 8 shows the subject property as it appears today with the neighbourhood developed.



**Figure 1: The Trimble House – 1990
(Source: Niagara Falls Heritage Foundation Collection)**

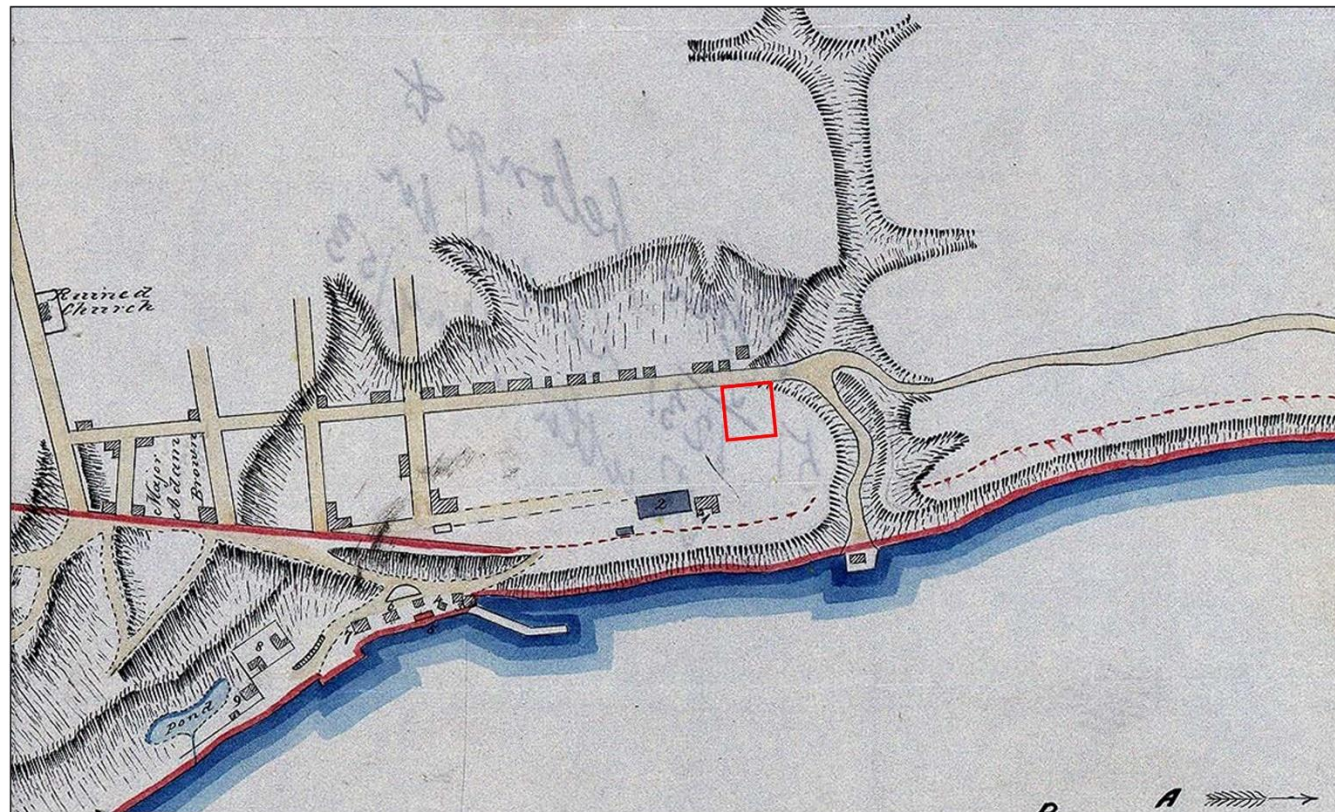


 Subject Property



Map 3: 4 Walnut Street – 1818

(Source: Niagara-on-the-Lake Museum – Author: John Alexander and Henry Vavasour)



 Subject Property



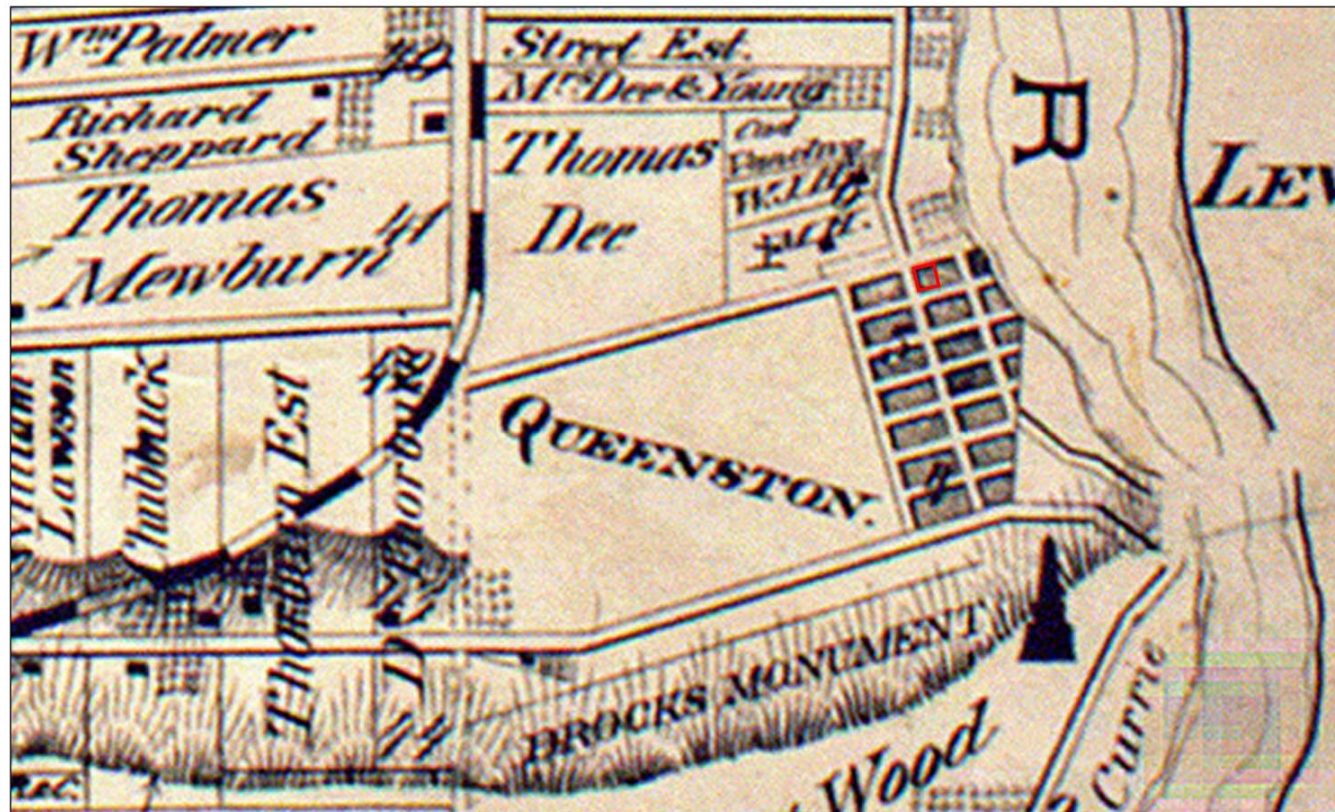
Map 4: 4 Walnut Street – 1849
(Source: Niagara-on-the-Lake Museum – Author: Henry Vavasour)



 Subject Property



Map 5: 4 Walnut Street – 1854
 (Source: Niagara-on-the-Lake Museum – Author: William Hawkins)



 Subject Property



Map 6: 4 Walnut Street – 1876
(Source: Niagara-on-the-Lake Museum – Author: WM. E. Tench Drummondville)

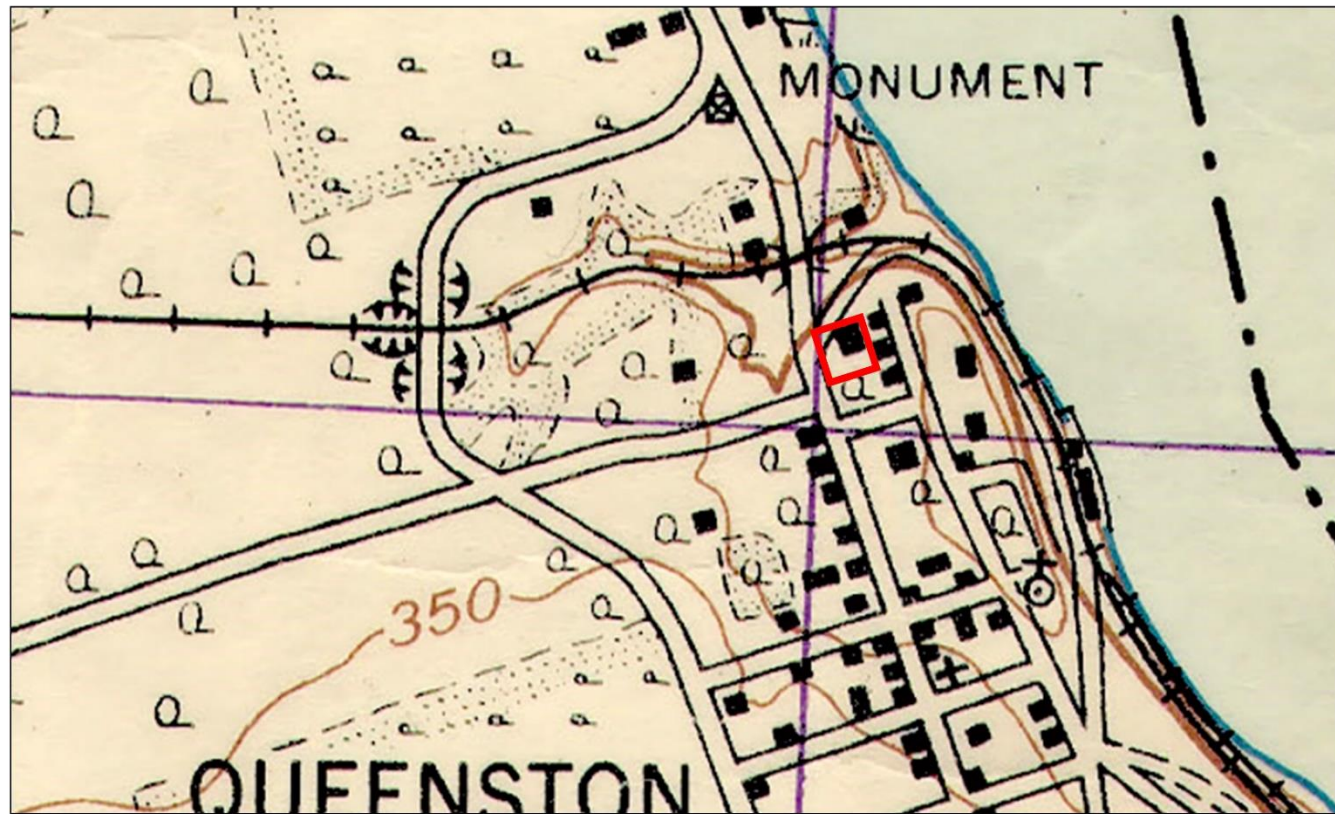


 Subject Property



Map 7: 4 Walnut Street – 1930

(Source: Brock University Maps, Data and GIS Collection – Author: Niagara Air Photo Index)



 Subject Property



Map 8: 4 Walnut Street – 1849

(Source: Niagara-on-the-Lake Museum – Author: Department of National Defence Geographical Section)

3.3.3 Context

- 4 Walnut Street is located in the urban area of Queenston.
 - The urban area is comprised of mixed-use structures, civic buildings and residential buildings.
 - The area is also comprised of a variety of bed and breakfasts and Inns.
 - Brock Memorial located towards the south of the subject property and Willowbank School located directly west of the subject property are significant landmarks in the Queenston urban area.
- The subject property is located at the intersection of Queenston Street and Walnut Street.
- 4 Walnut Street contains a residential structure, a detached garage and landscaped lands located towards the rear of the subject property. Apart from the designed and built structures, mature trees also line the periphery of the property parcel on the south and the west side.
- Apart from the historic structure on the subject property, the neighbourhood also contains multiple historic properties.
 - West of the subject property, at 14487 Niagara River Parkway, is a Part IV designated property which is also a National Historic Site of Canada. The property is known as the Willowbank. It is one of the few surviving examples of a Greek Revival style of architecture in the Niagara Region.
 - Southwest of the subject property, at 93 Queenston Street, is another Part IV designated property known as the Hamilton-Kormos House. The house is a representative example of a Neo-Classical style of architecture.
 - Directly south of the subject property, across Walnut Street, is the Laura Secord Memorial School at 5 Walnut Street. The property is a Part IV designated property and is a representative example of Neo-Classical style of architecture with influences from the Arts and Crafts style.
- The property east of 4 Walnut Street, at 53 Princess Street, is not recognized as a heritage resource but supports the historic character of the area as a representative example of the Queen Anne Revival style.
- The structures on the subject lands are located with a large setback from the street. The detached garage is fully visible from the street while the residence is concealed behind trees.
- Access to the subject lands is through a gravel driveway located at the southeast corner of the subject lands. The driveway leads to the detached garage located besides the residence.
- Pedestrian access to the subject property is through a paved walkway that leads up to the front of the house.
- The subject property is bounded on all sides by a white picket fence.
- The Walnut Street streetscape can be described as:
 - Tertiary street with three properties.
 - Moderate setbacks from the road.
 - Single lane road with pedestrian pathways on both sides of the road.



**Image 4: View of the Intersection of Queenston Street and Walnut Street
(Image taken on: February 28, 2024)**



**Image 5: View of Walnut Street
(Image taken on: February 28, 2024)**



**Image 6: View of Willowbank at 14487 Niagara River Parkway
(Image taken on: February 28, 2024)**



**Image 7: View of the Hamilton-Kormos House at 93 Queenston Street
(Image taken on: February 28, 2024)**



**Image 8: View of Laura Secord Memorial School at 5 Walnut Street
(Image taken on: February 28, 2024)**



**Image 9: View of Adjacent Property at 53 Princess Street
(Image taken on: February 28, 2024)**

4. EVALUATION OF CULTURAL HERITAGE VALUE OR INTEREST (CHVI)

The following section provides an evaluation of the significance of 4 Walnut Street based on the O. Reg 9/06 criteria (as amended by 569/22).

Table 2: Evaluation of CHVI of 4 Walnut Street

Description	✓	Value
The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material or construction method	✓	The residential structure on 4 Walnut Street is a representative example of Gothic Revival architecture. The structure is a two-storey white clapboard structure. The façade of the subject property is asymmetrical while the side elevations are balanced and contain symmetrical elements. Typical of Gothic Revival structures, the roof of the structure is gable with overhanging eaves, moulded fascia, frieze and features steeply pitched gable end on the façade and on west elevation. The structure also has a verandah with hipped roof, overhanging eaves, brackets, fretwork and moulded post details. The openings throughout the subject property are rectangular, flat openings with shutters. The window openings on the subject property contain plain wooden lug sills and moulded wooden frames outside the structural openings and also feature decorative lintels with carved pediments. The subject property also features protruding bay window on the façade with a moulded entablature, pairs of wooden brackets and the moulded triangular lintel details.
The property has design value or physical value because it displays a high degree of craftsmanship or artistic value	✓	4 Walnut Street has physical value because it displays a high degree of craftsmanship. The intricate wood work found on the residential structure holds immense value. The wood work is featured on the two verandahs, the protruding bay window and the moulded lintels. It consists of wooden fretwork, moulded frieze and entablature, brackets, decorative wood posts and even the vents on the façade. The wood work is unique to the Gothic Revival structure.
The property has design value or physical value because it displays a high degree of technical or scientific achievement		4 Walnut Street does not display a high degree of technical or scientific achievement. The construction techniques used in its construction are typical of those used at the time of its construction.

Description	✓	Value
<p>The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community</p>	✓	<p>4 Walnut Street is historically associated with Dr. Robert John Trimble. The property parcel was sold to Dr. Trimble in the early 1880s and the current subject property was constructed on the lands around the same time. Dr. Trimble was a native of Brampton. Following his graduation from the University of Toronto, he took post-graduate work in London, England, and in Edinburgh. He was a Member of the Royal College of Surgeons, and Licentiate of the Royal College of Physicians. He began his practice in Queenston and was a prominent figure all through the peninsula due to his practice.</p>
<p>The property has historical value or associative value because it yields or has the potential to yield information that contributes to the understanding of a community or culture</p>		<p>4 Walnut Street does not have the potential to yield information that contributes to the understanding of a community or culture.</p>
<p>The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, builder, artist, designer or theorist who is significant to a community</p>		<p>Research into 4 Walnut Street has not revealed any builder or architect associated with the construction of the structure.</p>
<p>The property has contextual value because it is important in defining, maintaining, or supporting the character of an area</p>	✓	<p>4 Walnut Street has contextual value because it is important in maintaining and supporting the historic character of the Queenston urban area. Walnut Street and Queenston Street streetscape majorly consists of historic and protected heritage properties, with large to moderate setbacks from the road. The area also has thick foliage of mature trees lining both sides of the streets. The historic structure reiterates the historic character of the area and connects the context to its historical roots.</p>

Description	✓	Value
The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings	✓	4 Walnut Street has contextual value because it is historically and visually linked to its surroundings as being a part of the historic village of Queenston and also being a part of the historic grouping of buildings along Queenston Street.
The property has contextual value because it is a landmark		4 Walnut Street is not considered a landmark.

5. STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

This section provides the statement of CHVI for 4 Walnut Street which is located at the intersection of Queenston Street and Walnut Street. It consists of a two storey Gothic revival residence.

Statement of CHVI

The residential structure on 4 Walnut Street is a representative example of Gothic Revival architecture. The structure is a two-storey white clapboard structure. The façade of the subject property is asymmetrical while the side elevations are balanced and contain symmetrical elements. Typical of Gothic Revival structures, the roof of the structure is gabled with overhanging eaves, moulded fascia, frieze and features steeply pitched gable end on the façade and on west elevation. The structure also has a verandah with hipped roof, overhanging eaves, brackets, fretwork and moulded post details. The openings throughout the subject property are rectangular, flat openings with shutters. The window openings on the subject property contain plain wooden lug sills and moulded wooden frames outside the structural openings and also feature decorative lintels with carved pediments. The subject property also features a protruding bay window on the façade with a moulded entablature, pairs of wooden brackets and the moulded triangular lintel details.

