

AGENDA
THE TENTH MEETING OF THE MUNICIPAL HERITAGE COMMITTEE

VIA ZOOM

5:00 P.M.

AUGUST 11TH, 2021

DISCLOSURES OF INTEREST

Special Meeting

MINUTES

Confirmation of the minutes of the meeting held on July 14, 2021.

NEW BUSINESS

Heritage Alteration Permit and Planning Report - HAP-08-21 - 392 Talbot Street **Pages 2-29**

Heritage Alteration Permit and Planning Report - HAP-09-21 - 664-668 Talbot Street
Pages 30-44

Request for Alterations - Old St. Thomas Church - 55 Walnut Street **Pages 45-76**

Railway Museum Lands

NEXT MEETING

September 9, 2021

ADJOURNMENT

NOTICE OF RECEIPT FOR HERITAGE ALTERATION PERMIT
(Section 42(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended)

July 15, 2021

Daranee Viriyakitti
392 Talbot Street
St. Thomas ON
N5P 1 B8

**Re: Notice of Receipt
Heritage Alteration Permit**
File No.: HAP-08-21
Property: 392 Talbot Street

Pursuant to Section 42(3) of the Ontario Heritage Act, as amended, this letter is notice that the information and material required through the City of St. Thomas' Application for Heritage Alteration Permit has been provided and the application is thereby considered complete.

Council of the City of St. Thomas has 90 days from the issue of receipt of this notice to make a decision to grant or refuse this application.

The Secretary of the Municipal Heritage Committee has been circulated this notice and application for inclusion on the next available meeting agenda date. You will receive a separate notice of confirmation of your Municipal Heritage Committee meeting date and time. It is advisable for you or a representative to attend this meeting to present and respond to questions on your Heritage Alteration Permit application.

Please contact the Planning & Building Services Department at 519-633-2560 if you have any questions.

Yours truly,



Kevin McClure, MCIP, RPP
Planner

cc: Jon Hindley, Corporate Administrative and Accessibility Clerk, City of St. Thomas

MEMO

DATE: July 15, 2021

ATTENTION: Jon Hindley, Secretary, Municipal Heritage Committee

SUBJECT: Heritage Alteration Permit
392 Talbot Street
HAP-08-21

Please find attached a notice of receipt for Heritage Alteration Permit within the City of St. Thomas. The applicant has consulted with Planning & Building Services Department Staff and the application has been deemed complete.

As per the Heritage Alteration Permit process, the attached material is being provided for your circulation to the Municipal Heritage Committee for consideration and recommendation to Council. In scheduling a meeting with the Municipal Heritage Committee and the applicant, please copy the Planning & Building Services Department for our records.

Through the consultation process, Planning & Building Staff have attached a report for the Municipal Heritage Committee's consideration.

If you have any questions, please contact the Planning & Building Services Department.

Regards,



Kevin McClure, MCIP, RPP
Planner



		Report No. HCR-08-21
		File No. HAP-08-21
Directed to: Chair and Members of the Municipal Heritage Committee		Date Authored: 7/15/2021 Meeting Date: 8/11/2021
Department: Planning & Building Services Department		Attachments · Application · Notice of Non-Conformity · Order of the Property Standards Officer
Prepared by: Kevin McClure, Planner		
Subject: Heritage Alteration Permit for 392 Talbot Street – Daranee Viriyakitti		
<p><u>ORIGIN:</u> An application has been submitted by John Millard on behalf of Daranee Viriyakitti for a heritage alteration permit to allow for repairs and reconstruction of the building façade at 392 Talbot Street. City staff consulted with the applicant on May 20, 2020 and July 16, 2020 respecting the proposed heritage alteration permit. A formal application was received on December 8, 2020 to which Staff requested additional information to support the application. An Order by the Property Standards Officer was placed on the property on July 13, 2021 and the requested information was submitted to Staff and deemed complete on July 15, 2021.</p> <p><u>PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:</u> The City of St. Thomas issued the applicant a Notice of Non-Conformity (Order No. PSN-20-009) and an Order of the Property Standards Officer (Order No. PSO-21-025) regarding the deterioration of the building at 392 Talbot Street. To address the needed repairs the applicant is required to obtain a Heritage Alteration Permit. The applicant is seeking to repair the windows, wood siding/fascia and brick, on the building to address the issues outlined in the order.</p> <p><u>HERITAGE CONSERVATION DISTRICT PLAN:</u> The property at 392 Talbot Street has been identified as a contributing building within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. As such, policies in Section 4.3 as they relate to contributing resources would apply for the review of a heritage alteration permit. Based on the proposed work, the policies relating to Maintenance (4.3.2.1), Materials (4.3.2.4), Paint (4.3.2.5), Windows (4.3.2.9), and Side and Rear Elevations (4.3.2.11) would apply.</p> <p><u>4.3.2.1 - Maintenance</u> As it has already been stated, the request for the Heritage Alteration Permit was the result of a Notice and Order by the City of St. Thomas. This notice relates to the maintenance policies of the HCD Plan and the requirement for the repairs.</p> <p><u>4.3.2.4 – Materials (Brick and Wood)</u> The HCD Plan also provides direction with respect to materials in subsection 4.3.2.4. Based on the nature of the proposed work, the brick and woodwork policies and guidelines would apply. The policies in the brick subsection speak to, maintaining and restoring brick masonry by using appropriate techniques for repointing and using compatible mortar, and choosing materials that are similar in kind, colour, strength and durability when using mortars and masonry units to replace existing deteriorated units. In addition, the woodworking policies speak to retaining sound and repairable wood that contributed to the character of the building or HCD and to replace in</p>		

kind or with sympathetic material when repair is not feasible. Through the write-up provided in the application, the applicant has outlined the techniques that they would be utilizing to undertake the repairs and would be in keeping with the requirement of the HCD Plan.

4.3.2.5 - Paint

The applicant is not proposing to paint any of the brick surfaces, however, they do intend to repaint existing wood surfaces. The guidelines for paint in subsection 4.3.2.5 speak to the avoidance of colours that do not compliment the HCD. It is the assumption that the applicant intends to repaint the surfaces to be consistent with what is already existing.

4.3.2.9 – Windows

The policies of the HCD Plan for windows state provide, “Conserve, repair and maintain rather than remove all important character- defining elements to windows and doors” and “Retain original wood framed windows wherever possible”. The applicant has provided that the windows are to be repaired by replacing the broken glass and resealing the existing openings. No new windows are proposed, and this would appear to be consistent with the HCD Plan.

4.3.2.11 – Side and Rear Elevations

Part of the required repairs are to occur at the rear of the building and subsection 4.3.2.11 speaks to Side and Rear Elevations. There is general direction on property standards for side and rear elevations of buildings. While the policies and guidelines do not provide specific direction, other than those alterations should be complementary to the character of the HCD, the applicant is proposing to repair and reconstruct what currently exists. As such, it would appear as though it would be consistent with the direction in this subsection.

STAFF COMMENT:

In my opinion, the proposed heritage alteration permit would be in keeping with the policies of the Downtown St. Thomas Heritage Conservation District Plan as they relate to contributing buildings.

Respectfully submitted,



Kevin McClure, MCIP, RPP
Planner

Corporation of the City of St. Thomas

APPLICATION FOR A HERITAGE ALTERATION PERMIT

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

OFFICE USE:	Date Application Received: _____	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

OWNER/APPLICANT

1. Property Owner
 Name: Daranee Viriyakitti
 Address: 392 Talbot st., St. Thomas, ON
 Postal Code: N5P 1B8 Phone: 519 637 2287 Fax: _____
 Email: nathayong31@gmail.com

2. Agent/Applicant
 Name: Nathayong Issaraanatipong
 Company: _____
 Address: 760 Berkshire drive Unit 28
 Postal Code: N6A 4A5 Phone: 519 694 7016 Fax: _____
 Email: nathayong31@gmail.com

Who is the primary contact?
 Registered Owner Applicant/Agent

*Note: Unless otherwise requested all communications will be sent to the Applicant.

*Please indicate the method of communication you would like to be contacted by.

Phone Email Fax Mail

PROPERTY INFORMATION

1. Municipal Address: 392 Talbot St., Saint Thomas, ON, N5P 1B8
 2. Legal Description: Plan 3 BLK T PT LOT3

SUMMARY OF WORK PROPOSED

1. What kind of permit is required?
 Alteration to Building/Property New Construction Demolition

2. Check all types of work that would happen in your proposed project:

- demolition of a building or part of a building, such as a building façade
- removal of a building to a different location on site or to another site
- erection of a new building, a new façade, a new storefront, an addition to an existing building, a new garage or a new fence or wall
- structural intervention that affects the external appearance of a building
- repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining
- removal of parging, External Insulation and Finish System, siding or façade screen from walls or installation of new wall material to replace or cover existing wall material
- alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls
- alteration of roofline or skyline by changes to cornices, overhangs, eaves, parapets, chimneys, domers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate
- removal or addition of architectural detail, such as storefront cornices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches and balconies
- erection of a sign
- alteration of streets and their boulevards, squares, parking lots

3. Please list below, any documents included with this submission (drawings, site plan, specifications, photographs and other documents as needed to illustrate the project). Requirements will depend on the scale of the project.

4. Explain the reasons for undertaking the alterations and describe how the proposal conforms to the Part IV individual designation by-law or Part V Heritage Conservation District Plan design guidelines. Attach additional page(s) if needed.

SEP attached

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Ontario Heritage Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. In accordance with the Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I Daranee Viriyakitti, the Owner or Authorized Agent, hereby agree and acknowledge that the
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:

Personal information on this form is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

AFFIDAVIT OR SWORN DECLARATION

I, Nathayong Issaranatipong of London in the province of Ontario
name of applicant City

make oath and say (or solemnly declare) that the information required under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the London on this 28 day of July, 2020.
City Day Month Year

[Signature]
Signature of Owner or Authorized Agent

07/28/2020
Date

Signature of Commissioner of Oaths, etc.

Date

Windows to be repaired by removing the broken glass and installing new glass in them along with resealing them. This is to be done from the inside of the building. All the windows will be matched as best as possible to the existing.

Wood siding/ fascia to be repaired by filling holes with an epoxy wood filler and painted to best match the existing look of the building.

Loose bricks to be repaired to stop water from penetrating the building. Bricks will be repaired by removing the damaged ones and relaying them, broken and unusable bricks will be replaced by a brick that is similar in nature and look to insure the same look of the building.

ORDER
of the
PROPERTY STANDARDS OFFICER

PURSUANT TO SECTION 15.2 (2) OF THE BUILDING CODE ACT, S.O. 1992, c.23

Order No.: PSO-21-025

Order Date: 13 July 2021

ORDER APPLIES TO:

Municipal Address: **392 Talbot Street, St. Thomas, ON N5P 1B8**
Legal Description: **PLAN 3 BLK T PT LOT 3**

ORDER ISSUED TO:

Daranee Viriyakitti
392 Talbot Street
St. Thomas, ON
N5P 1B8

TAKE NOTICE that as the property described above is owned by you, or in which you have an interest, and has been inspected by a Property Standards Officer appointed by the City of St. Thomas on or about 07 July 2021 has been found to be not in compliance with the standards set out in the City's By-law No. 80-2019 as amended.

IT IS HEREBY ORDERED, pursuant to Section 15.2 (2) of the Building Code Act, S.O. 1992, c.23, as amended, that the violations set out in the attached **Schedule "A"** be remedied and the property brought into compliance with the prescribed standards. The terms and conditions of this Order and the attached Schedule must be complied with on or before 03 August 2021.



