



**Township of Woolwich  
Heritage Committee  
Agenda**

**March 8, 2023**

**5:00 p.m. - 6:00 p.m.**

**Video Conference - Internal**

Chair: Councillor Bonnie Bryant

**Access Details**

Meeting Link

Meeting ID: 894 4250 8289

Passcode: 068142

Toll-Free: 855-703-8985

**Pages**

**1. Land Acknowledgement**

The land on which we meet has been here from time immemorial. People have inhabited southern Ontario for about 10,000 years and we acknowledge the Neutral people also called Attawandaron, Anishinaabe, and Haudenosaunee Peoples who lived here when settlers arrived and who share this land with us. May we together learn to care for and respect each other, our flora and fauna, and the land we inhabit together.

**2. Call to Order**

**3. Disclosure of Pecuniary Interest**

**4. 2023-2027 Term of Boards and Committees**

**4.1 Member Training**

**4.2 Committee Meeting Format**

Consider: Virtual, Hybrid, In-Person, Time, Location

**5. Adoption of Minutes**

**5.1 February 8, 2023**

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**6. Work Plan (2022)**

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**7. New Business**

**7.1 Municipal Property Listings**

**7.2 Heritage Designations**

**7.3 Greenhouse Road Plaque**

**8. Items for the Next Agenda**

**9. Adjournment**

Next Meeting: April 12, 2023

5:00 p.m. to 6:00 p.m.

# Township of Woolwich Heritage Committee Minutes

February 8, 2023  
Virtual – Zoom Meeting  
From 5:01 to 5:47 p.m.

Meeting Chair: Councillor Bonnie Bryant (Chair)  
Attended: Colleen Willard-Holt (Co-Chair)  
Karen Cummings  
Kim Hodgson  
Marg Drexler  
Staff Present: Robyn Koutrouliotis, Licensing Officer/Administrative Assistant  
Regrets: Hans Pottkamper  
Martin England

## **CALL TO ORDER at 5:01 P.M.**

## **LAND ACKNOWLEDGEMENT**

Councillor Bonnie Bryant read a land acknowledgement.

## **DISCLOSURE OF PECUNIARY INTEREST**

None.

## **ADOPTION OF MINUTES**

Moved by Karen Cummings  
Seconded by Kim Hodgson

That the minutes of January 18, 2023 be adopted as amended.

...Carried.

## **ONGOING ACTIVITIES**

### Staff Committee Support

Chair Bryant provided an update.

## **NEW BUSINESS**

### West Montrose Covered Bridge Update

K. Cummings commented that local traffic only signage has been installed by the bridge.

**Action:** The Committee requested an update on the West Montrose Covered Bridge project from David Gundrum, Planner.

### Ghost Community Map Viewer

The Committee discussed the draft content for the Ghost Community Map Viewer.

**Action:** The Committee will circulate content feedback to Co-Chair Colleen Willard-Holt.

**Action:** Co-Chair Willard-Holt will send the approved content to Lisa Atkinson, GIS Technician, for addition to the Map Viewer.

#### *Greenhouse Road Bridge Content Feedback*

**Action:** The Committee will provide K. Hodgson with feedback.

**Action:** The Committee requested D. Gundrum provide information on size, cost, and installation fees for the Ghost Community signage.

**Action:** K. Hodgson will send Robyn Koutrouliotis, Licensing Officer/Administrative Assistant, the final content for inclusion in the March agenda.

#### Candidate Property – William Thomas (W.T.) Tutte House, West Montrose

The Committee discussed the candidate property, relevant features, and character-defining elements. Chair Bryant observed that the Region undertook a barn study six years ago; information may be available on the Region's website.

Chair Bryant noted owners of designated properties may be eligible for funding for renovations and improvements of relevant heritage attributes.

**Action:** K. Cummings will contact the property owner to assess their interest in heritage designation.

**Action:** The Committee requested D. Gundrum circulate a recent heritage designation by-law for use as a template.

#### **OTHER BUSINESS**

##### Heritage Designation Process

The Committee discussed the Township's heritage designation process.

The Committee decided to add a Frequently Asked Questions section to the Heritage webpage to provide information on items such as the purpose of heritage designation, the designation process, benefits to the property owner, clarification on common misapprehensions relating to insurance policies and property values, and links to resources and databases available to interested property owners. The Committee discussed ways to support property owners interested in designation, including fundraising initiatives and volunteer opportunities.

**Action:** K. Cummings will draft content for a Frequently Asked Questions-style section on the Heritage page.

**Action:** The Committee requested D. Gundrum provide an overview of the Committee's role in the heritage designation process.

##### *St. Boniface Cemetery*

The Committee will prioritize the St. Boniface cemetery designation.

**Action:** Marg Drexler will circulate a link to a short documentary on the property.

##### *Identifying Candidate Properties*

The Committee discussed social media advertisement to provide information to property owners interested in designation.

Cultural Heritage Landscapes

The Committee discussed the financial implications of Cultural Heritage Landscape (CHL) designation.

Bill 23: More Homes Built Faster Act

The Committee discussed the heritage implications of Bill 23.

Old St. Boniface School, Maryhill

The Committee discussed scheduling a building tour.

Heritage Plaques

The Committee discussed heritage plaque installation.

**Action:** The Committee requested D. Gundrum provide an update on the installation.

2022-2026 Committee Term

The Committee discussed projects for the upcoming term, including designating the Elmira library.

Peel Street Bridge

Chair Bryant noted the Peel Street Bridge will be discussed at the February 14 Committee of the Whole meeting.

**ADJOURNMENT**

Moved by K. Hodgson  
Seconded Co-Chair Willard-Holt  
That the meeting be adjourned.

...Carried.

# Heritage Committee Workplan 2022



	Phase 1 Activity & Outcomes Title	Phase 2 Activity & Outcomes Title	Phase 3 Activity & Outcomes Title	Phase 4 Activity & Outcomes Title	
Activities	List of activities	List of activities	List of activities	List of activities	Budget
	Ghost Community Signage (design, locations)	Installation of Ghost Community signage			\$1,400
		Designation of Peel St Bridge			900
			Property Plaque Installations (4 existing designated)		800
				Designation of Elmira Library	900

5 row marks
4000

Item	Amount (\$)	Notes
Annual Heritage Budget	<b>\$4,000</b>	Annual Council budget allocation from 2021.
Ghost Community Signs (1 community in 2022 with 2 signs)	<b>\$1,400</b>	Cost provided by Region of Waterloo (~\$700 per sign). There are 8 communities
Property Plaque Installations (4 properties)	<b>\$800</b>	Cost based on historic (~\$200 per installation).
Property Designations (2 properties)	<b>\$1,800</b>	Combined cost for newspaper ad, plaque, misc. cost such as legal/survey.