The Trimble House has physical value because it displays a high degree of craftsmanship. The intricate wood work found on the residential structure holds immense value. The wood work is featured on the two verandahs, the protruding bay window and the moulded lintels. It consists of wooden fretwork, moulded frieze and entablature, brackets, decorative wood posts and even the vents on the façade. The wood work is unique to the Gothic Revival structure.

4 Walnut Street is historically associated with Dr. Robert John Trimble. The property parcel was sold to Dr. Trimble in the early 1880s and the current subject property was constructed on the lands around the same time. Dr. Trimble was a native of Brampton. Following his graduation from the University of Toronto, he took post-graduate work in London, England, and in Edinburgh. He was a Member of the Royal College of Surgeons, and Licentiate of the Royal College of Physicians. He began his practice in Queenston and was a prominent figure all through the peninsula due to his practice.

4 Walnut Street has contextual value because it is important in maintaining and supporting the historic character of the Queenston urban area. Walnut Street and Queenston Street streetscape predominantly consists of historic and protected heritage properties, with large to moderate setbacks from the road. The area also has a thick foliage of mature trees lining both sides of the streets. The historic structures reinforce the historic character of the area and connects the context to its historical roots. 4 Walnut Street has contextual value because it is historically and visually linked to its surroundings as being a part of the historic village of Queenston and also being a part of the historic grouping of buildings along Queenston Street.

5.1 HERITAGE ATTRIBUTES

- Two storey Gothic revival style structure
- White clapboard siding
- Gable roof with steeply pitched gable ends
- Overhanging eaves with moulded fascia and frieze
- Verandah on façade and west elevation
- Pediment on verandah on facade
- Wooden elements on the verandah, such as fretwork, pairs of brackets, posts with moulded capitals and panelled bases.
- Rectangular openings
- Decorative lintels with carved pediments
- Bay window on façade with moulded entablature, pairs of wooden brackets and the moulded triangular lintel details
- Location at the intersection of Queenston Street and Walnut Street
- Setback from the road
- Historical connection to Queenston

6. CONCLUSION

O. Reg. 9/06 as amended by 569/22 of the OHA requires that to be designated, a property must meet at least two of the criteria. 4 Walnut Street meets five of the criteria for determining CHVI as outlined in O. Reg. 9/06, therefore it is worthy of designation under O. Reg. 9/06 of the Ontario Heritage Act.



Town of Niagara-on-the-Lake

1593 Four Mile Creek Road
 P.O. Box 100, Virgil, ON L0S 1T0
 905-468-3266 www.notl.com

SUBJECT: 1655 Four Mile Creek Road – Heritage Designation Report (File No. HER-29-2024)

1. EXECUTIVE SUMMARY

1665 Four Mile Creek Road (the “Subject Property”), known as Virgil Public School, is a listed property on the Niagara-on-the-Lake Municipal Heritage Register of Properties of Cultural Heritage Value or Interest (the “Heritage Register”). The Subject Property contains strong architectural, historical, and contextual merit for designation, and was shortlisted by Town Staff as a priority for a heritage designation study.

Research and analysis of the Subject Property indicates that it meets several of the *Ontario Heritage Act* (the “OHA”) criteria for designation (as set out in Ontario Regulation or “O. Reg.” 9/06). The Subject Property contains heritage value for its longstanding history as a site of education between 1872 and 2011. Originally constructed as a one-room stone schoolhouse, it is estimated that the original stone section of Virgil Public School is the oldest extant building in Virgil. The Subject Property displays architectural or design value as a representative example of a late 19th century one-room stone schoolhouse, constructed in a vernacular one-room rural schoolhouse style popularized in the mid- to late-19th century. Additions to the school in 1922, 1939, 1947, 1967, and 1983 enlarged the building to meet the needs of a growing community, creating significant contextual value as part of the historic institutional fabric of the village of Virgil, maintaining its original functionality for 139 years.

Based on this evaluation, the Subject Property is recommended for designation under Part IV, section 29 of the OHA.

2. PURPOSE

The purpose of this report is to provide a draft Designation Report, which is required for any property that is considered for heritage designation under Part IV of the OHA. The Subject Property was identified within the Town’s work plan for priority designations in response to Bill 23 amendments to remove listed non-designated properties from local Heritage Registers after January 1, 2025. Note that, although this deadline has since been extended by Bill 200 to January 1, 2027, designating the Town’s listed properties under Part IV of the OHA remains a priority.

3. BACKGROUND

3.1 Method

This report examines the Subject Property in terms of its architectural design, history, and context, with the purpose of evaluating it against the criteria set out by O.Reg.9/06 (as amended by 569/22).

3.1.1 Field Survey

A field survey was conducted from the public right-of-way to gain a better understanding of the property and the context. The field survey was conducted on June 28, 2024 by Candice Bogdanski, Senior Heritage Planner.

Property owner permission to enter onto the private property was provided to past members of the MHC to gain a more fulsome understanding of potential interior heritage attributes, which included wainscoting, moulded tin roof tiles, and a bell that has since been relocated to Crossroads School. It should be noted that investigation into the interior 19th century remnant features has not occurred since 2011, and as such, their extant condition is unknown at the time of writing this report.

3.1.2 Research

Background research and information was obtained from the archives of Niagara-on-the-Lake, research prepared by Rosie J. Zirger for the Town (2011), Peter John Stokes' book *Old Niagara-on-the-Lake* (1971), the Commemorative Edition of *Early Architecture of the Town & Township of Niagara* (The Niagara Foundation, 2012), Carlos Wiens' book *Virgil: 125 Years of Memories (1872-1997)*, OntarioArchitecture.ca/School.htm, the NOTL Museum, Brock University Map Library, local newspaper coverage, and research by local historians.

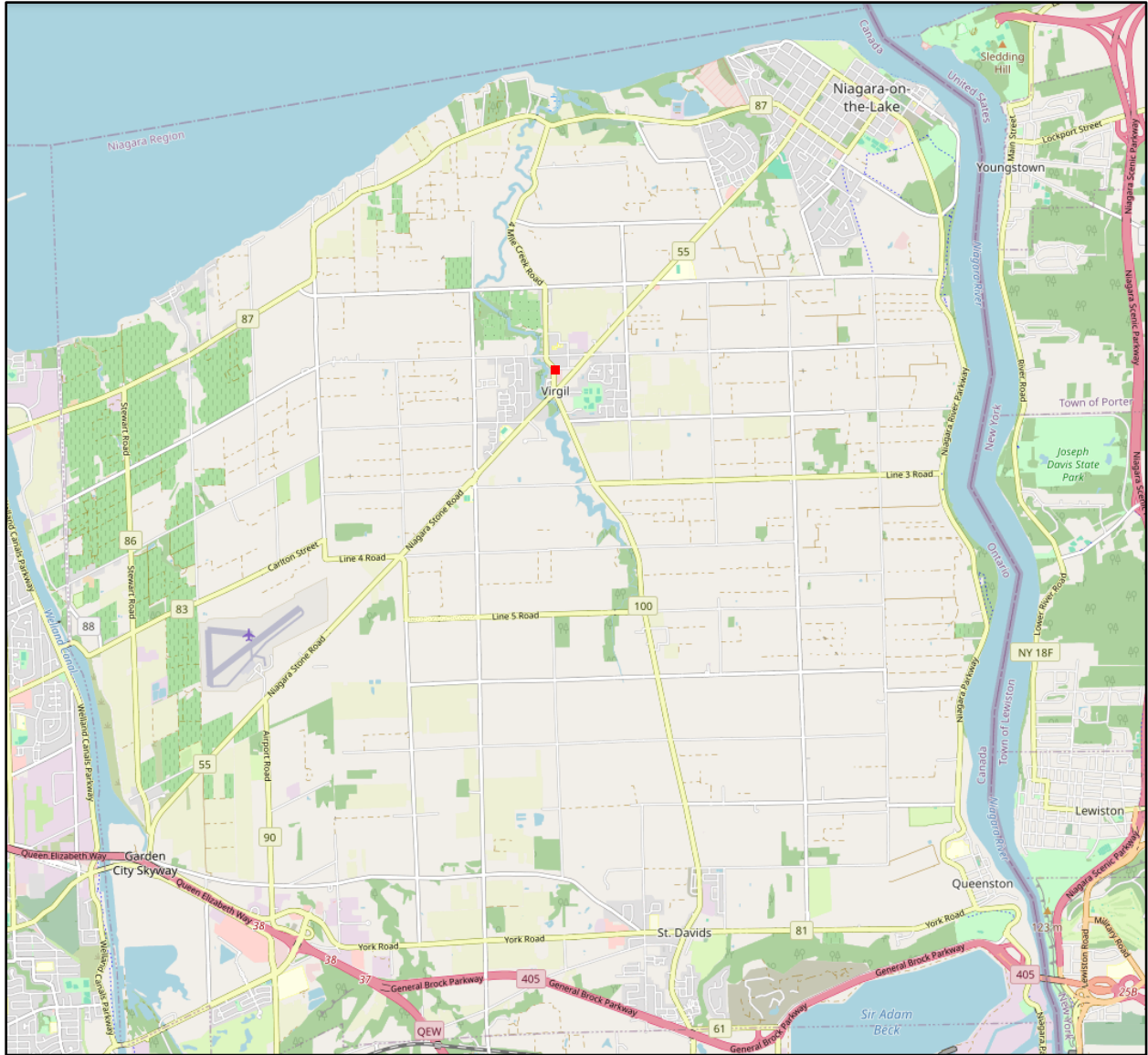
3.1.3 Consultation

Town Staff initiated this report, in consultation with the Municipal Heritage Committee, to address the deadline for all the listed properties on the Municipal Heritage Register. Properties listed on the Register as of January 1, 2023 must be designated or removed from the Register prior to January 1, 2027.

3.2 Property Information

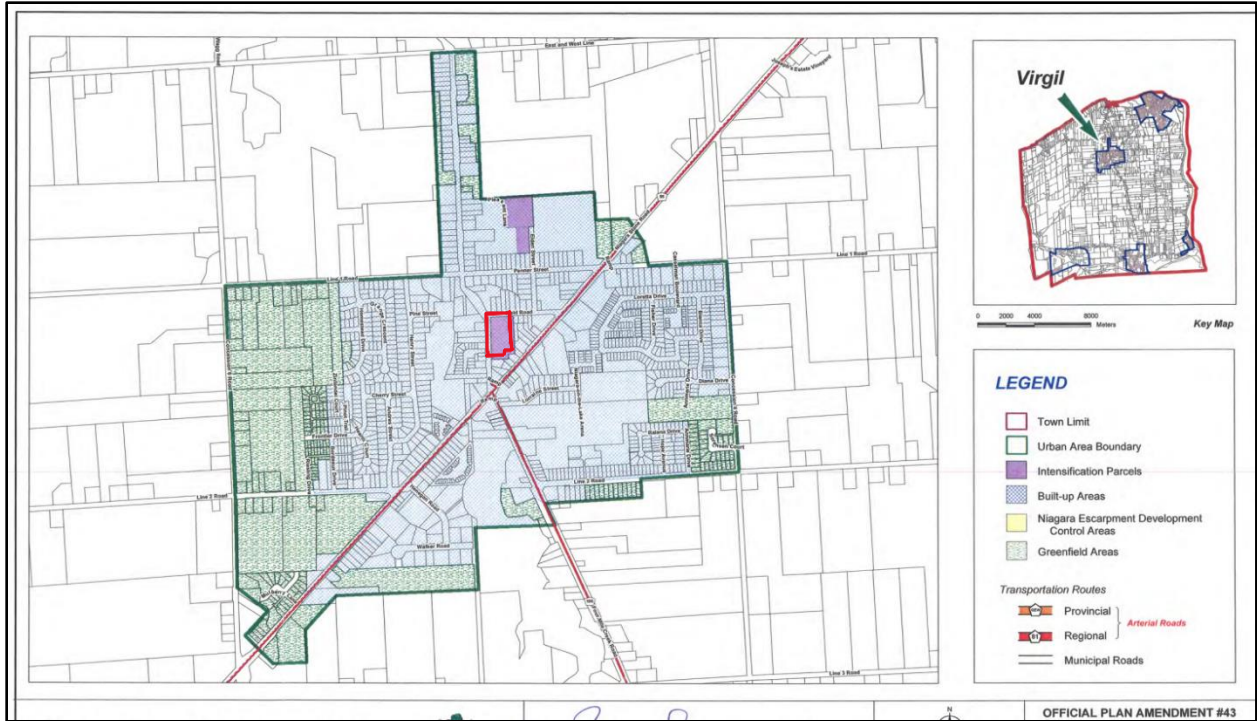
Civic Address: 1665 Four Mile Creek Road, Virgil, Niagara-on-the-Lake, ON

Legal Description: PT TWP Lot 113 RP 30R13820 Part 1, L0S 1J0, St. Davids, Town of Niagara-on-the-Lake, Niagara Township, ON

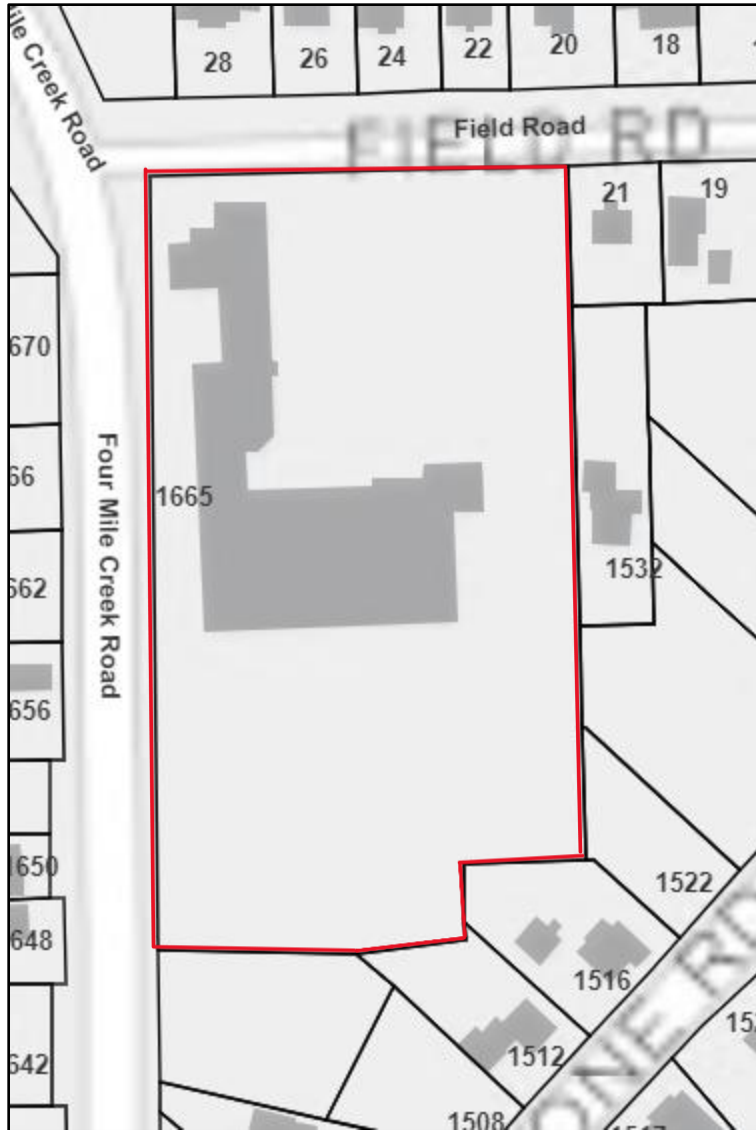


Map 1: Subject Property, identified with a red square, located in the Town of Niagara-on-the-Lake.

(Source: Niagara-on-the-Lake)



Map 2a: Subject Property (identified with a red outline) located within the Virgil Urban Area.
 (Source: Town of Niagara-on-the-Lake).



Map 3b: Detailed view of the Subject Property (identified with a red outline) with the building footprint of Virgil Public School (identified in grey) as located within the Virgil Urban Area. (Source: Town of Niagara-on-the-Lake).

3.3 Background Information

The Town has previously expressed interest in designating the Subject Property under Part IV of the OHA, including the preparation of a draft designation by-law; however, the designation process was not completed.

Although the Board of Education agreed to consider designation of Virgil Public School following a presentation by LACAC (now MHC) committee member J. Fisher on May 10, 1994, there are no records indicating that designation was pursued further at that time.

It should be noted that, in early 2011, members of the community contacted the Town's Planning Department to recommend pursuit of designation as part of potential sale and development of the property by the Owner at that time (District School Board of Niagara, "the DSNB"). The DSNB was preparing to close Virgil Public School following the construction and opening of Crossroads Public School in September 2011. At the January 2011 meeting, Council approved that the MHC proceed with research in support of potential designation, while also initiating owner contact with the DSNB.

In response, the DSNB indicated interest in relocating some historic features from Virgil Public School to the new Crossroads Public school to "commemorate the long history of the Virgil Public School and its importance in the community" and to "provide continuity for the students." The teachers, students, and parents identified four artifacts for installation in the new school: the school bell located inside the cupola, the weathervane (the original being displayed in the school at the time), the tin ceiling (then concealed in a suspended ceiling), and the date stone located on the façade of the 1872 original stone building.

A Subcommittee of the MHC visited the Subject Property on February 24, 2011, and determined that the 1872 stone building was likely constructed of heavily parged rubble coated in roughcast, which was then incised to give the appearance of ashlar. The interior of this portion of the building contained original wainscoting and several coat hooks that also appeared original. The tin ceiling was a slightly later addition, appearing to have been installed following the closure of the main entrance to create a coat room for the students. At that time, the Subcommittee could not determine if the datestone itself was a separate piece of masonry, or rather part of the wall with detail incised into the built-up roughcast.

