



COMMUNITY HERITAGE ADVISORY COMMITTEE MINUTES

Wednesday, April 22, 2026
Hybrid (In Person and MS Teams)
7:00 – 9:00 pm

Present: Jim Paul
Matthew Cusanelli
Trisha McCarthy
Greg Warner
Claudio Soligon
Catherine Rose

James Mitchell
Tanja Scott

Regrets: Mitchell Baker
Cllr Jim Hanson

Staff: Jessica Lee, Community Planner
Mary Jukich, Committee Clerk

1. Call to Order

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

Committee members provided a brief introduction.

2. Adoption of Agenda

Item #9(c), Council Motion was added under Other Business.

MOVED by Jim Paul and seconded by Matthew Cusanelli
To adopt the amended agenda.

CARRIED

3. Adoption of Minutes

MOVED by Jim Paul and seconded by Trisha McCarthy
To adopt the February 25, 2026 minutes.

CARRIED

4. Review of 2025 Heritage Award Nominations

Three nominations were received for 2025 heritage awards and were previously brought to the committee for review; however, committee members requested further information on the nominations. A presentation was provided on the nominations, North Shore Heritage Preservation Society for heritage advocacy and Darren Yelton and Arwa Shurab for promotion, celebration and retention of cultural and social heritage.

On review and discussion of the nominations, committee members indicated to move forward the nominations for the North Shore Heritage Preservation Society and for Darren Yelton. However, committee members indicated that the nomination for Arwa Shurab did not fulfil the criteria guidelines for a heritage award.

Moved by Trisha McCarthy and seconded by Matthew Cusanelli

The Heritage Advisory Committee recommend 2025 community heritage awards as follows:

- North Shore Heritage Preservation Society for a heritage award under the category of heritage advocacy.
- Darren Yelton for a heritage award under the category of promotion, celebration and retention of cultural and social heritage.

CARRIED

5. Heritage Strategic Plan Goals

The vision, goals and associated actions for the Heritage Strategic Plan were developed with the community and stakeholders to help shape District priorities regarding heritage management and conservation from 2019 – 2029. Information was provided that to date, there has not been a review of the Plan in terms of the implementation of goals and actions. The five goals formulated for the Plan were as follows:

1. Institute a Values-Based Approach to Heritage Management
2. Increase Heritage Education and Awareness
3. Make Heritage More Accessible
4. Increase Protection of Built Heritage, and Natural and Cultural Heritage Resources
5. Connect Heritage with Other District Policies and Plans

A summary was provided of each goal and the subsequent action plan for the goal, and the work already completed by committee members to fulfil the goal and action. Staff indicated that it may be beneficial to have the Manager of Community Planning attend the May committee meeting for a discussion around the workplan especially as most goals and actions have the DNV staff as the lead.

The review of the goals ended at Goal 3 and the discussion will continue at the May meeting.

6. Properties Tracker

Staff provided an update on the following properties:

- 1120 Harold Road – On the market for sale as of April 17
- 3490 Church Street – On the market for sale as of April 17
- 2211 Panorama Drive – Available for lease as of April 17
- 3526 Everglade Place – The District received a detailed application for a heritage revitalization agreement and heritage designation bylaw. The committee previously reviewed their preliminary proposal. Staff are reviewing the application and the applicant will present to the committee members at a future meeting.

- 3545 Dowsley Court – On the market for sale as of April 17
- 3039 St. Georges Avenue – On the market for sale as of April 17
- 234 West Windsor Road – On the market for sale as of April 17

7. Workplan Tracker

As the last committee meeting was cancelled, only minor updates were completed to the workplan tracker. It was noted that the workplan is updated regularly prior to each committee meeting.

8. Staff Updates

(a) Freedom of Information Act Requests

Information was previously requested on Freedom of Information Act requests and what happens if a request is received by the committee. Staff reported that based on information provided by the Privacy Coordinator at the DNV, if a Freedom of Information Act request is received from a member of the public regarding a matter relating to a decision made by the committee, any meeting notes or emails concerning DNV committee matters would be subject to collection and provided to the request, including personal emails that discuss any DNV topics. In this regard, it may be beneficial that emails between committee members that relate to committee business include the staff liaison so that staff can keep track of the correspondence. In addition, committee members are required to return to the DNV their records relating to committee business when their committee appointments are completed or they should destroy records that are not returned. There is a duty of confidentiality which was part of the Code of Conduct signed by committee members and this does not end when committee appointments are completed.

Committee members indicated that communicating via Basecamp works well and there is also a private chat function available.

9. Any Other Business

(a) February 22 MONOVA Event

Three committee members attended the recent MONOVA event on February 22nd. Some of the feedback provided was that the event was successful and provided an opportunity for committee members to provide awareness of the District's heritage committee and their work. It was suggested that moving forward, it would be beneficial to participate in other local District events such as Lynn Valley Days. In addition, a table at certain places/events, with placards or display boards could bring further awareness and support to heritage at the District.

Staff indicated that for local events that the committee wish to attend, with sufficient time and notice, display boards and/or brochures could be created by staff with direction of the committee. In addition, it was discussed that it may be worth exploring other initiatives that the committee could participate in terms of bringing more awareness to the committee.

(b) CHAC Member Updates

Committee members were informed that Matthew Cusanelli will be leaving the committee.

(c) Council Motion

Heritage buildings require building permits that adhere to different rules because of grandfathered existing conditions and increased complexity. This complexity adds additional costs and time to complete the permitted work. Often these additional cost and time constraints are unforeseen. Additionally, heritage buildings are frequently under duress due to a lack of maintenance. Major repairs occasionally require a permit; delaying these repairs may further compromise the building's integrity.

Moved by Jim Paul and seconded by Greg Warner:

That the following motion be brought to Council:

Whereas the Community Heritage Advisory Committee recommends that Council consider incentives for owners of heritage buildings to retain and maintain these buildings based on the following criteria:

- Fast track building permits and Heritage Revitalization Agreements (HRAs) to reward owners for completing essential maintenance and retaining heritage buildings.
- Extend the building permit expiry date to compensate owners for the added costs and timelines needed to complete permitted heritage building work.
- Reduce or eliminate permit fees for heritage buildings.

CARRIED

10. Adjournment

The meeting was adjourned at 9:20 pm.

Next Meeting: Wednesday, May 27, 2026