

## Township of Woolwich Heritage Committee Minutes

April 14, 2021 meeting

Virtual – Zoom Meeting

From 5:00 to 7:00 p.m.

Meeting Chair: Bonnie Bryant

Attended – Hans Pottkamper, Marg Drexler, Terry Rohr, Councilor Merlihan, Jeremy Vink, Rino Dal Bello

Call to Order at 5:02 p.m.

Disclosure of Pecuniary Interest: None

### Approval of Minutes

Approval of minutes from meeting of March 10, 2020.

Motioned by Terry, Seconded by Marg. Passed

Hans would like to have the draft minutes provided sooner; members agreed that they would all like to have the minutes provided to them sooner. Staff indicated that they will look into having the minutes provided sooner than the one week prior to the next meeting.

Bonnie asked about the minutes being on the website. Staff explained that the minutes are to be ADOA compliant and that the staff member taking the minutes does not have the knowledge to convert them to ADOA. Staff will look into the request.

### Welcome Councilor Merlihan

Welcomed Councilor Merlihan to the committee and the members introduced themselves. Councilor brought up the 100<sup>th</sup> year anniversary of Elmira, the heritage committee can be part of this.

### Plaques

Discussion about the installation of heritage plaques took place. Marg wants to have the plaque installed at the St. Boniface School before September. Marg indicated that the Principal of the school has given permission to install the plaque in 2020 but COVID can into play.

**ACTION:** Councilor Merlihan will look into the school board and find out what can be done about installing the plaque at the school.

Terry mentioned that the owners of the Old Town Hall in Conestoga are wanting to have the plaque installed on their building.

Narrow down what plaques can be installed, they would be St. Boniface School, Conestoga Old Town Hall and the West Montrose Bridge.

### St. Boniface Church

The committee would like to move forward and designate the Church in Maryhill as discussed previously. The Catholic Diocese is not in favor of designating the church.

## Ghost Signs

Discussion took place on Ghost signs, and Iron Crosses that are in the Township. Looking at opportunities to expose the committee to the Township.

## West Montrose CHL

We need to start over with the CHL since members left and took the information with them. The information was never provided to other members.

Bonnie to follow up with former members to try and get information on the CHL.

## Tourism

Discussion occurred on the tourism and economic for West Montrose and the Bridge. Looking for opportunities

## Membership Recruitment

Bonnie would like to talk about new members, the current number of members is not enough to handle all the work. How does the committee want to handle this issue? Marg indicated that the Township would advertise in the paper and website. Staff indicated that is correct and work of mouth from the current members would also be a good idea. Staff also indicated that the terms of reference should be amended prior to advertising for new members.

Hans mentioned that maybe we should reach out to old members.

Councilor asked the members what they think the committee needs to be successful.

Response: Research is a position for a member, looking for the history on the building.

## Terms of Reference

Changes to the terms of reference (TOR) for the committee

Councilor asked - What do we need as a basic minimum number of people.

Need to have tasks assigned to each member. New members need a defined role so that they can be helpful to the committee.

To advise Council on CHL's

1. advise council on the identification and management of cultural heritage landscapes
2. review and comment on heritage impact assessments
3. review and comment on all demolition permits
4. working with the council on the conservation of local heritage resources

Jeremy indicated that the terms of reference should be broad so that it can capture all the items that the committee want to review. It should be generic enough so that the committee can focus on certain items. The TOR may include CHL's but should be broader so that the committee can focus in on a certain area.

Linking heritage with economic opportunities. Keeping the items very broad.

There may be an opportunity to work with the economic development department from a historic perspective and provide a historic view of the area. This may result in an economic/tourism return for the Township.

City staff is limited, it would involve writing the report to Council, the members should be providing the bulk of the ideas, documentation, background information so that the report can be written. The is very limited staff for the committee at this point.

### Function of the Committee

The function of a heritage committee is to provide comments to Council and staff regarding heritage matters, such as which buildings should be designated, which areas could or should be a CHL. As experts the committee provided thoughts on the matter at hand.

Committee can respond to demolition permits on buildings that are designated or on the designation list, if a building is not on the list the committee cannot provide official comments.

The committee would need to establish a list of houses or buildings that are of interest to be on the heritage list. The owners would need to be notified about being on the list, staff prepare a report, council would have to vote on the list. Owners of the building can speak and be removed from the list. The committee would work on the list to have the properties designated.

Councilor Merlihan will set up a portal to share information and provide access to all members.

Marg indicated could the Township include on the Townships website the Maryhill virtual tours that the Maryhill society is currently developing. Staff indicated that we would talk to IT and see if this could be placed on the website.

Need to select 2 or 3 basic projects to be completed.

- Install the plaques on the designated properties.
- Designation of the two buildings and the cemetery – a deadline of September 1<sup>st</sup> to be designated.

There should be an ongoing activity list such as Council has.

Projects list below.

Re envisioning the Heritage Committee should be a priority. This should be completed prior to obtaining new members.

**ACTION:** Members to provide ideas, comments on how to re envision the committee. Members to provide their thoughts in portal. Members to provide steps on each project on how they think each project would be completed. List the steps. Deadline for all members to provide input to the portal is April 30, 2021.

Plaques to be installed

Designation of the buildings and property, St. Boniface School, Cemetery, Church.

Ghost signs

Municipal registry

CHL West Montrose sign

Councilor Merlihan to setup a portal for all members to input their ideas and thoughts on the steps for the projects.

Adjourn

Motion to Adjorn

Motion from Hans, second by Terry