



Heritage Burlington Advisory Committee Meeting
Agenda

Date: December 10, 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 November 12, 2025 1 - 4

4. Delegation(s):

5. Regular Items:

5.1 Heritage Planner update 5 - 6

a. Heritage Permit Application update - 1001 Plains Road East (Union Cemetery) 7 - 8

b. Bill 23 - Heritage Designation Shortlist update

c. Lakeshore Road Stone Wall - Cultural Heritage Evaluation request received

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

5.2 Subcommittee Updates

- a. Promotions & Marketing Subcommittee
- b. Heritage Week Subcommittee

5.3 2025 Annual Report and 2026 Workplan

5.4 2026 Meeting Schedule

9 - 9

5.5 Election of Chair and Vice Chair

6. **Other Business:**

7. **Adjournment:**



Heritage Burlington Advisory Committee Meeting

Minutes

Date: November 12, 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, Jenna Dobson and Robin Lloyd

2. Regrets:

Councillor Shawna Stolte, Catherine Robb and Alan Harrington

3. Others Present:

Chloe Richer (Heritage Planner), Kim Selman (Arts & Culture 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 October 14, 2025

On motion, the minutes from the meeting held October 14, 2025 were approved as presented.

7. Delegation(s):

7.1 Kim Selman, Arts and Culture Planner, Recreation, Community and Culture, regarding the City of Burlington 10-year Culture Plan

- Kim provided an overview of the City of Burlington Culture Plan and highlighted some of the ways they engaged with the public. She

noted that staff have developed a list of 10 insights based on the feedback received to date. Next steps include a report going to Council in Q2 2026 with draft recommendations and a final plan. Kim looked to members for their feedback. Marsha asked about ways to better incorporate heritage and culture and explore opportunities for collaboration.

8. Regular Items:

8.1 Heritage Planner update

a. Bill 23 - Heritage Designation Shortlist update

- Chloe advised that the four Bill 23 – Heritage Designation Shortlist Peer Review properties went before Committee of the Whole on November 3-4, 2025. She noted that committee recommended that a notice of intention to designate be issued for 368 Brant St. due to the opinion of the retained heritage consultant that it meets sufficient criteria for Part IV designation under the *Ontario Heritage Act*. These recommendations will be considered at the Council meeting of November 18, 2025.
- Chloe stated that she reviewed the full ranked list of eligible non-designated properties (Appendix C of PL-35-23) and noted that the top 10 properties that were not included in the approved shortlist of 27 properties and were not included in the Burlington Ave. and Ontario St. Heritage Conservation District Study Area are:
 1. 2137 Lakeshore Rd. (The Sewage Pumping Station aka 2137 Junction St.)
 2. 1419 Ontario St. (The O'Brien-Connell House)
 3. 2464 Dundas St. (St. John's Anglican Church)
 4. 1264 Lemonville Rd. (A. Lemon Family Farmhouse)
 5. 5534 Guelph Ln. (The Thomas Colling Centennial Farmhouse)
 6. 1392 Ontario St. (The New George Allen House)
 7. 1454 Birch Ave. (The Edwin Thorpe Retirement House)
 8. 566 Locust St. (The Harry Blessinger Retirement House)

9. 2187 Lakeshore Rd. (The Dalton-Bell House)

10. 524 Hager Ave. (The Bamford House)

- Chloe suggested that the above properties be reviewed for potential designation. She asked members to let her know if they have information on any of these properties or wish to assist with the research.

b. 4560 No. 4 Side Road - Cultural Heritage Evaluation request

- Chloe advised that the owners of 4560 No. 4 Side Road have requested the property be evaluated for its cultural heritage value or interest, for potential Part IV designation under the *Ontario Heritage Act*. She noted that staff have completed a site visit to the property and have begun the archival research process. A Cultural Heritage Evaluation Report will be shared with Heritage Burlington at a future meeting.

8.2 Subcommittee/Working Groups updates

a. Promotions & Marketing Subcommittee

- Andy shared that they are working on organizing a focus group early in 2026 for those respondents who expressed an interest when completing the signage survey this past summer. More details will follow.

b. Heritage Week Subcommittee

- Marsha advised that she will provide a full report at the December meeting.

c. Fall Forum Working Group

- Marsha advised that the On-line Municipal Heritage Committee Forum held on November 1st was a huge success. It was well attended (approximately 50 attendees) and feedback received was very positive. She noted that presentations from Dr. David Gabraith, Royal Botanical Gardens, and Dr. Angela Carr were very informative and enjoyed by all attendees. The two break-out sessions provided an opportunity for participants to share information on Bill 23 strategies and approaches to Heritage Day or Heritage Week events. Marsha stated that approximately 20

responses to the survey were received and shared verbally at the forum and added that another request has been sent out with the hope that more responses will be received. These will be shared with forum attendees and Heritage Burlington members in 2026. Marsha thanked Chloe and Jo-Anne for their help in the setup and running of the forum.