At the March 8, 2011 meeting of the MHC, the Committee recommended that the bell, weathervane, and coat hooks could be removed and installed in the new school; however, more information was needed to determine if the datestone could be extricated safely (if not, a replica was suggested), and consultation was needed to determine if the tin roof could be successfully installed in the new school, but was suggested to remain in situ until the designation process was completed. A letter sent to the Principal of Virgil Public School and the Superintendent of Planning & Transportation on March 23, 2011 outlined these recommendations, namely that the "MHC did not want to diminish the value of the building by removing important artifacts; however, they did not want to miss an opportunity to showcase the artifacts and honour the history of Virgil Public School at the new school." The MHC wanted the wainscoting to remain in the historic school building.

It was determined that the Virgil Public School bell was too small for the Crossroads School location; however, it was reported that the Virgil Public School bell be rung by the final graduating class in June 2011, after which it was installed in a display case at Crossroads Public School.

Designation of the Subject Property was recommended by the MHC on September 13, 2011, indicating that the focus of the designation would be the structure and attributes associated with the original one-room schoolhouse dating to 1872. Following concerns regarding land use, Council deferred the decision to designate at the September 19, 2011 meeting, with a recommendation first to produce an urban design study for the property. During the October 11, 2011 Council meeting, a terms of reference to produce an urban design study for the Subject Property was approved, while the motion to proceed with designation of the Subject Property was defeated following a discussion regarding the timing of the designation. At the October 1, 2012 meeting, Council approved the Virgil Elementary School Urban Design Guidelines to inform future development of the Subject Property. The Subject Property was sold earlier in 2012, removing the DSBN as the Owner.

Interest in revisiting the designation of the Subject Property occurred informally in 2012, and again in 2018; however, the formal designation process was not initiated.

3.3.1 Architecture or Design

Architectural Patterns for Rural One-Room Schoolhouses

- In 1857, Reverend Egerton Ryerson authorized the publication of the province's first manual of school design, *The School House: Its Architecture, External and Internal Arrangements*, authored by J. George Hodgins, Ryerson's assistant. The book became a construction manual, complete with plans and specifications, and included topics such as site selection, the principles of heating, ventilation, and lighting, as well as school furniture and training manual for teachers,
- Schoolhouses across Ontario were being rebuilt according to Hodgins' plans.
- By 1870, many new schoolhouses had been constructed, brick or stone construction preferred, although across the province many older frame or log schoolhouses were still in use.
- In contrast to pre-1850 school buildings, the new schools were larger, more elegant in their external appearance, better sited, better equipped, and superior in terms of lighting, heating and ventilation.
- The one-room schoolhouse, built to a simplified version of the specifications laid down by Hodgins in *The School House* continued to be the staple in rural education into the 20th century.
- According to at least one historian, rural schools were likely preserved longer than their urban counterparts, perhaps due to poverty of the 1930's, the demands of WWII, and "the determination of rural people to maintain that personal control of the schools their children attended."

Historical records indicate a schoolhouse has occupied the Virgil Public School site since 1845, and possibly as early as 1829. By 1839, land was purchased to construct a school, identified as a "frame building" that was subsequently replaced by a "more modern stone school house" in 1872.

- In 1866 a schoolhouse design and building notes was published in Canada Farmer newspaper. This set the standard for the gable front one room schoolhouse. School houses had existed in Ontario for at least 50 years by this

- point, but this set a pattern for many more that were built in rural communities.
- One-room schoolhouses were built as the need arose within a community. Often these schoolhouses were in use for only a decade or two, until the land use or population changed; however, the 1872 schoolhouse for Niagara School Section No. 8 in Virgil, has remained in continuous use, serving the elementary school children of the local community since its construction.
 - The 1872 schoolhouse for Niagara School Section No.8, is an excellent example of an “improved” rural Ontario school that exemplifies Ryerson’s educational reforms and Hodgins’ schoolhouse designs.
 - Despite additions to its west, north, and east sides, the 1872 schoolhouse, while minimally modified, remains in excellent condition, retaining the design features exemplified in Hodgins’ 1857 *The School House: Its Architecture, External and Internal Arrangements*, and remained in use until its closure in 2011.

The architectural description of 1665 Four Mile Creek Road is as follows:

- This schoolhouse, although still one-room, was constructed of stone, its centre door facing the Creek Road, well-lit with large windows, and topped with a bellcote.
- Rather than adhering to the common gabled roof profile, Virgil Public School’s central stone one-room schoolhouse used a jerkinhead design, potentially to afford greater visibility to the bellcote above.
- The 1872 building is constructed of heavily parged rubble coated in roughcast, which was then incised to give the appearance of ashlar.
- Similarly, despite its appearance as a separate datestone, the oval datestone indicating the 1872 construction date is rather integral to the stone and roughcast wall, as opposed to being a separately inserted stone.
- The interior of this portion of the building contains original wainscoting and several coat hooks that also appeared original.
- Over time, and as the population continued to increase, Virgil Public School expanded to accommodate the needs of the growing rural community.
- Clearly, the community or school officials opted for multiple expansions of the School, rather than replace it.
- The tin ceiling remnants found under a drop-ceiling within the 19th century portion of the building nonetheless reflects a change to the original design, appearing to have been installed following the closure of the main entrance to create a coat room for the students.
- In 1922, an additional classroom was added, and the schoolyard was enlarged. In 1939, a new classroom, teacher’s room, assembly hall, and kitchen were built. Six rooms were added in 1947.
- In 1967, a double kindergarten room was added. The gymnasium, kitchen and front entranceway were opened in April of 1983.
- The initial expansion follows the architectural style, materials, and roof profile of the 1872 portion of the building; though raised to include a basement, and with increased window openings for ventilation. The central window of the 1872 primary façade shows alteration from the sill to the ground, indicating that this was the likely entrance, per mid-19th century style guides for rural schools. This was later filled in, and an entrance added to the west side of the 1872 building.

- The addition to the east is a single-storey building with buff brick cladding, masonry sills and lintels, and large windows across all sides of the elevation for natural light and ventilation.



Image 1: Primary Façade (south elevation) of the 1872 one-room schoolhouse. (Image taken on: June 28, 2024)



Image 2: Primary Façade (south elevation) and east elevation of the 1872 one-room schoolhouse.

(Image taken on: June 28, 2024)



Image 3a & 3b: Detail, jerkinhead roof profile of the primary façade (south elevation) of the 1872 one-room schoolhouse, and a detail of the date marker reading “S.S. No. 8. 1872”.

(Image taken on: June 28, 2024)



Image 4: Cupola / Bellcote of the 1872 one-room schoolhouse. The cupola is rectilinear in form, with a pyramidal/hipped roof and wooden louvers on the four sides. Note that the weathervane is a replica of the original. The original weathervane and bell have been relocated for display at Crossroads Public School in Virgil.

(Image taken on: June 28, 2024)



Image 5: East elevation of the 1872 one-room schoolhouse. Note that the brick chimney, and building to the rear are part of the later additions to expand the schoolhouse. A similar portal is extant on the west addition, creating entrances to separate girls and boys. These entrances replaced the central door on the south elevation.

(Image taken on: June 28, 2024)



Image 6: West elevation of the 1872 one-room schoolhouse. Note that the brick chimney, and building to the rear are part of the later additions to expand the schoolhouse. A similar portal is extant on the east addition, creating entrances to separate girls and boys. These entrances replaced the central door on the south elevation.

(Image taken on: June 28, 2024)



Image 7: West elevation of the 1872 one-room schoolhouse, showing the rectilinear addition that expanded across the rear of the 1872 building. The 20th century addition has basement windows, and models the style of its opening and roof profile, albeit on a larger scale, from the 1872 design. (Image taken on: June 28, 2024)



Image 8: West and north elevation of the first phases of expansion of Virgil Public School. The 20th century addition has basement windows, and models the style of its opening and roof profile, albeit on a larger scale, from the 1872 design. In the distance, a subsequent addition clad in buff brick is visible. The land surrounding the building is paved. (Image taken on: June 28, 2024)



Image 9: East elevation of the 1872 one-room schoolhouse, showing the rectilinear addition that expanded across the rear of the 1872 building. The 20th century addition has basement windows, and models the style of its opening and roof profile, albeit on a larger scale, from the 1872 design. (Image taken on: June 28, 2024)



Image 10: Rear schoolyard showing the extensive later additions to Virgil Public School, clad in buff brick and projecting north into the lot. (Image Source: Google Streetview, 2012)



Image 11: Rear schoolyard showing the extensive later additions to Virgil Public School, clad in buff brick and projecting north into the lot, as well as the depth of the lot with a mix of hard and soft landscaping. A chain link fence marks the perimeter of the schoolyard, and trees remain along the west perimeter, similar to the vegetative barrier that would have originally surrounded the school in the 19th century.

(Image Source: Google Streetview, 2012)



Image 12: Primary façade (south elevation) of the eastward expansion to Virgil Public School. The westernmost portion of this building projects forward, and includes a carved stone lintel over the portal that reads 'Girls', replacing an earlier entrance with the same functionality. Horizontal stone lintels and stringcourses emphasize the rectilinearity of the buff brick clad building. This image also illustrates the narrow depth of the setback from the sidewalk and street that was characteristic of the relationship between the original 1872 schoolhouse situated close to the public realm.

(Image Source: Google Streetview, 2021)



Image 13: East elevation illustrating the infill between earlier 20th century buff brick clad expansions, with a taller gymnasium connecting the south and north arms of the school. This image also illustrates the expansion of the schoolyard to the east of the school building into the later 20th century. A sidewalk extends along the south perimeter of the lot, and the schoolyard is demarcated by a chain link fence.

(Image Source: Google Streetview, 2021)



Image 14: View into the bellcote located on the roof of the original 1872 school building. This bell has been relocated and remains on display at Crossroads Public School.

(Image Date: February 24, 2011)



**Image 15: Interior ceiling of the 1872 one-room schoolhouse, showing moulded tin ceiling tiles and crown moulding, later obscured under a drop-ceiling.
(Image Date: February 24, 2011)**



**Image 16: Original wainscoting located on the interior of the 1872 one-room schoolhouse created with vertical wood planks that were later painted white. A series of evenly placed brackets creates a corbel table and ledge under the chalkboard to hold chalk, erasers, and other supplies.
(Image Date: February 24, 2011)**

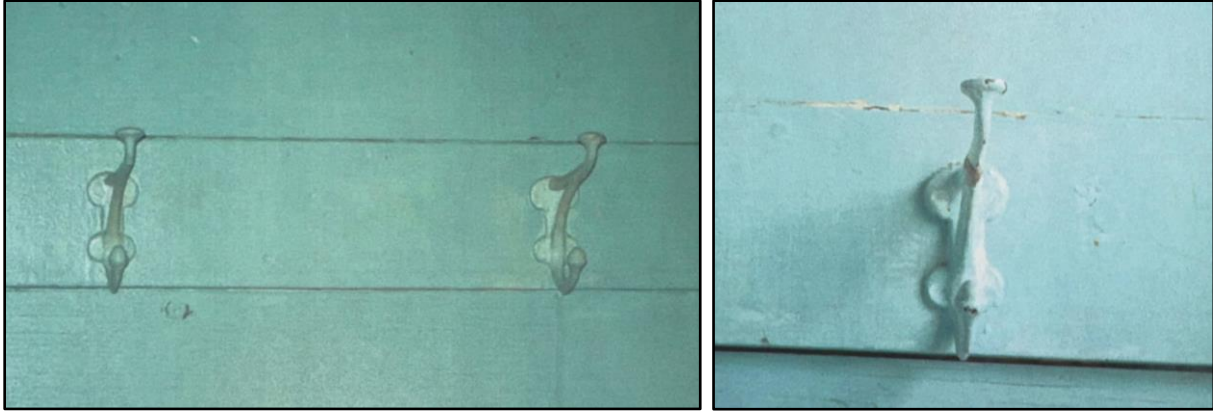


Image 17a & 17b: Iron coat hooks that were studied by members of the MHC in 2011 and deemed to be original in date to the late 19th century schoolhouse. (Image Date: February 24, 2011)

3.3.2 History

Virgil Public School is a one-room rural schoolhouse dating to 1872, though the Subject Property was identified for school use on early 19th century maps, with records indicating that the first class taught on the site occurred in 1829.

Below is a brief history of the school lot, school building, and the village of Virgil:

Oral history and archaeological evidence indicate that the area now known as the Niagara Region was occupied by Indigenous peoples for 13,000 years.

- Niagara has a rich heritage and legacy of Indigenous life, culture, and community.
- These lands, which have been inhabited by Indigenous peoples for millennia, have witnessed in more recent times the presence of the Neutral Nation, Six Nations of the Grand River of the Haudenosaunee Confederacy, and the Mississaugas of the Credit First Nation of the Anishinaabek people.
- In addition, many other First Nations, Métis, and Inuit people from across North America (Turtle Island) live and work in Niagara today.
- The land of the Niagara River corridor was referenced in treaties made between the Crown and First Nations in the 18th century.

The first survey of Niagara Township was undertaken in 1784 and laid out the township into 100-acre lots.

- European settlers, mostly United Empire Loyalist, occupied the area soon after.
- The first gristmill to be built on Four Mile Creek was “Palatine Hill”, built by Alexander Servos and was completed in 1785. Peter and James Secord built another mill in St. David’s.
- By 1791, Colonel Butler reported to the Government of Quebec that four or five families had already settled in the Township and some had built saw and grist mills along the banks of the Four Mile Creek.

The hamlet that developed at the junction of Four Mile Creek and Black Swamp Road, began to take on importance because farmers travelled back and forth between the mills along the Creek Road.

- The early Four Mile Creek Road, which followed the curves and turns of the creek, was likely an Indigenous Trail that predated British surveys.
- The Black Swamp Road, as it was originally known, cuts diagonally across the northern portion of the Township leading to the old Town of Niagara.
- In 1851, Black Swamp Road was stoned, and the improvements paid by tolls at tollgates established at various points including at Lawrenceville (Virgil).
- The Crossroads hamlet has been known by at least four different names over its history. It was originally known as “Four Mile Creek” due to its location on the east bank of the creek.
- An 1814 map of the area identifies the hamlet simply as “Cross Roads.”
- In 1844, the name was changed to “Lawrenceville” after George Lawrence who was granted land nearby and on whose land the hamlet development in the mid-19th century.

- Finally, in 1862, when a post office was established there, it became known as “Virgil”. The suggestion is that some government official with a love of the classics chose the name, and that the same official likely named the nearby hamlet Homer.

Around this time, in 1829, the first teacher, John Oakley, arrived to teach at the day school, while development of the hamlet began in earnest in the 1840’s.

- In 1840, Lawrence helped establish the Methodist Meeting House, located on Black Swamp Road, and in 1842 sold the land on which it was built to the Trustees of the Methodist Church for £100 pounds.
- It is likely that Lawrence similarly provided the lot on which to build a school.
- While the church is no longer standing, its cemetery, including Lawrence’s grave, remains on Creek Road next to Virgil Public School.
- In 1844, a few years before George died, the name of the hamlet was changed to Lawrenceville.
 - Around this time, George Lawrence transferred his substantial landholdings to his son Benjamin Lawrence by two separate transactions. In 1839, George gifted the eastern 161 acres, which included the existing school and future school lands, to his son Benjamin (Inst # 2181).
- In 1845, he sold his remaining 162-acre tract to his son Benjamin (#2179). This 1845 deed makes specific reference to a schoolhouse located where Virgil Public School still stands.
- In July 1853, Benjamin Lawrence sold the eastern tract to Lawrence William Mercer (surname not legible), an esquire from the Town of Niagara (Inst #4475). Almost immediately he resold the land to Percy Hill (Inst #5108), who retained ownership of the extensive land holdings for the next twenty-five years.
- The western tract of Lawrence land was sold to Gage Miller (shown on 1876 Historical Atlas), and eventually, in 1910, become subdivided by the Land & Fruit Company.
- According to the 1865 Lincoln and Welland Directory, the Village of Virgil had a population of about 50 inhabitants and in addition to a small post office, contained one store, a hotel, “a common school with an average attendance of 35 pupils; George Elliot the teacher” and three churches (Anglican, Wesleyan Methodist and Baptist).
- Its occupant trades included blacksmiths, shoemaker, wagon-maker, and cabinet-maker, broom maker. In addition, the village comprised two gristmills situated within a mile of the place.
- In 1874, Percy Hill, a Major General in Her Majesty’s Army, then serving in India, sold a one-half acre of land to the Public School Trustees of School Section No. 8 for \$40.00.
- The date stone on the present schoolhouse was laid in 1872.
- In 1878 Hill’s landholdings, which straddled the Swamp Road (Niagara Stone Road), were surveyed, into four discrete parcels, and the entire tract was sold to The Reverend William Servos Ball, a Presbyterian clergyman from the Town of Guelph for \$7,433.35.
- In 1885 the Reverend Ball sold the 7.4-acre triangular parcel, bounded by Swamp Road (Niagara Stone Road), Four Mile Creek Road and Field Road, less

- the school and church lots, to Joseph Walker, a local wagon maker for \$620.00
- Walker immediately sold the parcel to Robert Nelson Niven for \$950.00.
- Additional property purchased by the School Section Trustees for school expansions were purchased from the Niven family, a local farming family with extensive land holdings in the area.
- In 1922 Robert Niven sold approximately 500 feet fronting on the Creek Road to the Public School Board for Section No. 8.
- Around the same time, in 1922 Robert Niven and his wife Margery sold a portion of the 7-acre triangle to their daughter Claribel Brooker (married to Thomas Theodore Brooker, another prominent local family). After Robert Niven's death, Claribel and her husband acquired the remainder of the triangle.
- The remaining two parcels of the school lands were purchased from the Brookers by Deeds registered in 1943 and 1947.
- Expansion of the school buildings and property reflects the needs of the growing community. At the end of the First World War, Virgil received an influx of German Mennonites from south Russia, who added a new vitality to the community and boosted the population.
- Later in 1937, Russian and Ukrainian Baptists from Saskatchewan, as well as Mennonites from Europe, followed. Many hallmark businesses and institutions of Virgil were established in the late 1930's including Lincoln Interiors, established by Henry Wiens, the Niagara Credit Union, and Fruit Co-op, at the junction of Niagara Stone Road and Field Road.
- Another wave of Mennonite immigrants arrived after the Second World War, boosting the local population to 1,400.
- The influx of Mennonites continued throughout the 1950's and 60's, some arriving from Manitoba and the west, while others arrived by way of Paraguay and other South American countries.
- The population growth filled the existing Virgil school to capacity.
- In 1956, a second school, Colonel John Butler Public School, was opened only a kilometre away, to serve the growing rural community.
- By 1958, Butler school also had to be expanded by adding two classrooms.
- Sources indicate that approximately 60% of the permanent residents of the Virgil area are Mennonites. Today there are four Mennonite churches in the immediate Virgil area.
- Virgil continues to be a busy service centre for the predominantly agricultural community, which specializes in tender fruit and vineyards. The labour-intensive farming practices have created an additional seasonal community of offshore migrant workers, from Jamaica, Mexico and Central America.

