



MUNICIPAL HERITAGE COMMITTEE MEETING MINUTES

February 7, 2024, 6:00 p.m.

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

Members Absent: Councillor Tim Balasiuk

Staff Present: Kirsten McCauley - Director - CDS, Sumra Zia - Heritage Planner, Shannon Mista - Legislative and Committees Coordinator

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by David Snelgrove that the agenda be adopted as presented.

APPROVED

3. CONFLICT OF INTEREST

Councillor Burroughs declared a conflict of interest on item 7.1 St. Mark's - Designation Letter as this is his congregation.

4. PREVIOUS MINUTES

4.1 January 10, 2024

The January 10, 2024, minutes were received.

5. PRESENTATIONS

5.1 Property Standards By-law Overview

Erin Montanaro, Supervisor of Enforcement presented on:

- Introduction

- Topics of Discussion
- What is a Municipal Law Enforcement Officer
- Skill set of Property Standards Officer
- What is a Property Standards By-law?
- Town of Niagara-on-the-Lake Philosophy for Enforcement
- Authority to enter property to Investigate
- What is an Order?
- What is an Emergency Order?
- What is an Appeal?
- What are the Powers of the Committee?
- When would a penalty be issued in accordance with the Property Standards By-law?
- Property owner does not appeal, and does not comply with an order... what's next?
- How are Fines Established?
- What is a Part 1, 2 & 3 Fine?
- Part II (a) - General Standards for Heritage Properties
- Vacant Heritage Properties
- How By-law Handles Property Standards Complaints Pertaining to Heritage Properties
- Questions raised through email

The Committee asked follow-up questions.

6. ANNOUNCEMENTS

There were none.

7. CORRESPONDENCE

7.1 St. Mark's - Designation Letter

Moved by Amanda Demers that the Correspondence be received.

APPROVED

8. BUSINESS

8.1 Request for Comments – Ambassador Seasonal Kiosk CDS-24-018

Sumra Zia, Heritage Planner described the details of the Ambassador Seasonal Kiosk.

Vlad Haltigin, The Ambassador Team presented on sizing, location, and design of the proposed kiosk.

The Committee reviewed the attached materials submitted as part of the Ambassador Seasonal Kiosk - CDS-24-018.

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

1.1 That a map be placed on the side of the kiosk.

1.2 That cedar shingles be used on the roof.

1.3 Consideration be given to using a casement window on the rear elevation.

1.4 That the locks presented to the applicant be used to secure the kiosk.

1.5 That Town Staff be in conversation about storage of the kiosk and transportation of the kiosk.

1.6 That the weight of the kiosk be considered for moving

APPROVED

8.2 Priority Designation Work - Heritage Designation Draft By-laws - CDS-24-021

Sumra Zia, Heritage Planner described the details of the Priority Designation Work - Heritage Designation Draft By-laws - CDS-24-021.

The Committee reviewed the attached materials submitted as part of the Priority Designation Work.

Moved by Brian Marshall that the following recommendations be considered by Council;

1.1 That the designation by-laws of the properties at 1 Paxton Lane, 1294-1296 McNab and 14795 Niagara River Parkway be endorsed in principle based on the Staff evaluation within the designation reports

1.2 That Council issue Notice of Intent to Designate (NOID) for each property.

1.3 That 1 Paxton Lane be classified as Neo-Classical.

1.4 That consideration be given to add “former” in brackets before the name of Anglican Christ Church.

1.5 That Staff provides heritage advice to 1 Paxton Lane on the colour of their garage doors and;

1.6 That advice be given to Anglican Christ Church to design wheelchair ramp that is parallel to the church building and puts vegetation in front of the ramp.

APPROVED

8.3 Priority Designation Work - Heritage Designation Reports - CDS-24-025

Sumra Zia, Heritage Planner described the details of Priority Designation Work - Heritage Designation Reports - CDS_24-025.

The Committee reviewed the attached materials submitted as part of the Priority Designation.

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

1.1 That Staff seek any additional input from MHC on the staff evaluation and an endorsement for proceeding. If the MHC endorses the pursuit of designation, in principle, Staff will prepare draft Designation By-laws for the above properties and return in March with the draft by-laws for the Committee’s consideration.

APPROVED

8.4 Priority Designation Work – Phase I Update February 7, 2024, CDS-24-023

Sumra Zia, Heritage Planner described the details of the Priority Designation Work - Phase I Update, CDS-24-023.

The Committee reviewed the attached materials submitted as part of the Priority Designation Work - Phase I.

Moved by Alex Topps that the following recommendations be considered by Council;

1.1 That the Municipal Heritage Committee endorse the third set list of Heritage Properties for Priority Designation.

1.2 That the Municipal Heritage Committee provide any further suggestions for Staff consideration.

1.3 That Staff provided the last updated date of the list when distributed and;

1.4 That Staff provided images, when possible, of the subject lands.

APPROVED

9. NEW BUSINESS

Drew Chapman, Chair asked Sumra Zia, Heritage Planner what the status of the house on Victoria is. Sumra stated that they did not want to go ahead with the visit and will follow up for the next meeting with the homeowner.

10. NEXT MEETING DATE

Wednesday, March 6, 2024

11. ADJOURNMENT

Adjournment unanimously took place at 8:39 p.m.