



MUNICIPAL HERITAGE COMMITTEE MEETING MINUTES

September 4, 2024, 6:00 p.m.

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

Members Absent: Drew Chapman - Chair, Alexander Topps

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

1. CALL TO ORDER

The meeting was called to order by Amanda Demers, Vice-Chair at 6:00 p.m.

2. ADOPTION OF AGENDA

Amanda Demers requested an update on the Heritage Conservation District Study - Volunteer Working Group under new business.

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

APPROVED

3. CONFLICT OF INTEREST

None were declared.

4. PREVIOUS MINUTES

4.1 August 7, 2024

The August 7, 2024, minutes were received.

APPROVED

5. PRESENTATIONS

There were none.

6. ANNOUNCEMENTS

There were none.

7. CORRESPONDENCE

There were none.

8. BUSINESS

8.1 12 Princess Street - Heritage Restoration and Improvement Grant - HIP-02-2024, HER-22-2024 - CDS-24-148

Sumra Zia, Heritage Planner gave an overview of the Heritage Restoration and Improvement Grant.

The Committee reviewed the attached material submitted as part of the Heritage Restoration and Improvement Grant - HIP-02-2024, HER-22-2024 - CDS-24-18.

Derek Bottomley, Treasurer at St. Saviour's The Brock Memorial Church was present to answer clarifying questions of the Committee.

The Committee discussed the grant and mentioned the term 'residence' in the report is not accurate and should be updated to church. It was also discussed; that the use of bondo on the windows will not work for the long term as it expands with time and epoxy might be a better idea, the use of clear pine might be reconsidered to ensure longevity of the repairs, and that the start and end dates of the project are the same and should be addressed.

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

1.1 The Heritage Restoration and Improvement Grant Application HIP-02-2024, associated with Heritage Permit Application HER-22-2024, for the restoration of the exterior wooden elements on the elevations of 12 Princess Street, St. Saviour's the Brock Memorial Church, be recommended to Council for approval subject to the following conditions:

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

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

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

1.1.4 The Director of Community and Development Services reserves the right to reduce the amount of grant funding released if the final invoice for the project is less than the approved amount in condition 1.1.3.

1.2 Council requests the Lord Mayor and Town Clerk to sign the Heritage Grant agreement.

1.3 Staff and a member of MHC meet with the contactor hired for the restoration work on-site and discuss appropriate materials.

APPROVED

8.2 Priority Designation Work - Heritage Designation Reports - CDS-24-150

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

Kate and and Victor Sullivan, property owners, informed the Committee that they believe their home was actually built in 1894, and how excited they are to designate their property.

The Committee reviewed the attached material summited as part of the Priority Designation Work - Heritage Designation Reports - CDS-24-150.

The Committee asked clarifying questions.

Moved by Councillor Burroughs 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 October with the draft by-laws for the Committee's consideration.

APPROVED

9. NEW BUSINESS

Amanda Demers asked for an update on the Heritage Conservation District Study - Volunteer Working Group.

Candice Bogdanski, Senior Heritage Planner gave an overview of all the work done in the last few weeks and will wrap up the last group walk on September 13, 2024.

David Snelgrove asked for an update on the Restoration of Ordnance Boundary Stones. Sumra Zia, Heritage Planner informed the Committee that they are working on having the first few stones to be restored by the end of this year, and the group involved with the project is currently considering the materials to be used for the plaques.

Moved by Councillor Burroughs that the Restoration of Ordnance Boundary Stones be added to the October 2, 2024 agenda for discussion on materials to be used and any other issues arising about the stones.

APPROVED

10. NEXT MEETING DATE

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

11. ADJOURNMENT

Adjournment unanimously took place at 6:48 p.m.