



## **Meeting Minutes**

### **Heritage Advisory Committee**

**Thursday, December 14<sup>th</sup>, 2023**

**5pm – Council Chambers, 168 Water Street**

#### **COMMITTEE MEMBERS IN ATTENDANCE:**

Sheldon Ringer, Council Member  
Chris Sharpe, Shelburne Historical Society Member  
Cady Berardi, Shelburne Historical Society Member  
Sandra Walsh, Public Member  
Janet Stritychuk, Public Member

#### **ALSO IN ATTENDANCE:**

Sarah Mattatall, CAO  
Ken Smith, Deputy CAO  
Andrew Goreham, Manager of Inspection Services  
Nicole Blades, Recording Secretary

#### **REGRETS:**

Ben Nickerson, Council Member

#### **1. CALL TO ORDER:**

The meeting was called to order at 4:55pm by Sarah Mattatall, CAO.

#### **2. APPROVAL OF AGENDA**

- a. December 14, 2023

#### **2(a) MOTION: APPROVAL OF AGENDA – December 14, 2023**

THAT the Agenda for the Regular Meeting of the Heritage Advisory Committee for December 14, 2023, be approved.

**Sandra-Sheldon**

**CARRIED**

#### **3. APPOINTMENT OF CHAIR**

- a. Sandra Walsh

#### **3(a) MOTION: APPROVAL OF CHAIR – Sandra Walsh**

THAT Sandra Walsh be nominated and appointed Chair of the Heritage Advisory Committee

**Sheldon-Chris**

**CARRIED**

#### **4. DRAFT TERMS OF REFERENCE:**

The Terms of Reference were reviewed. Nicole to make the changes, email to members, and then send to Council for review and approval. The following changes were agreed upon to amend:

- a) Add “All members are eligible for reappointment by Council for up to a maximum of four years” to the Membership section.
- b) Change meeting date to the “first” Thursday under Meeting Procedures section.

**5. COMMITTEE ITEMS:**

- a. 28 John Street – renovation
- b. 10 Charlotte Lane – roof replacement

5(a) 28 John Street has been purchased by Compass Cooperative Homes Ltd. and they are completing a full renovation of the property converting it into a 5 unit apartment building. The Town received an email from the developer asking if there are any historical building design guidelines or requirement for choosing a replacement cladding. After reviewing the Design Development plan provided and much discussion the committee decided to make a motion for recommendation to Council for response to the developer.

**MOTION: 28 JOHN STREET – RENOVATION**

THAT the developers of 28 John Street be allowed to use any materials that maintain the appearance of the current wood shingles.

**Cady-Sheldon**

**CARRIED**

**MOTION RECENDED: 28 JOHN STREET – RENOVATION**

THAT the developers of 28 John Street be allowed to use any materials that maintain the appearance of the current wood shingles.

**Cady-Sheldon**

**CARRIED**

**MOTION: 28 JOHN STREET – RENOVATION**

THAT in light of the fact that “wood shingle cladding” is one of the character defining elements for which the building is designated, we recommend that the developers of 28 John Street be allowed to use any materials that maintain the appearance of the current wood shingles.

**Cady-Sheldon**

**CARRIED**

5(b) 10 Charlotte Lane is a Municipal designated Historical property. The property owner contacted the Town’s by-law officer by telephone stating that she had a leak in her roof and was inquiring about a metal roof and what the rules are in the historic district. With there being no current guidelines in the Heritage Property By-Law, the committee decided for Nicole to send an email to let the homeowner know currently there aren’t any restrictions for her Municipal designated Historical property but the committee appreciates and is thankful for the inquiry.

**6. NEW BUSINESS**

- a) Appointment of member terms
- b) Heritage Conservation District
- c) Land Use By-Law
- d) Heritage Property By-Law

- 6(a) During the review of the Terms of Reference it was brought to the attention of the committee that members need to be appointed for a term. With the upcoming Election the Councillors term is to be determined. The following motion was put forward for the remaining members.

**MOTION: APPOINTMENT OF MEMBER TERMS**

THAT Cady Berardi and Sandra Walsh be appointed for 2 years and Chris Sharpe and Janet Stritychuk be appointed for 1 year

**Cady-Janet**

**CARRIED**

- 6(b) During the discussion of 10 Charlotte Lane, it was mentioned that if the committee wants to be able to have guidelines and restrictions then looking into forming a Heritage Conservation District may be option to explore.
- 6(c) Chris made an observation that in the Land Use By-Law under Section 58, e should be removed from the Land Use Bylaw as it seems to be a continuation of sentence from the beginning or a formatting error. It was also asked if this bylaw has been approved by the minister as amendments have been made but no where is it listed it was approved. CAO Mattatall to check to see if it is registered.
- 6(d) Cady mentioned that Heritage Property By-Law Forms need to be amended as the dated this day year is for the 1980s. CAO Mattatall stated the Council is in the process of doing an overhaul on the current by-laws.

**7. UPCOMING MEETING DATES AND TIMES:**

The next HAC meeting will be held on Thursday, February 1, 2024, in the Town Hall Chambers at 5pm.

**8. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 6:15pm.