Alanna Shaw
Property Standards Officer
Planning & Building Services Dept.
City of St. Thomas
alshaw@stthomas.ca
Phone (519) 631-1680 ext. 4220

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- When the Owner or Occupant upon whom an Order has been served is not satisfied with the terms or conditions of the Order, the Owner or Occupant may appeal to the Property Standards Committee by sending a Notice to Appeal by registered mail to the Secretary of the Committee within fourteen (14) days after service of the Order. The address of the Committee is: The City of St. Thomas, City Hall, P.O. Box 520, St. Thomas, Ontario, N5P 3V7. [*Building Code Act, 1992 s. 15.3*]
- An appeal to the Property Standards Committee carries a \$150.00 administration charge.
- The final date for giving Notice of Appeal from this Order is 27 July 2021. An Order that is not appealed within the time specified shall be deemed to be confirmed.
- Take notice that if such repair or clearance is not carried out within the time specified in this Order, the Municipality may carry out the repair or clearance at the expense of the owner and place all costs on the tax roll for the property as a priority lien, in accordance with Section 1 of the Municipal Act, S.O. [*Building Code Act, 1992 s. 15.4*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s. 36*]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992 s. 13*]

SCHEDULE "A"

Municipal Address: **392 Talbot Street, St. Thomas, ON N5P 1B8**

Legal Description: **PLAN 3 BLK T PT LOT 3**

The following violation(s) of the City of St. Thomas Property Standards By-law No. 80-2019 (PSB), the Building Code Act, 1992(BCA) and/or the Ontario Building Code, O.Reg. 332/12 (OBC) were observed at the above noted address:

ITEM	DESCRIPTION and LOCATION	
1.	There is loose and spalling brick around the exterior of the building and many sections which mortar is missing, provide repairs or apply appropriate finish. (See photos)	
	REFERENCE	
	PSB 4.3.1	An Owner shall maintain all exterior walls, and other exposed surfaces, not inherently resistant to deterioration in good repair.
	PSB 4.3.2	Without restricting the generality of Subsection 4.3.1, good repair includes: a) treated with a protective coating of paint or preservative; b) maintained in good repair to prevent deterioration due to weather, insects, rodents or other elements; c) free from loose and unsecured or improperly secured objects and material which may create an unsafe condition; and d) insulation in accordance with the provisions of the Ontario Building Code.
	REQUIRED ACTION	
Repair the brick to be free of any conditions which may create a safety hazard and repair deteriorating portions.		
All work shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for the purpose. <i>Please contact this office for inspection upon completion.</i>		

- A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.
- A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

ITEM	DESCRIPTION and LOCATION	
2.	Soffits and fascia at the front of the building contain openings, exposed untreated wood, and broken pieces.	
	REFERENCE	
	PSB 4.3.3	An Owner shall maintain all roofs, including valleys, fascia boards, soffits, eavestroughs, roof gutters, down pipes, guards, lightning arrestors, and cornices, in good repair.
	PSB 4.3.4	Without restricting the generality of Subsection 4.3.3, good repair includes: <ul style="list-style-type: none"> a) free from obstructions; b) free from hazardous accumulations of ice and snow; c) free from loose and unsecured or improperly secured objects and material which may create an unsafe condition; and d) maintained in a watertight condition so as to prevent leakage of water into the building.
	REQUIRED ACTION	
<p>There are openings in sections of the soffits and fascia overtop of the front entrance leading to the second story.</p> <p>All work shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for the purpose. <i>Please contact this office for inspection upon completion.</i></p>		

ITEM	DESCRIPTION and LOCATION	
3.	There is a broken windows at the front of the building.	
	REFERENCE	
	PSB 4.4.1	An Owner shall maintain all exterior doors, windows, skylights, and shutters, including storm doors and storm windows, in good repair.
	PSB 4.4.2	Without restricting the generality of Subsection 4.4.1, good repair includes: <ul style="list-style-type: none"> a) constructed, erected and installed in accordance with the requirements of the Ontario Building Code; b) free of conditions which may create a health, fire or safety hazard; c) preventing the entrance of wind, rain or snow into the building; d) the refitting, replacing or renewing of damaged, decaying or defective doors, windows, frames, sashes, casings, shutters, hatchways or screens; e) re-glazing cracked, broken or missing glass; f) replacing or repairing defective hardware g) providing missing hardware; h) re-screening or weather stripping where such is defective or missing; and i) painting or applying an effective preservative.
	REQUIRED ACTION	
Repair/replace window. All work shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for the purpose. <i>Please contact this office for inspection upon completion.</i>		





SCHEDULE "A"

BY-LAW No. 80-2019

Administration Fee for Issuance of Orders

Property Standards Order \$ 200.00

Administration Fee for Registration of Orders against title

Property Standards Order \$ 700.00

Administration Fee for Removal of Orders from title

Property Standards Order \$ 700.00

Administration Fee for Appeals

Property Standards Committee \$ 150.00

Superior Court Judge \$ 300.00

Fees for Services related to execution of Orders

Fees for staff service:

Time - Chief Building Official	\$ 75.00 /hour
Time - Property Standards Officer	\$ 50.00 /hour
Time - Building Services Assistant	\$ 50.00 /hour
Mileage, photocopying, phone, etc.	as per City guidelines

External Disbursements actual cost
 (Professional services, contractor services, etc.)

Administration fee 15% of total disbursements

Administration Fee for Issuance of Certificates of Compliance

Residential \$ 200.00 per unit

Commercial \$ 500.00 per unit

Industrial/Institutional \$ 50.00 per 100 m² of building area
 minimum \$ 500.00

Vacant and Derelict property \$ 200.00



City of St. Thomas
 Planning & Building Services
 Department
 9 Mondamin Street
 St. Thomas, ON N5P 2T9
 PH: (519) 631-1680

PROPERTY STANDARDS NOTICE OF NON-CONFORMITY

Notice No.: PSN-20-009

Notice Date: 14 February 2020

NOTICE APPLIES TO:

Municipal Address: **392 Talbot Street, St. Thomas, ON N5P 1B8**

Legal Description: **PLAN 3 BLK T PT LOT 3**

NOTICE ISSUED TO:

Daranee Viriyakitti
 392 Talbot Street
 St. Thomas, ON
 N5P 1B8

TAKE NOTICE that as the property described above is owned by you, or in which you have an interest, and has been inspected by a Property Standards Officer appointed by the City of St. Thomas on or about **03 February 2020** has been found to be not in compliance with the standards set out in the City's Property Standards By-law No. 80-2019 as amended.

YOU ARE HEREBY SERVED NOTICE that pursuant to Subsection 11.3.1 of By-law No. 80-2019 and Section 15.1 (2) of the Building Code Act, S.O. 1992, c.23, as amended, the violations set out in the attached **Schedule "A"** be remedied and the property brought into compliance with the prescribed standards. The terms and conditions of this Notice and the attached Schedule must be complied with on or before **11 June 2020**.

Alanna Shaw

Property Standards Officer
 Planning & Building Services Dept.
 City of St. Thomas
 alshaw@stthomas.ca
 Phone (519) 631-1680 ext. 4220

Note:

- **Please contact the issuing inspector for further information or to discuss voluntary compliance**
- No construction affected by this Notice is to be covered until inspected and approved.
- **Failure to comply with this Notice could result in the issuance of an "Order of the Property Standards Officer" in accordance with the Property Standards By-law.**
- **An "Order of the Property Standards Officer" (should one be issued) is accompanied by a \$200.00 administration fee in accordance with Article 11.4.2 of By-law No. 80-2019.**
- An Owner who fails to comply with an "Order of the Property Standards Officer" (should one be issued) that is final and binding is guilty of an offence under the *Provincial Offences Act, 1990* and on conviction may be liable to a fine of not more than \$50,000.00 for a first offence and to a fine of not more than \$100,000.00 for a subsequent offence.
- If such repair or clearance related to an "Order of the Property Standards Officer" (should one be issued) not be carried out within the time specified in the Order, the Municipality may carry out the repair or clearance at the expense of the owner and place all costs on the tax roll for the property as a priority lien, in accordance with Section 1 of the Municipal Act.

SCHEDULE "A"

Municipal Address: 392 Talbot Street, St. Thomas, ON N5P 1B8

Legal Description: PLAN 3 BLK T PT LOT 3

The following violation(s) of the City of St. Thomas Property Standards By-law No. 80-2019 (PSB), the Building Code Act, 1992(BCA) and/or the Ontario Building Code, O.Reg. 332/12 (OBC) were observed at the above noted address:

ITEM	DESCRIPTION and LOCATION	
1.	There is loose and spalling brick around the exterior of the building and many sections which mortar is missing, provide repairs or apply appropriate finish. (See photo #1 but not limited to)	
	REFERENCE	
	PSB 4.3.1	An Owner shall maintain all exterior walls, and other exposed surfaces, not inherently resistant to deterioration in good repair.
	PSB 4.3.2	Without restricting the generality of Subsection 4.3.1, good repair includes: <ul style="list-style-type: none"> a) treated with a protective coating of paint or preservative; b) maintained in good repair to prevent deterioration due to weather, insects, rodents or other elements; c) free from loose and unsecured or improperly secured objects and material which may create an unsafe condition; and d) insulation in accordance with the provisions of the Ontario Building Code.
	REQUIRED ACTION	
Bring property into compliance with St. Thomas Property Standards By-Law No.80-2019 or apply for and obtain a demolition permit and remove and clear the site of the building, debris and leave the site in graded and levelled condition. <i>Contact this office for inspection upon completion of the work.</i>		

ITEM	DESCRIPTION and LOCATION	
2.	Soffits and fascia at the front of the building contain openings, exposed untreated wood, and broken pieces (See photo #2)	
	REFERENCE	
	PSB 4.3.3	An Owner shall maintain all roofs, including valleys, fascia boards, soffits, eavestroughs, roof gutters, down pipes, guards, lightning arrestors, and cornices, in good repair.
	PSB 4.3.4	Without restricting the generality of Subsection 4.3.3, good repair includes: <ul style="list-style-type: none"> a) free from obstructions; b) free from hazardous accumulations of ice and snow; c) free from loose and unsecured or improperly secured objects and material which may create an unsafe condition; and d) maintained in a watertight condition so as to prevent leakage of water into the building.
	REQUIRED ACTION	
Provide repairs to the soffits and fascias. <i>Contact this office for inspection upon completion of the work.</i>		

ITEM	DESCRIPTION and LOCATION	
3.	There are broken windows at the front of the building	
	REFERENCE	
	PSB 4.4.1	An Owner shall maintain all exterior doors, windows, skylights, and shutters, including storm doors and storm windows, in good repair.
	PSB 4.4.1	Without restricting the generality of Subsection 4.4.1, good repair includes: <ul style="list-style-type: none"> a) constructed, erected and installed in accordance with the requirements of the Ontario Building Code; b) free of conditions which may create a health, fire or safety hazard; c) preventing the entrance of wind, rain or snow into the building; d) the refitting, replacing or renewing of damaged, decaying or defective doors, windows, frames, sashes, casings, shutters, hatchways or screens; e) re-glazing cracked, broken or missing glass; f) replacing or repairing defective hardware g) providing missing hardware; h) re-screening or weather stripping where such is defective or missing; and i) painting or applying an effective preservative.
	REQUIRED ACTION	
Repair windows and <i>contact this office for inspection upon completion of the work.</i>		

- A Building Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.
- A Heritage Alteration Permit may be required before any alteration or repair is made to a building or any system therein or before any demolition work is undertaken.

