



TOWN OF COLLINGWOOD

Heritage Committee Meeting Agenda

Thursday, April 3, 2025, 10:00 a.m.
Town Hall, Second Floor, Braniff Room
97 Hurontario Street, Collingwood, ON

Pages

1. Call to Order

1.1 Welcome New Member and Committee Introductions

2. Adoption of the Agenda

Recommendation:

THAT the content of the Collingwood Heritage Committee agenda for Thursday, April 3, 2025, be adopted as presented.

3. Declarations of Pecuniary Interest

4. Adoption of Minutes

4 - 9

Recommendation:

THAT the minutes of the regular meeting of the Collingwood Heritage Committee held on March 6, 2025 be adopted as amended and forwarded to Council for receipt at its next regular meeting.

- Addition to Agenda Item 9 - Education and Community Outreach:
"Member Potts and and Member Travis volunteered to coordinate the educational programs considered in 2025."

5. Business Arising from the Previous Meeting

5.1 Staff update re: request for Economic Development discussion

6. Deputations

7. Reports

7.1 BIA Report

7.2 ACO Report

8. Other Business

Recommendation:

THAT the Collingwood Heritage Committee recommend approval for the 2025 Heritage Grant for 41 Hurontario Street and the revised 2025 Heritage Grant for 297 Pine Street as presented.

8.2 Heritage Permits – issued since last regular meeting:

- PLHP2025026: 27 Simcoe Street- Non-illuminated fascia sign for "Wild Baby"
- PLHP2024490: 247 Hurontario Street – Front-lit fascia and non-illuminated ground signs for "Scotiabank" (removal of existing back-lighting)

Recommendation:

THAT the Collingwood Heritage Committee receive the Heritage Permits List as presented for information purposes:

- PLHP2025026: 27 Simcoe Street- Non-illuminated fascia sign for "Wild Baby"
- PLHP2024490: 247 Hurontario Street – Front-lit fascia and non-illuminated ground signs for "Scotiabank" (removal of existing back-lighting)

8.3 Central Park Gates

9. Volunteer Opportunities (only provide time sensitive/necessary updates not previously addressed on the agenda)

- Resource List (Member Potts)
- Walking tour brochure update (Member Mooy)
- Collingwood Terminals (Member Mooy)
- Education and Community Outreach
- Insurance
- Project Recognition (All)
- Future Designations (Member Mooy)

10. Correspondence

11. New Business

11.1 National Volunteer Week - April 27 to May 3

- Proclamation and Flag Raising on April 25 at 2:00 pm
- Volunteer Appreciation Event & Social to follow
- Location TBD: Third Floor of the Library / Town Parkette (84 Hurontario Street)
- Light snacks, refreshments, and live musical entertainment

- Please RSVP by outlook calendar invitation
- Advise of any dietary restrictions or considerations

12. Public Delegation(s) (Maximum 5 Minutes per Delegation)

13. Next Meeting

The next meeting of the Collingwood Heritage Committee will take place on Thursday, May 1, 2025, commencing at 10:00 a.m.

14. Adjournment



TOWN OF COLLINGWOOD HERITAGE COMMITTEE MINUTES

March 6, 2025, 10:00 a.m.
Town Hall, Second Floor, Braniff Room
97 Hurontario Street, Collingwood, ON

Members Present: Cathy de Ruiter, Vice-Chair
Jennifer Knight
Sally Potts
Travis Jeffery

Members Absent: David Jefferies, Chair

Others Present: Lynda Conway, BIA Rep - Non-Voting
Lindsay Cook, Museum Coordinator
Justin Teakle, Senior Planner
Jenny Haines, Administrative Coordinator
Susan Nicholson, BIA General Manager

Special Guests: Richard Lex, ACO Representative

1. Call to Order

Vice-Chair deRuiter called the meeting of the Collingwood Heritage Committee to order at 10:04 a.m.

2. Adoption of the Agenda

HER-007-2025

Moved by: Sally Potts

Seconded by: Jennifer Knight

THAT the content of the Collingwood Heritage Committee agenda for March 6, 2025, be adopted as amended:

Addition to Agenda Item 8 – Other Business:

- Arts Centre - Collingwood Today Article
- Emergency Preparedness - next steps?
- Heritage Conference June 19-21, Prince Edward County
- Invite Economic Development as per ACO request

CARRIED

3. Declarations of Pecuniary Interest

None.

4. Adoption of Minutes

The minutes of the regular meeting of the Collingwood Heritage Committee held on Thursday, February 6, 2025, were approved electronically by the Committee and forwarded to Council for receipt at its next regular meeting.

5. Business Arising from the Previous Meeting

5.1 Update from Committee Member Knight

Member Knight acknowledged that she is attending her last meeting as an active member and thanked Staff and the Committee for their generosity, support and commitment to volunteerism.

