



## **Meeting Minutes**

### **Heritage Advisory Committee**

**Thursday, February 1, 2024**

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

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

Sandra Walsh, Chair, Public Member  
Sheldon Ringer, Council Member  
Chris Sharpe, Shelburne Historical Society Member  
Cady Berardi, Shelburne Historical Society 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 5:00pm by Sandra Walsh, Chair of the Heritage Advisory Committee.

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

- a. February 1, 2024

#### **2(a) MOTION: APPROVAL OF AGENDA – February 1, 2024**

THAT the Agenda for the Regular Meeting of the Heritage Advisory Committee for February 1, 2024, be approved.

**Chris-Cady**

**CARRIED**

#### **3. MOTION: APPROVAL OF MINUTES – December 14, 2023**

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

**Cady-Chris**

**CARRIED**

#### **4. PRESENTATIONS**

- a) Kevin Barrett, Coordinator, Heritage Property Program, Province of NS

4(a) Kevin gave a presentation regarding the Municipal Heritage Property Program. He explained the key players and their roles, types of applications, heritage conservation districts and other items pertaining to the Municipal Heritage Property Program.

**5. COMMITTEE ITEMS:**

- a. Terms of Reference update
- b. 28 John Street update
- c. 10 Charlotte Lane update
- d. Land Use By-Law update

- 5(a) Revised Terms of Reference were emailed to all committee members on December 15, 2023 for review and approval. After receiving approval via email, they were reviewed and approved by Council at January 2, 2024 meeting. Council also approved the terms assigned to members.
- 5(b) Council approved the motion set forth by HAC at the January 2, 2024 meeting. Ken emailed the developer of 28 John Street on January 4, 2024 with the recommendation from the HAC.
- 5(c) Dana Nash, By-Law Officer, who had initially spoke with homeowner regarding the matter at 10 Charlotte Lane, contacted her December 15, 2023 to relay the response from the HAC.
- 5(d) The Land Use By-Law is currently registered with the province.

**6. NEW BUSINESS**

- a) Heritage property files
- b) Land Use By-Law

- 6(a) The committee would like to know if there are existing tangible heritage property files. Town staff to check Town records and Cady will bring Inventory Sheets to next meeting.
- 6(b) Confirm latest version of Land Use By-Law that is registered. Town staff to provide information at next meeting.

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

The next HAC meeting will be held on Thursday, April 4, 2024, in the Town Hall Chambers at 5pm.

**8. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 6:45pm.