The development of Virgil Public School also reflects the development of government-run school policy.

- In Upper Canada formal government involvement in primary-level education began with the passage of the Common School Act in 1816 (Johnson 1983:2).
- This legislation allowed groups of residents to organize to establish a school under the control of three trustees, who were responsible for school management; however, the central authority provided only a subsidy for a teacher's salary, and did not provide funding for school building or maintenance.

- Rural schools were largely based on the extent that a trustee and parents controlled a choice bit of property that could be made available to the school that could be built within walking distance of their homes.
- Residents were expected to raise sufficient funds to build a school and pay the bulk of teacher's salaries.
- As a result, rural schools were something that involved the whole community. The community built the school, maintained it, hired its teachers, and supplied the wood for the stove. In many communities the schoolhouse also served community activities including community and political meetings, community dances on Saturday nights and worship on Sundays.
- Early schoolhouses were generally simple one-room schoolhouses that followed the same general design as the simplest pioneer homes, made of rough-hewn logs, with a low ceiling and a fireplace prominently placed.
- The idea of a state-run education got underway in Canada West during the 1840s.
- In 1844, the Reverend Egerton Ryerson (1844-1876), an advocate of compulsory primary-level education was appointed Ontario's first Chief Superintendent of Education (1844-1876). Ryerson and his assistant, J. George Hodgins, are considered to be the architects of Ontario's school and educational system, though it should be noted that contemporary research has shed light on Ryerson's role in the Residential School system and its ongoing traumatic legacy for Indigenous peoples in Canada today.
- Under Ryerson, and with the passing of the School Act in 1850, a central educational bureaucracy was established, and schools became funded by property taxes.
- By 1871, minimum standards for the quality of school buildings and equipment were established.
- In Ontario school sections were laid out so the furthest farm would be about 2 to 4 miles from school, a section generally being about three concessions wide and about nine lots deep.

3.3.2.1 Analysis of Maps

The Subject Property is located on Lot 113 just east of the intersection of what is now known as Four Mile Creek Road and Niagara Stone Road. Though difficult to read due to the quality of the record available, Map 3, dating to 1814, shows the earliest indication of a settlement located at the centre of what is currently known as Virgil, then identified simply as 'Cross Roads' where 'Black Swamp Road' (later Swamp Road, then Niagara Stone Road) intersected with Four Mile Creek. For its location on the east bank of Four Mile Creek, the hamlet became known simply as Four Mile Creek before its name changed to Lawrenceville in 1844, then to Virgil in 1862.

Maps 4 and 5 indicate that, between 1787 (surveyed by Philip Fry) and 1811 (produced by W.C. Ridout, Lot 113 does not indicate a landowner.

- Original Crown Patents for the Virgil area, granted in the 1790's, were among the earliest land grants. Bernard Frey, a captain in Butler's Rangers, received 300

- acres around the Four Mile Creek at the Crossroads.
- Frey's Patents for Lots 112 and 119 are recorded as being originally given on January 1, 1794. These patents were confirmed in October 1804, when Frey received an additional Patent to Lot 113.
 - Crown Patents of adjacent Lots included Lot 114 (north of Virgil) granted to Barnabas Cain on December 1, 1798, and Lot 115 (north of Virgil on the East & West Line) to George Lawrence, a former Butler's Ranger, on March 26, 1798.
 - Bernard Frey was captain of a regimental company in Butler's Ranger's.
 - His family had emigrated from Zurich, Switzerland to the colony in New York in 1689 and settled in the Mohawk Valley.
 - Bernard was the youngest of three brothers who, during the Revolutionary War, went to Canada to join the British. He first served with the Indian Department and was present at the Battle of Oriskany (in New York) in 1777. He was commissioned Captain in Butler's Rangers in 1780.
 - At the end of the war, Frey settled in Upper Canada, having received a grant of 3,000 acres near Whitby. He also received 300 acres in Niagara Township near the Four Mile Creek crossroads. Frey died in 1814 at Newark (Niagara-on-the-Lake), killed by an American cannonball.
 - Frey had only one daughter, Margaret, who married John C. Ball. After her father's death ownership of Niagara Township Lot 119 vested in Margaret and her husband, land which they later sold to William Servos. Mrs. Ball, a widow, was still living at the age of 86 years, at Thorold, as late as 1879.
 - George Lawrence acquired Frey's remaining Lots.
 - With Frey's Lots 112 and 113 added to own Lots 114 and 115, Lawrence substantially increased his holdings to 400 acres, which extended from Line 2 north to East & West Line.
 - The Servos, Ball and Lawrence families were the prominent landowners, and are considered to be responsible for the development of the Four Mile Creek area. George Lawrence (1757-1848), a Methodist, and church leader, is considered to have been particularly instrumental in the development of the crossroads hamlet.
 - The earliest recorded sale in the hamlet was in 1827, when Lawrence sold a half-acre parcel to a local blacksmith, Gilbert Anderson.

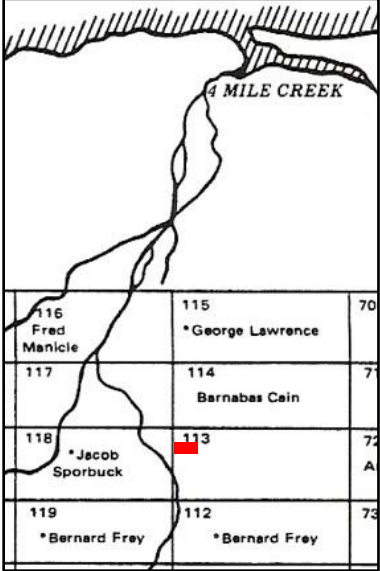
Map 6, dating to 1858, now identifying 'Cross Roads' as 'Lawrenceville' shows the establishment of a road allowance for what would become Line 1 between lots 113 and 114. On this road, a triangular parcel is identified within Lot 113, following Four Mile Creek, met by a short road identified as 'Traveller Road'. A small rectangular parcel is eked out where Traveller Road meets the road parallel to the Creek, and is identified as a 'School Lot.' Seen on Map 7, this subdivided parcel of lot 113 is marked on Tremaine's County Atlas of 1862. The new hamlet name of Virgil is identified prominently on this intersection in Map 8, which illustrates a detail from the Illustrated Atlas of 1876. More detail is provided on Map 9, with dimensions for this 'School Lot' within lot 113 in a sketched parcel map of Lots 113, 114, and 115 dating to 1878. Map 10 shows the core of the hamlet of Virgil as it appeared in 1905, at which time the Virgil Public School was still functioning as a one-room schoolhouse. The small hamlet grew with suburban sprawl along Four Mile Creek Road, north, west, and east of the Subject Property, with commercial development along Niagara Stone Road. Map 11, illustrates

a Plan of Subdivision identified as the Penner Plan, dating to 1953, shows this population growth north of Virgil Public School, necessitating the series of alterations and expansions that occurred over the course of the 20th century.

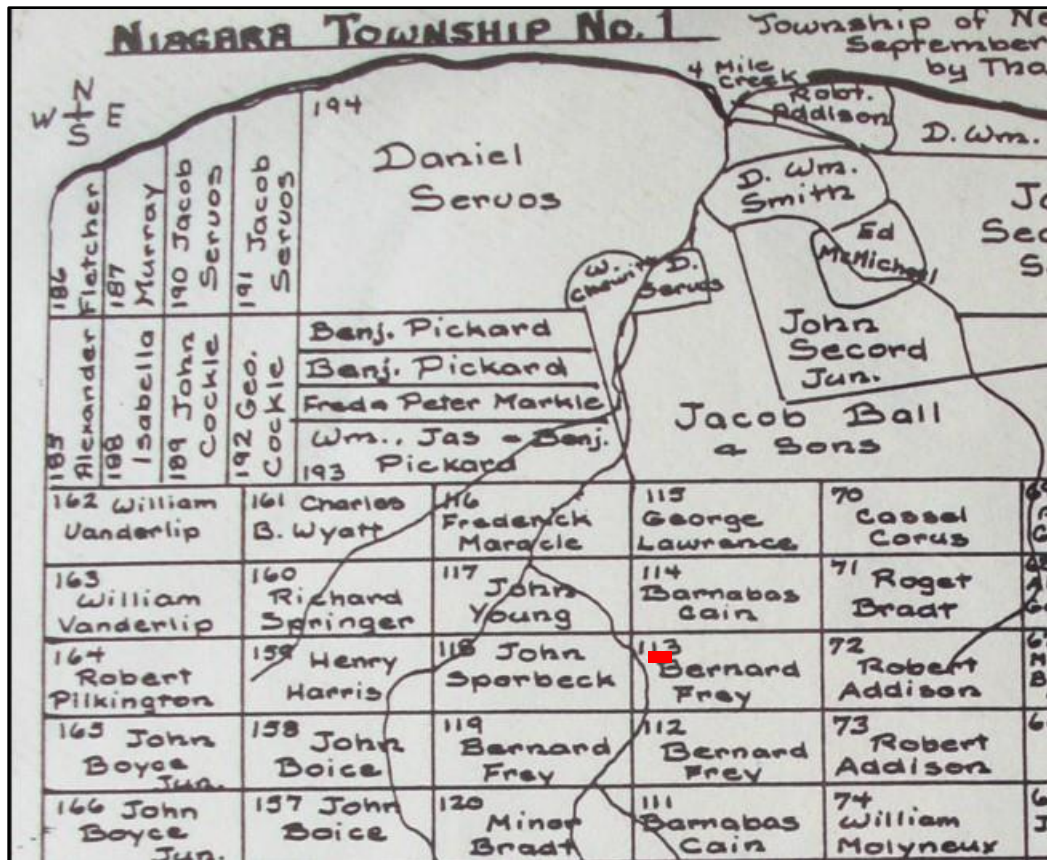
In the absence of archival images of Virgil Public School, aerial photographs illustrated in Maps 12 (1934), 13 (1954), 14 (1965), and 15 (2000), offer insights into the additions made to the school over the course of the 20th century, with alterations and additions made during 1922, 1939, 1947, 1967, and 1983.



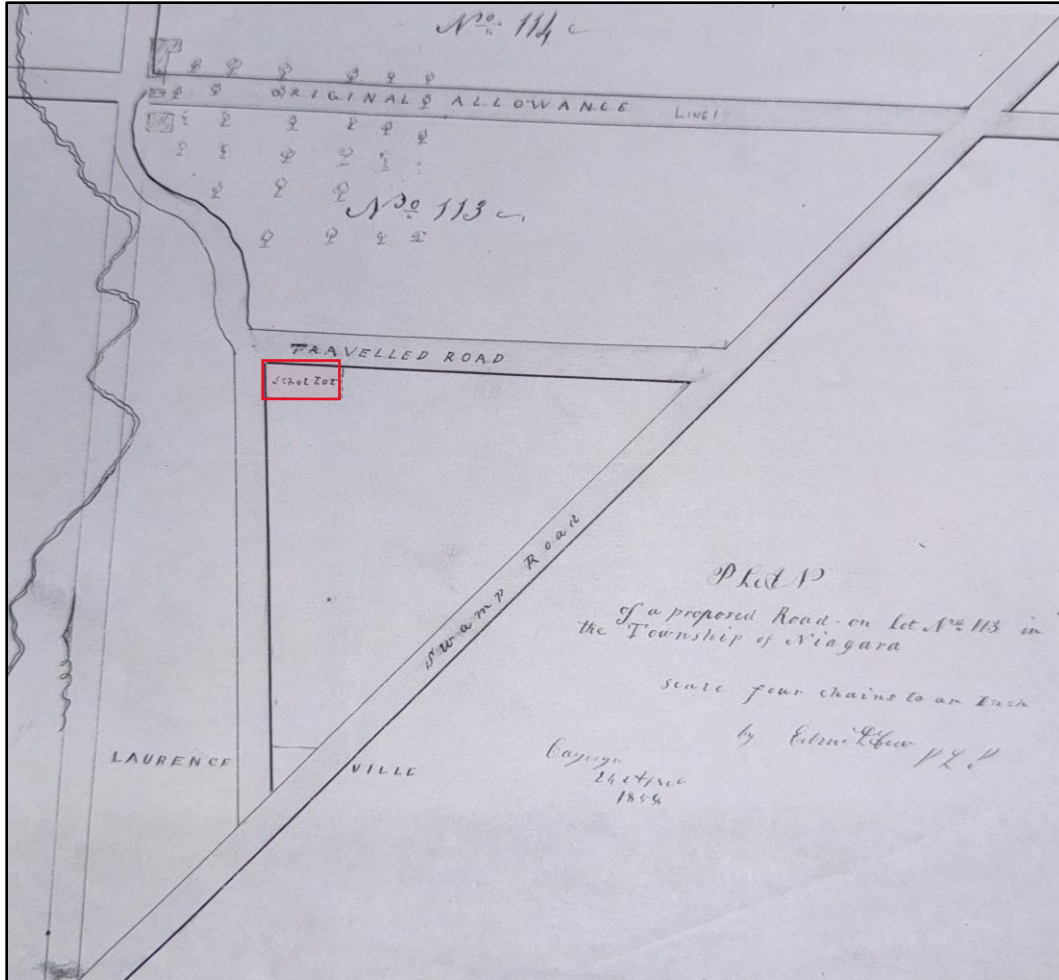
**Map 4: Detail from a survey dating to 1814, identifying the intersection of Swamp Road and Four Mile Creek as 'Cross Roads'. The approximate location of the Subject Property is identified with a red square.
(Source: Niagara-on-the-Lake Museum)**



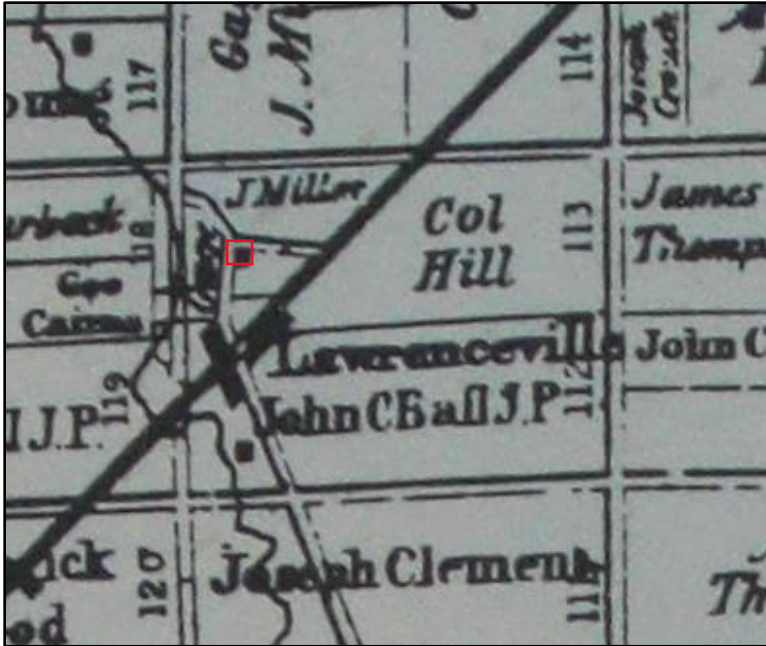
**Map 4: Lot 113, on which Virgil Public School was later constructed, identified on a Map dating to 1787, surveyed by Philip Fry. The approximate location of the Subject Property is identified with a red square.
(Source: Niagara-on-the-Lake Museum)**



Map 5: Lot 113, on which Virgil Public School was later constructed, identified on a Map dating to 1811, surveyed prepared by W.C. Ridout. The approximate location of the Subject Property is identified with a red square. (Source: Niagara-on-the-Lake Museum)



Map 6: Lot 113 and the delineation of a small parcel for a schoolhouse, on which Virgil Public School was constructed, identified on a Map dating to 1858. On this Map, the name 'Cross Roads' has been updated to read 'Lawrence Ville'. The approximate location of the Subject Property is identified with a red outline. (Source: Niagara-on-the-Lake Museum)



Map 7:

