



MUNICIPAL HERITAGE COMMITTEE MEETING MINUTES

March 5, 2025, 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: Steve Burke - Manager of Policy and Heritage Planning, 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 6:15 p.m.

2. ADOPTION OF AGENDA

Shannon Mista, Legislative and Committees Coordinator, requested that Steve Burke, Manager of Policy Planning and Heritage, be added to Announcements to give a verbal update on 46 Paxton Lane.

Sumra Zia, Heritage Planner, requested to speak under New Business on Designation for the East and West Line property and Heritage BINGO Winner for Heritage Week

Moved by: Councillor Gary Burroughs

That the agenda be adopted as amended.

APPROVED

3. CONFLICT OF INTEREST

There were none.

4. PREVIOUS MINUTES

4.1 February 5, 2025

The January 8, 2025, minutes were received.

APPROVED

5. PRESENTATIONS

There were none.

6. ANNOUNCEMENTS

Steve Burke, Manager of Policy Planning and Heritage, provided a verbal update on 46 Paxton Lane.

7. CORRESPONDENCE

There were none.

8. BUSINESS

8.1 [43 Queen Street - Revised Grant Application - Windows Replacement - CDS-25-050](#)

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

Lynn Kennedy, the property owner, was present to answer any questions from the committee.

The Committee reviewed the attached material submitted as part of the Revised Grant Application CDS-25-050.

The Committee asked clarifying questions.

Moved by: Councillor Tim Balasiuk

It is respectfully recommended that:

1.1 Heritage Grant Application HIP-01-2025 for the replacement of the second storey windows at 43 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 Grant 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 1.1.4.

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

APPROVED

8.2 [Heritage Easement Agreements - Tool for Conservation - CDS-25-051](#)

Sumra Zia, Heritage Planner, presented the Heritage Easement Agreements—Tool for Conservation—CDS-25-051.

The Committee asked questions on the easement process and specific parts of the Heritage Act.

Moved by: Councillor Gary Burroughs

That the Committee receive report CDS-25-051

APPROVED

8.3 [Priority Designation Work - Community Info-Session - CDS-25-053](#)

Sumra Zia, Heritage Planner, presented on Priority Designation Work - Community Info-Session - CDS-25-053.

The Committee provided insight on how to present this information to the public.

Moved by: Alexander Topps

It is respectfully recommended that:

1.1 Council endorse the program prepared for the info-session, with the input of Municipal Heritage Committee;

1.2 Staff seek to invite an expert from the field of heritage to participate in the info-session; and

1.3 Council endorse the information guides prepared by Staff, attached as **Appendix I-III** to this report, to be distributed as part of the info-session and posted on the Town's website.

APPROVED

8.4 [Updating Outdated Heritage Designation By-laws - CDS-25-052](#)

Sumra Zia, Heritage Planner, presented Updating Outdated Heritage Designation By-laws - CDS-25-052.

The Committee provided feedback on this process and asked clarifying questions of Sumra.

Moved by: Amanda Demers - Vice Chair

That the Committee receive report CDS-25-052.

APPROVED

9. NEW BUSINESS

Sumra Zia, Heritage Planner, let the Committee know that a winner was selected for the Heritage BINGO and has asked the winner to come to the next committee meeting to receive their prize.

She also informed the Committee that she has a meeting with the property owners on East and West Line, Epp Farms tomorrow to discuss the designation process.

10. NEXT MEETING DATE

Wednesday, April 2, 2025, at 6:00 p.m.

11. ADJOURNMENT

Adjournment unanimously took place at 7:46 p.m.