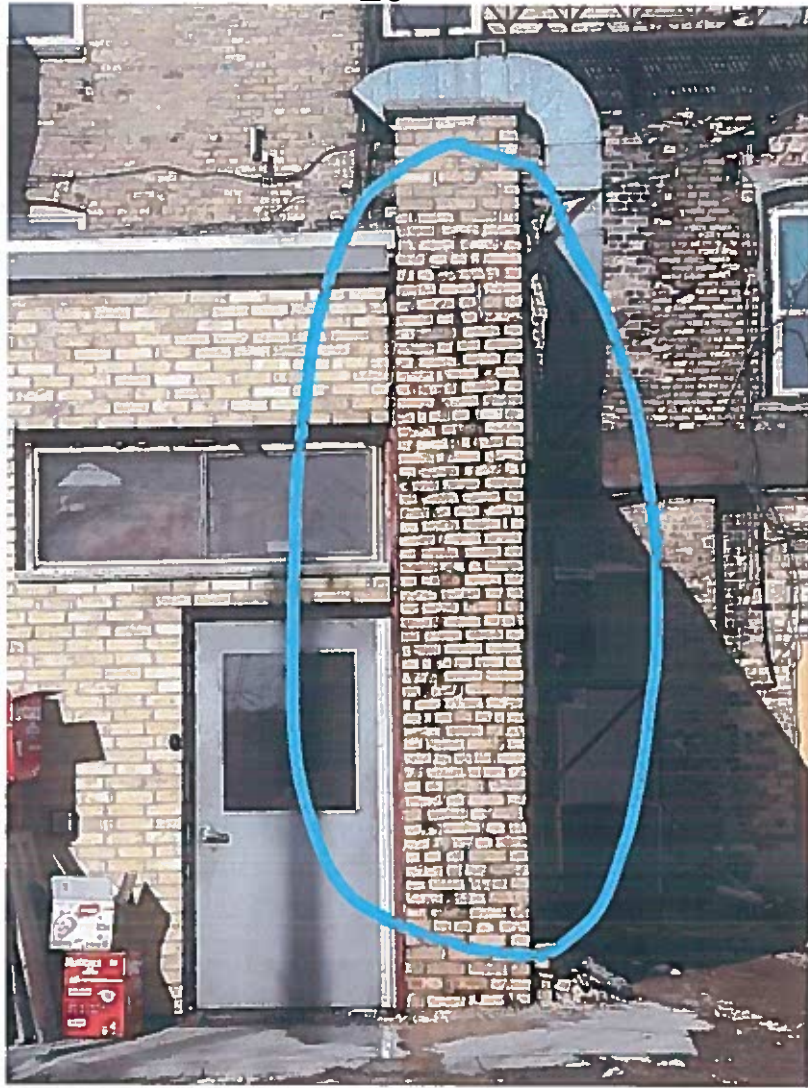


Photo #1

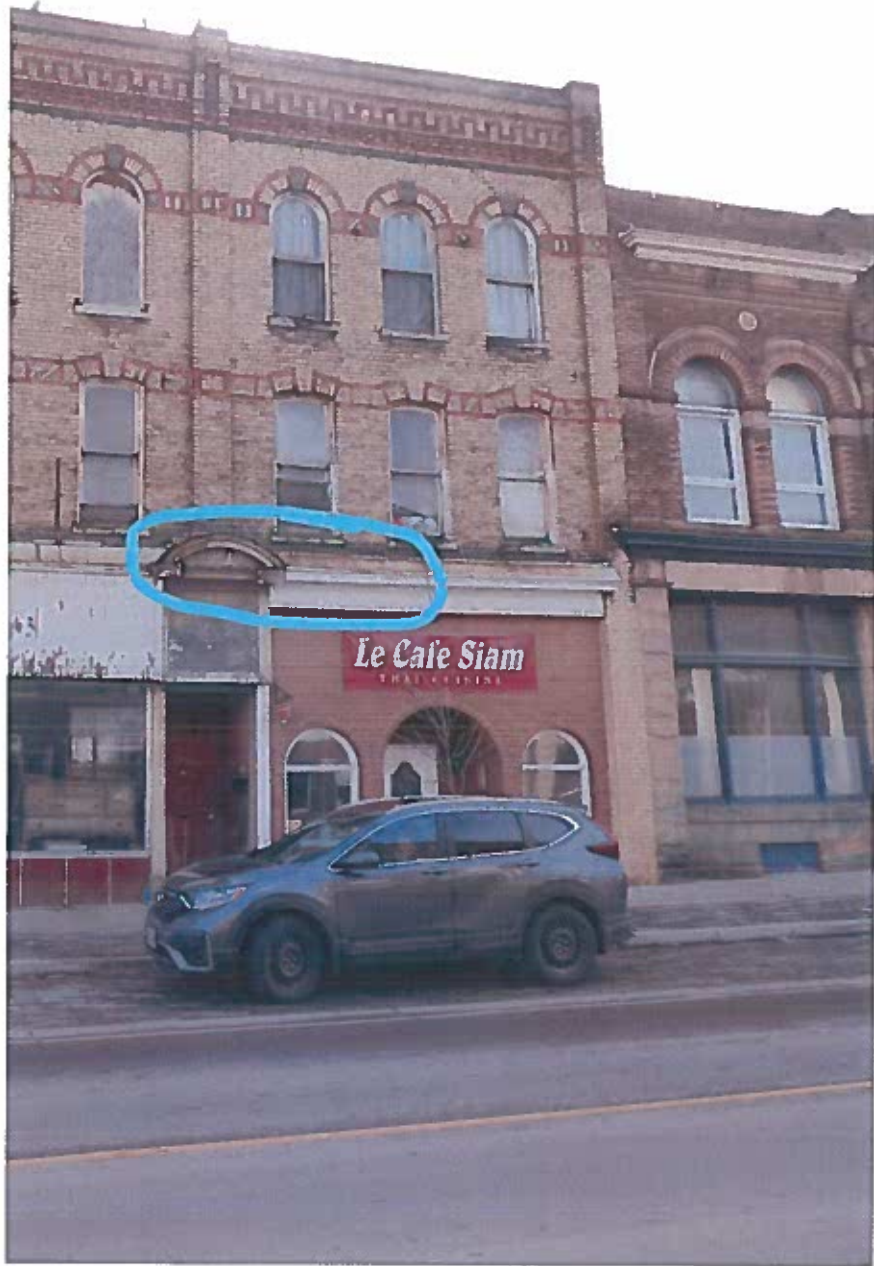


Photo #2

SCHEDULE "A"**BY-LAW No. 80-2019**Administration Fee for Issuance of Orders

Property Standards Order \$ 200.00

Administration Fee for Registration of Orders against title

Property Standards Order \$ 700.00

Administration Fee for Removal of Orders from title

Property Standards Order \$ 700.00

Administration Fee for Appeals

Property Standards Committee \$ 150.00

Superior Court Judge \$ 300.00

Fees for Services related to execution of Orders

Fees for staff service:

Time - Chief Building Official	\$ 75.00 /hour
Time – Property Standards Officer	\$ 50.00 /hour
Time – Building Services Assistant	\$ 50.00 /hour
Mileage, photocopying, phone, etc.	as per City guidelines

External Disbursements	actual cost
(Professional services, contractor services, etc.)	

Administration fee 15% of total disbursements

Administration Fee for Issuance of Certificates of Compliance

Residential \$ 200.00 per unit

Commercial \$ 500.00 per unit

Industrial/Institutional \$ 50.00 per 100 m² of building area
minimum \$ 500.00

Vacant and Derelict property \$ 200.00

Corporation of the City of St. Thomas

HERITAGE CONSERVATION DISTRICT GUIDELINES

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

Municipal Address: **392 Talbot Street, St. Thomas, ON N5P 1B8**

Legal Description: **PLAN 3 BLK T PT LOT 3**

A consultation request form has been attached to discuss the repair of the above-mentioned address before any work is to start. This consultation will be to discuss with staff the potential requirements of a heritage alteration permit, a building permit and to ensure all repairs will comply with the guidelines to manage developments within the district. Every Heritage Conservation District is unique and reflects the history and values of a community.

The consultation form can be submitted to the Planning and Building Department at 9 Mondamin Street between the hours of Monday-Friday 08:30-04:30 except holidays. **Please contact the office to determine submissions requirements specific to the proposal at 519-633-2560 or planning@stthomas.ca.**

City of St. Thomas Property Standards By-Law 80-2019

5.3 Part V Heritage Property

- 5.3.1 The Owner shall comply with the provisions of the *Ontario Heritage Act* and obtain a permit when altering or permitting the alteration of any part of the property, other than the interior of any structure or building on the property, or when erecting, demolishing or removing any building or structure on the property, or permitting the same, unless excepted from such requirement under the *Ontario Heritage Act*

A copy of the Downtown St. Thomas Conservation District Plan can be viewed on the city website at

<https://www.stthomas.ca/cms/one.aspx?portalId=12189805&pageId=12512745>

Corporation of the City of St. Thomas
CONSULTATION REQUEST FORM

All proposals are to be submitted to the City of St. Thomas Planning & Building Services Department. Staff will determine whether the information submitted is sufficient to warrant the scheduling of a consultation meeting. If additional information is required staff will advise the applicant.

Attendants at the meeting will be representatives from the Planning & Building Services Department and Environmental Services Department. Depending on the nature of the site and proposal, other City staff or outside agencies may also be called on to attend.

Meetings will be scheduled to take place within approximately 15 business days of the submission of a complete Consultation Request Form. Meetings are held in the boardroom of the Planning & Building Services Department, 9 Mondamin Street (lower level of City Hall). Please see attached, **Appendix A** which indicates the predetermined submission deadlines and meeting dates. A consultation meeting will not be scheduled until the required information has been provided.

In addition to those professionals who will be involved with the designing/managing of the development proposal, in all cases, the Owner of the property should also be in attendance at the meeting.

While efforts will be made to schedule a meeting on the applicants preferred date, meetings will be booked on a first come first serve basis. The City reserves the right to limit the number of meetings on any date.

The applicant should be prepared to discuss the proposal in detail and answer general questions about the contents covered within the Consultation Request Form.

Submission Requirements for a Consultation Meeting

A consultation meeting will be scheduled upon receipt of the following information:

- A completed Consultation Request Form with signatures
- (4) full size (24x 36) paper copies and a digital (PDF) version of a concept plan, drawn to scale, which illustrates the proposal and includes the following (where applicable):
 - Existing uses and uses adjacent to the lands
 - Setbacks and gross floor area of the existing and proposed buildings and structures
 - Dimensions and area of the lands
 - Existing and proposed pedestrian and vehicular access and parking areas
 - Adjacent streets with labels
 - Existing trees/vegetation, watercourses, slopes and natural features

Notes

All measurements are to be in metric, the plan(s) both paper and digital must be to scale; plan(s) must have a north arrow, title block with date, revision block, and a key map showing the general location of the lands.

The submission requirements are minimum requirements. The submission of other plans and/or documents that inform the application are beneficial and will assist staff in their review. These documents may include surveys, building elevations and floor plans, site services and utilities and restrictive covenants or easements, as examples.

