



# COMMITTEE MINUTES

## KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE WEDNESDAY, MAY 18, 2021 AT 4:30 P.M VIA ZOOM

### A. CALL TO ORDER

Chair Sacheli called the Meeting to order at 4:30 p.m. with the following Members in attendance:

#### MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Matt Biggley  
Elvira Cacciavillani  
Kimberly DeYong  
Bruce Durward  
Anna Lamarche  
Margie Luffman  
Sarah Sacheli  
Shannon Olson

#### MEMBERS OF ADMINISTRATION:

Kristina Brcic, Town Planner  
Stephanie Coussens, Administrative

Absent: Christine Mackie

### B. DISCLOSURE OF PECUNIARY INTEREST

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

### C. REPORTS AND ACCOUNTS

1. Veronica Brown – May 2021 Research Report submitted, on May 17<sup>th</sup>, 2021

Ms. Sacheli presented Ms. Brown's May 2021 Research Report including south side of Mill St West. Unlike the North side, the South side of Mill St W was not surveyed into a registered plan, which made researching the properties challenging.

There are 5 houses between Epworth United Church and the house at 59 Queen St and they have the same legal address: CON 1 WD PT LOT 1

29 Mill St W; built in 1874;	Owners: William & Winnifred Wigle
33 Mill St W; built in 1913;	Owners: William & Lulu Long
37 Mill St W; built in 1913	Owners: Allan & Jennie Mills



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41 Mill St W; built in 1871      Owners: David & Mary Elliott  
47 Mill St W; built in 1887      Owners: Harry & Carrie Layman

Assessment rolls are a valuable piece when researching properties. Owners/tenants in the pre-1923 rolls are listed alphabetically. Later rolls are listed by streets.

**MHC24-2021**      Moved by Bruce Durward, seconded by Anna Lamarche that the Committee receive the May 2021 Research Report of Veronica Brown.

**CARRIED**

### **D. MINUTES OF THE PREVIOUS MEETING**

1. Kingsville Municipal Heritage Advisory Committee Meeting Minutes — April 21, 2021

Amend, subcommittee list; Kimberly DeYong is not a member.

**MHC25-2021**      Moved by Anna Lamarche, seconded by Matt Biggley to adopt the Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated April 21, 2021 as amended.

**CARRIED**

### **E. BUSINESS/CORRESPONDENCE – INFORMATIONAL**

1. V. Brown – Approved Invoice for Research Services – March 2021

**MHC26-2021**      Moved by Matt Biggley seconded by Anna Lamarche that the Committee receive the approved invoices of V. Brown for research services for March 2021.

**CARRIED**

### **F. NEW AND UNFINISHED BUSINESS**

1. **Jack Miner Bird Sanctuary update—B. Durward**

Mr. Durward updated that the waiting to hear back from the Jack Miner Bird Sanctuary board on direction and heritage status. Mr. Durward will keep trying to contact Amanda Everaert; acting Executive Director, via email.



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### **2. Website Info Update – B. Durward**

Mr. Durward, shared the Heritage of Thorold website ([www.heritagethorold.com](http://www.heritagethorold.com)) and Town of Amherstburg ([www.amherstburg.ca](http://www.amherstburg.ca)) as great samples to work off of.

Town Planner, Kristina Brcic asked for more information on what information we want to share on the website. Ms. Brcic asked if this would be included in the [www.Kingsville.ca](http://www.Kingsville.ca) website; or would it be a standalone website? Ms. Brcic let the committee know that the Amherstburg website is more realistic as to what the Town of Kingsville would have. We are limited to how we can design the website. Thorold is more of a standalone website.

Ms. Sacheli asked who controls the town website, and who is responsible for the data being inputted going forward? Ms. Brcic will reach out to Sandra Kitchen, Deputy Clerk to obtain that information and confirm responsibility. Ms. Kim DeYong spoke to the in-house website administration, due to accessibility, we can't have a standalone website. Ms. Sacheli asked if the content of the old website is still available, noting that the committee has not had a website during the sitting of this committee term.