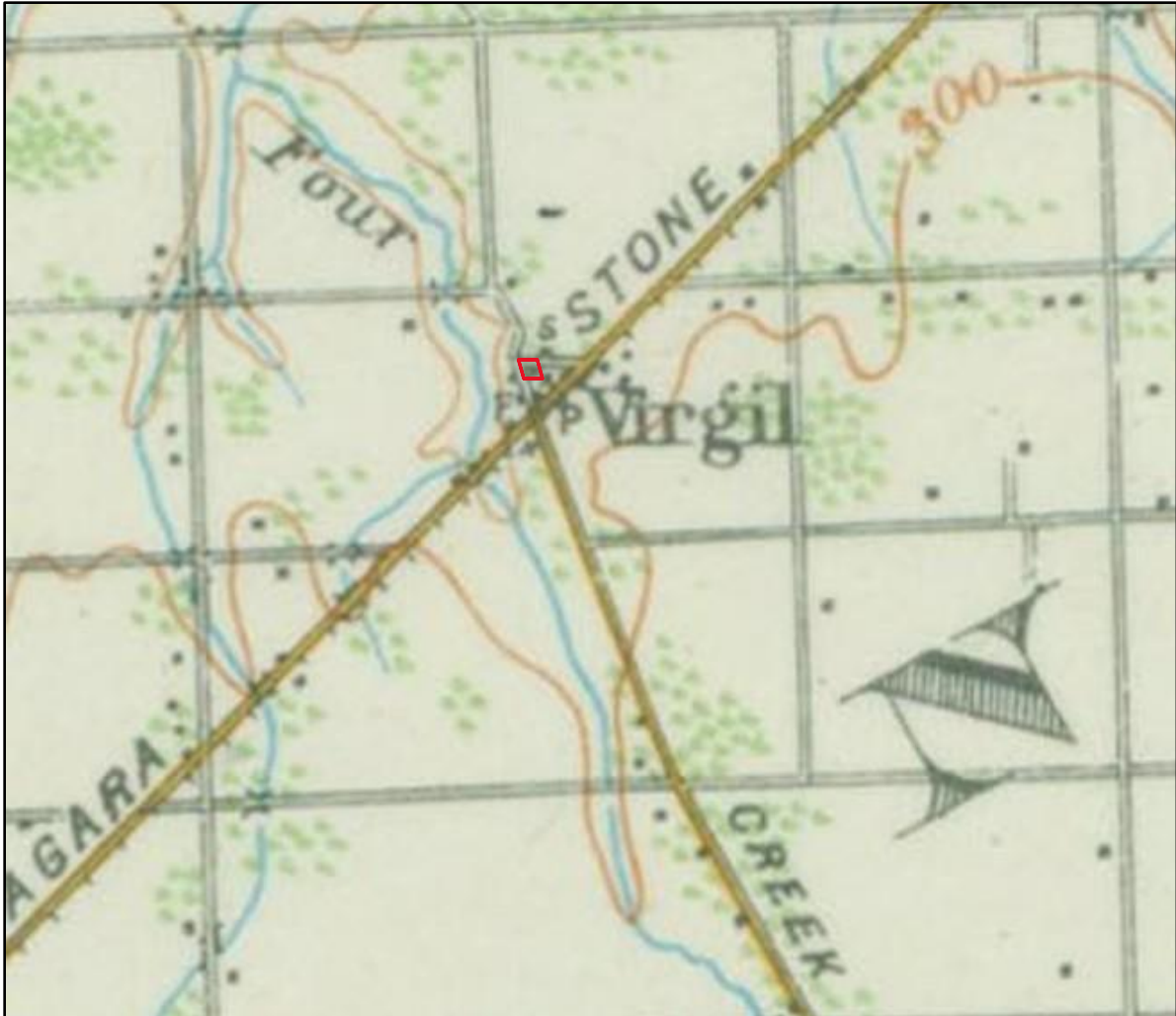
Lot 113 and the delineation of a small parcel for a schoolhouse, on which Virgil Public School was constructed, is identified on Tremain's County Atlas of 1862. The approximate location of the Subject Property is identified with a red outline. (Source: Niagara-on-the-Lake Museum)



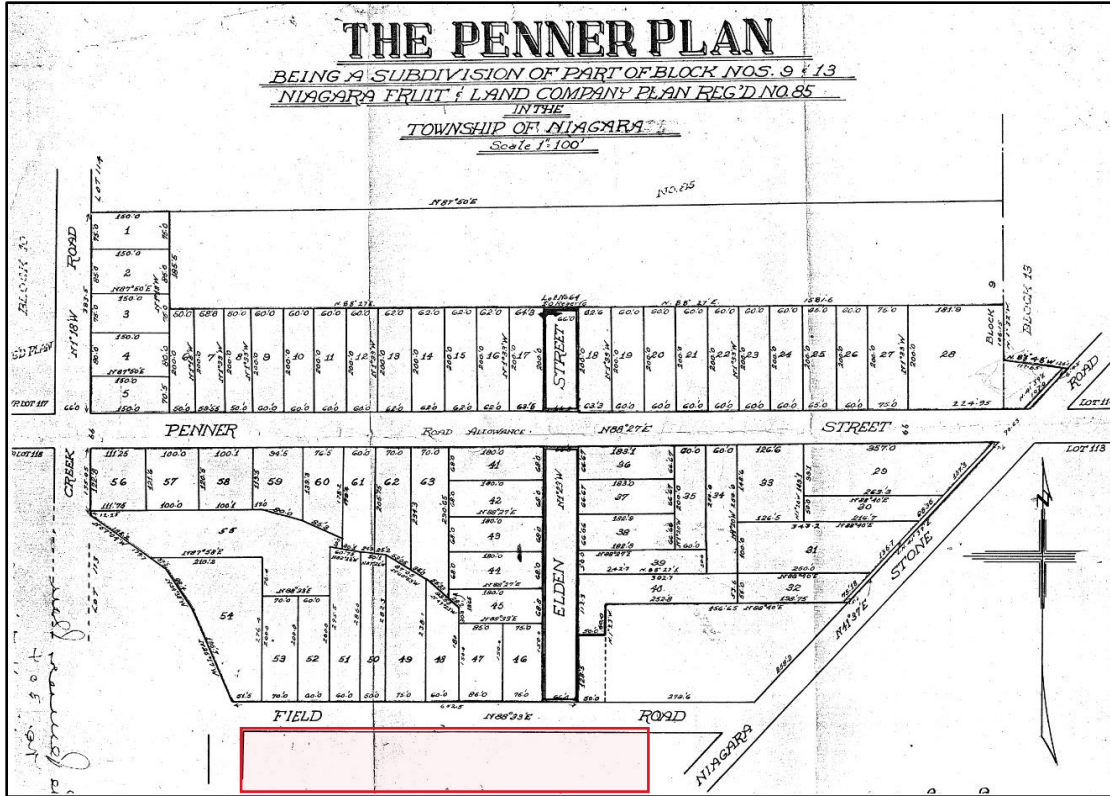
Map 9:

Lot 113 and the delineation of a small parcel for a schoolhouse, on which Virgil Public School was constructed, identified on a Map from the Illustrated Atlas of 1876. On this Map, the name 'Lawrence Ville' has been updated to read prominently as 'Virgil'. The approximate location of the Subject Property is identified with a red outline.

(Source: Niagara-on-the-Lake Museum)



Map 10:
Lot 113 and the delineation of a small parcel for a schoolhouse, on which Virgil Public School was constructed, identified on a Map from dating to 1905. The approximate location of the Subject Property is identified with a red outline. (Source: Niagara-on-the-Lake Museum)



Map 11:
 Plan of Subdivision, identified as the Penner Plan from 1953, shows a plan of subdivision on Lot 113 north of the triangular parcel on which Virgil Public School was constructed. The approximate location of the Subject Property is identified with a red outline.
 (Source: Niagara-on-the-Lake Museum)



Map 12:
Aerial image dating to 1934, showing Lot 113 and the triangular parcel therein, on which Virgil Public School was constructed, showing the first additions made to the building in 1922. Here, the school has a smaller footprint on a smaller, tree-lined parcel. The approximate location of the Subject Property is identified with a red outline.
(Source: Town of Niagara-on-the-Lake)



Map 13:
Aerial image dating to 1954, showing Lot 113 and the triangular parcel therein, on which Virgil Public School was constructed, showing the first additions made to the building in 1922 and 1939. The approximate location of the Subject Property is identified with a red outline.
(Source: Town of Niagara-on-the-Lake)



Map 14:
Aerial image dating to 1965, showing Lot 113 and the triangular parcel therein, on which Virgil Public School was constructed, showing the first additions made to the building in 1922, 1939, and 1947. The approximate location of the Subject Property is identified with a red outline.
(Source: Town of Niagara-on-the-Lake)



Map 15:
Aerial image dating to 2000, showing Lot 113 and the triangular parcel therein, on which Virgil Public School was constructed, showing existing condition with all additions made to the building (1922, 1939, 1947, 1967, and 1983). (Source: Town of Niagara-on-the-Lake)

3.3.3 Context

- 1665 Four Mile Creek Road is located within the urban area of Virgil.
 - The urban area is characterized by a mix of commercial, recreational, residential, and institutional buildings.
 - The nearby intersection of Four Mile Creek Road and Niagara Stone Road remains the bustling core of Virgil, reflecting the growth that concentrated around these intersecting routes from early colonial settlement in the area.
 - Four Mile Creek is located to the west of the Subject Property.
 - Both the watercourse and thoroughfare have connections to Indigenous peoples in the area, representing long-standing travel routes that were subsequently adapted within the colonial settlement grid that still characterizes the layout of Niagara-on-the-Lake today.
- Located on the southeast corner of Four Mile Creek Road and Field Road, the Subject Property remains situated in triangular parcel identified on maps as early as 1858.
 - Topographically, the parcel is relatively flat, sitting a slightly raised elevation to Four Mile Creek Road.
 - Virgil Public School is surrounded by paved parking and recreational areas, with additional grassed fields to the south and east.
 - A cement sidewalk follows Four Mile Creek Road and Field Road.
 - Plans of subdivision have populated the areas to the north, east, and west of the Subject Property, largely characterized by single-family dwellings with moderate front yard setbacks.
 - To the east, where the parcel is closest to Niagara Stone Road, a strip of commercial structures creates a dense business district at the core of Virgil, evolved to include both freestanding businesses and strip mall commercial complexes.
- Although the Subject Property represents the earliest remnant structure located in Virgil's historic core, a few other properties appear to be connected to the historic character of the area.
 - Among these properties, are also properties listed in the Municipal Heritage Register of Niagara-on-the-Lake. These include:
 - The former Anglican Church located at 1823 Niagara Stone Road, dating to c.1890. Now the Silversmith Brewery, this building is an example of successful adaptive reuse.
 - Located south of the Subject Property and straddling either side of Four Mile Creek Road north of Niagara Stone Road, remnant cemeteries located at Lot 112, Virgil Baptist Burial Grounds (west) and Lot 113, Methodist United Church Cemetery (east).
 - The Meridian Credit Union, located at 1567 Niagara Stone Road, illustrates the evolving 20th century landscape of Virgil
- The school has a relatively narrow setback from both Four Mile Creek and Field Roads.
- Pedestrians can access the school from all sides via the paved surrounding lots, but the primary vehicular entrance can be accessed from Field Road.
- The streetscape of Four Mile Creek Road as faced by the primary elevation of

the original 1872 Virgil Public School can be described as tree-lined and single-family dwelling residential, however, this character changes as the eastern addition and schoolyard beyond create an open space leading to the intersection with Niagara Stone Road.

- The structures are comprised of one to two-storey structures.
- Narrow to moderate setbacks to the road.
- Cement sidewalk along the east side of Four Mile Creek Road.

4. EVALUATION OF CULTURAL HERITAGE VALUE OR INTEREST (CHVI)

The following section provides an evaluation of the significance of 1 Paxton Lane based on the O. Reg 9/06 criteria (as amended by 569/22).

Table 1: Evaluation of CHVI of 1 Paxton Lane

Description	✓	Value
<p>The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material or construction method</p>	<p>✓</p>	<p>1665 Four Mile Creek Road represents one of the oldest, both in extant fabric and in use, single-room schoolhouses in Ontario, as many were replaced to meet growing community needs. Although Virgil Public School grew with several extensions added over the course of the 20th century, its 19th century single-room form is still visible with the stone-walled building jutting prominently forward to meet Four Mile Creek Road. Though vernacular in form, Virgil Public School is representative of one-room schoolhouse designs that were circulated in the 1860s, and is considered to be an evolved and functional form of the rural one-room schoolhouse style due to its large windows. The 1872 building uniquely uses a jerkinhead roof profile, cropping the front gable to afford better views of its bellcote.</p>
<p>The property has design value or physical value because it displays a high degree of craftsmanship or artistic value</p>		<p>Although the 1872 core of the Virgil Public School building represents an evolved design in terms of rural one-room schoolhouses due to its large windows, and it remains a highly vernacular and functional institutional building. As such, it displays neither a high degree of craftsmanship nor significant artistic value.</p> <p>It is unique in its use of parged stone to create a masonry core, with roughcast stucco showcasing incised lines to give the appearance of ashlar, the building itself is humble in materiality.</p> <p>At the time of this designation report, the interior of the residence was not investigated, but it is believed that moulded tin roof tiles, coat hooks, and wainscoting from the 19th century remain in situ.</p>

Description	✓	Value
The property has design value or physical value because it displays a high degree of technical or scientific achievement		1665 Four Mile Creek Road does not display a high degree of technical or scientific achievement.
The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community	✓	1665 Four Mile Creek Road has historical and/or associative value as being actively used for its original function from the time of the building's construction in 1872 to its closure in 2011. It is in close proximity to the intersection of Four Mile Creek Road and Niagara Stone Road, which have comprised the crossroads of the hamlet of Virgil since its founding. Prior to the construction of the building in 1872, it is believed that Virgil Public School represents a permanent version of an earlier schoolhouse, with archival references to educational uses on the site since 1829.
The property has historical value or associative value because it yields or has the potential to yield information that contributes to the understanding of a community or culture	✓	1665 Four Mile Creek yields information that contributes to the understanding of the hamlet of Virgil and its Mennonite community core as established in the late 18 th and 19 th centuries. Research into the 1872 schoolhouse has yielded that is connected to the Loyalist settler families that established the hamlet of Virgil and represents the value of education and community at the core and crossroads of the area from the early 18 th century onward.
The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, builder, artist, designer or theorist who is significant to a community		1665 Four Mile Creek Road does not reflect the work or ideas of an architect or a builder; although, the 1872 stone building is a representative example of the rural one-room schoolhouses as illustrated in pattern-books from the mid-19 th century onward. Research into the built form of the Subject Property has not yielded any connections to a personality significant to a community.
The property has contextual value because it is important in defining, maintaining, or supporting the character of an area	✓	1665 Four Mile Creek Road has contextual value because it is important in connecting the historical crossroads that still mark the centre of Virgil's urban core to its development in the early 19 th century onward. As the earliest stone building and

Description	✓	Value
		<p>one of few remnant 19th century structures located within Virgil, the Subject Property maintains a significant presence that transitions the commercial area of Niagara Stone Road to the surrounding suburban tracts and historically significant path of Four Mile Creek. As such, Virgil Public School acts as a character supporting resource for Virgil.</p>
<p>The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings</p>	✓	<p>1665 Four Mile Creek Road has contextual value because it is historically linked to its surroundings. Historically, the routes that became Four Mile Creek Road and Niagara Stone Road were long-established by Indigenous peoples in the area. Following settlement in the late 18th century, the intersection of these routes became the anchor of a hamlet that would later be known as Virgil. Archival textual evidence indicates that a school was located near this intersection as early as 1829, and the school is marked on archival maps as early as 1858. From its construction in 1872 to its closure in 2011, Virgil Public School functioned per its intended institutional and educational use.</p>
<p>The property has contextual value because it is a landmark</p>		<p>Situated in its original location, with open schoolyard surrounding its north and east sides, Virgil Public School was significantly altered and expanded over time. Although it is possible to identify the initial 1872 portion of the building, it is in a highly evolved state with a sprawling built-form footprint and expansive surrounding lot. The relationship between the building and its vastly transformed dense residential and adjacent commercial infill has minimized the contextual value of the property. As such, Virgil Public School is not considered to be a landmark.</p>

5. STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

This section provides the statement of CHVI for 1655 Four Mile Creek Road which is located in the Virgil urban area. It consists of a one-storey single-room schoolhouse, constructed in stone, with a jerkinhead roof profile, embedded date stone, and bellcote, with significant additions creating expanded wings to its west, north, and east over the course of the 19th century.

Virgil Public School is an 1872 one storey stone structure with a series of additions constructed between 1922 and 1983. The original building exhibits the classic characteristics of the improved rural Ontario school as exemplified by Egerton Ryerson's educational reforms and the school house designs of J. George Hodgins, Ryerson's assistant.

The property is located on the southeast corner of Four Mile Creek Road and Field Road on an approximately 3.75 acre lot in the Village of Virgil, Town of the Niagara-on-the-Lake.

Note that the Statement of CHVI and Attributes have been adapted from the designation by-law for 1665 Four Mile Creek Road as proposed in 2011.

Statement of CHVI

The cultural heritage value of Virgil Public School consists of the fact that there has been a school on this site since at least 1845 and possibly as early as 1829. The property was continuously used as a school site until the spring of 2011, when it was finally closed, a period of 166 years. The original stone building was probably, at the time of its closing, one of the oldest school buildings in continuous use in Ontario. The property and the stone one room school are of long-standing importance to the community and reflect the long history and value of education and public educational institutions to the citizens Virgil and the Town of Niagara-on-the-Lake.

Documentary evidence indicates that there has been a school in Virgil since 1829 when the first teacher, John Oakley, arrived to teach at a day school. The 1845 deed in favour of Benjamin Lawrence makes specific reference to a school on the present site of the stone schoolhouse. The 1865 Lincoln and Welland Directory indicated that the Village of Virgil had a population of about 50 inhabitants with a post office, a store a hotel and "a common school with an average attendance of 35 pupils. The teacher at that time was George Elliot.

The site was originally owned by Bernard Frey, a captain in Butler's Rangers, who received Lot 113 in 1804. This lot and others were acquired by George Lawrence, also a Butler's Ranger, from Frey's daughter, Margaret Ball. George Lawrence deeded the land on which the school sits to his son Benjamin in 1839. An 1845 deed in favour of Benjamin Lawrence makes specific reference to a schoolhouse located where Virgil Public School now stands. The land on which the school sits was finally purchased by the Public School Trustees of School Section No. 8 from Major General Percy Hill in 1874, although the school was constructed two years earlier, in 1872, as the date over

the former entrance indicates. The School Board for Section No. 8 purchased additional lands from the Niven family in 1922, 1943 and 1947 in order to expand the existing school building. As the date marker over the original entrance indicates, however, the school was constructed 2 years earlier, in 1872.

In response to the needs of this growing rural community, the school's expansions coincided with an influx of immigrants, particularly Mennonites and Baptists, from Russia, Europe, South America, Saskatchewan and Manitoba. An additional classroom was added in 1922 and the schoolyard was enlarged. In 1939, a new classroom, teacher's room, assembly hall and kitchen were built. Six classrooms were added in 1947. In 1967 a double kindergarten was added and finally the gymnasium, kitchen and front entranceway opened in April of 1983.

The original one room stone school reflects the development of similar schools in Ontario under government run school policy. The idea of state-run education began in Canada West during the 1840's, spearheaded by Egerton Ryerson, an advocate of compulsory primary level education. Ryerson was appointed Ontario's first Chief Superintendent of Education and held the post from 1844 to 1876. In 1850 the School Act was passed creating a central educational bureaucracy and providing funding for schools through property taxes. By 1871, Ryerson and his assistant, J. George Hodgins had established minimum standards for the quality of school buildings and equipment. In 1857 Ryerson and Hodgins published the province's first manual of school design titled *The School House: Its Architecture, External and Internal Arrangements*. The book became a construction manual for school boards. The design and configuration of Virgil Public School reflects the design principles expounded in Hodgins' book making it a significant early example of Ryerson and Hodgins' Ontario school and educational system.

