



TOWN OF COLLINGWOOD  
**Collingwood Heritage  
Committee Minutes**  
Thursday, July 4, 2024

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A Collingwood Heritage Committee meeting was held Thursday, July 4, 2024, in the Collingwood Public Library, 55 Ste. Marie Street, Collingwood and by Videoconference at 10:00 AM for the specific reasons provided below.

**Present:**

Cathy de Ruiter, Co-Chair  
Jennifer Knight, Co-Chair  
David Jefferies, Vice-Chair  
Margaret Adolphe, Member  
Sally Potts, Member  
Margaret Mooy, Non-Voting Member, ACO  
Lynda Conway, Non-Voting Member, BIA  
Susan Nicholson, General Manager, BIA  
Lindsay Cook, Museum Coordinator  
Justin Teakle, Senior Planner, Planning Services  
Jenny Haines, Administrative Coordinator, Clerk Services

**Regrets:**

**1. CALL TO ORDER**

Co-Chair de Ruiter called the meeting of the Collingwood Heritage Committee to order at 10:00 a.m.

**2. ADOPTION OF AGENDA**

**HER-022-2024**

Moved by David Jefferies  
Seconded by Jennifer Knight

**THAT** the content of the Collingwood Heritage Committee agenda for July 4, 2024, be adopted as presented.

**CARRIED.**

**3. DECLARATIONS OF PECUNIARY INTEREST**

None.

#### **4. BUSINESS ARISING FROM THE PREVIOUS MEETING**

- 4.1. **Information Purposes:** The minutes of the regular meeting of the Collingwood Heritage Committee of June 6, 2024, were adopted electronically and received by Council at their July 8, 2024 meeting.
- 4.2. 2025 Budget Requests

Planner Teakle briefed Committee on the 2025 Budget process and noted Committee's request to increase the overall heritage grant program budget to enable issuance of more grants could gain traction if moved forward. Planner Teakle also noted that he has reached out to various firms to obtain a cost estimate on updating the Emergency Preparedness Policy, and although he cannot put a dollar amount on the work at this time, the budget request can still move forward if Committee wishes to do so. Planner Teakle confirmed that the Heritage Review in the draft 2023 and 2024 budgets will not automatically be included in the 2025 budget, briefed Committee on the use of Reserve Funds and confirmed that the recruitment of an additional Staff would be unlikely to gain support.

Planner Teakle answered questions and received comments from Committee regarding how grant funds will be allocated; whether the grant amount per application will be increased; consideration of reviewing the grant program as a phased approach; consideration to discuss with Council how they view the areas adjacent to the Heritage District and consideration to expand; ensuring that Council is aware of the importance of expanding and protecting the heritage character within the District; the importance of reaching out and encourage residents to take advantage of what the Town has to offer Heritage properties; the long-term vision compared to the short-term needs; where funds used for Committee members to attend conferences is allocated from; the importance of highlighting the asks when they are put forward to Council.

*Coordinator Cook joined the meeting at this time.*

General Manager Nicholson reminded Committee of the many commercial heritage properties within the BIA and how the BIA Board could support the Heritage Committee in any proposal to seek larger grants for commercial properties. General Manager Nicholson also noted the importance that the requests of the Heritage Committee be brought forward during the Downtown Visioning Master Plan consultation sessions.

#### **HER-023-2024**

Moved by Sally Potts

Seconded by Jennifer Knight

**THAT** the Collingwood Heritage Committee recommend that Council approve an increase of \$20,000 to the overall Heritage Grant Program 2025 Budget.

**CARRIED.**

#### **HER-024-2024**

Moved by David Jefferies

Seconded by Sally Potts

**THAT** the Collingwood Heritage Committee recommend that Council provide sufficient 2025 budget support to implement a heritage emergency preparedness policy.

**CARRIED.**

## **5. DEPUTATIONS**

None.

## **6. REPORTS**

### **6.1. BIA Report**

General Manager Nicholson provided an update from the BIA Board of Management noting Canada Day weekend events and the Local Live Lunch concert series. General Manager Nicholson noted that she won the consultation project at the recent OBIAA conference she attended and a consulting team will meet to review previous studies, develop a survey and discuss future initiatives for Downtown Collingwood. General Manager Nicholson confirmed the consultants will engage in a 'secret shopper' program, hold one-on-one meetings with various stakeholders and prepare a report on their findings.

