



TOWN OF COLLINGWOOD

HERITAGE COMMITTEE MINUTES

May 1, 2025, 10:00 a.m.
Town Hall, Second Floor, Braniff Room
97 Hurontario Street, Collingwood, ON

Members Present: Cathy de Ruiter, Vice-Chair
David Jefferies, Chair
Travis Jeffery
Stewart Hunt

Members Absent: Sally Potts

Others Present: Lynda Conway, BIA Rep - Non-Voting
Margaret Mooy, Non-Voting Member
Justin Teakle, Senior Planner
Jenny Haines, Administrative Coordinator
Susan Nicholson, BIA General Manager

1. Call to Order

Chair Jefferies called the meeting of the Collingwood Heritage Committee to order at 10:00 a.m.

2. Adoption of the Agenda

HER-015-2025

Moved by: Travis Jeffery

Seconded by: Stewart Hunt

THAT the content of the Collingwood Heritage Committee agenda for May 1, 2025, be adopted as amended:

- Addition of Agenda Item 6.3 - 15 Hurontario Street – Second and Third Storey Front Window Alterations

CARRIED

3. Declarations of Pecuniary Interest

None.

4. Adoption of Minutes

HER-016-2025

Moved by: Stewart Hunt

Seconded by: David Jefferies

THAT the minutes of the regular meeting of the Collingwood Heritage Committee held on May 1, 2025 be adopted as presented and forwarded to Council for receipt at its next regular meeting.

CARRIED

5. Business Arising from the Previous Meeting

None.

6. Deputations

6.1 43 Hurontario Street – Parging of Brick Parapet/Party Wall

Planner Teakle briefed the Committee on Heritage Permit PLHP2025142 and confirmed Staff's recommendation. Christine Musial addressed Committee confirming the scope of work and plans moving forward.

Planner Teakle and Christine Musial answered questions and took comments from Committee regarding whether coloured parging has been used in Collingwood before; the difference between a repair and an alternation; and if anyone is aware of the reason a party wall was constructed in the first place. Planner Teakle provided Committee with clarification on the portion of the wall that will be worked on and where the mortar will be going.

HER-017-2025

Moved by: Travis Jeffery

Seconded by: Stewart Hunt

THAT the Collingwood Heritage Committee recommend approval of Heritage Permit PLHP2025142 for parging of brickwork with at the rear of 43 Hurontario Street using lime-based mortar on the south side of the northern party wall.

CARRIED

6.2 259 Ste. Marie Street - Addition

Planner Teakle provided an overview of Heritage Permit Number PLHP2025112 and request for an addition at 259 Ste. Marie Street. Planner Teakle confirmed Staff's recommendation to approve the permit noting that the soffits and fascia will be of wood construction.

Nicole Kerr from Jasper Design provided Committee with an overview of the work to be done, material to be used and colour pallet selected. Nicole Kerr confirmed that she is working with the Town's Planning Services Division to ensure the work is in compliance with the District Plan.

Planner Teakle and Nicole Kerr answered questions from Committee regarding the windows that will be on the addition, if there will be any changes to the original house, how close the addition will be to the side-yard and if there are plans to match the current porch pillars.

HER-018-2025

Moved by: Cathy de Ruiter

Seconded by: Stewart Hunt

THAT the Collingwood Heritage Committee recommend approval of Heritage Permit PLHP2025112 for an addition at 259 Ste. Marie Street as submitted, subject to soffits and fascia being of wood construction.

CARRIED

6.3 15 Hurontario Street – Second and Third Storey Front Window Alterations

Planner Teakle provided an overview of Heritage Permit PLHP2025052 regarding the second and third-storey window alternations at 15 Hurontario Street. Planner Teakle confirmed the owner's proposal and noted Staff's recommendation to approve the request.

Property Manager Cynthia Barclay spoke confirming the request noting that some of the windows leak air.

Planner Teakle and Cynthia Barclay answered questions and took comments from Committee regarding confirmation that the glass is not curved at the top; clarification regarding the vinyl insert; if there are plans for the A/C unit in one window; the condition of the wood; confirmation that the wood will just be painted; and what is the condition of the brick/stone.

HER-019-2025

Moved by: Travis Jeffery

Seconded by: Stewart Hunt

THAT the Collingwood Heritage Committee recommend approval of Heritage Permit PLHP2025052 for alterations to the second and third-storey windows of the east (Hurontario Street) elevation (excluding the two narrow windows) of 15 Hurontario Street, including replacement of the existing vinyl inserts with new vinyl inserts and repainting/repair as required to the existing wood components using original materials;

AND FURTHER THAT all existing wood components shall be conserved and the existing appearance maintained.

CARRIED

7. Reports

7.1 BIA Report

Member Conway provided an update from the BIA noting the success of the Easter Weekend festivities; that the Farmer's Market begins May 17, Chuck's Roadhouse has opened; and two stores are closing on Hurontario Street.

Member Conway noted that Loblaw is planning to construct an EV charging station in its parking lot. Planner Teakle provided Committee with an overview of the proposed construction and approvals needed. Planner Teakle noted that an HIA has been submitted and a Minor Variance granted.

Committee discussed the proposed location of the EV charging station and the Downtown Master Plan. BIA General Manager Susan Nicholson noted that storefronts on Hurontario were taken down to accommodate the current parking lot and that the EV charging station will impact any consideration being made for future development to reconstruct the storefronts.

BIA General Manager Nicholson noted that Ontario's Small Urban Municipalities Conference delegates toured the Downtown Heritage District and that members were impressed with Collingwood's downtown.