The earliest portion of Virgil Public School is a simple rubble stone structure with a coating of lime rendering incised to resemble ashlar. This type of surface finish was perceived at the time to improve the ascetics of the building and to weatherproof the walls, which were constructed of inferior stone interspersed with large amounts of relatively soft, porous mortar and parging. The school is surmounted by a small louvred wooden cupola with a simple weathervane. Until recently the cupola contained the original school bell. This small bell has since been removed and will be displayed in the entrance foyer of the new Virgil school. A date marker reading "S.S. No.8, 1872" is located above what was once the original entrance. Close examination indicates that this marker is an integral part of the wall, not a separate date stone.

The original entrance facing Four Mile Creek Road was filled in at some point, probably when one of the additions to the school was constructed. Traces of the entrance are still visible under the lime rendering. This entrance led directly into a small anti-chamber which still contains early wainscoting and metal clothing hooks.

As examined in 2011, the main classroom is a large open space. The existing drop ceiling covers the original tin ceiling which was painted white at some point. Wooden

wainscoting, which is still affixed to the classroom walls below the blackboards, appears to be original. It is capped by a projecting moulding or narrow shelf supported by simple brackets.

5.1 HERITAGE ATTRIBUTES

- The exterior form and massing of the original 1872 stone school
- The stone walls with lime roughcast, incised to give the appearance of ashlar
- The wooden cupola bellcote
- The date marker (moulded 1872 'datestone')
- The jerkinhead roof profile
- Remnant 19th century tin ceiling in stone one-room schoolhouse
- Remnant 19th century wainscoting, shelf, and brackets in stone one-room schoolhouse
- Remnant 19th century coat hooks in stone one-room schoolhouse

6. CONCLUSION

O. Reg. 9/06 as amended by 569/22 of the OHA requires that to be designated, a property must meet at least two of the criteria. The property located at 1665 Four Mile Creek Road meets five of the nine criteria for determining CHVI as outlined in O. Reg. 9/06, therefore it is worthy of designation under O. Reg. 9/06 of the Ontario Heritage Act.



Town of Niagara-on-the-Lake

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REPORT #: CAO-24-044 **COMMITTEE DATE:** 2024-10-22
REPORT TO: COTW-General **DUE IN COUNCIL:** 2024-10-29
SUBJECT: Draft Advisory Committees of Council Policy

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 Council receive the draft Advisory Committees of Council Policy (“Policy”) as provided in **Appendix I** to this report;
- 1.2 Staff be directed to circulate the proposed Policy to all Advisory Committees and to consult with these Committees for feedback prior to the end of the year, and;
- 1.3 Staff bring back a finalized Policy early in the new year for Council consideration.

2. EXECUTIVE SUMMARY

With a Strategic Plan in place and Council midway through its term, it is appropriate to review the current Committee structure and operating procedures to ensure they continue to serve the needs of Council.

Council policy and procedure on the establishment, administration, and review of Advisory Committees and the Code of Conduct for volunteers who sit on those committees are currently disaggregated among various by-laws, reports, and practices. The proposed Policy codifies guidance related to Advisory Committees in one place.

3. PURPOSE

The purpose of this report is to introduce a proposed Advisory Committees of Council Policy for consultation.

4. BACKGROUND

- During the last term of Council, there were approximately 25 Committees of Council.
- At the beginning of this Council term, a phased approach was recommended to continue and/or establish new Committees of Council to ensure proper alignment with Council’s Strategic Plan and adequate resourcing. A number of Committees and their membership from the previous term of Council were extended. There are currently 11 Advisory Committees of Council (See Appendix 2).
- With a Strategic Plan in place and Council midway through its term, it is appropriate to review the current Committee structure and operating procedures to ensure they continue to serve the needs of Council and that the appropriate staffing resources are

allocated.

- Advisory Committees provide Council with an additional means to receive views and advice from residents on a variety of matters that contribute to the development of policies, programs and initiatives that enhance the quality of life experience in Niagara-on-the-Lake.
- With the exception of the Committee of Adjustment, Advisory Committees are not delegated decision-makers nor have the authority to direct staff. The nature of Advisory Committee recommendations to Council is purely advisory, not advocacy.
 - The Committee of Adjustment is a quasi-judicial committee that is granted the authority by Council to make decisions on minor variance, consent (severance), fence variance and sign variance applications. This Committee also acts as the property standards appeal board.
- Unless legislation provides otherwise, in its sole discretion, Council may create and sunset Advisory Committees. Council appointed community members serve on these committees at the pleasure of Council.
- Council policy and procedure on the establishment, administration, and review of Advisory Committees and the Code of Conduct for volunteers on those committees is currently disaggregated among various by-laws, reports, and common practice.
- The proposed Policy codifies guidance related to Advisory Committees in one comprehensive document.
- Subject to Council direction to advance this initiative, Staff will consult with current Advisory Committees for their advice and comments on the proposed Policy before it is brought back to Council for consideration and approval early in the new year.

5. DISCUSSION / ANALYSIS

It is the legislative mandate of Council to make the final decision on matters that affect the Town. The role of an Advisory Committee is to provide advice and information through recommendations to Council on those matters which relate to their specific mandate. Advisory Committees provide a means to facilitate public input to Council on programs and ideas, and to assist in enhancing the quality of life of the community.

These Committees, both statutory and non-statutory, allow residents from various backgrounds to participate in local government. The Town benefits from community volunteer experience, enthusiasm and civic pride.

The proposed Advisory Committees of Council Policy provides a uniform, principle-based approach to the establishment and operation of Advisory Committees. The Policy applies to all Council-approved Advisory Committees and is intended to address:

- The process for establishing and reviewing Advisory Committees;
- Advisory Committee recruitment, selection, appointment, removal and resignation processes;
- Member and staff duties and conduct;
- Requirements under the Municipal Freedom of Information and Protection of Privacy Act and other appropriate legislation as required;
- Operating procedures;
- Rules of Debate;

- Reporting requirements;
- Media Relations; and
- Member Code of Conduct.

The Policy does not apply to the appointment of Council Members to Advisory Committees as this is governed by a separate process.

6. STRATEGIC PLAN

The content of this report supports the following Strategic Plan initiatives:

Pillar

4. Optimize Organizational Excellence

Priority

4.1 Streamline & Modernize

Action

2.1 c) Efficiencies & Cost Reductions/Avoidances

Pillar

2. Good Governance

Priority

4.3 Culture & Workforce

Action

4.3 a) Culture and Workforce

7. OPTIONS

- 7.1 Option 1: That Staff be directed to amend the provisions of the draft Policy prior to the Policy being circulated to Advisory Committees for comment (**Recommended**)
- 7.2 Option 2: That Staff not proceed with consultation on the draft Policy (*Not Recommended*)

8. FINANCIAL IMPLICATIONS

There are no financial implications arising from this Policy. There are costs associated with striking an advisory committee including advertising for member recruitment and ongoing staff support and administration of the committee. These costs would be considered and approved by Council in separate reports.

9. ENVIRONMENTAL IMPLICATIONS

There are no environmental impacts.

10. COMMUNICATIONS

Subject to the endorsement of the contents of this report, Staff will circulate the draft Policy to Advisory Committees and work with the Chairs of those Committees to facilitate the collection

of feedback. Should Council approve the final Policy in the new year, Staff will create educational materials for current and prospective Advisory Committee volunteers. The Policy would also be publicly posted on the Town's website.

11. CONCLUSION

Council policy and procedure on the establishment, administration, and review of Advisory Committees and the Code of Conduct for volunteers on those committees is disaggregated among various by-laws, reports, and common practice. The proposed Policy codifies guidance related to Advisory Committees in one comprehensive document. The Policy, as drafted, will provide a process improvement through clear, consistent, and transparent terms for all Advisory Committees of Council.

12. PREVIOUS REPORTS

- CS-22-036 – 2022-2026 Council Committees and Boards

13. APPENDICES

- Appendix I – Advisory Committees of Council Policy
- Appendix II – 2022-2026 Advisory and Quasi-Judicial Committees of Council
- Appendix III – 2022-2026 Council Committees
- Appendix IV – 2022-2026 Local Boards and Commissions
- Appendix V – 2022-2026 Council Representation on External Boards

Respectfully submitted:

Prepared by:



Grant Bivol
Town Clerk/Manager of Legislative
Services

Submitted by:



Bruce Zvaniga
Chief Administrative Officer (Interim)

Draft

Advisory Committees of

Council Policy

Policy Number: P-CAO-24-XX

Effective: XX

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1. Introduction

Advisory Committees provide recommendations and advice to Town staff and Council. These bodies play an important part in the corporate decision-making process by providing a means to receive the views and advice from residents on a variety of matters that contribute to the development of policies, programs and initiatives that enhance the Town's quality of life.

These Committees, both statutory and non-statutory, allow local residents from various backgrounds to participate in local government. The Town benefits from community volunteer experience, enthusiasm and civic pride.

Advisory Committees report to Council and the nature of Advisory Committee recommendations to Council is purely advisory, not advocacy.

2. Purpose and Application

The Advisory Committees of Council Policy ("the Policy") provides a principle-based approach to the establishment and operation of Advisory Committees. The Policy applies to all Advisory and Quasi-Judicial Committees (hereby referred to as "Advisory Committee" or "Committee") and is intended to address:

- The process for establishing and reviewing Advisory Committees;
- Advisory Committee recruitment, selection, appointment and resignation processes;
- Member and staff duties and conduct;
- Requirements under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other appropriate legislation as required;
- Operating procedures;
- Rules of debate;
- Reporting requirements;
- Media relations; and
- Member Code of Conduct.

The Policy does not apply to the appointment of Council Members to Advisory Committees as this is governed by a separate process.

Advisory Committees will be compliant with this Policy, which respects Council's Procedure By-law 5508-23, regarding meeting process. The Procedure By-law may be referenced directly through the Clerk's Department should further clarification on meeting process be required for matters not addressed in the Policy. Changes or clarifications of policy or procedure will be reflected in updates to the Policy, which may be supplemented by guidelines and training materials, as appropriate, by the Clerk.

3. Definitions

"Advisory" means providing an opinion based on fact, knowledge and/or experience.

"Advocacy" means an activity that aims to influence decisions in support of a particular interest.

"Advisory Committee" or "Committee" means a committee appointed by Council to provide advice and expertise on issues of municipal interest and make recommendations to Town Council. For the purposes of this policy, Quasi-Judicial Committees shall also fall under this definition.

"Chair" means the member of a Committee selected by the Committee to act as the Presiding Officer at meetings of a Committee. The "Chair" shall mean the seat of office or authority of the Presiding Officer at Meetings;

"Clerk" means the Clerk or designate of the Corporation of the Town of Niagara-on-the-Lake;

"Council" means all Councillors of the Town's elected representatives, comprised of the Lord Mayor and Councillors, whether present or absent from a Meeting;

"Council Member Appointee" means a Member of Niagara-on-the-Lake Town Council who sits as a voting Member of an Advisory Committee;

"Delegation" means an individual, group of individuals, firm or organization, who has submitted a request for delegation to the Clerk or Recording Secretary within the prescribed timelines to address a Committee in relation to a matter appearing on the agenda or which is within the jurisdiction and mandate of the Committee;

"Majority Vote" means the affirmative vote of a majority of members who are qualified to vote, after a quorum has been declared to be present at a meeting;

"Mandate" means the statement that describes the Committee's purpose or responsibilities and will align with Council's strategic directions;

“Meeting” means any meeting of a Committee where Quorum is present and at which Members discuss or otherwise deal with any matter in any way that materially advances the business or decision-making of the Committee;

“Member” means a Resident Member or Council Member Appointee of the Committee, as context applies;

“Non-Pecuniary Interest” means a private or personal interest that a Member may have that is non-financial in nature and that would be considered by a reasonable person, apprised of all the circumstances, as being likely to influence the Member’s decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity;

“Point of Order” means a concern about the order in which business is being considered, or about a procedure or procedures being used in the course of a meeting;

“Point of Privilege” means a concern about the health, safety, rights or integrity of the Member, Committee, or anyone present at the Meeting;

“Quorum” means the majority of the Members;

“Resident Member” means a voting Member of a Committee, recruited from the general public, and selected and appointed by Council;

“Special Meeting” means a separate meeting of a Committee held at a time different than a Regular Meeting and which is focused on one or more particular and specific items or subjects; that are in the opinion of the Staff Advisor, time sensitive in nature;

“Staff Advisor” means a Town Staff person from a relevant department assigned to provide advice related to Town policies and procedures to Advisory Committees in a non-voting capacity;

“Standing Committee” means a Standing Committee of the Council of the Corporation of the Town of Niagara-on-the-Lake;

“Terms of Reference” means the document approved by Council that provides a general overview of the Committee, the content of which is prescribed by the Advisory Committee of Council Policy and Procedure;

“Town” means The Corporation of the Town of Niagara-on-the-Lake;

“Two-Thirds Majority Vote” means for the purposes of voting two thirds (2/3) of all members present at the vote and not prohibited by statute from voting;

“Vice-Chair” means the member of a Committee who is appointed by the Committee to act in place of the Chair at a Meeting of a Committee, as the case may be, when the Chair is absent from the Town or absent through illness, or otherwise, or when the office is vacant, and while so acting, the Vice Chair shall and may exercise all of the rights, powers and authorities of the Chair as Presiding Officer of a Committee;

4. Establishment and Review of Advisory Committees

Advisory Committees are established by Council. The creation of a new Advisory Committee will be supported with the following information prepared by the relevant department in consultation with the Clerk:

- Inventory of previous and existing activities related to the issue, including any public consultation initiatives;
- Statutory requirements (if any); and,
- Draft Terms of Reference.

Advisory Committees will seek approval from Council for any change in the Advisory Committee name.

4.1 Terms of Reference

The Terms of Reference for an Advisory Committee will be approved by Council. The Terms of Reference of each Advisory Committee will be reviewed on an ongoing basis in accordance with Section 4.2 by relevant staff to ensure that each Advisory Committee and the Terms of Reference remain relevant and appropriate.

As the Policy addresses a number of areas common to all Advisory Committees, the Terms of Reference only need to address the following:

- a) **Mandate:** A description of the general purpose of the Committee, including areas of responsibility taking into account any statutory requirements.
- b) **Goals and Objectives:** A listing of the goals and objectives of the Committee to be addressed in annual work plans.

- c) Guiding Principles: The principles that will guide the work of the Committee.
- d) Key Success Factors: An explanation of what factors will demonstrate the Committee's success.
- e) Number of Members: The number of Members on the Committee, including the number of each type of membership category if applicable.
- f) Member Qualifications: A list of the recommended qualifications of Members given the Mandate of the Committee.
- g) Frequency of Meetings: How often the Committee will meet, or a set minimum number of Meetings annually. Meeting calendars are adopted by Committees annually at the final Meeting of the previous year.

4.2 Review of Advisory Committees

Generally, within the last two years of a term of Council, Council may request a review of the Policy and/or Advisory Committees in place. If requested, the Clerk, in consultation with the relevant department(s), will provide a report to Council of all Advisory Committees, including but not limited to the following:

- a) A list of all Advisory Committees;
- b) All Terms of Reference documents and most recent work plan submissions;
- c) Recommendations related to the Advisory Committees such as Policy updates, additional training requirements, facilitation needs, size, structure or composition of committees, etc.

5. Membership Administration

The Clerk will be responsible for overseeing the recruitment, selection, and appointment processes for Members whose terms have expired and for vacancies that may arise from time to time.

For end-of-term appointments, the Clerk will prepare a report to Town Council in November of each year that appointments are being made.

For vacancies arising mid-term, the Clerk will prepare reports as needed for consideration by Committee of the Whole for recommendation to Town Council.

5.1 Recruitment, Selection and Appointment

5.1.1. Resident Members

- a) Advertisements for vacancies will include the Mandate of the Committee, the term of office, Member qualifications, application process and contact information.
- b) The Clerk will take measures to encourage the recruitment of individuals who are reflective of the Town's diversity, including outreach and potential partnerships with relevant community organizations.
- c) Applicants must be residents of Niagara-on-the-Lake and be a minimum of 18 years of age unless otherwise determined by Committee membership requirements set out in the Terms of Reference. Town of Niagara-on-the-Lake employees are not eligible to participate on Advisory Committees.
- d) Applicants will be required to complete and submit an application form to the Clerk, which is available from the Clerk's Department or the Town's website.
- e) To encourage the broadest degree of community involvement, no resident should serve concurrently on more than one Advisory Committee through Council appointment
- f) All applications will be reviewed by the Clerk's Department for short-listing purposes to support a diverse and appropriate membership and Council's review of applicants. Short-listing may include telephone, in-person or virtual interviews, questionnaires or drop-in sessions as appropriate. However, Council will receive copies of all applications.
- g) After appointments are made by Council resolution, the Clerk will advise all applicants of Council's decision.
- h) The Staff Advisor, in consultation with the Clerk, will ensure that new Advisory Committee Members are provided with appropriate orientation and training specific to Meeting and Committee protocols.

5.1.2. Restrictions for Former Council Members

Former Council Members who served on Town Council in the immediately preceding term are not eligible for appointment to the Town's quasi-judicial committees or boards.

5.1.3. References from Council Members

The practice of Council Members providing references in support of individuals who have applied for committee appointments shall be governed by the Code of Conduct:

- a) A Council Member shall not provide a reference in support of an applicant for an appointment to a Town agency or corporation, or any other position or office with the Town, unless that Council Member has had an employment or other relevant relationship (such as that of teacher or volunteer group supervisor) with the person requesting the reference;
- b) Even where there is such a relevant relationship, a Council Member shall not provide a reference for any person:
 - who is a relative of the Council Member; or
 - whose only relevant relationship with the Council Member has been as a member of the public service of the Town;
- c) No Council Member participating on the Selection Committee shall act as a reference for a candidate for appointment, and where a participating Council Member would otherwise be eligible to act as a reference, the Council Member shall declare that fact to the appointing authority;
- d) For the purposes of these rules, providing a reference includes both written and verbal references and any other form of intervention on behalf of the person in question. However, it does not extend to sending on (without comment) letters of inquiry about possible appointments or positions with the Town to the relevant hiring authority (or Selection Committee); and
- e) Unless the circumstances clearly indicate otherwise, a Council Member shall:
 - not provide references where the only basis for doing so is to use the influence of their office or to help someone the Council Member knows merely as a constituent, friend or relative; and
 - confine the provision of references to situations where the Council Member has relevant personal experience with the candidate.

