



# COMMUNITY HERITAGE ADVISORY COMMITTEE MINUTES

Wednesday, November 26, 2025  
Hybrid (In Person and via MS Teams)  
7:00 – 9:00 pm

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**Present:** Jim Paul (Chair) Catherine Rose  
Rob Griesdale (Vice Chair) Mel Montgomery  
Jennifer Clay

**Regrets:** Mitchell Baker  
Cllr Jim Hanson

**Staff:** Holly Adams, Community Planner  
Jessica Lee, Community Planner  
Mary Jukich, Committee Clerk

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**1. Call to Order**

The Chair called the meeting to order at 7:00 pm.

**2. Adoption of Agenda**

MOVED by Jim Paul and seconded by Rob Griesdale  
To adopt the agenda.

**CARRIED**

**3. Adoption of Minutes**

MOVED by Jim Paul and seconded by Mel Montgomery  
To adopt the October 22, 2025 Minutes.

**CARRIED**

**4. Heritage Awards Criteria and Nominations**

Staff reported that the heritage awards criteria was recently revised so that the criteria is broadened to increase the eligibility for nominations. Some of the key revisions were as follows:

- Additional clarification and examples for existing award categories. For example, in the heritage advocacy category, clarifying that this should be for significant work and intended for knowledge sharing, i.e. public displays, website, brochures, mail outs and work that is far reaching and accessible to the general public.
- A new category for the promotion, celebration, and retention of cultural and social heritage. It was further suggested by the committee that this category capture community gathering spaces or businesses that have been a local institution and have a cultural or historical reference point for residents.

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As next steps, the document will be further revised and posted to Basecamp and committee members were invited to continue to provide feedback. The nominations for the 2025 heritage award recipients will open shortly and remain open until the end of January.

**5. Chair and Co-Chair**

Election of the committee Chair and Co-Chair will take place at the January meeting.

**6. Committee Recruitment**

With respect to recruitment and appointment of committee members, the approach taken was that members who had not yet served the maximum terms on the committee were eligible to be reappointed, and those members who had served the maximum terms were not reappointed.

For 2026, the committee will have three returning members and 6 new members, and the membership will fill the specialized roles, including the historian position, the specialist in building restoration and preservation, an architect, and landscape architect, and the remainder of members will serve as members at large.

During the discussion a concern was raised on whether the recruitment approach took into consideration the value of continuity and historical knowledge particularly as some of the outgoing committee members had a long history serving on the committee and the loss of this historical knowledge could impact the work and integrity of the committee.

In terms of the committee's terms of reference of not allowing further extensions of membership terms, a suggestion was presented on whether the terms of reference could be revised to add a provision that a member could apply for an extension of their term which would provide an opportunity for succession planning and continuity. It was also suggested that it may be beneficial to add wording in the terms of reference that the membership allow for a certain number of committee members with historical knowledge to remain on the committee for a certain amount of time.

A broader discussion was had around orientating new members for committee work, including improvements to the onboarding process.

**7. Properties Tracker**

The following updates were noted on the properties tracker:

- 3190 St. Georges – Will be removed from the market
- 2211 Panaroma Drive – On the market for sale
- 361 East Windsor – Building permit received

During the discussion, it was suggested that in terms of reorganization, a new tab will be created on the properties tracker to maintain a separate record with the active properties and the existing list will be maintained separately.

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## **8. Staff Updates**

The following updates were provided to the committee members:

- Council approved the heritage grants on November 17, and staff are in the process of notifying the recipients. In moving forward, it was suggested that postcards be delivered as well as a mailing letters in District envelopes to maximize outreach and the potential number of applications.
- The committee has an option for an annual report or presentation to Council, and this will be brought to the January meeting for further discussion.
- Committee members were reminded of the holiday dinner on Wednesday, December 3<sup>rd</sup>.
- Holly Adams will be on leave from the committee until May/June 2026 and Jessica Lee will serve as the staff liaison in the interim.

## **9. Any Other Business**

No other business was presented.

## **10. Adjournment**

The meeting was adjourned at 8:20 pm.

**Next Meeting: Wednesday, January 28, 2026**