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## MUNICIPAL HERITAGE COMMITTEE MEETING MINUTES

**December 4, 2024, 6:00 p.m.**

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

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

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### 1. CALL TO ORDER

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

### 2. ADOPTION OF AGENDA

Item 8.1 - Request for Comments - Seasonal Patio Program Minimum Design Standards - CDS-24-187 was moved from item 8.3.

Item 8.3 - 57 Queen Street - Heritage Permit and Grant Application - Facade Restoration - CDS-24-183 was moved from item 8.1.

Amanada Demers and Councillor Burroughs requested to speak under New Business.

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

### APPROVED

### 3. CONFLICT OF INTEREST

None were declared.

### 4. PREVIOUS MINUTES

#### 4.1 November 6, 2024

The November 6, 2024, minutes were received.

**APPROVED**

**5. PRESENTATIONS**

There were none.

**6. ANNOUNCEMENTS**

**6.1 January Meeting Date**

**7. CORRESPONDENCE**

**7.1 4 Walnut Street - Objection to Designation**

4 Walnut Street - Objection to Designation correspondence was recieved.

**APPROVED**

**8. BUSINESS**

**8.1 [Request for Comments - Seasonal Patio Program Minimum Design Standards - CDS-24-187](#)**

Chloe Simpson from LANDWISE gave a presentation on the Seasonal Patio Program.

Sumra Zia, Heritage Planner, gave an overview of Seasonal Patio Program Minimum Design Standards - CDS-24-187

The Committee asked Chloe and Sumra clarifying questions.

The Committee provided feedback to Staff and received the report.

**APPROVED**

**8.2 [Priority Designation Work - Heritage Designation Draft By-law - CDS-24-184](#)**

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

The Committee reviewed the attached material submitted as part of the Priority Designation Work - Heritage Designation Draft By-law - CDS-24-184.

The Committee asked clarifying questions.

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

1.1 The designation by-law for the property at 167 Four Mile Creek Road be endorsed in principle based on the staff evaluation within the designation report;

1.2 Staff send a midway letter to the owner of 167 Four Mile Creek Road to inform them of the designation process timeline; and

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

### **APPROVED**

#### **8.3 [57 Queen Street – Heritage Permit and Grant Application – Façade Restoration, CDS-24-183](#)**

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

April Hurst or Brandon from Olde Towne Building Company were present to answer any questions from the committee.

The Committee reviewed the attached material submitted as part of the Heritage Permit and Grant Application CDS-24-183.

The Committee asked clarifying questions.

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

1.1 Heritage Permit Application HER-17-2024 and Heritage Grant Application HIP-01-2024 for the restoration of the façade at 57 Queen Street be recommended for approval subject to the following conditions:

1.1.1 The restoration is carried out substantially in accordance with the Heritage Permit Application in **Appendix I** and **Appendix II**;

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

1.1.3 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;

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

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

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

**APPROVED**

**9. NEW BUSINESS**

Moved by Amanda Demers that the remaining budget from 2024 is carried over into the 2025 budget for Heritage Grant Program.

**APPROVED**

Candice Bogdanski, Senior Heritage Planner gave a brief overview of the expansion of the Heritage Conservation Area.

Councillor Burroughs let the Committee know that the work done at St. Saviour Church looks great and that any committee members that can go out and take a look should do so.

**10. NEXT MEETING DATE**

Wednesday, January 8, 2024, at 6:00 p.m.

**11. ADJOURNMENT**

Adjournment unanimously took place at 7:31 p.m.