5.2 Terms of Office

5.2.1. Resident Members

Resident Members will serve at the pleasure of Council for a four (4) year term and may apply to be considered for reappointment for another four (4) year term to a maximum of eight (8) consecutive years.

Resident Members who have served eight (8) years may reapply after an absence of one (1) year. A Member may request Council consider waiving the one (1) year mandated absence.

Resident Members may only serve on one (1) Advisory Committee at a time.

5.2.2. Chair and Vice-Chair of Advisory Committees

The Chair and Vice-Chair will be appointed to a one (1) year term at the first Meeting of each year by the members of the Committee. The Chair and Vice-Chair may be re-appointed for two (2) consecutive years for a total of three (3) terms.

If the Chair and/or Vice-Chair have reached their term limit for holding office as described above and no other Resident Member Representative wishes to stand for appointment to the office, the Advisory Committee may extend the term limit for the current Chair and/or Vice-Chair for one (1) year for a total of four (4) consecutive terms, provided they are willing stand for reappointment.

5.3 Member Resignation

Members will provide written notice of resignation to the Clerk, who will provide the notice of resignation to Council via the next available Information Package, which is distributed to Council and posted on the Town's website.

As soon as written notice of resignation is received, the Clerk will commence the recruitment and selection process to fill the vacancy left by the resignation.

If, during the term of their appointment, a Member becomes ineligible to

serve on the Advisory Committee based on the membership qualifications stated in the Advisory Committee Terms of Reference and/or this Policy, they are automatically deemed to have resigned as a Member, and the Clerk will notify Council and commence the recruitment process.

5.4 Attendance Management

If a Member is absent from three (3) consecutive, regularly scheduled Meetings without notice, the Clerk, in consultation with the Staff Advisor, will recommend to Council that the Member's seat be declared vacant.

Once Council declares a Community Member's seat vacant, the Clerk will initiate the recruitment and selection process.

6. Duties and Conduct

Advisory Committees work on behalf of Council for the residents of Niagara-on-the-Lake. The Advisory Committee may engage in activities that put Members in direct contact with residents and various organizations. Advisory Committee Members will reflect a professional and courteous manner when interacting with the public, Town staff, Members of Council and each other.

Should a Member of an Advisory Committee exhibit inappropriate conduct, the Advisory Committee or the administration may request that Council rescind the Member's appointment.

6.1. Committee Chair

- a) Preside over all Committee Meetings, ruling on any points of order;
- b) Facilitate the Meeting, following the Policy and respecting Procedure By-law 5508-23;
- c) Participate as an active and voting Member, encouraging active participation by all Committee Members;
- d) Call on the Vice-Chair to take their place in order to move motions or take part in significant debate. Chairs are permitted to ask questions and provide brief comments during discussion;
- e) Undertake any necessary work, including special projects and research between Meetings;
- f) Act as the point of contact with Council and any media relations,

unless otherwise designated by resolution of the Committee;

- g) Recognize that all Members are volunteers and understand the workload limitations of the membership of the Committee; and,
- h) Attend any training offered by the Town.

6.2. Committee Vice-Chair

- a) Assume the duties of the Chair if the Chair is not able to fulfil their position;
- b) Chair the Committee Meeting if the Chair is not present within the first fifteen minutes of the scheduled Meeting start time (provided Quorum is present);
- c) Participate as an active and voting Member, encouraging active participation by all Committee Members;
- d) Undertake any necessary work, including special projects and research between Meetings;
- e) Recognize that all Members are volunteers and understand the workload limitations of the membership of the Committee; and,
- f) Attend any training offered by the Town.

6.3. Members (inclusive of the Chair and Vice-Chair)

- a) Attend all scheduled and special Committee Meetings sending regrets to the Clerk's Department otherwise;
- b) Understand their role and expectations, including relevant Town policies;
- c) Follow the agenda and stay focused on the topic at hand;
- d) Understand and follow the Terms of Reference of the Committee, including its relationship to Council;
- e) Understand and respect the role and expectations of all participants;
- f) Disclose any conflicts of interest with respect to items before the Committee prior to discussion of the item;

- g) If the Chair and Vice-Chair are not present within the first fifteen minutes of a Committee Meeting but Quorum is present, the Members present will appoint another Member as Acting Chair by consensus, who will preside for the duration of the Meeting or until the Chair or Vice-Chair arrives;
- h) Participate as an active and voting Member, asking questions, and seeking clarification through the Chair;
- i) Undertake work necessary to implement the Council-approved work plan, or work as assigned by Council, including reading agendas, doing research, etc. between Meetings;
- j) Develop and maintain a climate where mutual support, trust, respect, courtesy, teamwork, and creativity are valued;
- k) Maintain a high degree of professionalism;
- l) Respect the individual worth and dignity of other Members utilizing the diverse knowledge, expertise and talents of all Members to optimal advantage;
- m) Challenge ideas and not people, creating a climate where it is okay to disagree;
- n) Communicate directly and concisely, listening without interruption, and be open-minded, allowing a variety of opinions to be heard;
- o) Work effectively with the administration to provide excellent service to residents and customers, recognizing the professional obligations of staff as employees of the Town of Niagara-on-the-Lake and not intervening in administrative practices;
- p) Refrain from criticizing individual members of staff in a way that questions their professional competency and credibility;
- q) Respect that decisions of Council are final and accurately communicate the decisions of Council even if they disagree with the decision of the Committee;
- r) Defer to the Chair of the Committee as spokesperson to Committee of the Whole, and Council unless otherwise designated by the Committee by resolution;

- s) Respect that resolutions made will reflect the position of the Committee. Members, acting as individuals or as Members of the Committee, may not provide a delegation or submit correspondence to Standing Committee or Council on a matter that was before a Committee of which they are a Member unless appointed by the Committee to do so;
- t) Respect and protect confidential information;
- u) Attend any training session offered by the Town.

6.4. Staff

Advisory Committees shall not direct staff. Any request, advice or recommendations of an Advisory Committee that require implementation, reports or other action by staff that is outside the normal scope of work as set out in this Policy will be requested by motion to be considered by the appropriate Standing Committee responsible for the matter in question.

Staff have three (3) principal functions related to Advisory Committees: the Clerk role, policy advice role, and support staff role. Where staff have a role, they will follow the direction of their relevant supervisor in undertaking any variation to the responsibilities set out in this Policy.

6.4.1. Clerk, Designate or Recording Secretary

- a) Provide Clerk services to Committees of Council as defined by the Policy;
- b) Call to order the first regular Meeting of an Advisory Committee annually and conduct the appointment process for the Chair and Vice-Chair;
- c) Understand the role of all participants;
- d) Implement attendance management as set out in the Policy;
- e) Coordinate a training/orientation session for Committee Members at the first Meeting of each Committee annually;
- f) Coordinate Chair and Vice-Chair training following appointments annually;
- g) Prepare agendas and relevant materials in cooperation with the Staff Advisor;

- h) Post notice of Committee Meetings and livestream on the Town's website;
- i) Arrange for or set up Meeting areas including audio-visual requirements, attendance by the public and Delegations and ensuring accessibility for anyone who has identified a need;
- j) Determine if Quorum is met;
- k) Offer procedural and process advice to the Chair and Committee Members;
- l) Prepare meeting follow up as required;
- m) Prepare minutes for distribution in the Information Package and circulation as per the Clerks administrative practices; and,
- n) Maintain Advisory Committee minutes, item numbers, reports of the Advisory Committee and correspondence records.

6.4.2. Staff Advisor

- a) Attend the Meetings of the Advisory Committee(s);
- b) Understand the Mandate of the Advisory Committee, including its relationship to Council;
- c) Understand the role and expectations of the Chair, Advisory Committee Members, Council Member Appointees and staff;
- d) Assist the Advisory Committee by offering policy advice in a non-voting capacity on matters before the Advisory Committee;
- e) Remain impartial during discussions of Advisory Committee matters with all Members;
- f) Subject to priority workload demands as determined by management, assist with the implementation of the work plan;
- g) Ensure that any recommendations proposed by the Advisory Committee do not contradict existing Council decisions or the Town's budget, by-laws, policies or procedures.

6.4.3. Support Staff

Support staff will attend Meetings of Advisory Committees as necessary, relevant to their area of expertise to provide information and/or advice. The role of staff is to act as a resource to the Advisory

Committee on a project-by-project basis, not to do the work of the Advisory Committee unless specifically assigned to do so by management.

7. Municipal Freedom of Information and Protection of Privacy

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) applies to Advisory Committees, and members of the public may request access to Town records under the Act by filing a Freedom of Information request. The Town must follow the process outlined in the Act to release the information which may include disclosure of reports, correspondence or emails sent by Members to staff regarding committee matters.

Members have the same access rights to municipal information as any other resident of the municipality, unless the information relates specifically to a matter before the Advisory Committee. Requests for information should be referred to the appropriate staff to be addressed either as an informal request to access municipal records, or as a formal request under MFIPPA.

Members may receive personal or other confidential information as part of their role on the Advisory Committee. It is expected that this information be protected, including keeping the information physically and electronically secure from unauthorized use.

8. Operating Procedures

8.1. Quorum

Quorum will be a simple majority of the total number of Advisory Committee Members. Non-quorum Meetings will not be permitted.

Quorum for Committee of Adjustment is determined as per Section 44 (5) of *The Planning Act*. Where a committee is composed of three members, two members constitute a quorum, and where a committee is composed of more than three members, three members constitute a quorum.

If there is no Quorum within fifteen minutes of the established start time of a Meeting, the Recording Secretary will record the names of the Members present and the Meeting will adjourn to the next regular Meeting of the Advisory Committee.

8.2. Meeting Scheduling

8.2.1. First Meetings

The first Meeting each year of an Advisory Committee (or the first Meeting of a new Advisory Committee) will be called and chaired by the Recording Secretary until a Chair and Vice-Chair are appointed.

8.2.2. Regular Meetings

Regular Meetings of the Advisory Committee will be established by resolution of the Advisory Committee at the last Meeting of the Advisory Committee each year. All Meetings will be held in the Council Chambers at Town Hall unless taking place electronically and will not conflict with any other Advisory Committee, Committee of the Whole or Council Meetings.

8.2.3. Special Meetings

Special Meetings of the Advisory Committee may be called by the Chair, in consultation with the Clerk/Recording Secretary and the Staff Advisor.

8.2.4. Meeting Cancellation/Postponement

A Meeting may be cancelled or postponed by the Clerk/Recording Secretary in consultation with the Staff Advisor where Quorum cannot be achieved, when a Meeting is no longer required or in the event of an emergency.

Notice of a Meeting cancellation or postponement will be given by the Clerk/Recording Secretary as soon as possible by providing notice to Members electronically, by posting a notice on the Town's website and by posting a notice at the entrance to the Town Hall. In the event of an emergency, such as extreme weather, a cancellation notice will be provided as soon as possible in a manner deemed appropriate by the Clerk.

8.3. Notice of Meetings

Public notice of all regular and Special Meetings of Advisory Committees will be provided by posting the agenda or Special Meeting notice to the Town's website.

Agendas and Meeting notices must include the date, time, location and purpose of the Meeting. Meeting notices will be posted no less than 24

hours prior to the start of the Meeting.

8.4. Open and Closed Meetings

All Meetings of Advisory Committees will be open to the public, and streamed live and archived on the Town's website.

Very specific, limited provisions exist within the Municipal Act for closed Meetings. The Committee Chairs and Staff Advisors should consult with the Clerk prior to meeting in a closed session.

If, after consultation with the Clerk it is determined that the Advisory Committee has a legal, valid reason to hold a Meeting or portion of a Meeting in closed session, Advisory Committees will follow procedures set out in the Closed Meetings section of Procedure By-law 5508-23.

Where a matter has been discussed in closed session and where the matter remains confidential, Members must not disclose the content of the matter discussed or the substance of the discussions.

8.5. Order of Business for Regular Meetings

The business of each Meeting will be taken up in the order in which it stands on the agenda unless otherwise decided by the Advisory Committee, subject to a two-thirds majority vote. The following order of business will apply to all regular *Advisory Committee Meeting agendas:

1. Call to Order
2. Adoption of Agenda
3. Conflict of Interest
4. Previous Minutes
5. Presentations
6. Announcements
7. Correspondence
8. Business
9. Next Meeting Date
10. Adjournment

*The agenda for Committee of Adjustment and other Quasi-Judicial Committees may deviate from the above as determined by the Recording Secretary or Staff Advisor in order to best suit the mandate of the Committee.

8.5.1. Additional Agenda Items

An additional agenda item received after the agenda is published that, in the Recording Secretary/Clerk's determination relates directly to a matter on the agenda, may be added to the agenda with a Majority Vote and disposed of in the relevant agenda heading following the items listed on the published agenda.

An additional agenda item received after the agenda is published that does not relate to an item on the agenda but is, in the Recording Secretary/Clerk's determination in consultation with the Staff Advisor is time sensitive, may be added to the agenda with a two-thirds majority vote and disposed of in the relevant agenda heading following the items listed on the published agenda.

8.5.2. Declarations of Pecuniary Interest

A Member must declare any direct or indirect pecuniary interest that they may have on any matter before the Committee at the beginning of the Meeting. If the Member misses making the declaration at the beginning of the Meeting, the declaration should be made when the matter comes up for discussion. The Member must state the matter to which they have a conflict and the reason why.

The Recording Secretary will record declarations of pecuniary interest made by a Member in the minutes, noting the matter and general nature of the pecuniary interest.

A Member who has made a declaration of interest on an item may not participate in debate, discussion or voting on the item.

8.5.3. Presentations

Presentations will not exceed ten (10) minutes and will be limited to presentations by Town staff, consultants retained by the Town or others as may be invited by the Staff Advisor. An Advisory Committee may, by resolution, invite specific persons, experts, organizations or groups to make a presentation on any matter

within its Council-approved work plan.

Whenever possible, a visual representation of presentations will be provided, in particular those referencing mapping, diagrams or site designs. Such material will be submitted to the Recording Secretary two (2) business days prior to the Meeting in order to be provided to Members.

Members of the Advisory Committee may ask questions related to presentations but should not engage in debate with presenters.

8.5.4. Delegations

Where permitted, all delegations to Advisory Committees are subject to the rules and procedures outlined in the Town's Delegation Policy and the Terms of Reference for each Committee.

Members of the Advisory Committee may ask questions of Delegations but should not engage in debate with Delegations.

8.5.5. Referrals from Town Council and/or Committee of the Whole

Town Council or Committee of the Whole may refer a matter to an Advisory Committee for review or comment. The Advisory Committee will report back to Committee of the Whole or Council on any matter referred to them.

8.5.6. Correspondence

Subject to the rules related to Correspondence as set out in each Committee's Terms of Reference, a person is welcome to submit correspondence to an Advisory Committee about any matter within its mandate. Staff may prepare recommendations related to correspondence for the Advisory Committee's consideration.

8.6. Order of Business for Special Meetings

The order of business for Special Meetings will be determined by the Recording Secretary/Clerk in consultation with the Staff Advisor and will be dependent on the matters to be considered at the Meeting.

9. Rules of Debate

- a) Decisions of Committees will be by resolution. Unless otherwise required by the Policy or Procedure By-law, a simple Majority Vote of the Committee Members present will be followed.
- b) The Chair will preside over the conduct of the Meeting, including the preservation of good order and decorum, ruling on Points of Order and deciding all questions relating to the orderly procedure of the Meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.
- c) If the Chair desires to leave the Chair for the purpose of taking part in the debate or to move a motion, they will call on the Vice-Chair to fill his/her place until they resume the Chair.
- d) Before debate begins on any item, a Motion will be presented for discussion.
- e) Every Member, before speaking to any motion, will be recognized by the Chair.
- f) When two or more Members wish to speak, the Chair will name the Member who, in their opinion, first raised their hand.
- g) A Member will not:
 - Speak disrespectfully to or about another Member, member of staff, or Member of Council;
 - Use offensive words or unparliamentary language during Meetings;
 - Disobey the procedures of the Committee, or decision of the Chair or the Committee on questions of order or practice or upon the interpretation of the Policy;
 - Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared; or
 - Interrupt a Member while speaking except to raise a Point of Order.
- h) If any Member persists in a breach of the rules after having been called to order by the Chair, they may be ordered by the Chair to leave their seat for that Meeting. If the offender makes an apology, they may, by vote of the Committee, be permitted to resume their seat.
- i) When a Member wishes to raise a Point of Personal Privilege, they may

do so at any time, and the Point will take precedence over other matters.

- j) When a Member desires to call attention to a violation of the rules of procedure, they will ask the Chair to be permitted to raise a Point of Order. Once permission is granted:
- The Member will state the Point of Order with an explanation and resume their seat until the Chair has decided on the Point of Order.
 - Unless a Member immediately appeals to the Committee, the decision of the Chair will be final.
 - If the decision is appealed, the Committee will decide the question without debate, and its decision will be final.
- k) When the Chair calls a Member to order, they will immediately sit down and cease discussion until the Point of Order is dealt with, and they will not speak again without permission of the Chair unless to appeal the ruling of the Chair.

10. Motions

The following rules will apply to motions made at Advisory Committees:

- a) Every motion at an Advisory Committee Meeting requires a mover and seconder.
- b) All motions other than those solely related to procedural matters must be in writing.
- c) After a motion is accepted by the Chair, it is deemed to be in possession of the Committee but may be withdrawn at any time before decision or amendment with a vote of the Committee. The motion to withdraw is not amendable or debatable.
- d) There is no limit to the number of times a Member may speak to a motion.
- e) A Member may ask questions to another Member or to staff at any time during the discussion, but the question must relate directly to the matter under discussion.
- f) A motion to call the vote will not be allowed.
- g) Any Member may require the motion under discussion to be read at any

time during the debate but may not interrupt another Member who is speaking.