7.2 ACO Report

Member Mooy provided an update from the ACO noting that the Ontario Provincial Office has opened nominations for the Lieutenant Governor's Ontario Heritage Awards; the Blue Mountain Foundation for the Arts will be holding its 45th Annual Juried Art Show; that the Region of Waterloo is hosting a Practical Conservation Guide for Heritage Properties on Masonry workshop; and that the Town used to issue hardcopy heritage newsletters.

Committee discussed the history of the Heritage Committee newsletter and how it was distributed to heritage property owners directly. Planner Teakle confirmed that Staff do not have the capacity to support a regular hardcopy newsletter, but that Committee could advance this work as a volunteer opportunity, with the assistance of an editor who would have to be retained in accordance with the Town's procurement policy.

Member Mooy noted the tax rebate program and looked to Staff for an update. Planner Teakle confirmed that administrative work is underway to have the 2024 inspection reports issued followed by the rebates.

Member Conway left the meeting at this time.

8. Other Business

8.1 2025 Heritage Grant Applications: 200 Oak Street and 120 Hurontario Street

Planner Teakle provided Committee with an overview of the 2025 Heritage Grant Application for 200 Oak Street and 120 Hurontario Street.

HER-020-2025

Moved by: Travis Jeffery

Seconded by: Stewart Hunt

THAT the Collingwood Heritage Committee recommend approval for the 2025 Heritage Grants for 200 Oak Street and 120 Hurontario Street as presented.

CARRIED

8.2 Heritage Permits – issued since last regular meeting:

HER-021-2025

Moved by: Travis Jeffery

Seconded by: Cathy de Ruiter

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

- PLHP2025026: 76 Hurontario Street - Non-illuminated fascia sign for "Britt & Co. Travel"
- PLHP2025121: 43 Hurontario Street - Masonry repairs on the second-storey/parapet of front (Hurontario St) elevation and north wall (over neighbour)
- PLHP2025072: 27 Third Street - Efflorescence removal from south elevation brickwork

CARRIED

8.3 Central Park Gates

Vice-Chair deRuiter noted that Wendy Martin, Manager of Parks, is in receipt of the light fixture and that Manager Martin she will advise if the fixture can be replicated.

8.4 Potential Interpretive Panels

Chair Jefferies noted the historical significance of the Smart's Brothers company and the family home of George Christie on Ste. Marie Street. Chair Jefferies noted that an application submitted to designate the home on Ste. Marie Street was not finalized and suggested that it be revisited

given the historical significance of the home. Committee discussed the Smart's cottage on Pine Street and questioned whether it should receive designation as well.

Chair Jefferies then noted the historical significance of the Collingwood Grain Terminals and the work of CD Howe Consulting Engineers suggesting that a commemorative plaque should be considered for this landmark.

Committee discussed reaching out to the Ontario Heritage Trust, MPP Saunderson and MP Dowdall for government assistance and support for provincial and national plaques. Committee discussed reaching out to the Museum for assistance with research and Planner Teakle noted that the Town's Culture Division could assist in writing the plaques.

Planner Teakle noted that if Committee wishes to advance this initiative information regarding the history of the Grain Terminals and mention of CD Howe is available on the Town's Engage Webpage for the Terminals Point project, specifically within the Built Heritage Assessment completed in 2021.

8.5 Interest in Farmer's Market Booth

Committee concurred that they would not participate in the Farmer's Market this year.

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)

- Member Mooy confirmed brochures that are in need

Collingwood Terminals (Chair Jefferies)

- Committee reviewed a draft letter addressed to Mayor and Council regarding the maintenance of the Grain Terminals
- Committee endorsed the letter to be sent to Mayor and Council
- Member Mooy confirmed ACO's support of the letter and requested that their support be noted in the final letter

Education and Community Outreach (Member Potts and Member Jeffery)

- Planner Teakle to provide dates and locations for the Insurance Workshop
- Committee discussed methods to invite the public to attend the workshop

Project Recognition (All)

- Committee reviewed the draft criteria for recognizing non heritage designated properties for contribution to Collingwood's heritage conservation
- Concern was raised regarding item #3 and thoughts were shared regarding whether it is public knowledge when a property applies for a permit
- Planner Teakle noted that criteria to award heritage designated properties has not been formalized and perhaps consideration should be made to formalize criteria for awards in conjunction with criteria for recognitions.
- Planner Teakle noted that Staff will not have the capacity to research properties of interest for their history and noted further that professional framing of certificates can get costly and time consuming.
- Committee discussed a letter of recognition rather than a certificate

Future Designations (Member Mooy)

- This item was not discussed at this time.

HER-022-2025

Moved by: Travis Jeffery

Seconded by: Stewart Hunt

THAT the Collingwood Heritage Committee draft a letter to be sent to Council for consideration regarding the ongoing maintenance concerns of the Collingwood Grain Terminals that includes the support of the ACO in this matter.

CARRIED

10. Correspondence

10.1 Museum Master Plan Invitation

Planner Teakle noted that the Museum Advisory Committee and staff are working on a new 5-Year Master Plan for the Collingwood Museum and that the Heritage Committee has been given the opportunity to provide feedback regarding the Museum's future.

11. New Business

None.

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 June 5, 2025 commencing at 10:00 a.m.

14. Adjournment

Moved by: Member Jeffery

THAT the meeting of the Collingwood Heritage Committee be hereby adjourned at 12:00 p.m. **CARRIED.**

Chair