5.2 Amended 2025 Heritage Grant Application for 265 Pine Street

Planner Teakle confirmed that the applicant has amended their application and confirmed that they will be using wood as opposed to aluminum for the restoration of the missing railing on their home.

HER-008-2025

Moved by: Sally Potts

Seconded by: Jennifer Knight

THAT the Collingwood Heritage Committee recommend approval for the amended 2025 Heritage Grant application for 265 Pine Street as presented in the attached table.

CARRIED

6. Deputations

None.

7. Reports

7.1 BIA Report

Member Conway provided an update from the BIA noting the upcoming Ontario Business Improvement Area Association (OBIAA) conference; the recently held BIA Annual General Meeting and the initiative to promote shopping local. Member Conway noted that all Downtown Collingwood business members are invited to Clerksons for an informal conversation to discuss ideas and opportunities to help each other get through these uncertain times.

General Manager Nicholson provided an update on the Downtown Collingwood events that will take place during the OBIAA Conference, noting historic tours and dine-arounds. General Manager Nicholson noted that she would look to Committee to assist as local tour guides for the Historic Walking Tours.

7.2 ACO Report

Richard Lex provided Committee with an update from the ACO noting that the Board discussed:

- the option of reestablishing the hard copy quarterly newsletter
- if the newsletters of the past could be posted on the Town's website
- that the ACO has reached out to the MPP in advocacy for the 'keep it, fix-it and reuse it' initiative regarding new housing
- that Margaret Mooy spoke at a local Probus Club meeting after a presentation by Town Staff on the Terminals Point Project
- that an ACO Board member has volunteered to deliver walking tour brochures to local hotels in the area
- concerns regarding the changes regarding the *Ontario Heritage Act*

Committee members discussed the quarterly newsletter and the history of its inception and the reason it is no longer published. Planner Teakle noted that past issues of the newsletter cannot be posted on the Town's website due to AODA requirements and the newsletter does not meet the required standards. Planner Teakle noted consideration can be made to publish an electronic newsletter via the Town's subscriber based system.

8. Other Business

8.1 Addition: Arts Centre - Collingwood Today article

Vice-Chair deRuiter provided Committee with a high-level summary of an article published in Collingwood Today entitled: 'Block of windows not an arts centre, says steering committee member'. Vice-Chair deRuiter asked Staff if plans regarding the proposed Arts Centre have changed. Planner Teakle noted that although he is not intimately involved he has not been advised that next steps are underway as the article depicts. Vice-Chair deRuiter noted the importance of bringing the article to the attention of Committee as there is concern regarding the public's perception on next steps.

8.2 Addition - Emergency Preparedness

Planner Teakle confirmed that he has a meeting with the Town's procurement department to advance next steps.

8.3 Addition - • Heritage Conference June 19-21, Prince Edward County

Committee discussed the upcoming Heritage Conference taking place on June 19-21 in Prince Edward County. Vice-Chair deRuiter confirmed that the Town will fund one member of Committee to attend the conference.

8.4 Addition- Invite Economic Development as per ACO request

Planner Teakle confirmed that he will be extending an invitation to Manager Griggs to attend an upcoming Heritage Committee Meeting.

8.5 Heritage Permits – issued since last regular meeting:

HER-009-2025

Moved by: Jennifer Knight

Seconded by: Travis Jeffery

THAT the Collingwood Heritage Committee receive the Heritage Permits List as presented for information purposes.

- PLHP2025026: 27 Simcoe Street- Non-illuminated fascia sign for "Wild Baby"

CARRIED

8.6 Central Park Gates

Planner Teakle noted that the minutes of the December Heritage Committee meeting were adopted by Council and that Staff pulled the recommendations put forward by Committee regarding the Central Park Gates for Council's consideration and they were passed as presented with no discussion or debate. Vice-Chair deRuiter noted that a positive response regarding the initiative was received from Council after she and Member Knight presented the Heritage Week presentation to Council.

9. Volunteer Opportunities (only provide time sensitive/necessary updates not previously addressed on the agenda)

Resource List (Member Potts)

- No update provided at this time

Walking tour brochure update (Member Mooy)

- Committee discussed inventory of brochures
- General Manager Nicholson requested brochures which she can include in the OBIAA Conference delegate bags

Collingwood Terminals (Member Knight and Member Mooy)

- Planner Teakle noted that the Collingwood Terminals are in their due diligence period and there is no update to provide at this time

- Committee discussed the upcoming stakeholder meetings and confirmation that the engagement opportunities will be made public

Education and Community Outreach (Member Knight)

- Committee members discussed the option to host an education session this Spring
- Committee discussed topics such as masonry work and insurance
- Committee noted various speakers they could invite to the event and outreach opportunities
- Consideration was made to host a workshop in the fall as well
- Committee members discussed splitting the preliminary outreach and providing an update at the next meeting
- Member Potts and Member Travis volunteered to coordinate the educational programs considered in 2025.

