



Heritage Burlington Advisory Committee Meeting
Agenda

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

Pages

1. Land Acknowledgement

Burlington as we know it today is rich in history and modern traditions of many First Nations and the Métis. From the Anishinaabeg to the Haudenosaunee and the Métis – our lands spanning from Lake Ontario to the Niagara Escarpment are steeped in Indigenous history.

The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway, and other allied Nations to peaceably share and care for the resources around the Great Lakes.

We acknowledge that the land on which we gather is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

2. Declarations of Interest:

3. Approval of Minutes:

3.1 Approve minutes from meeting held September 10, 2025

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4. Delegation(s):

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

5. Regular Items:

5.1 Heritage Planner update

7 - 8

a. Heritage Permit application for 496 Walker's Line

b. Bill 23 - Heritage Designation Shortlist update

5.2 Subcommittee/Working Groups updates

- a. Promotions & Marketing Subcommittee
- b. Heritage Week Subcommittee
- c. Fall Forum Working Group

5.3 Food for Feedback debrief

5.4 Advisory Committee recruitment

6. Other Business:

7. Adjournment:



Heritage Burlington Advisory Committee Meeting

Minutes

Date: September 10, 2025
Time: 7:00 pm
Location: Room 247, City Hall, second floor

1. Members Present:

Marsha Paley (Chair), Andy Lyster, Alex Winiarski, Steve Allen, Len Collins, Jenna Dobson, Robin Lloyd, Catherine Robb and Alan Harrington

2. Regrets:

Councillor Shawna Stolte, Michael Vollmer and Diane Smith

3. Others Present:

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 June 11, 2025

On motion, the minutes from the meeting held June 11, 2025, were approved as presented.

7. Delegation(s):

7.1 Bob Swent, representing Knox Presbyterian Church, spoke to Item 5.1b. - Heritage Permit and Heritage Grant applications for 461 Elizabeth St. and provided a brief overview of the repair and restoration of the "Campbell Window."

- 7.2 David Barker spoke to Item 5.1c. - Heritage Grant and Heritage Permit applications for 2411 Lakeshore Rd. and provided a brief overview of the repairs for the front porch.

8. Regular Items:

8.1 Heritage Planner update

a. Bill 23 - Heritage Designation Shortlist Peer Review update

- Chloe advised that a heritage consultant was retained for a peer review of the following cultural heritage evaluation reports which were part of the Bill 23 - Heritage Designation Shortlist project:
 - 368 Brant St.
 - 458 Elizabeth St.
 - 513 Locust St.; and
 - 367 Torrance St.
- Chloe noted that the findings of the peer review are that, in the opinion of the heritage consultant, only 368 Brant St. meets sufficient criteria for Part IV designation under the *Ontario Heritage Act*. She added that staff are preparing a follow-up report on the findings of the peer review which is anticipated to go before Committee of the Whole and Council in November 2025.

b. Heritage Permit and Heritage Grant applications - 461 Elizabeth St.

- Chloe advised that a heritage permit application was received for Knox Presbyterian Church on August 7, 2025 and noted that this property is designated for its physical/design and contextual value. The permit proposes repair and restoration of the "Campbell window" located in the front entrance of the church. The stained-glass window will be supported during the removal and replacement of the exterior frame and sill.
- Chloe stated that a heritage grant application for the scope of the work was received on August 11, 2025, and the amount of financial assistance request was \$2,625 (25% of the total estimate of \$10,500).

- Members were in support of both the heritage permit and heritage grant applications.
- **Motion** - Heritage Burlington Advisory Committee recommends that Heritage Permit No. 501-06-4-04/25 be approved, subject to the following condition:
 - That implementation / installation of the alteration(s), in accordance with this approval, shall be completed no later than September 30, 2027. If the alteration(s) are not completed by September 30, 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

Heritage Burlington Advisory Committee recommends that Heritage Grant No. 501-06-7-01/25 be approved for \$2,625.

