

## **Designated Properties Subcommittee Minutes**

May 31, 2022

Subcommittee Members: Ian McKechnie, Athol Hart, Julia Hartman, Ann Adare, Skip McCormack

Staff: Emily Turner

The subcommittee started the meeting by discussing their goals for the group. The subcommittee has two goals:

- To undertake property surveys of City-owned heritage buildings and take condition photographs
- To implement a heritage section in the City's Property Standards by-law

Athol noted that the condition of city-owned heritage buildings was of concern in the community. Julia and Ian noted that the City should be providing leadership on property standards and help demonstrate pride in the community regarding heritage buildings.

Emily noted that she was drafting some wording regarding property standards and would circulate a draft to the subcommittee for review. The subcommittee could work on the wording before it going to the main Committee. She also noted that the subcommittee would have to work with Community Services staff to gain access to the various City-owned buildings.

Emily demonstrated the ArcGIS Collector app which the subcommittee can use for data collection. The subcommittee decided what information it would like to collect so that Emily can create a custom form for the project for the app.

The subcommittee will start taking photos of buildings once Community Services staff has given the okay and the app is set up. The subcommittee will go in teams.

### **Action Items:**

- Reach out to Community Services staff (Emily)
- Policy wording (Emily)
- Send out instructions for using ArcGIS Collector (Emily)
- Coordinate teams for property surveys (Everyone)
- Undertake surveys (Everyone)