For more information regarding the consultation process please contact the Planning & Building Services Department:

City of St. Thomas Planning & Building Services Department
9 Mondamin Street, St. Thomas, ON, N5P 2T9
Phone: 519-633-2560 Email: planning@stthomas.ca



**Corporation of the City of St. Thomas
CONSULTATION REQUEST FORM**

Office Use: Request Accepted By: _____ Date: _____ Reference # _____

Type of Application

This is a consultation request for (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Official Plan Amendment
<input type="checkbox"/> Draft Plan of Subdivision
<input type="checkbox"/> Site Plan Approval
<input type="checkbox"/> Consent | <input type="checkbox"/> Zoning By-law Amendment
<input type="checkbox"/> Draft Plan of Condominium
<input type="checkbox"/> Minor Variance
<input type="checkbox"/> Heritage Alteration Permit |
|---|--|

Registered Owner

Name: _____ Email: _____
 Address: _____
 Postal Code: _____ Phone: _____ Fax: _____

Applicant/Agent (if applicable)

Name: _____ Email: _____
 Company: _____
 Address: _____
 Postal Code: _____ Phone: _____ Fax: _____

Subject Property

Municipal Address: _____
 Legal Description: _____

Description of Proposal (please provide a separate sheet of paper if required)

Current Property Owner

***If an applicant/agent is advancing this Consultation Request, see Appendix B - Authorization of Owner.**

Owners Name (Print)	Signature of Owner	Date
---------------------	--------------------	------

Appendix B – Authorization of Owner

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize
_____, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

Date

Signature of Owner



Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: City of St. Thomas
 (Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name	Unit number	Lot/con.
Municipality St. Thomas	Postal code	Plan number/other description
Project value est. \$	Area of work (m ²)	

B. Purpose of application

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building	Current use of building			

Description of proposed work

C. Applicant

Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email	Fax ()	

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email	Fax ()	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	Cell number ()
Telephone number ()		Email		Fax ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
Date:		Signature of applicant:		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



Authorized Agent Authorization Form

For use by Principal Authority
Building permit number

A. Project Information

Project Address		Unit number	Lot/Con
Municipality	Postal code	Project Description	
St. Thomas			

B. Registered Owner Information

Last Name	First Name	Phone Number
Owner Address	Postal code	Cell Number
Municipality	Email Address	

C. Authorized Agent Information

Last Name	First Name	Phone Number
Agent Address	Postal code	Cell Number
Municipality	Email Address	

D. Declaration of Registered Owner

I, _____, being the Registered Owner of the above property, hereby authorize the party stated in Section C of this form to make application for permit on my behalf to the City of St. Thomas Planning and Building Services Department, and take all actions necessary for the processing, issuance and acceptance of this permit in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

owner signature

date

NOTICE OF RECEIPT FOR HERITAGE ALTERATION PERMIT
(Section 42(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended)

July 28, 2021

Destination Christian Reformed Church
(C/O Anthony Vander Laan)
668 Talbot Street
St. Thomas ON
N5P 1C8

**Re: Notice of Receipt
Heritage Alteration Permit**
File No.: HAP-09-21
Property: 664-668 Talbot Street

Pursuant to Section 42(3) of the Ontario Heritage Act, as amended, this letter is notice that the information and material required through the City of St. Thomas' Application for Heritage Alteration Permit has been provided and the application is thereby considered complete.

Council of the City of St. Thomas has 90 days from the issue of receipt of this notice to make a decision to grant or refuse this application.

The Secretary of the Municipal Heritage Committee has been circulated this notice and application for inclusion on the next available meeting agenda date. You will receive a separate notice of confirmation of your Municipal Heritage Committee meeting date and time. It is advisable for you or a representative to attend this meeting to present and respond to questions on your Heritage Alteration Permit application.

Please contact the Planning & Building Services Department at 519-633-2560 if you have any questions.

Yours truly,



Kevin McClure, MCIP, RPP
Planner

cc: Jon Hindley, Corporate Administrative and Accessibility Clerk, City of St. Thomas

MEMO

DATE: July 28, 2021

ATTENTION: Jon Hindley, Secretary, Municipal Heritage Committee

SUBJECT: Heritage Alteration Permit
664-668 Talbot Street
HAP-09-21

Please find attached a notice of receipt for Heritage Alteration Permit within the City of St. Thomas. The applicant has consulted with Planning & Building Services Department Staff and the application has been deemed complete.

As per the Heritage Alteration Permit process, the attached material is being provided for your circulation to the Municipal Heritage Committee for consideration and recommendation to Council. In scheduling a meeting with the Municipal Heritage Committee and the applicant, please copy the Planning & Building Services Department for our records.

Through the consultation process, Planning & Building Staff have attached a report for the Municipal Heritage Committee's consideration.

If you have any questions, please contact the Planning & Building Services Department.

Regards,



Kevin McClure, MCIP, RPP
Planner



Report No.
HCR-09.21

File No.
HAP-09-21

Directed to: Chair and Members of the Municipal Heritage Committee

Date Authored:
7/28/2021
Meeting Date:
8/11/2021

Department: Planning & Building Services Department

Attachments

Prepared by: Kevin McClure, Planner

· Application and supporting materials

Subject: Heritage Alteration Permit for 664-668 Talbot Street – Destination Christian Reformed Church

ORIGIN:

An application has been submitted by Anthony Vander Laan on behalf of the Destination Christian Reformed Church for a heritage alteration permit to allow for updates and repairs to the north facing façade of the building at 664-668 Talbot Street. Staff consulted with the applicant on June 24, 2021, respecting the proposed heritage alteration permit. A formal application was received on June 30, 2021 and deemed complete on July 28, 2021.

PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:

The applicant is seeking to repair the existing stone pilasters, provide new parging at the base of the building and cover the existing yellow stuccoed parging with siding that would be more consistent with the existing façade that faces Ross Street. This has necessitated a heritage alteration permit application to update to allow for the changes to the building materials at 664-668 Talbot Street.

HERITAGE CONSERVATION DISTRICT PLAN:

The property at 664-668 Talbot Street has been identified as a non-contributing building within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. Based on the proposed work, Materials (4.4.3.3), Paint (4.4.3.4), and Signage (4.4.3.6) section would apply.

4.4.3.3 – Materials

The guidelines of this section provide, *“Select materials that are complimentary of the character of the HCD when renovating facades of noncontributing buildings. It is recommended to use materials already commonly found in the HCD such as brick as a dominant material that help to transition the non-contributing building into its surroundings”*.

The existing north façade has been parged, painted, and covered by various materials since its construction. As noted by the applicant in their description of work, while the proposed material is not brick, they are proposing to repair the existing deteriorating north façade and create a more cohesive look to the building by installing similar vinyl and metal siding that has been used fronting on to Ross Street.

4.4.3.4 – Paint

While the applicant is not specifically looking to repaint the already painted surfaces of the building, they are looking to cover the existing parging on the walls as described above. The paint section provides that landowners should *“choose a paint scheme that compliments the existing colours of the contributing resources in the HCD, based on a historic colour palette or neutral shades that complement the historic character”*. The applicant is proposing beige siding that is consistent with the east façade and would be consistent with the direction on Paint in the HCD Plan.

4.4.3.6 – Signage

The policies of this section of the HCD Plan provide that signage, “adhere to the City of St. Thomas Signage By-law, install signage in a manner that avoids covering windows or important elements of the building façade, and avoid internally illuminated signs”.

While the existing signage may need to be removed during alterations, the sign is proposed to be reinstalled in its existing location. What is being proposed would not be covering up any important elements of the building façade that has not previously been covered and, as noted by the applicant, will not contain any internal illumination.

STAFF COMMENT:

A heritage alteration permit application has been applied for on behalf of the Destination Christian Reformed Church to allow for repairs and updates to the north facing building façade at 664-668 Talbot Street. The building is identified as a non-contributing building within the HCD Plan. The materials and paint sections of the HCD Plan only provide guidance on Heritage Alteration Permit applications and not policy. While other materials and colours may be a preferred choice, the applicant is looking to use materials and colours that exist on the east facing façade of the building to create a more cohesive look to the building and address its deteriorating condition.

Based on the work that is being proposed and the guidance provided within the Non-Contributing Resources section of the Plan, it would be Staff’s opinion that the proposed alterations would be in keeping with the direction provided in the Downtown St. Thomas Heritage Conservation District Plan.

Respectfully submitted,



Kevin McClure, MCIP, RPP
Planner

Corporation of the City of St. Thomas
APPLICATION FOR A HERITAGE ALTERATION PERMIT

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

OFFICE USE:	Date Application Received: _____	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

OWNER/APPLICANT

1. Property Owner
 Name: Destination Christian Reformed Church
 Address: 668 Talbot Street
 Postal Code: N5P 1C8 Phone: 519-207-2676 Fax: _____
 Email: anthony@destinationchurch.ca

2. Agent/Applicant
 Name: Anthony Vander Laan
 Company: Destination Church
 Address: 668 Talbot Street
 Postal Code: N5P 1C8 Phone: 519-207-2676 Fax: _____
 Email: anthony@destinationchurch.ca

Who is the primary contact?

Registered Owner Applicant/Agent

*Note: Unless otherwise requested all communications will be sent to the Applicant.

*Please indicate the method of communication you would like to be contacted by.

Phone Email Fax Mail

PROPERTY INFORMATION

1. Municipal Address: 668 Talbot Street, St. Thomas, ON N5P 1C8

2. Legal Description: Church

SUMMARY OF WORK PROPOSED

1. What kind of permit is required?

Alteration to Building/Property New Construction Demolition

2. Check all types of work that would happen in your proposed project:

- demolition of a building or part of a building, such as a building façade
- removal of a building to a different location on site or to another site
- erection of a new building, a new façade, a new storefront, an addition to an existing building, a new garage or a new fence or wall
- structural intervention that affects the external appearance of a building
- repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining
- removal of parging, External Insulation and Finish System, siding or façade screen from walls or installation of new wall material to replace or cover existing wall material
- alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls
- alteration of roofline or skyline by changes to comices, overhangs, eaves, parapets, chimneys, domers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate
- removal or addition of architectural detail, such as storefront comices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches and balconies
- erection of a sign
- alteration of streets and their boulevards, squares, parking lots

3. Please list below, any documents included with this submission (drawings, site plan, specifications, photographs and other documents as needed to illustrate the project). Requirements will depend on the scale of the project.

- North Elevation drawing
- North Elevation picture of current facade

4. Explain the reasons for undertaking the alterations and describe how the proposal conforms to the Part IV individual designation by-law or Part V Heritage Conservation District Plan design guidelines. Attach additional page(s) if needed.

Please see attached pages

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Ontario Heritage Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. In accordance with the Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I Anthony Vander Loan, the Owner or Authorized Agent, hereby agree and acknowledge that the
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:

Personal information on this form is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

AFFIDAVIT OR SWORN DECLARATION

I, Anthony Vander Loan of London in the province of Ontario,
name of applicant City

make oath and say (or solemnly declare) that the information required under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the St. Thomas on this 28th day of June, 2021.
City Day Month Year

Anthony Vander Loan
Signature of Owner or Authorized Agent

June 28, 2021
Date

Signature of Commissioner of Oaths, etc.

