



Heritage Burlington Advisory Committee Meeting

Minutes

Date: December 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, Diane Smith, Michael Vollmer, Len Collins, Catherine Robb and Alan Harrington

2. Regrets:

Jenna Dobson and Robin Lloyd

3. Others Present:

Councillor Shawna Stolte, Jennifer Johnson (Senior Project Manager, Engineering Services), 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 November 12, 2025

On motion, the minutes for the meeting held November 12, 2025, were approved as presented.

7. Delegation(s):

None

8. Regular Items:

8.1 Heritage Planner update

a. Heritage Permit Application update - 1001 Plains Road East (Union Cemetery)

- Chloe advised that Heritage Burlington recommended conditional approval on the Heritage Permit application for the Union Cemetery in April 2025, which included a full dismantle, catalogue, reinstatement and restoration of all four sides including both gates; however, she noted that there have been some project challenges. Chloe introduced Jennifer Johnson, Senior Project Manager, Engineering Services, who explained that the final version of the detailed design documents and capital cost estimate were provided by the consultant team in July 2025, with a total estimate, including soft costs, of over \$1.2 million, which was double the original budget. As a result, Senior Management has requested that Public Works staff look at reducing the scope, while still addressing safety concerns, and keeping the heritage intent. Jennifer advised that the current, alternate proposal is to fully dismantle, catalogue, reinstate and restore the south wall (Plains Road facing) including gates and some block repair to the existing retaining wall adjacent to the sidewalk. A small portion of the east and west wall will remain for structural stability and continuity and the remaining portions of the east and west walls will be demolished and a decorative ornamental style iron fencing will be installed in its place. She noted that the north wall is in reasonably good condition and will remain with local repairs/repointing being carried out as required. Jennifer stated that the value of this proposed work is in the \$450-600k range, and includes soft costs, further investigation, as well as dismantling and new construction.
- Members asked if the founding families have been advised of this and if the bricks could be saved. Jennifer responded that the families are very supportive of the project and the bricks that are in good shape can be stored for future repairs.
- Members were supportive of the proposal and are pleased with the restoration of the cemetery wall. Heritage Burlington

also noted their appreciation of the headstone restoration as contributed by the Burlington Historical Society.

- b. Bill 23 - Heritage Designation Shortlist update
 - Chloe advised that a Notice of Intention to Designate 368 Brant Street (one of the four Peer Review properties) was issued on November 19, 2025.
 - Chloe stated that at its special meeting regarding the 2026 budget on December 2, 2025, Council approved an additional \$75,000 to retain a consultant to assess the eligibility of additional properties for potential heritage designation under Part IV of the *Ontario Heritage Act*.
 - Chloe noted that the following designation by-laws were appealed to the Ontario Land Tribunal:
 - 380 Brant Street,
 - 2280 No. 2 Side Road, and
 - 6414 Walker's Line.
- c. Lakeshore Road Stone Wall - Cultural Heritage Evaluation request received
 - Chloe advised that the owner of 3262 Lakeland Crescent has requested the property be evaluated for its cultural heritage value or interest, for potential Part IV designation under the *Ontario Heritage Act*, specifically the portion of the stone wall on Lakeshore Road. Staff have completed a site visit and have begun the archival research process. Chloe noted that a Cultural Heritage Evaluation report will be shared with Heritage Burlington at a future meeting.
- d. Burlington Ave. & Ontario St. Heritage Conservation District Plan & Guidelines update
 - Chloe advised that the statutory public meeting for the Burlington Avenue & Ontario Street Heritage Conservation District Plan & Guidelines took place on December 2, 2025 at the Committee of the Whole. The recommendation was unanimously approved at Council on December 9, 2025 to receive the staff report and Heritage Conservation District (HCD) Plan and to consider comments provided by the

public and Council on the draft HCD Plan as part of a subsequent report to Council.

8.2 Subcommittee Updates

a. Promotions & Marketing Subcommittee

- Andy reported that the Subcommittee met to discuss the proposed focus group. Due to a low number of survey respondents, he suggested sending the survey out again to improve participation. Andy reviewed various signage options, their associated costs and provided samples available for the committee to examine. He noted that the proposed topics for the focus group include: signage content, signage material/design and funding. **Action** - Andy and Chloe will discuss re-sending the survey.

b. Heritage Week Subcommittee

- Marsha advised that she will have a full report at the January meeting.

8.3 2025 Annual Report and 2026 Workplan

- Marsha reviewed the draft 2025 annual report with committee members. **Action:** Jo-Anne to email to members to review prior to approval at the January meeting.
- Jo-Anne briefly reviewed the 2026 workplan/budget. It will be discussed at the January meeting.

8.4 2026 Meeting Schedule

- Committee reviewed the 2026 schedule of meetings. **Motion** - Approve the 2026 schedule of meetings for Heritage Burlington. **CARRIED**

8.5 Election of Chair and Vice Chair

On motion, Marsha Paley and Andy Lyster were elected as Chair and Vice Chair, respectively, for the term ending December 31, 2026.

9. Other Business:

- Michael advised members that the former Emma's Back Porch building is for lease.
- Chloe stated that she has an intern starting on January 5, 2026.

- Alan advised that Jane's Walk will be taking place on May 2, 2026.
- Marsha thanked all members for their work this year and specifically thanked Diane for her time on the Committee as her term ends this year.

10. Adjournment:

Chair adjourned the meeting at 8:31 p.m.