Project Recognition (All)

- Vice-Chair deRuiter reminded Committee that project recognition could be for designated or undesignated properties.
- Member Jeffery noted that 217 Minnesota Street could be considered

Future Designations (Member Mooy)

- No updated provided at this time

10. Correspondence

10.1 Doors Open Simcoe County 2025

Planner Teakle provided a high-level review of the details pertaining to the 2025 Doors Open Simcoe County noting that the initiative is County lead and he has no insight regarding participation. Coordinator Cook noted that the Museum would like to participate but due to internal building construction, they cannot confirm their participation.

10.2 Researching the History of Your Home Presentation

Vice-Chair deRuiter noted a Digital Preservation Archivist from the Simcoe County Archives will be hosting the 'Researching the History of Your Home' workshop at the Collingwood Public Library on April 8. Coordinator Cook confirmed that the Museum is aware of the event and is assisting in its promotion.

11. New Business

11.1 Addition - Update on Committee Member Recruitment

Coordinator Haines noted that appointment of the new Committee member will take place at the March 17 Council meeting.

12. Public Delegation(s) (Maximum 5 Minutes per Delegation)

None.

13. Next Meeting

The next meeting of the Collingwood Heritage Committee will take place on Thursday, April 3, 2025, commencing at 10:00 a.m.

14. Adjournment

Moved by: Member Knight

THAT the meeting of the Collingwood Heritage Committee be hereby adjourned at 11:07 a.m. **CARRIED.**

Chair

2025 Heritage Grant Applications

Address	Quote or Estimate	Estimated Grant (Max \$3,000)	Proposal	Part IV or V	Staff Recommendation	Committee Recommendation
189 Ste Marie St	\$20,000.00	\$3,000	Repair Front Porch in accordance with issued heritage permit -retain roof structure and reconstruct below	V	Approve	Approve - Feb 6, 2025
293 Pine St	\$5,039.52	\$2,520	Repainting (existing colour) and repairing windows and sills, wood siding repair (rear), mortar repairs	IV	Approve	Approve - Feb 6, 2025
47 Fourth St E	\$13,450 + HST	\$3,000	Masonry Repair (repointing, repairing block)	V	Approve	Approve - Feb 6, 2025
45 Fourth St E	\$8395 + HST	\$3,000	Wood Man Door for Carriage House	V	Approve	Approve - Feb 6, 2025
275 Third St	\$7,458.00	\$3,000	Brick Repair (repointing, replacing spalling bricks)	IV	Approve	Approve - Feb 6, 2025
64 Third St	\$8500 + HST	\$3,000	Exterior Wood Repair main building and coach house (remove rotten sections, replace with like, paint to match)	V	Approve	Approve - Feb 6, 2025
110 Pine St	\$3550 + HST	\$1,775	Exterior Wood Repair (remove rotten sections, replace with like, paint to match)	V	Approve	Approve - Feb 6, 2025
297 Pine St	\$3,542.50	\$1,771	Exterior Maintenance (investigate and repair damaged porch ceiling boards, prep and re-paint porch floor, repair porch handrails, prep and re-paint garage door, prep and repaint basement windows, replace and paint damaged fascia, paint rear entry threshold)	IV	Approve	Approve - Feb 6, 2025
297 Pine St	\$4,515.00	\$2,258	Exterior Maintenance (investigate and repair damaged porch ceiling boards, prep and re-paint porch floor, repair porch handrails, prep and re-paint garage door, prep and repaint basement windows, replace and paint damaged fascia, paint rear entry threshold). Install new wood fascia and soffit boards.	IV	Approve	
77-79 Simcoe St	\$7500 + HST	\$3,000	Brick Repair (removal and replacement of 6 to 7 courses of damaged brick on the west wall)	V	Approve	Approve - Feb 6, 2025
265 Pine St	\$20,000.00	\$3,000	Installation of wood balcony railing to restore missing documented feature	V	Approve	Approve - Mar 6, 2025
43 Hurontario St	\$105, 604.55	\$3,000	Brick parapet Masonry Repair (repointing and brick/stone replacement where required)	V	Approve	Approve - Feb 6, 2025
328 Pine St	\$4,524.11	\$2,262	Exterior Wood Repainting	IV	Approve	Approve - Feb 6, 2025
41 Hurontario St	\$15,933.00	\$3,000	Brick parapet repair to match existing at front, brick repair including tuck pointing on rear	V	Approve	
TOTAL		\$35,814				
Budget		\$50,000				
Remaining budget to allocate		\$14,186				