Date

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, Jane Schalk, am the owner of the subject lands, and I authorize Anthony Vander Laan, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

June 29, 2021
Date


Signature of Owner

APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

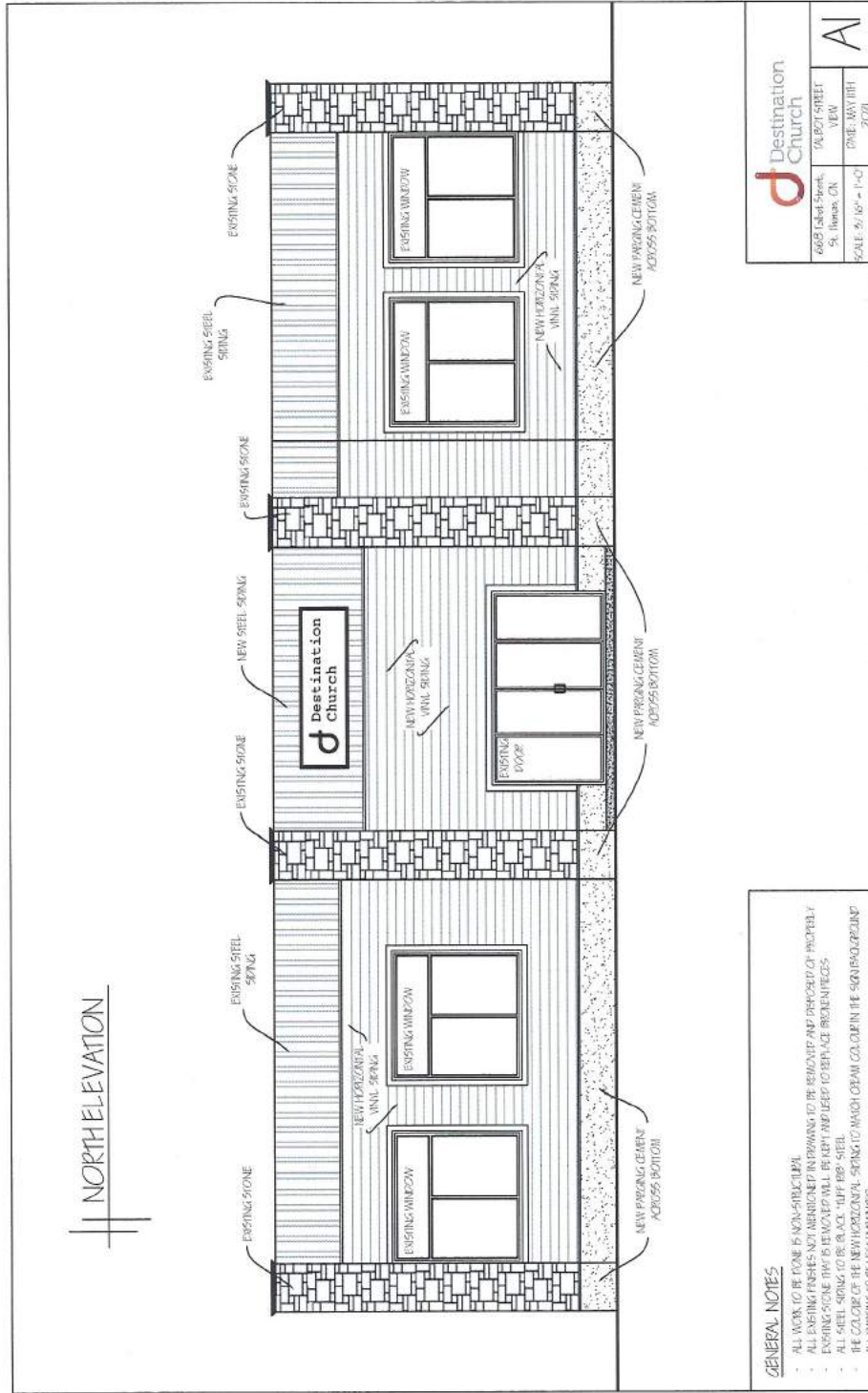
In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, Jane Schalk, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

June 29, 2021
Date

JAS
Signature of Owner



Destination Church

6663 Laurel Street,
St. Thomas, ON

SCALE: 3/8" = 1'-0"

DATE: MAY 18TH
2021

VIEW: NORTH SHEET

AI

- GENERAL NOTES**
- ALL WORK TO BE DONE IS NON-STRUCTURAL
 - ALL EXISTING FINISHES NOT MENTIONED ARE TO REMAIN UNLESS OTHERWISE NOTED
 - EXISTING STONE FINISHES TO BE REPAIRED AND LEFT TO REMAIN AS IS
 - ALL STEEL SINGING TO BE A 100% TYPICAL STEEL
 - THE COLOR OF THE NEW HORIZONTAL SINGING TO MATCH EXISTING SINGING IN THE SIGNAGE
 - ALL PARKING TO BE LEFT UNPAVED



North Elevation (photo) of Destination Church Facade - Photo Taken June 29, 2021



Example of missing parging along facade of Destination Church - Photo Taken June 29, 2021



Further example of facade deterioration at Destination Church - Photo Taken June 29, 2021

4. Reasons for Undertaking Alterations

Ultimately, the reason for repair to the facade of Destination Church is to increase the uniformity and cohesion of the building. Currently, our facade is in desperate need of repair. This is evidenced by the attached photos of the current building facade. As is evidenced there, parging is missing, holes are present in the “stone” columns, the exterior paint is fading or in a general state of disrepair, and, quite truthfully, its overall appearance is drab, dingy, and does not, as is, contribute to the overall culture of downtown St. Thomas. Given that Destination Church occupies such a prominent corner within the downtown core, it is our desire to repair the facade so as to contribute to the character, culture, and heritage of St. Thomas.

Our proposed repairs can be found in the attached “North Elevation” drawing. Additionally, they are briefly described on that drawing. However, I will draw attention to a few of the repairs as they pertain to the Heritage Conservation District Plan (HCDP).

4.4.3.3 Materials

The HCDP specifies brick as preferred building material. However, upon consultation with several masons it was determined that brick is not a viable option. As such, our proposed material is vinyl siding. While not brick, this material will increase the overall cohesiveness of Destination Church as it is the material along our East-facing wall. In addition, it is a material used on other buildings within the St. Thomas Heritage District.

In addition, we will be using vertical steel siding to repair the upper-portion of our facade. This will be in alignment with existing materials.

4.4.3.4 Paint

The HDCP suggests avoiding overly bright or neon colours. Our proposed choice of a neutrally-coloured, beige siding will complement the neutral, earthy characteristics of contributing buildings within the Heritage District.

4.4.3.6 Signage

While our sign will be taken down during construction, the exact same sign will be placed in its original spot upon completion of the project. As such, it ought: 1) already adhere to the City of St. Thomas Signage By-law; 2) be installed in such a fashion as to avoid covering important elements of the building facade; and, 3) will not contain any internal illumination.

In conclusion, all of our intended repairs are designed to meet the Guidelines and Policies as set out in the HCDP. Furthermore, none of these changes are structural in nature; however, they are proposed and undertaken with a spirit of community pride.



45
**Old St. Thomas Church
Restoration and Maintenance
Trust**

P.O. 20055
St. Thomas, Ontario
N5P 4H4
(519) 633-2610
email: oldstthomaschurch@hotmail.com
website: www.oldstthomaschurch.com

August 3, 2021

Mr. Russell Schnurr, Chair
Municipal Heritage Committee City of St. Thomas
545 Talbot St.
St. Thomas, ON
N5P 3V7

Dear Mr. Schnurr

The Board of the Old St. Thomas Church Restoration and Maintenance Corporation on behalf of the Incorporated Synod of the Diocese of Huron wish to inform the Municipal Heritage Committee under Bylaw 100-82 Heritage Designation of plans to repair and restore parts of the Old St. Thomas Church, 55 Walnut Street in the fall of 2021. As part of continued monitoring, the building was assessed by ERA Architects, Toronto in the summer of 2020. They have identified several areas of concern, specifically the front steps, the re-cladding of the wood siding of the tower and the re-pointing of the masonry of the west transept wall. We have chosen HIRA General Contractors, St. Thomas and Hazen Masonry and Restoration, Beachville, in association with POW Engineering, Ingersol, as the contractors. The Ontario Heritage Trust has also been informed under the Easement Agreement of 1988 with the Diocese. Please find attached the report from ERA, POW Engineering and the specific repair methods for the re-cladding of the tower and the masonry as outlined by the contractors.

We look forward to the support of the City of St. Thomas for the planned restoration work.

Sincerely
Mrs. Gail Ballard, President

On behalf of the Board of Directors
The Old St. Thomas Church Restoration and Maintenance Corporation Trust

Cc. Wendell Graves
John Hindley,
Steve Peters
Sarah Chase, Canon Nick Wells, Diocese of Huron
Kiki Aravopoulos, Ontario Heritage Trust



ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1

OLD ST. THOMAS CHURCH CONDITION ASSESSMENT REPORT

09-046-05
JULY 21, 2020



1. VIEW OF OLD ST. THOMAS CHURCH

1 INTRODUCTION

This report has been prepared for the Old St. Thomas Church Restoration Committee by ERA Architects Inc. The report is based on a condition assessment undertaken on June 25, 2020 on a sunny day.

This report recommends a range of repairs and maintenance items that should be considered for the building, and further monitoring of the structure. This work is a continuation of the maintenance and repair program that has been undertaken since the restoration of the building in the 1980's.

The church continues to be in good condition and has been well maintained by the Restoration Committee. A number of major projects were completed since the last report. The window sashes on the east and west wall of the nave have been repaired, repainted, and reinstalled.

As part of the overall ongoing maintenance of the building, several repairs will be required over the coming years. These repairs are

consistent with the upkeep of any heritage property. It is recommended that several elements of the building be kept under observation to determine whether others repairs are required.

The following repairs are recommended in this report:

- Repointing of the exterior brick walls of the transept
- Stripping, repairing, and repainting of the wood window frames
- Rebuilding of the front steps
- Selective repointing of the Chisholm Monument

Ongoing maintenance is recommended to keep the building in a state of good repair and to prevent further damage to the building. Accumulation of debris has been observed in the roof valleys and eavestroughs and should be cleaned on a quarterly basis. Existing cracks on the interior should be monitored for changes indicating deteriorating conditions. Comparison photographs of observed cracks from previous ERA visits can be found in Appendix 2 of this report.

This report was based on one site visit to the property, and builds on observations and recommendations from the October 2016, September 2014, September 2011 and October 2003 Condition Assessments, also prepared by ERA, which have been appended to this document for further reference as well as the June 2018 report prepared by the Ontario Heritage Trust (OHT). Among other information the 2003 Condition Assessment contains a detailed chronology of repairs and restoration to the church and its property. In addition, ERA has reviewed the Ontario Heritage Trust report of June 29, 2018 and incorporated their recommendations.

A separate appendix to this document contains plans and elevations indicating locations of the various observations made in this report.

For the present Condition Assessment ERA did not assess several elements related to the building. These elements include the state of the monuments in the graveyard, excluding the Chisholm Monument, the front door and the mechanical / electrical system for the church.

2 SUBSTRUCTURE

- 2 . 1 The vents located at the building's foundation have been replaced in accordance with the recommendations outlined in the 2011 report and remain in good condition. One screen on the west side has been pulled away and needs to be reattached. See drawing in Appendix 1.C for location.



2.1 VENT SCREEN TO BE REATTACHED

- 2 . 2 The stone steps at the main entrance to the church appear to have some loose stones and also appear to be sloping towards the building which may be contributing to moisture build-up at the base of the tower. It is recommended that the stone steps be rebuilt to slope away from the building in order to facilitate water drainage away from the base of the tower.



2.2 LOOSE STONES AT THE MAIN ENTRANCE STEPS

- 2 . 3 As noted in the 2018 report prepared by the Ontario Heritage Trust, the wood accessibility ramp on the west elevation continues to show heavy algal staining and should be monitored.



2.3 ACCESSIBILITY RAMP SHOWING ALGAL STAINING

- 2 . 4 The southern slope behind the church was stabilized during the 1980's renovations, and was assessed in the 2011, 2014 and 2016 reports. The slope appears to show some signs of erosion. As part of the long term strategy for the slope, it is recommended that additional trees be planted in order to help stabilize the soil.

3 STRUCTURE

- 3.1 Indications that the building may be undergoing movement are still evident and should continue to be monitored according to the recommendations outlined in the previous reports. No new significant evidence of building movement beyond that outlined in the previous reports has been observed.

Interior wall-to-wall measurements in the transept space were taken with a laser measurer device during the site visit and are recorded in Appendix 1.B of this report. These values are to be used in comparison with future on-site measurements as a means of observing any subsequent building movement. It is important to consider that variations observed in the year to year measurements could be attributed to seasonal changes and additional measurements in different seasons are recommended.