*Member Conway joined the meeting at this time.*

General Manager Nicholson noted upcoming public engagement opportunities pertaining to the piazza phase of the Shipyards Public Realm Plan and answered questions from Committee regarding vandalism to the HOPE sign in the 84 Hurontario Street parkette.

### **6.2. ACO Report**

Member Mooy provided an update from the ACO noting the Provincial Office has concerns with the Ontario Science Centre closure and that construction of the Victoria Annex development at 400 Maple Street is moving along. Member Mooy noted the lack of stakeholders in attendance at the June 17, 2024 Council meeting where the Terminals Point Project was on the agenda and that there was a public meeting on a Town-initiated Zoning By-law Amendment for affordable housing, that among other things, proposes, reduced parking requirements for some residential uses. Member Mooy reiterated her concerns shared during the public meeting that reduced on-site parking requirements may result in increased demand for boulevard parking, altering historic streetscapes.

Member Mooy questioned if a permit was issued to allow a painted sign on the brick of an establishment downtown. Planner Teakle confirmed the location and noted that neither a Heritage Permit or a Sign permit was obtained. Planner Teakle confirmed that he would follow up with By-law Enforcement.

Member Jefferies asked if any information regarding the agreements being made

pertaining to the Terminals Point Project will be made public and Planner Teakle noted that he has shared this concern with Executive Director Pegg, who will be able to provide the Committee with further information.

## **7. OTHER BUSINESS**

### **7.1. Heritage Permits**

#### **HER-025-2024**

Moved by David Jefferies

Seconded by Sally Potts

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

- PLHERP2024149: 30 Fourth Street East – Construction of new rear sunroom addition
- PLHERP2024235: 146 Hurontario Street – Installation of non-illuminated fascia signs on the east elevation for “Kelher Offices” and “Keleher Suites”
- PLHERP2024271: 30 Fourth Street East – Construction of new wood shed in rear yard.
- PLHERP2024272: 275 Third Street – Installation of wood storm door on southeast entrance and three wood storm windows on east elevation.

#### **CARRIED.**

### **7.2. “Quick Wins” Housekeeping Updates to Heritage Property Tax Relief and Heritage Grant Program By-laws**

Planner Teakle briefed Committee on staff-initiated updates to Heritage Property Tax Relief and Heritage Grant Program By-laws to improve customer service and workflow. Planner Teakle confirmed that anticipated updated would maintain the annual property inspection for participants in the Heritage Property Tax Relief Program.

#### **HER-026-2024**

Moved by David Jefferies

Seconded by Jennifer Knight

**THAT** the Collingwood Heritage Committee supports staff undertaking a review to update the Heritage Property Tax Relief and Heritage Grant program by-laws with the intention of improving customer service and streamlining administration in time for processing of 2025 applications.

#### **CARRIED.**

### **7.3. Ontario Heritage Conference 2024 Key Takeaways – Co-Chair Knight and Planner Teakle**

Planner Teakle provided Committee with highlights from the 2024 Ontario Heritage

Conference noting various sessions attended; lessons learned; the importance of flexibility to gain new designations; proposed legislative changes to how adjacency is defined; tips for conservation of historic masonry; and inventory and long range planning.

Co-Chair Knight confirmed that the next conference will take place in Prince Edward County and provided Committee with a summary of take-away items from the 2024 Conference noting that the history of Gravenhurst was brought to life; how important it is to preserve and protect history moving into the future; how important it is to ensure that residents and tourists are engaged in the Town's history; that there is a passion for heritage within the community; and the importance of protecting landmarks.

Planner Teakle and Co-Chair Knight took questions and received comments from committee regarding adjacency and what triggers a Heritage Impact Assessment (HIA); whether the new Provincial Planning Statement (PPS) has come into force and effect; mortar colour and brick colour; whether lime-based mortar is enforceable through the permit process; if information regarding the removal of graffiti could be shared with the BIA and Town Staff; and whether insurance regarding Heritage properties was discussed.

#### 7.4. 2024 Heritage Awards

##### Potential nominees

- 16 Pine Street
- 116 Hurontario Street

##### Continuation of Town copy of the award

Co-Chair de Ruiter noted the current award presentation process explaining that two copies of the framed photo portion of the award are made with one presented to the homeowner to keep and another hung up at a Town facility. Co-Chair de Ruiter noted that there is a monetary expense with each award made and asked Committee to consider whether having an award displayed at a Town facility is necessary moving forward.

