



Heritage Burlington Advisory Committee Meeting

Minutes

Date: October 14, 2025
Time: 7:00 pm
Location: Room 247, City Hall, second floor

1. Members Present:

Marsha Paley (Chair), Andy Lyster, Alex Winiarski, Steve Allen, Diane Smith, Michael Vollmer, Len Collins and Catherine Robb

2. Regrets:

Jenna Dobson, Robin Lloyd and Alan Harrington

3. Others Present:

Councillor Shawna Stolte, Chloe Richer (Heritage Planner) and Jo-Anne Rudy (Clerk)

4. Land Acknowledgement

The Chair read the Land Acknowledgement.

5. Declarations of Interest:

None

6. Approval of Minutes:

6.1 Approve minutes from meeting held September 10, 2025

On motion, the minutes from the meeting held September 10, 2025, were approved as presented.

7. Delegation(s):

7.1 Deb Westman, Westman +VG, spoke to Item 5.1a. - Heritage Permit application for 496 Walker's Line.

8. Regular Items:

8.1 Heritage Planner update

a. Heritage Permit application for 496 Walker's Line

- Chloe advised that a heritage permit application was received for 496 Walker's Line on September 23, 2025, and noted that it is designated due to its physical/design value, historical/associative value, and contextual value. The application proposes repointing the red brick exterior and brick chimney using an appropriate mortar mix; stabilization of the porch piers; porch woodwork repairs to the columns; woodwork repairs to the gable areas and repairs to and repainting of the remaining wood windows on the front and side elevations.
- Members discussed and most were in support of the heritage permit application.
- **Motion** - Heritage Burlington Advisory Committee recommends that Heritage Permit No. 501-06-4-06/25 be approved, subject to the following conditions:
 - That any minor changes to the plans and elevations following approval shall be submitted, to the satisfaction and approval of the Director of Community Planning, prior to submission as part of any application for a Building Permit and / or the commencement of any alterations;
 - That implementation / installation of the alteration(s), in accordance with this approval, shall be completed no later than October 31, 2027. If the alteration(s) are not completed by October 31, 2027, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Burlington; and
 - That the mortar repointing specifications be submitted, to the satisfaction and approval of the Director of Community Planning, prior to commencement of any alterations. **CARRIED**

b. Bill 23 - Heritage Designation Shortlist update

- Chloe advised that 12 designation by-laws were approved at the September 16, 2025 Council meeting for the Bill 23 - Heritage Designation Shortlist properties where there were no objections to the Notices of Intention to Designate, and that 6 designation by-laws were approved at the October 14, 2025 Council meeting for the Bill 23 - Heritage Designation Shortlist properties where objections were received to the Notices of Intention to Designate.
- Chloe noted that the four Bill 23 - Heritage Designation Shortlist Peer Review properties are anticipated to go before the Committee of the Whole and Council on November 3/4 and November 18, 2025, respectively.
- Next steps will be for a list to be developed for the next group of properties to be studied for designation prior to the January 2027 deadline.

8.2 Subcommittee/Working Groups updates

a. Promotions & Marketing Subcommittee

- Andy advised that the subcommittee will meet to determine potential timing for a focus group with the homeowners who indicated interest when completing the survey.

b. Heritage Week Subcommittee

- Written report will be coming to November meeting.

c. Fall Forum Working Group

- Marsha advised that the planning is going well for the Forum and noted that she has been compiling the survey information received from other municipalities. The registration deadline is October 16 and to date they have approximately 30 registrations. Marsha added that the Mayor has provided a video extending greetings, Councillor Stolte has agreed to provide some opening remarks, and a member of the Indigenous community will also be providing opening remarks.
- Marsha stated that volunteers are needed for facilitating each of the break-out rooms and taking notes, and asked members to let her know if they were interested in participating.

8.3 Food for Feedback debrief

- Members who participated in the Food for Feedback event on September 13th shared that it was well attended and a great opportunity to engage with residents on heritage. It was noted that the antique items that Alan brought attracted a lot of interest from folks. It was also noted that the food truck lines were an issue.
- Jo-Anne shared the feedback received on the exercise board that was used at the event asking residents to choose their favourite heritage signage with 4 images to choose from (Images 1 & 2 were for designated properties and Images 3 & 4 were for non-designated historical properties). The favourite designated property signage was Image 2 and the favourite non-designated historical property signage was Image 3.
- Jo-Anne thanked all the members who took time out of their Saturday to volunteer at this event.

8.4 Advisory Committee recruitment

- Jo-Anne advised that recruitment for all advisory committees will begin on October 21 with a deadline of November 3. Interviews will take place in late November and a report to Council appointing new members is expected in December. She noted that an email will be going out to members with terms ending this year.

9. Other Business:

- Michael asked about the progress of Port Nelson Park. Jo-Anne will reach out to the Landscape Architect for an update.
- Jo-Anne advised that the Spencer Smith Park sign was installed on September 15 and noted that an informal "unveiling" was held during Councillor Kearn's "Park Pop-up" event on September 29.
- Marsha advised that she spoke at the Indigenous Advisory Circle about the moccasin identifier initiative.
- Marsha reminded members of the opportunity to attend an engagement session designed specifically for advisory committees on October 23 Room 247, City Hall at 7 p.m. to discuss Horizon 2050 - the City's new Strategic Plan.

10. Adjournment:

Chair adjourned the meeting at 8:01 p.m.