



**TOWN OF AMHERSTBURG
HERITAGE COMMITTEE MEETING
MINUTES**

Thursday, March 12, 2026

5:30 P.M.

Council Chambers

271 Sandwich Street South, Amherstburg, ON, N9V 2A5

PRESENT	Shirley Curson-Prue - Vice Chair Deputy Mayor Chris Gibb Councillor Linden Crain Robert Honor Stephanie Pouget-Papak Stephanie Thomson
STAFF PRESENT	Adam Coates - Staff Liaison, Planner - Heritage, Urban, Design and Community Improvement Selena Scebba - Recording Secretary
ABSENT	Simon Chamely - Chair (<i>Regrets</i>)

1. CALL TO ORDER

The Vice Chair called the meeting to order at 5:30 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures noted.

4. LAND ACKNOWLEDGMENT

The following was read, “We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.”

5. MINUTES OF PREVIOUS MEETING

6. DELEGATIONS

There were no delegations.

7. ORDER OF BUSINESS

7.1 Heritage Alteration Permit - 261 Wolfe Street

Moved by S. Thomson

Seconded by Deputy Mayor Gibb

That:

1. The Heritage Alteration Permit (HAP-02/2026) for the property at 261 Wolfe Street, **BE ENDORSED**, for the erection of a four storey multi-residential building subject to the following conditions:
 - a. That prior to the issuance of a building permit, the applicant shall submit final material specifications, including manufacturer's "cut sheets" for all exterior cladding for review by the Town Planner. This is to ensure that the final materials maintain the aesthetic

compatibility and "design cues" established in the conceptual design, approved under this permit.

- b. That the drawings submitted for a Building Permit shall remain substantially consistent with the design approved under Heritage Alteration Permit HAP-02/2026. Any significant deviations from the approved design intent shall require a revision to this permit.
- c. That the Planner Department shall review the final Building Permit application package to verify compliance with the Heritage Alteration Permit.

2. The Heritage Alteration Permit approval **SHALL LAPSE** if the applicant has not completed the work and fulfilled the conditions within two (2) years of the date of approval.

The Vice Chair put the motion.

Motion Carried

7.2 Heritage Alteration Permit - 291 Ramsay Street

Moved by Councillor Crain

Seconded by S. Pouget-Papak

That:

1. The Heritage Alteration Permit (HAP-03/2026) for the property at 291 Ramsay Street, **BE ENDORSED**, for the erection of an accessory structure subject to the following conditions:
 - a. That the drawings submitted for a Building Permit shall remain substantially consistent with the design approved under Heritage Alteration Permit HAP-03/2026. Any significant deviations from the approved design intent shall require a revision to this permit.
 - b. That the Planner Department shall review the final Building Permit application package to verify compliance with the Heritage Alteration Permit.
2. The Heritage Alteration Permit approval **SHALL LAPSE** if the applicant has not completed the work and fulfilled the conditions within two (2) years of the date of approval.

The Vice Chair put the motion.

Motion Carried

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

Moved by Deputy Mayor Gibb
Seconded by S. Thomson

That the Committee **ADJOURN** at 6:21 p.m.

The Vice Chair put the motion.

Motion Carried

Shirley Cuson-Prue – Vice Chair

Selena Scebba - Recording Secretary