



# COMMITTEE MINUTES

## **Kingsville Municipal Heritage Advisory Committee**

**Tuesday, August 1<sup>st</sup>, 2023 at 6:00 P.M.**

**Kingsville Arena Complex**

**1741 Jasperson Drive, 2<sup>nd</sup> Floor, Room B**

### **A. Call to Order**

Jeffrey Robinson called the Meeting to order at 6:00 p.m. with the following persons in attendance:

#### **Members of Municipal**

##### **Heritage Advisory Committee:**

Jeffrey Robinson, Chair

Steve Allman Jr.

Carolyn Smith

##### **Members of Administration:**

Manager of Planning, George Robinson

Planning Student, Raven Bolivar

Heritage Planning Student, Luke Taylor

Absent: Councillor Sheri Lowrie, Stacey Jones, Vice-Chair

**Also in Attendance:** Veronica Brown, Researcher

### **B. Disclosure of Pecuniary Interest**

Jeffrey Robinson 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.



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### **C. Minutes of the Previous Meeting**

Review & adopt Kingsville Municipal Heritage Advisory Committee Meeting Minutes, dated July 4<sup>th</sup>, 2023.

**MHC-34-2023**      *Moved by Carolyn Smith, seconded by Steve Allman Jr., that the minutes of the Kingsville Municipal Heritage Advisory Committee Meeting, dated July 4<sup>th</sup>, 2023 be adopted.*

**CARRIED**

### **D. New Business**

#### 1. Luke Taylor, Heritage Planning Student – Heritage Designation Application

Luke Taylor, Heritage Planning Student, discussed and presented the draft application, which will be made available to residents who are interested in designating their properties as heritage homes.

Committee members discussed minor changes to the form, including adding 'if known' to a number of the fields, removing references to interior features, and removing a reference to the *Heritage Act* in the signature block. Luke made notes on the changes and agreed to circulate to the Committee for review.



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### E. Presentations

1. Veronica Brown, Researcher – 101 Mill Street West

Veronica Brown, Researcher, presented the report for lands located on the south side of Mill Street West and east of McDonald Street, municipally known as 101 Mill Street West. The report cited the land's physical and historical attributes which have made it a high priority for designation for the Town. The parcel contains a structure known locally as "Kingsholme", which the current owners are interested in designating.

Committee discussion surrounded the research that had been completed to date.

**MHC-35-2023**      *Moved by Carolyn Smith, seconded by Steve Allman Jr., that the Committee is in support of the draft report, and asked Veronica to return to the next meeting with a final draft research report for review and approval, with the goal of getting on a Council agenda in October.*

**CARRIED**

### F. Updates

1. Luke Taylor, Heritage Planning Student – Update on Heritage Brochure and Letters Sent to the Top 39 Properties

Luke Taylor, Heritage Planning Student, reminded the Committee of the brochure and letter that were sent to each home on the Committee's Top Priority List, and provided updates on the responses received by the Town since the last meeting.



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Chair, Jeffrey Robinson, offered to reach out to recent respondents who indicated interest in designation to follow-up and potentially schedule a site visit and invite them to future meetings.

2. Jeffrey Robinson, Chair of Heritage Advisory Committee - Update on Communication with Property Owners

Chair, Jeffrey Robinson, relayed to the Committee that he has been in touch with residents who had responded to the Committee's outreach. The Committee mailed a letter and a brochure to residents on the Committee's Top Priority List to inquire whether the owners were interested in learning more about designation.

### **G. Next Meeting Date**

The next meeting of the Heritage Advisory Committee shall be September 5<sup>th</sup>, 2023.

### **H. Adjournment**

**MHC-36-2023**      *Moved by Carolyn Smith, seconded by Steve Allman Jr., to adjourn this meeting at 7:08 p.m.*

**CARRIED**

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**CHAIR, Jeffrey Robinson**

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**STAFF LIAISON, George Robinson**