



## **Heritage Burlington Advisory Committee Meeting**

### **Minutes**

Date: February 14, 2017  
Time: 7:00 pm  
Location: Room 247, Level 2, City Hall  
426 Brant Street, Burlington, Ontario

#### **1. Members Present:**

Kate White (Chair), Howard Bohan (Vice Chair), Jeff Sutcliffe, Maggie Steiss, John Vice, Rick Wilson, Jim O'Neill, Pauline Laing, Albert Faccenda, Sille Nygaard Mikkelsen, Michele Camacho, Sharon Portelli, Torey Hunt, Louise Sutherland, and Councillor Marianne Meed Ward

#### **2. Others Present:**

Thomas Douglas (Heritage Planner) and Amber LaPointe (Clerk)

#### **3. Members Regrets:**

Dorothy Kosinka, Blaine Adams, and Jim Clemens

#### **4. Declarations of Interest:**

None.

#### **5. Approval of Minutes:**

5.1 Approve minutes from meeting held January 3, 2017

**Motion:** Approve the minutes of the January 3, 2017 Heritage Burlington meeting, CARRIED.

#### **6. Delegation(s):**

#### **7. Regular Items:**

7.1 Welcome new members

The committee welcomed the following new members to the Heritage Burlington Committee:

- Sille Nygaard Mikkelsen
- Torey Hunt

## 7.2 eScribe training

Amber provided training on how to use eScribe to access agendas and minutes. The committee will be using the software going forward.

## 7.3 Heritage Planner update

- Update on 2016 Heritage Property Tax Rebate Program
- Review of Heritage Permit process
- New Official Plan Q&A

Thomas provided an update on the Official Plan update and answered questions.

John provided an update on his review of the material. John was concerned that the changes were inconsistent with the vision of the committee.

Thomas will work with John to provide further information.

The committee will be able to discuss the Official Plan update in depth at a future meeting.

- Update on 1309 Appleby Line

## 7.4 2017 work plan

The committee discussed the 2017 work plan and its implementation timeline.

The Events and Communications subcommittee will be separated.

The committee created a Fair Compensation subcommittee and discussed the purpose of the subcommittee.

Jeff will work on a consolidated list of heritage contacts.

Kate will update the work plan and circulate to the committee.

The following subcommittees were revised/established:

Communications, education and public awareness (CEP): Jeff, Kate, Councillor Meed Ward, Louise, Maggie, Pauline

Website Review/Administration: Sharon and Torey Stories: Pauline, Maggie and Sille

Evaluation Criteria Subcommittee: Jim C., Blaine, Thomas, Sharon, Pauline, Howard, Jim O.

Walking Tours: Torey, Sharon, Sille

Plaquing Policy: Howard and Rick

Event Subcommittee: Louise, Michele, Maggie (Chair)

The following committee liaisons were appointed:

Heritage Month Committee: Howard

Spencer Smith Willow Trees: Louise

Doors Open: none

#### 7.5 Evaluation subcommittee

A Evaluation Criteria subcommittee was created to review the evaluation standards of heritage properties in the City.

#### 7.6 Communications, education and public awareness subcommittee (CEP)

##### a. Heritage fair

Kate gave update on the Heritage Fair that took place February 4. The event was a success and the sports theme was successful at attracting a new audience.

##### b. Heritage Burlington real estate educational workshop (HBREW)

Workshop will take place March/April.

##### c. Virtual tour - Amber

Committee members are currently reviewing the tour. Tour will be released with a social media campaign in the spring.

##### d. Stories - Pauline

The committee discussed a campaign centred around stories of family houses for Canada 150.

#### 7.7 Invitations/sponsorships/partnerships

The committee decided that no one would sit on the Doors Open committee, but that a review of possible locations would take place and suggestions would be submitted to the Doors Open committee.

Amber will ask the Doors Open committee for a list of 2016 locations.

Amber asked for participants for the Halton Heritage Network Conference on April 6. Contact Amber if you would like to attend.

### 8. Other Business:

**9. Adjournment:**

Chair adjourned the meeting at 9:03 p.m.

Next meeting date: Tuesday, March 14, 2017, Room 247