- h) When a motion is under consideration, no motion will be received other than a motion to:
- Adjourn, which is always in order except when another Member has a position on the floor or a vote has been called or is in the process of being taken. A motion to adjourn is neither amendable nor debatable;
 - Recess, which will specify the length of time of the recess and is debatable only as to the length or timing of the recess and amendable only as to the duration;
 - Table, which motion is not debatable;
 - Defer action, which will postpone all discussion on a matter until a future date and time as set out in the motion. A motion to defer is only debatable as to the advisability of postponement and amendable as to the date and time to which the matter is to be deferred;
 - Refer, which directs the matter under discussion to another body for further examination or review. A motion to refer is debatable as to the timing and instructions of the referral and can be amended as to whom it is being referred and the timing and instructions for reporting back; or
 - Amend the motion.
- i) Only one amendment at a time can be presented to the main motion and cannot directly contradict or negate the effect of the main motion. Only one sub-amendment can be presented to an amendment, but when the sub-amendment to the amendment has been disposed of, another may be introduced, and when an amendment has been decided, another may be introduced.
- j) A sub-amendment to an amendment, if any, will be voted on first, then if no other sub-amendment is presented, the amendment will be voted on next, then if no other amendment is introduced, the main motion (as may be amended), will be put to a vote.
- k) Nothing in this section prevents other proposed amendments from being

read for the information of the Members.

- l) After any matter has been decided by the Committee and prior to reporting to the appropriate Standing Committee, any Member may move for a reconsideration. No discussion of the motion that has been decided will be allowed until the motion for reconsideration has carried on a Two-Thirds Majority Vote, and no matter will be reconsidered more than once in the same calendar year. Advisory Committees cannot reconsider any existing decision of the Committee of the Whole or Council.
- m) All motions not disposed of will be placed on the agenda for the next regular Meeting unless otherwise decided by the Committee.

11. Voting

- a) Recorded votes will not be permitted at Advisory Committee meetings.
- b) When the motion under consideration contains two or more distinct parts, any Member may request the division to vote on each part separately.
- c) After the Chair begins to take a vote, no Member will speak to or present another motion until the vote has been taken on the motion, amendment or sub-amendment.
- d) If a Member does not disclose a pecuniary interest and does not vote on a matter, the Member will be deemed as having voted in the negative.
- e) Any motion on which there is a tie vote will be deemed to be defeated.
- f) Special guests, volunteers, organizational representatives and Town staff do not constitute committee Members and are unable to vote.

12. Minutes and Reporting

12.1. Minutes

Minutes will record who was in attendance (including noting the time Members leave early or arrive late), where the Meeting took place, when the Meeting started and adjourned, who chaired the Meeting, any persons that appeared and addressed the Advisory Committee and actions taken or recommendations for each item on the agenda. Minutes will be taken by the Recording Secretary without note or comment and will not include questions from Members or discussion on any matter.

Meeting minutes will be the official record of a Meeting, documenting the decisions of the Committee. Minutes do not require Advisory Committee

approval but will be provided to Advisory Committee Members and the public by posting to the Town's website for information. All Advisory Committee Meeting minutes will be provided to Council in the Information Packages.

12.2. Reports to Standing Committee

After each Meeting, the Clerk will prepare a Report to Council, including any item that requires Council approval such as:

- Advice to Town Council as related to the Mandate of the Advisory Committee;
- Directions to staff;
- Advice, recommendations or suggestions the Advisory Committee wishes to provide to bodies other than Town Council, as related to the Mandate of the Advisory Committee; or
- Matters that have been referred by Town Council or a Standing Committee to the Advisory Committee.

Council may approve, amend, refer or propose other resolutions, as Council sees appropriate. Once an Advisory Committee recommendation has been reported to Council, an Advisory Committee will not reconsider, recommend or advise on the matter, unless directed by Council.

12.3. Annual Reporting Requirements

Within the first quarter of each year, Advisory Committees will submit to Council a summary of the previous year's accomplishments. This report will be distributed to Council via the Information Package.

13. Committee Finances

13.1 Fundraising Activities

Advisory Committees will not undertake any fundraising activities, including event or program sponsorship, without prior approval from Council. All fundraising activities will be on a project-by-project basis, clearly identified in the Advisory Committee work plan with financial oversight by the Town.

13.2 Member Remuneration

With the exception of Committee of Adjustment, Municipal Heritage Committee, and Urban Design Committee, Members of Advisory Committees are volunteers and serve without remuneration. Any expenses submitted without the Advisory Committee's prior approval will not be reimbursed.

14. Media and Communications

The actions and recommendations of Advisory Committees are subject to the policies and administrative practices of the Town, including provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements and the like.

14.1 Social Media

Advisory Committees are not authorized to launch independent social media accounts. However, they may submit messaging related to their Advisory Committee and its mandate to the Staff Advisor, who will act as a liaison. The content will be forwarded to the Town's Communications team, and posting will be at the discretion of the Communications Manager.

14.2 Media Materials and Media Events

All corporate media materials and media events related to the respective Advisory Committee must be approved by the Staff Advisor. Advisory Committee Members shall not speak to the media on Town of Niagara-on-the-Lake matters unless authorized by the Advisory Committee and the Town's Communications Manager.

The Town's Communications team is available to assist in positively communicating the accomplishments of Advisory Committees through official Town channels.

Advisory Committee Members who communicate in any public forum (e.g., interviews, editorials, regular columns, or blog posts) when not in their official capacity as spokespersons for corporate media advisories and releases and where they are identified as a Member of a recognized Advisory Committee of the Town of Niagara-on-the-Lake, must provide the following disclaimer: "The opinions reflected by the Member are their own personal comments and are not endorsed nor representative of the Advisory Committee, the Town of Niagara-on-the-Lake, or Niagara-on-the-Lake Town Council

15. Code of Conduct

Advisory Committees are expected to maintain principles of good conduct and ethics reasonably expected from individuals appointed by the Council of the Town of Niagara-on-the-Lake to ensure all municipal affairs are conducted with professionalism and integrity.

Every Member will observe and comply with all provisions of this Policy, as well as all applicable legislation and other policies or procedures adopted or established by Council.

Advisory Committee positions will not be used for personal gain. Without limitation, no Member will use their appointed position to influence, or attempt to influence, the decision of any other person for the Member's private advantage or that of a Member's family member.

15.1 Conduct at Meetings

Every Member will conduct themselves properly and in a civil manner at Council, Standing Committee or Advisory Committee Meetings and in accordance with the provisions of the Town's Procedure By-Law, this Policy and other applicable policies or laws.

15.2 Conduct Respecting Others

Every Member has the duty and responsibility to treat Council, the public, one another and staff appropriately and without abuse, bullying or intimidation and to ensure that the municipal work environment is free from discrimination and harassment.

The Human Rights Code and the Occupational Health and Safety Act recognize the right to freedom from harassment. Under the Human Rights Code and the Town's Harassment and Violence in the Workplace Policy, all persons are to be treated with dignity and respect in the workplace in an environment free of abuse, discrimination and personal and/or sexual harassment.

Harassment, whether it occurs inside or outside the workplace but is related to the work environment is considered to be harassment and is inappropriate behaviour for the purpose of this Policy.

Any complaints of abuse, bullying, intimidation or harassment will be investigated in accordance with the procedures set out in the Town's Harassment and Discrimination, and Workplace Violence Policies.

15.3 Conduct Respecting Staff

Under the direction of the Chief Administrative Officer and Corporate Leadership Team, and in accordance with the decisions of Council, municipal employees are required to serve the municipal corporation as a whole.

All members will be respectful of the role of Staff in providing advice based on political neutrality and objectivity without undue influence from any member. Accordingly, no Member will question the professional or ethical reputation of any employee. Every Member will show respect for staff and for their professional capacities and responsibilities.

No Member will ask any employee to engage in partisan political activities or subject any employee to threat or discrimination for refusing to engage in such activity.

No Member will use or attempt to further his or her authority or influence by intimidating, threatening, coercing, commanding or influencing improperly any employee or interfering with that person's duties, including the duty to disclose improper activity.

15.4 Advisory Committee / Staff Working Relationships

Members are appointed by Council to provide advice to Council. Employees are ultimately accountable to the Chief Administrative Officer and are responsible for implementing the decisions of Council and ensuring the efficient and effective operation of municipal services. Members and employees will work cooperatively based on shared values of honesty, trust, mutual respect, and leadership for continuous improvement.

Members are encouraged to contact employees to answer questions, identify concerns or request services that are normally available to any Niagara-on-the-Lake resident.

15.5 Gifts and Benefits

A gift or benefit will not be accepted if it was intended to influence or could reasonably be perceived that it might influence or was intended to influence, the Member in the performance of their duties as a Member or that the gift or benefit was intended or could reasonably be perceived as intended as a reward for any action or impending action by the Member.

Notwithstanding this section, Members may accept the following:

- Food and beverages at banquets, receptions, ceremonies or similar events to which they have been invited as a Member;
- A gift such as a souvenir, memento or commemorative item that is given in recognition of service, for speaking at an event, or representing the Town at an event;
- Compensation authorized by Council or law.

15.6 Municipal Resources / Uses of Town Property

Members will only use Town property for activities associated with their duties as a Member, unless otherwise approved. In the event a Member is nominated for a position governed by the Municipal Elections Act, 1996 (MEA), the Member will comply with the MEA and procedures developed and approved by the Clerk and/or Council for the use of corporate resources for election purposes.

15.7 Compliance

All Members will be aware of and comply with this Policy. Members are accountable to Council and, in addition to any other consequence imposed by law. Members found to have breached this Policy may be subject to discipline or corrective action up to and including removal from the Committee to which they have been appointed.

Any individual, including members of the public, Town employees and Members who have reasonable grounds to believe that a Member has breached a provision of the Policy, may proceed with a complaint.

Complaints must be submitted within six (6) weeks of the matter becoming known to the individual and no more than six (6) months after the alleged violation occurs. The Clerk will be responsible for ensuring compliance with these deadlines and will take no action on a Complaint received beyond these deadlines.

15.8 Complaint Procedure - Informal

Any individual who has identified or witnessed behaviour or activity by a Member that appears to be in contravention of the Policy may address their concerns in the following manner:

- Advise the Member that their behaviour or activity appears to

contravene the Policy;

- Encourage the Member to stop the prohibited behaviour or activity;
- If applicable, confirm to the Member your satisfaction or dissatisfaction with the response received to the concern identified;
- Keep a written record of the incidents, including dates, times, location, other persons present and any other relevant information, including steps taken to resolve the matter. If the individual is not satisfied with the response received through the informal process, they may submit a formal Complaint to the Clerk as outlined in the following section.

If an informal complaint is reported to the Clerk's Department, the Member that appears to be in contravention will be contacted for a meeting by the Clerk's Department and appropriate staff, including the relevant department head and Chief Administrative Officer, to encourage the Member to stop the prohibited behaviour or activity and discuss additional training or education to be offered, if required, related to the complaint. Following the meeting, the Member will be provided with written documentation of the meeting, including the agreed-upon course of action and any identified future steps.

15.9 Complaint Procedure – Formal

Any individual who believes that a Member has contravened the Policy may make a request (the "Complaint") that the matter be formally reviewed.

Every Complaint will:

- a) be in writing;
- b) set out the grounds for the belief and the contravention alleged;
- c) be signed by an identifiable individual or authorized signing officer of an organization (note: the identity of the complainant will not be maintained in confidence);
- d) include the original or copy of any supporting documentation or other supporting material available to the complainant; and
- e) include the name and contact information of the complainant and any witnesses.

Upon receipt of a complaint, the Clerk will present the Complaint to Council in a closed Meeting of Council. Council, in its sole discretion, may determine that:

- there has been no contravention of the Policy;
- the Complaint is frivolous, vexatious or not made in good faith, or that there are insufficient grounds for an investigation;
- a contravention occurred, although the Member took all reasonable measures to prevent it;
- a contravention occurred that was trivial or committed through inadvertence or an error of judgement made in good faith; or,
- the Member has contravened the Policy, and as such direct corrective actions outlined in this Policy.

15.9.1 Criminal Matter

If the Complaint is an allegation of a criminal nature consistent with the Criminal Code of Canada, the Complainant will be advised that pursuit of such an allegation must be made through the appropriate Police Service.

15.9.2 Municipal Conflict of Interest

If the Complaint is an allegation with respect to matters under the Municipal Conflict of Interest Act, the Complainant will be advised to review the matter with their own legal counsel.

15.9.3 MFIPPA

If the Complaint is more appropriately addressed under the Municipal Freedom of Information and Protection of Privacy Act, the matter will be referred to the Office of the Clerk for review under that Act.

15.9.4 Matter Already Pending

If the Complaint is in relation to a matter which is subject to an outstanding complaint under another process such as a court proceeding, Human Rights complaint or similar

process, the Clerk may, in his/her sole discretion, suspend any further action pending the result of the other process.

15.9.5 Other

If the matter is covered by other policies or legislation, the Complainant will be advised and directed to proceed in a manner as considered appropriate by the Clerk.

15.10 Records and Review

The Clerk will maintain a comprehensive record of all complaints submitted with respect to the Policy and the details and decisions associated with each complaint. In making any judgement or decision with respect to a complaint, the comprehensive record of complaints and decisions rendered will be consulted with a view to maintaining consistency.

15.11 Reprisals and Obstruction

Members will respect the integrity of the Policy and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Clerk is prohibited. It is also a violation of this Policy to obstruct the Clerk carrying out of his/her responsibilities.

Appendix II
2022 – 2026 Advisory Committees of Council

Committee	Committee Membership	# of Meetings
Heritage Trail Committee	Councillor Cheropita*, Tony Chisholm, Dick Coyne, Rick Meleon, Cheryl Morris, Fred Sentineal	15
Irrigation Committee	Deputy Lord Mayor Wiens, Kevin Buis, Rob Enns, Michael Kauzlaric, George Lepp, Kurt Neumann, Aaron Oppenlaender	15
Municipal Accommodation Tax Committee	Councillor Balasiuk*, Councillor O'Connor, John Foreman, Paul MacIntyre, Andrew Niven*, Normand Arsenault, Brian Trnkus	4
Municipal Heritage Committee	Councillor Balasiuk*, Councillor Burroughs, Drew Chapman, Amanda Demers, Brian Marshall, John Morley, David Snelgrove*, Rita Trudeau, Alexander Topps	23
Tourism Strategy Committee	Councillor Cheropita*, Councillor Mavridis, Robin Garrett, Vlad Haltgin, Andrew Niven*, Tim Jennings, Mark Torrance, Erica Lepp, Richard Mell	8
Urban Design Committee	Councillor Cheropita*, Chrys Kaloudis, Peter Neame, David Snelgrove*, 3 vacancies	10
Environmental Advisory Committee	Norm Arsenault (Chair), Councillor Gary Burroughs, Councillor Sandra O'Connor, Christine Earl, Paul Jurbala, Kyra Simone, Marco Brunato, William Rapley	1
Short Term Rental Committee	Rob Browning (Chair), Norm Arsenault Councillor Gary Burroughs, David Levesque, Jason Clements, John Buchanan, Rene Brewer	1
Agricultural Committee	Councillor Sandra O'Connor, Councillor Erwin Wiens, John Fedorkow, Kathryn Hoshkiw, George Lepp, Albrecht Seeger, John Thwaites, Chris VandeLaar, Kai Wiens (Chair)	0
Diversity, Equity and Inclusion (DEI) Committee	John Wiens Jamie Knight (Co-Chair), Richard Mell, Niki Walker (Co-Chair), George Webber, Kiera Sangster	0
St. Davids Pool Fundraising Committee	Paul Harber, Joe Typer, Susan Snider, Councillor Adriana Vizzari, Glenn Young, David K. Scott, Taren Koroneos, Jill Barber, Councillor Gary Burroughs, John Wiens	0

2022 – 2026 Quasi-Judicial Committees of Council

Committee	Committee Membership	# of Meetings
Committee of Adjustment	Stephen Bartolini, Paul Johnston, Eric Lehtinen, Margaret Louter, Angelo Miniaci, 2 vacancies	23

Appendix III
2022-2026 Council Committees

Committee	Committee Membership	# of Meetings
Committee of the Whole – Planning	Quarterly Rotation (currently Councillor O’Connor)	21
Committee of the Whole - General	Quarterly Rotation (currently Councillor O’Connor)	20
Committee of the Whole – Budget Review	Deputy Lord Mayor Wiens	14
CAO Recruitment Committee	Lord Mayor Zalepa (Chair), Deputy Lord Mayor Wiens, Councillor Mavridis, Councillor O’Connor	7
Discretionary Grant Committee	Councillor Balasiuk, Councillor Mavridis, Councillor Vizzari	2
Selection Committee for Committees of Council	Lord Mayor Zalepa (Chair) Councillor Cheropita, Councillor O’Connor, Councillor Vizzari	3
Audit and Finance Committee	Councillor Cheropita, Councillor O’Connor, Councillor Burroughs	0

**Appendix IV
2022-2026 Local Boards and Commissions**

Committee	Committee Membership	# of Meetings
Airport Commission	Deputy Lord Mayor Erwin Wiens, Terry Nord	15
Library Board	Councillor Vizzari, Ilze Andzans, Benoit Beausoleil, Katie Desharnais, Susan Elliott, Robin Foster, Daryl Novak, Wayne Scott plus 1 vacancy	13
Chamber of Commerce	Councillor Mavridis, Councillor Cheropita	22
NOTL Tourism	-----	-----
NOTL Hydro	Lord Mayor Gary Zalepa, Councillor Adriana Vizzari, Bruce Zvaniga (CAO), Jim Ryan (Chair), Philip Wormwell, Marc Devlin, Marcelo Grusso	20

**Appendix V
2022-2026 Council Representation on External Boards**

Committee	Committee Chair	# of Meetings
Niagara Parks Commission	Deputy Lord Mayor Wiens	21
Niagara Region Transit Commission	Councillor Mavridis	25
Niagara Region Transportation Public Advisory Committee	Gerry McIlhone	3