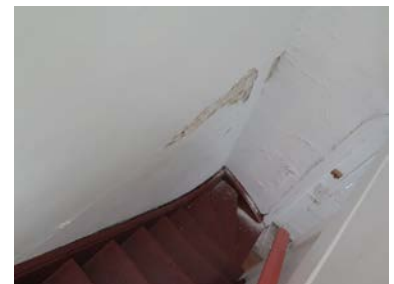
3.1 CRACK ABOVE WINDOW HAS PROGRESSED SINCE THE 2016 REPORT

- 3.2 A gap was observed between the choir balcony and the south wall. The gap was measured in two locations and should be monitored as part of the ongoing maintenance program. Location and measurements can be found on the drawing in Appendix 1.B.



3.2 GAP BETWEEN CHOIR BALCONY AND SOUTH WALL

- 3.3 A gap was observed between the stairs leading up to the choir balcony and the west wall. This gap was previously noted in the 2011 report and does not appear to be recent. See Appendix 1.B for location and dimensions of gap. This gap may be a result of long term foundation settlement.



3.3 GAP BETWEEN STAIRS LEADING TO CHOIR BALCONY AND WEST WALL

- 3.4 A 1" gap was observed between the west wall and the pews on the north balcony. A similar 1" gap was also observed between the east wall and the pews of the north balcony. Metal ties were observed connecting the balcony to the east wall and are indicative of a previous solution. These gaps should be monitored as part of the ongoing maintenance program.



3.4 GAP AND METAL TIES AT NORTH BALCONY AND EAST WALL

4 INTERIOR FINISHES

- 4 . 1 Cracks along the south wall of the choir balcony at the ceiling appear to be progressing from what was observed in 2016. As well, new cracks have appeared in the south wall of the transept. This is likely as a result of movement and moisture penetration caused by open mortar joints on the exterior brick wall. It is recommended that the brick wall be repointed and existing cracks continue to be monitored as part of the ongoing maintenance program. A comparison of known cracks can be found in Appendix 2.



4.1 CRACKS ALONG SOUTH WALL OF CHOIR BALCONY AT THE CEILING

- 4 . 2 A paint line is visible on the west wall of the choir balcony beneath a pew indicating that something has been removed since the 2016 assessment.



4.2 PAINT LINE VISIBLE ON SOUTHWEST CORNER BELOW PEW ON CHOIR BALCONY

- 4 . 3 Paint bubbling and peeling in the choir balcony stair area appears to have progressed since the 2016 report. This is likely caused by a combination of open mortar joints on the exterior brick wall allowing moisture penetration and the use of a non-breathable paint on the interior. It is recommended that the exterior wall be repointed and the interior area be monitored as part of the ongoing maintenance program to ensure moisture penetration is eliminated.



4.3 PEELING AND BUBBLING PAINT IN CHOIR BALCONY STAIR AREA

- 4 . 4 Peeling paint and wallpaper on the east wall of the transept appears to have progressed since the 2016 report. This is likely a result of movement and moisture penetration caused by open mortar joints on the exterior brick wall. It is recommended that the exterior brick wall be repointed.



4.4 PEELING PAINT AND WALLPAPER ON EAST WALL IN TRANSEPT

- 4 . 5 Paint bubbling and peeling was observed on the south wall of the vestry and is likely a result of water penetration and movement caused by open mortar joints on the exterior brick wall. It is recommended that the exterior brick wall be repointed.



4.5 PEELING PAINT ON SOUTH WALL OF VESTRY

- 4 . 6 Cracked and bubbling paint was observed on the east wall of the nave between the arched portions of the windows.



4.6 CRACKED PAINT BETWEEN WINDOWS

5 W I N D O W S

- 5 . 1 All sashes in the existing windows of the nave were stripped, repaired, and repainted as per the recommendation outlined in the 2016 report and appear to be in good condition.

Paint was observed to be peeling on the frames and outer trim of the east and west windows of the nave. Some of the outer trims also appear to have loose or deteriorating wood pieces that are in need of repair. It is recommended that the window sashes be removed and the frames and outer trims be removed/deconstructed in order to carry out repairs. The first priority would be to repair the window frames on the eight east and west windows. The two north windows appear to be in good condition and would be considered second priority.

Once frames and trims are removed, paint should be stripped and any rot or damage to the frames should be further assessed to determine appropriate repair methods. Holes should be filled with wood filler and any rotted areas patched with wood dutchman repairs using old growth lumber. Although no desiccated areas were noted in the review, these, if found, should be treated with double boiled linseed oil to close the grain.

It was also observed that many of the sashes do not fit tightly within the frames, leaving gaps and potential for moisture penetration and further damage to the windows. After the frames are repaired, great care should be taken to ensure the sashes fit tightly within the frames to reduce the potential for damage to the newly repaired sashes.



5.1 NAVE WINDOW FRAMES IN NEED OF REPAIR

- 5 . 2 The south window was repaired and repainted as per the recommendations in the 2016 report. New lexan panels with metal vents at the top and bottom were also installed per the recommendations of the 2016 report and appear to be functioning well. A brick repair was done above the arch of the window and it does not appear to have moved indicating that the interior crack is likely old damage.



5.2 NEW LEXAN PANELS AND VENTS INSTALLED ON SOUTH WINDOW

- 5 . 3 As noted in the 2018 report prepared by the Ontario Heritage Trust, the wood frame of the transom above the main entrance is showing signs of deterioration and should continue to be monitored.



5.3 TRANSOM ABOVE MAIN ENTRANCE

6 EXTERIOR WALL FINISH

- 6 . 1 The siding on the east and west sides of the tower are showing signs of rot at the bottom corners and half way up the tower. This material was previously replaced in the 1980's and there is evidence of patchwork repairs of panelling on the west elevation, so replacement in kind with new material is acceptable. The lowest board of the tower should be removed and replaced, as well a water board may be installed along the foundation to allow drainage. The north side and adjacent boards should be checked as well. If rot of the original structure behind is observed in the process of these repairs, treat with wood preservative (zinc or copper naphthanate) where decayed or damaged wood is cut out, consolidate and fill with epoxy resins and fillers before replacing damaged siding with new to match existing.



6.1 WOOD SIDING DAMAGED AT BOTTOM CORNERS AND HALF WAY UP TOWER

- 6 . 2 Mortar joints on the brick walls of the transept and vestry are showing signs of deterioration and many joints are in poor condition with significant gaps, particularly on the upper portion of the south-facing wall. This is likely resulting in movement and moisture penetration causing damage to interior finishes. It is recommended that south wall be 75-100% repointed and that the east and walls of the transept and the south wall of the vestry be 100% repointed. The repair above the south window appears stable, no evidence of movement since previous review.



6.2 REPOINTING AT SOUTH WALL

- 6 . 3 Buttresses appear to be intact with one instance of a small gap at the wall connection. This gap should continue to be monitored as part of the ongoing maintenance program. The buttress flashing is in good condition however the brick needs to be repointed at the reglet connections.



6.3 REPOINT BRICK AT REGLET CONNECTIONS

- 6 . 4 Buckling was observed at the exterior corner on the south wall, resulting in significant gaps in the mortar joints. This appears to be the result of old movement. It is recommended that this area be monitored as part of the ongoing maintenance program.



6.4 BRICK BUCKLING AT EXTERIOR CORNER ON SOUTH WALL

- 6 . 5 The repaired exterior stucco is holding up well. Evidence of previous downspout connections are visible in the stucco on the east elevation of the nave.



6.5 PREVIOUS DOWNSPOUT CONNECTION EMBEDDED IN STUCCO

- 6 . 6 Stepped cracking of brickwork was observed beneath the west transept window, allow for the replacement of a minimum of four bricks with matching heritage brick.



6.6 STEPPED CRACKING AT WEST TRANSEPT WINDOW

- 6 . 7 There is spalled brick at the northwest corner of the transept at the base and significant gaps in the mortar joints likely resulting in moisture penetration. It is recommended that the brick wall be repointed and the interior area be monitored as part of the ongoing maintenance program. Allow for the replacement of a minimum of fifteen bricks with matching heritage bricks.



6.7 SPALLED BRICK AT NORTHWEST TRANSEPT CORNER

- 6 . 8 Cement parging is visible above the window on the exterior of the east transept.



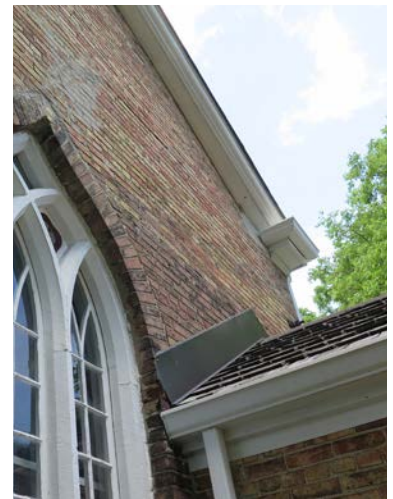
6.8 CEMENT PARGING ABOVE EAST TRANSEPT WINDOW

- 6 . 9 The brick on both the east and west walls of the transept appear to be buckling at the line of the eaves. This buckling was noted in the 2003 report and should continue to be monitored as part of the ongoing maintenance program.



6.9 BUCKLING BRICKWORK AT WEST TRANSEPT GABLE

- 6 . 1 0 Cracks are visible on either side of the window and will require repointing. This may be caused by movement due to moisture. Per the suggestion of the 2016 report, installing a deflector behind the flashing should be considered to ensure water is properly directed into the eavestrough.



6.10 FLASHING DETAIL TO BE MODIFIED

7 MAIN ROOF FINISH, RAINWATER DISPOSAL AND EAVES

- 7 . 1 A new cedar shingle roof was installed in 2015 to specifications of the Ontario Heritage Trust. The repaired roof is performing well.



7.1 CEDAR SHINGLE ROOF

- 7 . 2 Accumulation of debris has been observed in the roof valleys and eavestroughs. It is recommended that quarterly cleaning be undertaken and that the gutters be monitored, particularly during rainy weather, to help identify any areas of overflow which may be contributing to the moisture penetration evident on the interior.



7.2 DEBRIS ACCUMULATING IN ROOF VALLEYS

- 7 . 3 The lightning balls on the main roof are in good condition, and show no signs of being struck. They should however be tested to ensure they are still operating properly.



7.3 LIGHTNING BALLS TO BE TESTED

- 7 . 4 The gutter appears to be sloping downwards at the northwest corner of the transept. This is also the location of significant buckling in the brick. It is recommended that this area be monitored, particularly during rainy weather, to ensure there is no pooling or overflow onto the west facade contributing to the moisture penetration evident on the interior.



7.4 MONITOR EAVESTROUGHS & DOWNSPOUTS

- 7 . 5 Cedar shingles were observed to be curling upwards at the roof edge of the west transept gable. Upon closer inspection, this appears to be intentional in order to help divert water away from the west facade.



7.5 MONITOR EAVESTROUGHS & DOWNPIPES

8 TOWER ROOF FINISH

- 8 . 1 Rust continues to appear at the base of the spire. Immediate attention is not required as it appears to be performing well and ideally the historic material should be retained. One panel is missing but it is not visible from below.



8.1 RUST ON SPIRE SHINGLES AND MISSING PANEL

- 8 . 2 The 2 ply bituminous roofing membrane installed as per 2003 recommendations is performing well and needs no maintenance at this time. No signs of moisture penetration or water accumulation were observed.



8.2 2-PLY BITUMINOUS ROOF MEMBRANE

- 8 . 3 Copper caps of the tower merlons are performing well and are not in need of any maintenance at this time.



8.3 COPPER CAPS IN GOOD REPAIR

- 8 . 4 Unsympathetic flashing at chimney, recommend removal and replacement with step flashing.



8.4 UNSYMPATHETIC FLASHING AT CHIMNEY

9 FURTHER CONCERNS ON SITE

9 . 1 Boring holes in the lych gate continue to show significant signs of insect infestation and should be repaired as per the recommendation outlined in the 2011 report.

