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## MUNICIPAL HERITAGE COMMITTEE MEETING MINUTES

**February 4, 2026, 6:00 p.m.**

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

Staff Present: Taya Devlin - Manager of Policy and Heritage Planning,  
Shannon Mista - Legislative and Committees Coordinator,  
Sumra Zia - Senior Heritage Planner

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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**

Moved by: Rita Trudeau

Seconded by: Amanda Demers - Vice Chair

That the agenda be adopted as presented.

**APPROVED**

### **3. CONFLICT OF INTEREST**

None were declared.

### **4. PREVIOUS MINUTES**

#### **4.1 January 14, 2026**

Moved by: Councillor Tim Balasiuk

Seconded by: Amanda Demers - Vice Chair

The January 14, 2026, minutes were received.

**APPROVED**

## 5. PRESENTATIONS

There were none.

## 6. BUSINESS

### 6.1 [Priority Designation Work - Heritage Designation Reports - CDS-26-026](#)

Sumra Zia, Senior Heritage Planner, gave a presentation on 15026 Niagara River Parkway.

The Committee reviewed the attached material submitted as part of the Heritage Designation Report, CDS-26- 026.

The Committee asked clarifying questions.

Moved by: David Snelgrove

Seconded by: Amanda Demers - Vice Chair

That the MHC endorses the pursuit of the designation of the property located at 15026 Niagara River Parkway, against the criteria outlined in O.Reg9/06; and that Staff proceed to prepare a draft Designation By-law to return in March for the Committee's consideration only if contact with the property owner of 15026 Niagara River Parkway has taken place.

### **APPROVED**

### 6.2 [Insuring Heritage Designated Properties - CDS-26-029](#)

Sumra Zia, Senior Heritage Planner, gave a presentation on Insuring Heritage Designated Properties.

The Committee reviewed the attached material submitted as part of the Insuring Heritage Designated Report, CDS-26-029.

The Committee asked clarifying questions.

Moved by: Amanda Demers - Vice Chair

Seconded by: Councillor Tim Balasiuk

That Council endorses the Heritage Property Insurance Toolkit, as attached in Appendices I to V; and

1. That Council directs Staff to make the Heritage Property Insurance Toolkit publicly available as a resource for heritage property owners in Niagara-on-the-Lake; and

2. That Council directs staff to continue consultation with the Insurance

Bureau of Canada and other relevant stakeholders to ensure the Toolkit remains current and effective; and;

2.1 As the Toolkit is rolled out Staff to hold an Open House to show how to use the Toolkit.

3. That Council directs staff to continue consultation with the Insurance Bureau of Canada and other relevant stakeholders to ensure the Toolkit remains current and effective; and,

4. That Council directs Staff to maintain and update the Heritage Property Insurance Toolkit, as necessary, to ensure the Toolkit remains accurate and publicly available.

5. Once approved by Council the Toolkit is to be sent to all 444 municipalities in Ontario.

### **APPROVED, AS AMENDED**

#### **7. NEXT MEETING DATE**

March 4, 2026, at 6:00 p.m.

#### **8. ADJOURNMENT**

Moved by: Amanda Demers - Vice Chair

Seconded by: Alexander Topps

Adjournment unanimously took place at 6:32 p.m.

### **APPROVED**