8.3 Advisory Committee Recruitment update

- Jo-Anne advised that the advisory committee recruitment has been paused until next year following the municipal election. This will allow new committee terms to begin in January 2027, aligned with the incoming Council. Members whose terms were set to expire in December 2025 were asked if they would consider extending their term for one additional year to ensure continuity during this transition period. **Action** - Jo-Anne will follow up with these members.

9. Other Business:

- Chloe advised that a Statutory Public Meeting for the Heritage Conservation District Plan and Guidelines will take place at the Committee of the Whole meeting on December 2, 2025.
- Jo-Anne reminded members that the December meeting is typically a social/working meeting. An in-person social time, including dinner, will take place from 6:15 p.m. until the meeting begins at 7 p.m. **Action** - Jo-Anne to email members with more information.

10. Adjournment:

Chair adjourned the meeting at 7:49 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: Dec. 4, 2025

Re: Heritage Planner Update – Dec. 10, 2025

1. 1001 Plains Road East (Union Cemetery) – Heritage Permit Application Update

- A Heritage Permit application for the property was received on March 25, 2025, proposing:
 - Reconstruction of the brick wall to match the existing using existing and new materials.
 - The wall is to be carefully dismantled, all materials to be saved, and catalogued for reuse.
 - The wall is to be founded on new bedding materials to its original height and foundation drainage is to be added.
 - Repair and restoration of the south and west gates, to be reinstalled to the brick wall.
- The Heritage Burlington Advisory Committee was consulted regarding the Heritage Permit application on April 9, 2025, and recommended conditional approval, which was subsequently approved by the Director of Community Planning on May 5, 2025.
- The final version of detailed design documents and the capital cost estimate were provided by the consultant team in July 2025, with a total estimate, including soft costs, of over \$1.2 million.
- Senior Management have requested Public Works staff look at reducing the scope, while still addressing safety concerns.

2. Bill 23 – Heritage Designation Shortlist Update

- A Notice of Intention to Designate 368 Brant Street (one of the four Peer Review properties) was issued on November 19, 2025.
- At its Special Meeting regarding the 2026 Budget on December 2, 2025, City 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*.
- The following designation by-laws have been appealed to the Ontario Land Tribunal:
 1. 380 Brant Street;
 2. 2280 No. 2 Side Road; and,
 3. 6414 Walker's Line.

3. Lakeshore Road Stone Wall – Cultural Heritage Evaluation Request Received

- 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 to the property and have begun the archival research process.
- A Cultural Heritage Evaluation Report will be shared with the Heritage Burlington Advisory Committee at a future meeting (date to be determined).

4. Burlington Ave. & Ontario St. Heritage Conservation District Plan & Guidelines Update

- The statutory public meeting for the Burlington Ave. & Ontario St. Heritage Conservation District Plan & Guidelines took place on December 2, 2025. Committee of the Whole unanimously recommended receiving the [staff report](#) and [Heritage Conservation District \(HCD\) Plan](#), and to consider any comments provided by the public and Council on the draft HCD Plan as part of a subsequent recommendation to Council. The related Council meeting to approve the recommendations is scheduled for December 9, 2025.

**2026 Meeting Dates
Heritage Burlington
7 pm – 9 pm**

Dates	Time	Room
Jan 14, 2026	7 pm – 9 pm	247
Feb 11, 2026	7 pm – 9 pm	247
Mar 11, 2026	7 pm – 9 pm	247
Apr 8, 2026	7 pm – 9 pm	247
May 13, 2026	7 pm – 9 pm	247
Jun 10, 2026	7 pm – 9 pm	247

Due to the 2026 Municipal Election, all advisory committee meetings will pause as of June 30, 2026. Sub-committee work can continue on planned projects and events and staff will provide support.

Given that a number of staff who support advisory committees also assist with the election and committee members may be involved on election campaigns, pausing advisory committees during the election period decreases potential conflicts.