9 . 2 Rot of the end trim continues to show signs of decay and should be repaired.

9 . 3 It is recommended that damaged shingles on the lych gate continue to be selectively removed and replaced as per the recommendation outlined in the 2011 report. Some split and flaking shingles were observed on the west side. The roof will eventually need to be replaced but this is currently considered to be low priority.



9.3 SPLIT AND FLAKING SLATE SHINGLES ON THE LYCH GATE ROOF

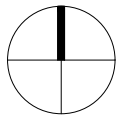
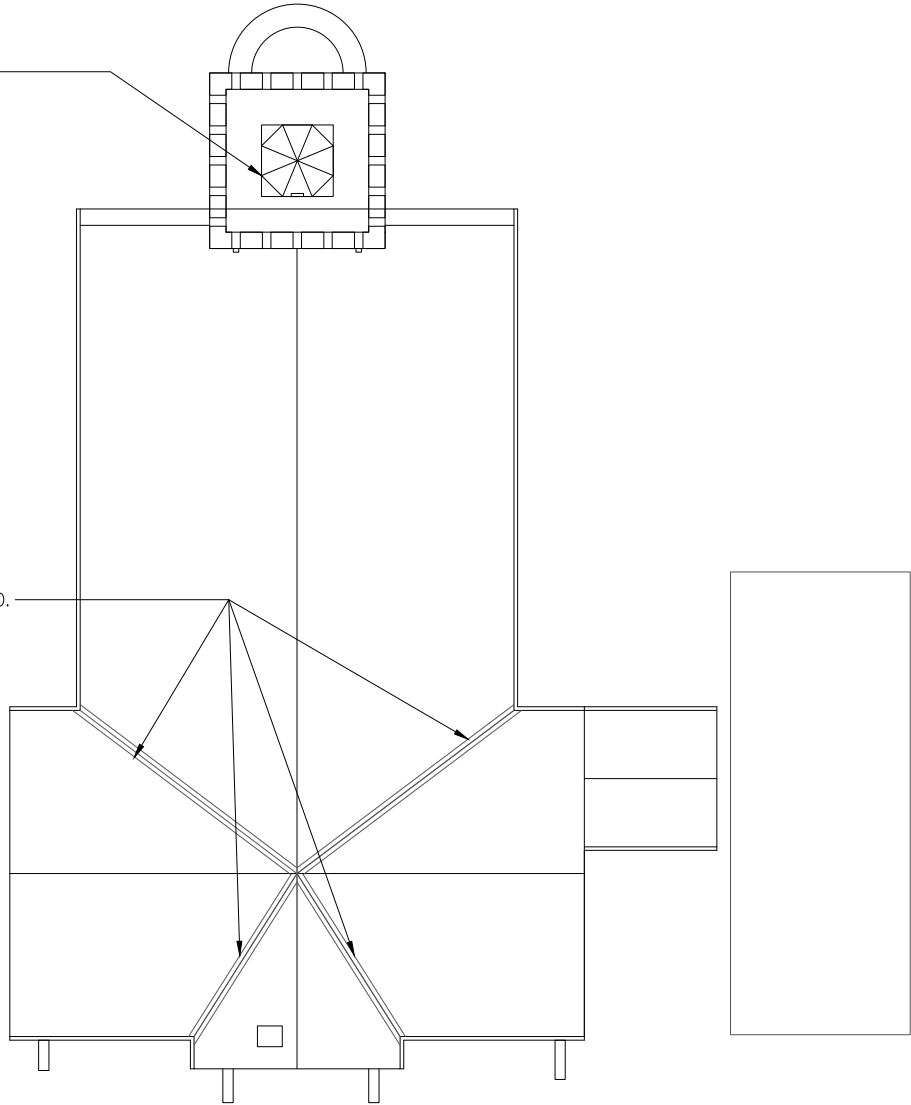
9 . 4 The Chisholm monument is generally in good condition after its 2002 rebuilding. There are a few mortar joints opening on the upper southern portion of the monument, as well as across the bottom layer between the base stone and marble. This section should be repaired during the next scheduled repointing phase of the maintenance program. It is also recommended that the second urn be reinstated on top of the monument



9.4 OPEN JOINTS ON CHISHOLM MONUMENT

8.1 METAL SPIRE SHINGLES TO BE MONITORED.

7.2 DEBRIS TO BE CLEARED.



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E.R.A. Architects Inc.

Project

OLD ST. THOMAS CHURCH

Drawing title

ROOF PLAN

Location

St. Thomas, Ontario

Date

June 25, 2020

Project no.

09-046-05

Drawn by

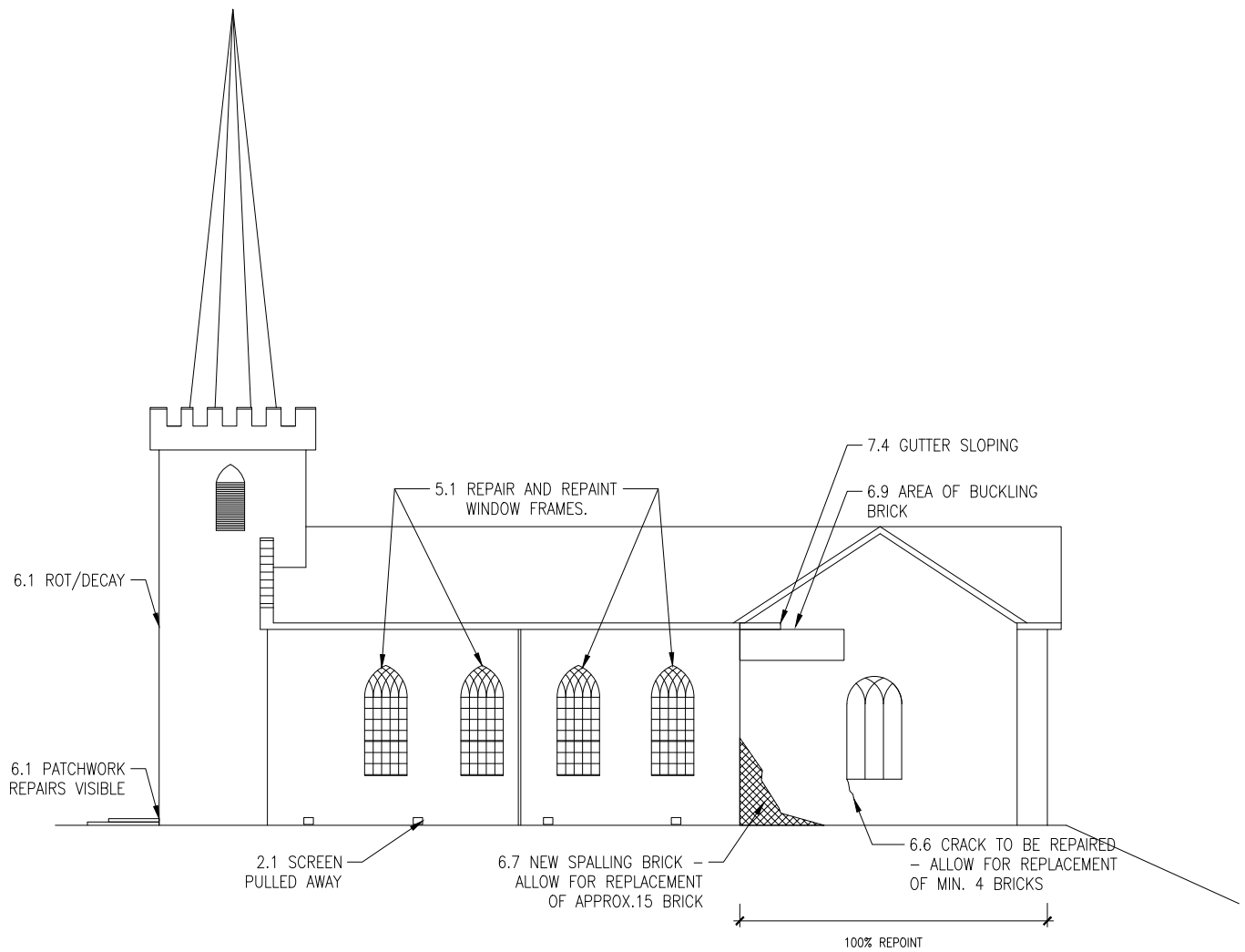
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Drawing no.

1.A



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Project

OLD ST. THOMAS CHURCH

Location

St. Thomas, Ontario

Project no.

09-046-05

Scale at 8.5 x 11

1:200

Drawing title

WEST ELEVATION

Date

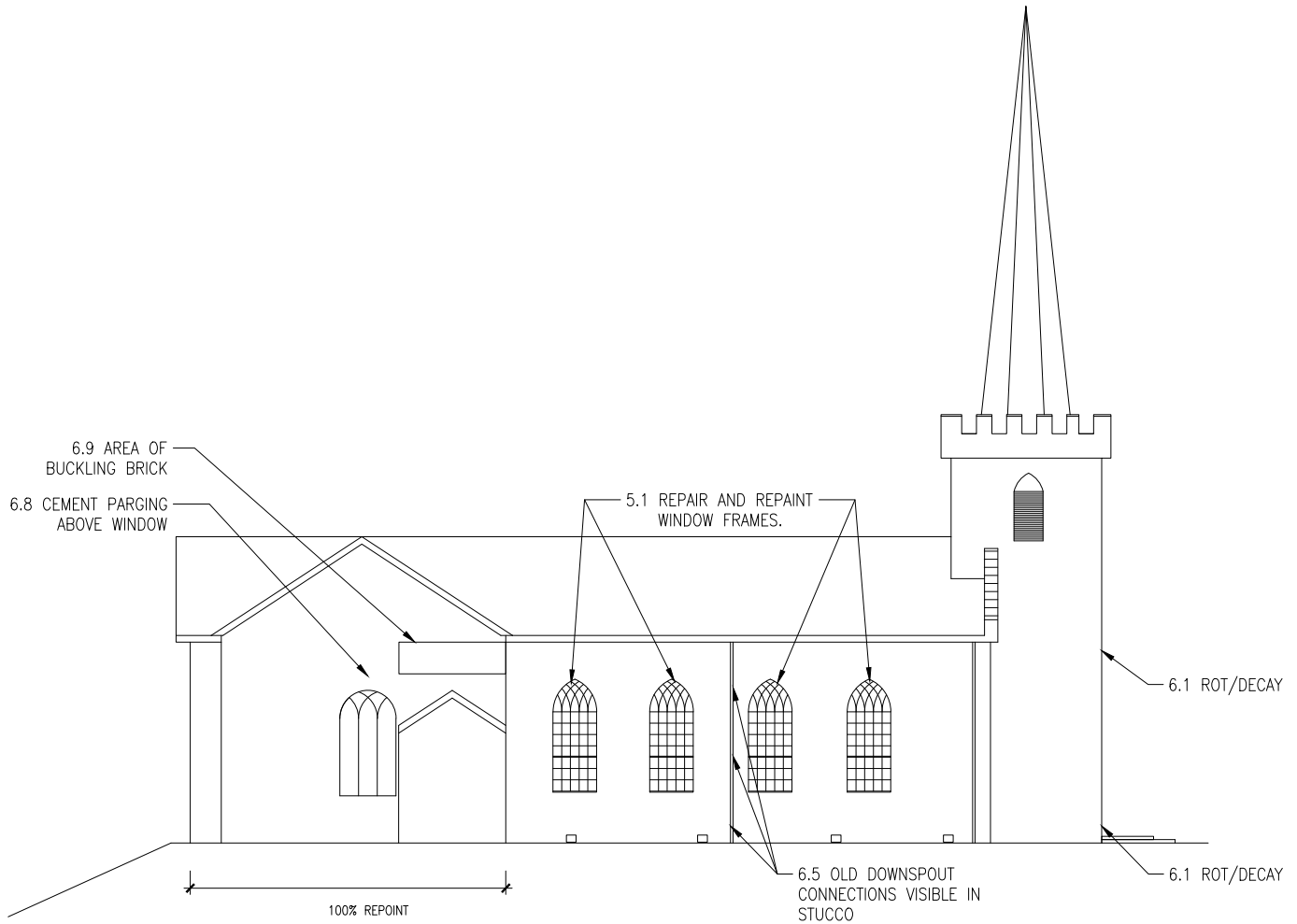
June 25, 2020

Drawn by

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Drawing no.