Committee discussed various locations in different Town facilities where the Town's copy of the awards could be displayed. Committee considered the option of providing the homeowner with a physical copy and having a digital copy for the Town to post on its website.

Planner Teakle confirmed that he would continue to consider all options for the existing Town copies and that moving forward there will be one hardcopy award made for the homeowner and the Town will no longer receive a hard copy, but will post recognition of the award on the website.

#### 7.5. Farmer's Market Town Booth - Optional Outreach/Education Opportunity

Planner Teakle presented Committee dates that the Farmers Market Town Booth is available should Committee wish to use the space as an outreach for public engagement. Committee concurred to not participate in the Farmers Market this year

as previous outreach at the market was not successful in connecting with heritage property owners or interested members of the public.

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

Resource List (Member Potts)

- Member Potts asked about formalized language to be added as a disclaimer to the Resource List prior to being posted online and made public

Walking tour brochure update (Member Mooy)

- Coordinator Cook lead the Probus Club on a walking tour
- East and West Walking Tour Brochures will be sent for printing at the same time
- Planner Teakle to follow up with the Communications Team to ensure that Town Staff to have brochures at the Town's Farmers Market booth

Collingwood Terminals (Co-Chair Knight, Member Mooy and Member Adolphe)

- Discussed earlier in the meeting

Education and Community Outreach (Co-Chair Knight)

- Two workshops are being planned for the Fall

Doors Open (Member Jefferies)

- All-Saints Anglican is listed as a participant
- General Manager Nicholson noted that she has suggested to Simcoe County to promote the Discover Collingwood app and the Walking Tours.

Emergency Preparedness (Co-Chair De Ruitter and Co-Chair Knight)

- Staff are preparing an update to Council for July 2024.

Future Designations (Member Mooy)

- 362 Peel designation by-law will be presented to Committee of the Whole on July 22

7.7. Collingwood Heritage Committee - September 2024 Meeting Date

Committee discussed changing the September 2024 meeting date. Member Potts requested a follow-up on how the Town is handling graffiti on historic and public buildings be added to the next agenda.

**8. CORRESPONDENCE**

8.1. Engagement Opportunity Re: design of a new public piazza between Huron Street and Side Launch Way – July 10th and 13th

Planner Teakle noted the upcoming public engagement opportunity regarding the design of a new public piazza between Huron Street and Side Launch Way taking place on July 10 and July 13, 2024. Planner Teakle confirmed that the area of discussion is adjacent to the Heritage District and that planning staff have flagged with

PRC staff the Heritage Committee as a specific stakeholder for consultation.

**9. PUBLIC DELEGATION(S) (maximum 5 minutes per delegation)**

Paul Andrews owner of the Joseph Lawrence House B&B, 492 Hurontario St, Collingwood, ON, addressed Committee regarding the trees on Sixth Street asking if the trees could be designated as heritage to prevent them from being taken down as planned with the upcoming reconstruction of Sixth Street.

Planner Teakle confirmed that the scope of work on Sixth Street is out of the Committees purview and provided an overview of reasons a tree would receive a heritage designation, confirming that unless a tree has cultural significance, the Ontario Heritage Act can't be used to protect trees.

Member Mooy noted that the trees and design of Sixth Street may be discussed at the Committee of the Whole meeting on July 8 and Planner Teakle confirmed that a Notice of Motion will be brought forward on July 8 with reconsideration to be made at the meeting on July 22 should the Notice of Motion be entertained.

Paul Andrews asked for clarification on permits required to cut down trees, noting that his neighbour is looking to remove a tree on a shared property line. Planner Teakle suggested that Paul Andrews seek proper legal advice on the matter of the boundary tree. Paul Andrews then spoke noting the costs and expenses which go into maintaining a Heritage property, noting that he is able to assist in addressing Council in support of the Heritage Committee seeking additional incentive supports. Planner Teakle advised Paul Andrews of the budget process and engagement opportunities with Council, suggesting that his concerns be brought forward during that time.

**10. NEXT MEETING**

The next meeting of the Collingwood Heritage Committee will be on Wednesday, September 11, 2024 , commencing at 10:00 a.m.

**11. ADJOURNMENT**

Moved by Member Conway

**THAT** the meeting of the Collingwood Heritage Committee be hereby adjourned at 11:58 a.m., **CARRIED.**

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Chair