



MINUTES

**KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE
WEDNESDAY, FEBRUARY 20, 2019 AT 7:00 P.M
Council Chambers, 2021 Division Rd N, Kingsville**

A. CALL TO ORDER

Sandra Kitchen called the Meeting to order at 7:00 p.m. with the following Members in attendance:

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Elvira Cacciavillani
Kimberly DeYong
Bruce Durward
Anna Lamarche
Margie Luffman
Sarah Sacheli
Mary Baruth
Shannon Olson

MEMBERS OF ADMINISTRATION:

Sandra Kitchen, Deputy Clerk-
Council Services

1. Welcome and Introductions

Introductions were made around the table.

2. Nominations for the 2019 Chairperson

Ms. Baruth nominated Ms. Sacheli to serve as Chair of the Committee for the 2019 year. Ms. Sacheli nominated Ms. Cacciavillani. S. Kitchen called for further nominations, and there being no further nominations, nominations were closed. Ms. Cacciavillani agreed to stand as nominee. Ms. Sacheli declined.

By acclamation, Ms. Cacciavillani was appointed as Kingsville Municipal Heritage Advisory Committee Chairperson for 2019.

3. Nominations for the 2019 Vice Chairperson

Mr. Durward nominated Sarah Sacheli to serve as Vice Chair of the Committee for the 2019 year. Ms. Kitchen called for further nominations, and there being no further nominations, nominations were closed. By acclamation, Ms. Sacheli was appointed as Vice Chairperson for 2019.

Ms. Cacciavillani assumed the Chair and the meeting resumed.



MINUTES

B. DISCLOSURE OF PECUNIARY INTEREST

Ms. Cacciavillani reminded the Committee that any declaration is to be made prior to each items being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

C. REPORTS

1. V. Brown-Research Report

There was no research report provided at this meeting.

2. KMHAC 2019 Operating Budget

The budget was received for information. General registration information pertaining to the upcoming annual Heritage Conference will be provided at the March meeting.

D. MINUTES OF THE PREVIOUS MEETING

1. Kingsville Heritage Advisory Committee Meeting Minutes — November 14, 2018

MH1-2019 Moved by K. DeYong, seconded by M. Luffman to adopt the minutes of the Kingsville Heritage Advisory Committee Meeting dated November 14, 2018 as presented.

CARRIED

E. BUSINESS CORRESPONDENCE – INFORMATIONAL

1. Approved invoices:
 - i) V. Brown—Invoice for Research Services—December 2018
 - ii) V. Brown— Approved Invoice for reimbursement for Kingsville database
 - iii) Kingsville Reporter –Notice of Passing By-law, December 4, 2018 (30 Main St. E, The Old Fire Hall)
 - iv) D. Halliwill, Solicitor—Account for registration of By-law 126-2018, dated December 17, 2018 (30 Main St. E, The Old Fire Hall)
 - v) HostPapa—website backup Invoice dated November 23, 2018 and website hosting invoice (divisionof time.ca), dated November 27, 2018
2. KMHAC Terms of Reference, with attached By-law 43-2004
3. Code of Conduct for Members of Council, Local Boards and Committees, and Statement of Commitment
4. Abbreviated list of designated properties in the Town of Kingsville (informational; excerpted from the Clerk's Register of Designated Properties).



MINUTES

5. CHO Membership acknowledgment (quarterly CHO newsletter to be provided to members electronically)

MH1-2019 Moved by S. Olson, seconded by K. DeYong that Informational items 1-5 be received for information.

CARRIED

F. NEW AND UNFINISHED BUSINESS

1. Status update—S. Kitchen--Research report 1417 Road 3 East

The research notes will be obtained from former member D. Truax and brought forward to the next meeting for re-assignment to a current member.

2. Status update—S. Kitchen--Research report 257 Lakeview

It was reported that Mayor Santos will complete the write-up of the report pertaining to 257 Lakeview, which Report was commenced in 2018 and has been substantially completed.

3. A link for Committee information will be provided through the Town's main website. This project, and other social media updates, will be discussed in further detail at a future meeting. S. Kitchen will obtain technical information from IT in this regard.
4. Updates to the inventory list (including a potential listing of local natural heritage, and landscape features) will be discussed at a future meeting.

G. NEXT MEETING DATE

The next meeting will be held on Wednesday, March 20, 2019. Future meetings will commence at 6:30 p.m.



MINUTES

H. ADJOURNMENT

The meeting adjourned at 8:12 p.m.

CHAIR, E. Cacciavillani

**DEPUTY CLERK-COUNCIL SERVICES,
Sandra Kitchen**