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Project

OLD ST. THOMAS CHURCH

Drawing title

EAST ELEVATION

Location

St. Thomas, Ontario

Date

June 25, 2020

Project no.

09-046-05

Drawn by

AG/MO

Scale at 8.5 x 11

1:200

Drawing no.

1.D

APPENDIX 2 - CRACK COMPARISON

- A 2 . 1 Cracks above the west transept window appear to be progressing from what was observed in 2016, and should continue to be monitored.



- A 2 . 2 Cracks along the south wall at the ceiling appear to be progressing from what was observed in 2016, and should continue to be monitored.



APPENDIX 2 - CRACK COMPARISON

- A 2 . 3 Cracks above the south window are in a similar condition as those observed in 2016, and should continue to be monitored.



CCDC 2

Stipulated Price Contract

2 0 2 0

Name of Project

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CANADIAN CONSTRUCTION DOCUMENTS COMMITTEE
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CCDC 2 STIPULATED PRICE CONTRACT

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AGREEMENT BETWEEN OWNER AND CONTRACTOR

For use when a stipulated price is the basis of payment.

This Agreement made on _____ day of _____ in the year _____ .
by and between the parties

hereinafter called the "*Owner*"

and

hereinafter called the "*Contractor*"

The *Owner* and the *Contractor* agree as follows:

ARTICLE A-1 THE WORK

The *Contractor* shall:

1.1 perform the *Work* required by the *Contract Documents* for *(insert below the description or title of the Work)*

located at *(insert below the Place of the Work)*

for which the Agreement has been signed by the parties, and for which *(insert below the name of the Consultant)*

is acting as and is hereinafter called the "*Consultant*" and

1.2 do and fulfill everything indicated by the *Contract Documents*, and

1.3 commence the *Work* by the _____ day of _____ in the year _____ and, subject to adjustment in *Contract Time* as provided for in the *Contract Documents*, attain *Ready-for-Takeover*, by the _____ day of _____ in the year _____ .

ARTICLE A-2 AGREEMENTS AND AMENDMENTS

2.1 The *Contract* supersedes all prior negotiations, representations or agreements, either written or oral, relating in any manner to the *Work*, including the bid documents that are not expressly listed in Article A-3 of the Agreement – CONTRACT DOCUMENTS.

2.2 The *Contract* may be amended only as provided in the *Contract Documents*.

ARTICLE A-3 CONTRACT DOCUMENTS

3.1 The following are the *Contract Documents* referred to in Article A-1 of the Agreement – THE WORK:

- Agreement between *Owner* and *Contractor*
- Definitions
- General Conditions

*

** (Insert here, attaching additional pages if required, a list identifying all other Contract Documents e.g. supplementary conditions; Division 01 of the Specifications – GENERAL REQUIREMENTS; Project information that the Contractor may rely upon; technical Specifications, giving a list of contents with section numbers and titles, number of pages and date; material finishing schedules; Drawings, giving drawing number, title, date, revision date or mark; addenda, giving title, number, date; time schedule)*

ARTICLE A-4 CONTRACT PRICE

4.1 The *Contract Price*, which excludes *Value Added Taxes*, is:

/100 dollars \$

4.2 *Value Added Taxes* (of _____ %) payable by the *Owner* to the *Contractor* are:

/100 dollars \$

4.3 Total amount payable by the *Owner* to the *Contractor* for the *Work* is:

/100 dollars \$

4.4 These amounts shall be subject to adjustments as provided in the *Contract Documents*.

4.5 All amounts are in Canadian funds.

ARTICLE A-5 PAYMENT

5.1 Subject to the provisions of the *Contract Documents* and *Payment Legislation*, and in accordance with legislation and statutory regulations respecting holdback percentages, the *Owner* shall:

- .1 make progress payments to the *Contractor* on account of the *Contract Price* when due in the amount certified by the *Consultant* unless otherwise prescribed by *Payment Legislation* together with such *Value Added Taxes* as may be applicable to such payments,
- .2 upon *Substantial Performance of the Work*, pay to the *Contractor* the unpaid balance of the holdback amount when due together with such *Value Added Taxes* as may be applicable to such payment, and
- .3 upon the issuance of the final certificate for payment, pay to the *Contractor* the unpaid balance of the *Contract Price* when due together with such *Value Added Taxes* as may be applicable to such payment.

5.2 Interest

- .1 Should either party fail to make payments as they become due under the terms of the *Contract* or in an award by adjudication, arbitration or court, interest at the following rates on such unpaid amounts shall also become due and payable until payment:
 - (1) 2% per annum above the prime rate for the first 60 days.
 - (2) 4% per annum above the prime rate after the first 60 days.
 Such interest shall be compounded on a monthly basis. The prime rate shall be the rate of interest quoted by
 (Insert name of chartered lending institution whose prime rate is to be used)

for prime business loans as it may change from time to time.

- .2 Interest shall apply at the rate and in the manner prescribed by paragraph 5.2.1 of this Article on the settlement amount of any claim in dispute that is resolved either pursuant to Part 8 of the General Conditions – DISPUTE RESOLUTION or otherwise, from the date the amount would have been due and payable under the *Contract*, had it not been in dispute, until the date it is paid.

ARTICLE A-6 RECEIPT OF AND ADDRESSES FOR NOTICES IN WRITING

6.1 *Notices in Writing* will be addressed to the recipient at the address set out below.

6.2 The delivery of a *Notice in Writing* will be by hand, by courier, by prepaid first class mail, or by other form of electronic communication during the transmission of which no indication of failure of receipt is communicated to the sender.

6.3 A *Notice in Writing* delivered by one party in accordance with this *Contract* will be deemed to have been received by the other party on the date of delivery if delivered by hand or courier, or if sent by mail it will be deemed to have been received five calendar days after the date on which it was mailed, provided that if either such day is not a *Working Day*, then the *Notice in Writing* will be deemed to have been received on the *Working Day* next following such day.

6.4 A *Notice in Writing* sent by any form of electronic communication will be deemed to have been received on the date of its transmission provided that if such day is not a *Working Day* or if it is received after the end of normal business hours on the date of its transmission at the place of receipt, then it will be deemed to have been received at the opening of business at the place of receipt on the first *Working Day* next following the transmission thereof.

6.5 An address for a party may be changed by *Notice in Writing* to the other party setting out the new address in accordance with this Article.

Owner

*name of Owner**

address

email address

Contractor

*name of Contractor**

address

email address

Consultant

*name of Consultant**

address

email address

** If it is intended that a specific individual must receive the notice, that individual's name shall be indicated.*

ARTICLE A-7 LANGUAGE OF THE CONTRACT

- 7.1 When the *Contract Documents* are prepared in both the English and French languages, it is agreed that in the event of any apparent discrepancy between the English and French versions, the English / French # language shall prevail.
Complete this statement by striking out inapplicable term.
- 7.2 This Agreement is drawn in English at the request of the parties hereto. La présente convention est rédigée en anglais à la demande des parties.

ARTICLE A-8 SUCCESSION

- 8.1 The *Contract* shall enure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representatives, successors, and assigns.

In witness whereof the parties hereto have executed this Agreement by the hands of their duly authorized representatives.

SIGNED AND DELIVERED
in the presence of:

WITNESS

OWNER

name of Owner

signature

signature

name of person signing

name and title of person signing

WITNESS

CONTRACTOR

name of Contractor

signature

signature

name of person signing

name and title of person signing

- N.B. Where legal jurisdiction, local practice or Owner or Contractor requirement calls for:*
- (a) proof of authority to execute this document, attach such proof of authority in the form of a certified copy of a resolution naming the representative(s) authorized to sign the Agreement for and on behalf of the corporation or partnership; or*
 - (b) the affixing of a corporate seal, this Agreement should be properly sealed.*

Site Report 06222021

Project No.: 21-05-0028
Project Name: Old Church St. Thomas
55 Walnut Street
St. Thomas, Ontario
Date: June 22, 2021
Report By: Chris Willie, M.A.A.T.O., CAHP
Present: Doug Hazen, Hazen Masonry

We attended the site today to review the exterior west wall area of the chancel due to deformation observations previously noted.

Observations

Scaffolding was erected on the west elevation for access.

The gable portion of the wall is out of plumb approximately 2-1/2" to 3" from the wall area below. The wall slopes inward starting about 24" below the eave detail.

North and south building corners are plumb.

The wall area below this is plumb.

Harder portland cement mortar had previously been used to repair deteriorated mortar joints. This includes the area above the window arch a step crack at the south portion and various areas throughout the wall area.

Doug Hazen had removed exterior wythe brick units from the wall area to expose the interior condition.



West Elevation
Harder denser mortar locations

A 9.125" deep wood beam was found embedded in the masonry wall. Inner wythe masonry units are laid loose without bond in front of the beam. A header course was set on top of the wood beam. The exterior line of the header is 7" from the face of the beam. This will leave only 1" of bearing for the header brick.



Existing Wall Condition Looking North
Wall steps outward from 24" below eave and sweeps inward towards soffit panel. Slope inward ranges from 2" to 3"



Existing Wall Condition Looking South
South line has a more subtle sweep



Out of Plumb Measurement
Displacement ranges from 2" – 3"



Open Mortar Joints
Open joints allow water ingress





Masonry Opening
Random brick loose laid in inner core



Opening Detail
Loose masonry removed



Masonry Inspection Opening
Header course



Void Space
Loose laid brick infill and mortar debris.

Recommendations

- Remove harder denser Portland cement mortar
- Replace deteriorated mortar joints with new lime rich mortar.
- Remove displaced masonry units at north-west corner for an area of about 50sq.ft. and rebuild with more subtle sweep back to line up with remainder of wall and soffit line.
- Tie back rebuild area with stainless steel anchors to wood beam.

Record photos were taken and placed in the file.

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 1-519-521-6320
www.hazenmasonry.com
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QUOTATION TO: Steve Peters – me@stevepeters.ca
 RE: The Old St. Thomas Church
 DATE: July 1, 2021

SCOPE OF WORK

- Disassemble front stone steps
- Relay allowing water to drain away from the front

Price including all material and labour:	\$ 3,500.00
Plus hst:	<u>455.00</u>
TOTAL PRICE	\$ 3,955.00

HST: 896571916 RT0001

Thanks, Doug



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QUOTATION TO: Steve Peters – me@stevepeters.ca
RE: The Old St. Thomas Church
DATE: July 1, 2021

SCOPE OF WORK

- Scaffold West wall of church
- Grind out 100% of wall and repoint
- 50 square ft of West corner to be sloped back to match
- Historical lime based mortar to be used
- Price is based on roughly 700 sq ft @ \$35.00/foot

Price including all material and labour: \$ 24,500.00

- Build out 50 sq feet

Price including all material and labour: \$ 1,200.00

TOTAL PRICE: \$ 25,700.00

Plus hst: 3,341.00

TOTAL PRICE \$ 29,041.00

HST: 896571916 RT0001

Thanks, Doug