CARRIED

c. Heritage Grant application - 2411 Lakeshore Rd.

- Chloe advised that a heritage grant application for 2411 Lakeshore Road was received on August 30, 2025 and noted that this property is designated for its physical/design value and contextual value. A heritage permit application was received on September 4, 2025. The applications propose the removal and replacement of two of the eight balusters (columns) at the southwest corner of the porch and one of the three balusters (columns) at the east end due to rot of the wood. The amount of financial assistance request is \$920.95.
- Members were in support of the grant and heritage permit applications.
- **Motion** - Heritage Burlington Advisory Committee recommends that Heritage Permit No. 501-06-4-05/25 be approved, subject to the following condition:
 - That implementation / installation of the alteration(s), in accordance with this approval, shall be completed no later than September 30, 2027. If the alteration(s) are not completed by September 30, 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

Heritage Burlington Advisory Committee recommends that Heritage Grant No. 501-06-7-02/2 be approved for \$920.95. **CARRIED**

d. Burlington Ave. & Ontario St. Heritage Conservation District Plan & Guidelines update

- Chloe stated that the heritage and engagement consultants have prepared the next draft of the Burlington Ave. & Ontario St. Heritage Conservation District (HCD) Plan & Guidelines for review. It is anticipated that staff and the consultants will prepare a report to go before Committee of the Whole and Council in November. She noted that committee's support for the Plan should be identified in the staff report and suggested that a motion as such be considered at tonight's meeting.

Motion - Heritage Burlington Advisory Committee recommends that Council pass a by-law to adopt the Part V designation of the study area identified in the Burlington Avenue – Ontario Street Heritage Conservation District Plan report and to adopt the HCD Plan.

CARRIED

e. Bill 23 - Notices of Objection to Notices of Intention to Designate

- Chloe advised that staff have received notices of objection to the Notices of Intention to Designate for the following properties:
 - 380 Brant St.
 - 444 Plains Rd. E.
 - 482 Elizabeth St.
 - 490 Elizabeth St.
 - 2280 No. 2 Side Rd.; and
 - 562 Maple Ave.
- Chloe noted that staff anticipate reporting to Committee of the Whole and Council in October.

f. Updates for 518, 524 and 620 Brant Street

- a. Chloe advised that the designation by-law for 518 Brant St. was not appealed to the Ontario Land Tribunal (OLT) and added that the OLT has dismissed the designation by-law appeals for 524 and 620 Brant St.
- g. Updates for 401 Brant St. & 444 John St.
 - Chloe advised that a Heritage Easement Agreement (HEA) for 401 Brant St. and 444 John St. was registered on title at the Land Registry Office in August 2025. An HEA can act as a designation by-law in lieu of (or in addition to) an actual designation by-law and as such, offers similar protection to Part IV designation under the *Ontario Heritage Act*.

8.2 Subcommittee/Working Groups update

- a. Promotions & Marketing Subcommittee
 - Andy reviewed the results of the Heritage Burlington Signage Survey that was sent out at the beginning of the summer. He noted that 6 property owners responded and 5 currently have heritage signage. The key recommendations were:
 - Design signs with layered storytelling;
 - Standardize preferred materials;
 - Offer tiered funding options; and
 - Host a focus group.
 - Next steps are to set up a focus group.
- b. Heritage Week Subcommittee
 - Marsha advised that Heritage Week was a huge success and noted that numbers were up for most events compared to previous years, with thanks to the outstanding promotion done by the City's Communication staff and the work of all partnering departments, organizations and individuals. Marsha thanked all who participated and stated that she will provide a full report at the October or November meeting.
- c. Fall Forum Working Group
 - Marsha advised that graphics staff designed a poster for the Fall Forum which will be emailed along with a survey to 146

municipal heritage committees. She is hoping the survey results will be back by September 26. Pre-registration is open until October 17.