Manager of Information Technology, Tony Iacobelli sent a report last month, asking for feedback on what information the committee would like to see on the website. The committee would like to have the Walking Tour included in the website; a list of all of the designations; an explanation of the Heritage Tax Credit, as well as a link to [A Division in Time](#). Elvira Cacciavillani suggested we add a link to the Ontario Heritage website. Only the designation by-law, no reports, or photos. Town Planner, Kristina Brcic suggested we research what is permitted on the website, and then have a full discussion on what we want to see on the website.

### **3. Update: Photography Contest**

Matt Biggley, Kim DeYong and Anna Lamarche have meeting scheduled for Tuesday, May 25<sup>th</sup>, 2021 to discuss the contest. More information will be reported at the June 2021 meeting.

### **4. Heritage Brochure of Designated Homes.**

Bruce Durward, Matt Biggley and Anna Lamarche will work together to update the Brochure. To include designations that were registered before the current term of this committee. Discussion was had regarding the presentation of the brochure, will it be online only or will there be a printed version? In the past copies were available for pick up at the Carnegie Hall, Town Hall and Library. Sarah Sacheli asked for the subcommittee to get quotes for printing?



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Town Planner, Kristina Brcic asked for a summary of the previous year's costs; how many brochures were printed; how many brochures were picked up or left over. Ms. Brcic will reach out to Sandra Kitchen for previous years' records.

### **5. Town Website**

See item 2 above. (item repeated on agenda)

### **6. 257 Lakeview – N. Santos**

Mayor Nelson Santos was not in attendance. No update.

### **7. Agenda prep and deadlines – K. Brcic.**

Town Planner, Kristina Brcic asked that committee members submit by email to Ms. Brcic at [kbrbic@kingsville.ca](mailto:kbrbic@kingsville.ca) any information that is to be reviewed or requested, by end of business day Wednesday, before the meeting to give time to prep the agenda. Ms. Brcic will send out the Agenda on the Friday by end of business day, before the meeting.

### **8. Accounts Reporting Quarterly -K. Brcic**

Town Planner, Kristina Brcic asked for direction from committee on preference of receiving the Accounts monthly, or quarterly? Sarah Sacheli would prefer to keep the reporting as it is currently, monthly.

### **9. Other**

Town Planner, Kristina Brcic informed the committee about the Zoom link. Further discussion was had regarding the schedule of upcoming meeting dates. Bruce Durward provided his availability with regards to his work scheduled and ask to accommodate his availability by changing the meeting schedule month to month.

Anna Lamarche noted that she holds the photos of all the designations in her possession on a USB stick. Ms. Lamarche will deliver the USB stick to Ms. Brcic.

Sarah Sacheli asked for an update on the designation report from Elvira Cacciavillani. Ms Cacciavillani inquired if 49 Division St N, has been removed from the list as voted on by the committee.

Sarah Sacheli made a recommendation that the committee begin the designation process for the Conklin Block, Fox Block, and David Block to 19 Main St - 14 Division St S. Currently there are 7 designations ready to go.



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Research / Designation Report's to be completed:

Margie Luffman - Concklin (7 properties)

Shannon Olson - Union Block (has one building designated)

Bruce Durward - DeJean Block (The Main)

Town Planner, Kristina Brcic asked if the committee had considered approaching building owners regarding the removing medal cladding; to show the heritage / brick work. Sarah Sacheli spoke about the subcommittee of Urban Design of the Main Street Development Review Committee and the view they have for Main St. Ms. Brcic suggested the committee also reach out to business owners in Cottam.

### G. NEXT MEETING DATE

1. Proposed date Tuesday, June 15, 2021 at 4:30 p.m. via Zoom. Committee Chair, Sarah Sacheli and Town Planner, Kristina Brcic to discuss future meeting dates and forward details to the committee via email.

### H. ADJOURNMENT

**MHC27-2021** Moved by Bruce Durward, seconded by Elvira Cacciavillani that the Meeting adjourn at 5:23 p.m.

**CARRIED**

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**CHAIR, Sarah Sacheli**

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**TOWN PLANNER,  
Kristina Brcic**