8.3 Food for Feedback event - September 13, 2025

- Jo-Anne provided some logistical information about the Food for Feedback event and noted that Andy will be bringing the supplies/material to the event on Saturday. Robin offered to take the supplies/material after the event and drop off at City Hall next week.

8.4 Change to October meeting date

- Jo-Anne asked committee members if there were any objections to changing the October meeting date, due to a conflict. **Motion** - Change the meeting date for Heritage Burlington from October 8 to October 14. **CARRIED**

9. **Other Business:**

- Len asked about the OLT appeal for 795 Brant St. Chloe responded that it is with Legal staff.
- Alan asked about the improvements at the United Empire Loyalist Cemetery. Chloe responded that approvals for the improvements are in process.
- Alan asked about the timing for installation of the Spencer Smith Park signage. Jo-Anne responded that she is waiting for Parks staff to advise of potential dates.
- Marsha advised that she was invited to speak at an upcoming meeting with the Mayor and the Indigenous Advisory Circle regarding the moccasin identifier initiative.

10. **Adjournment:**

Chair adjourned the meeting at 8:09 p.m.

To: Heritage Burlington Advisory Committee

From: Chloe Richer, Senior Planner – Heritage, Community Planning

Cc: Todd Evershed, Supervisor – Special Projects & Urban Design, Community Planning

Date: Oct. 8, 2025

Re: Heritage Planner Updates – Oct. 14, 2025

1. 496 Walker's Ln. – Heritage Permit application

- A Heritage Permit application for the property was received on Sept. 23, 2025.
- 496 Walker's Ln. (the John Henry Walker Jr. House) is designated under Part IV of the *Ontario Heritage Act* due to its physical/design value as a representative example of an Edwardian style house with some Queen Anne revival features, its historical and associative value through its connection to the Walker Family and its contextual value as it is physically linked to the surrounding lands, which are a remnant of the formerly extensive Walker family farm.
- Heritage Permit No. 501-06-4-06/25 proposes:
 - Repointing of the red brick exterior and brick chimney using an appropriate mortar mix.
 - Stabilization of the porch piers.
 - Porch woodwork repairs to the columns, including Dutchman repairs, scraping and repainting.
 - Woodwork repairs to the gable areas, including to the trim around windows, wood shingles, windows and wood dentils/details.
 - Repairs to and repainting of the remaining wood windows on the front and side elevations.
- Submission materials include the Heritage Permit Application Form (internal) and a Heritage Conservation Plan (dated Sept. 30, 2025).
- The Heritage Attributes likely to be affected by the proposed alterations are:
 - Red-brick running bond exterior;
 - Gables on façade and side elevation with wood-shingle decoration, neo-Palladian windows and wood dentils;
 - Two-over-two wood windows on the front and side elevations;
 - Wrap around porch with two entrance doors, wood columns atop brick pilasters and dentil detailing along the cornice; and,
 - Brick chimney.
- Heritage Burlington Advisory Committee may recommend one of the following in their motion regarding the subject Heritage Permit application:
 - Recommend Approval
 - Recommend Approval with Conditions
 - Recommend Denial

2. Bill 23 – Heritage Designation Shortlist update

- 12 designation by-laws have been passed at the September 16th City Council meeting for Bill 23 – Heritage Designation Shortlist properties in which there were no objections to the Notices of Intention to Designate received. The related Public Notices can be found [here](#).
- Six Bill 23 – Heritage Designation Shortlist properties were considered at Committee of the Whole on October 6-7 in which objections to Notices of Intention to Designate (NOIDs) were received; a recommendation was made by Committee of the Whole to not withdraw the NOIDs. It is anticipated that the designation by-laws will be passed at the October 14th City Council meeting. The related staff reports can be found [here](#).
- The four Bill 23 – Heritage Designation Shortlist Peer Review properties are anticipated to go before Committee of the Whole and Council on November 3-4 and November 18, 2025, respectively. The City's Council and Committees meeting calendar and agendas can be found [here](#).