



**Township of Woolwich  
Heritage Committee  
Agenda**

**May 8, 2024**

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

**Council Chambers**

**24 Church Street West, Elmira ON, N3B 2Z6**

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. Adoption of Minutes**

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**5. Revisit Action items (Work Reports)**

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**6. Positives & Negatives of Heritage Designations**

**7. Connecting with Heritage Guelph**

**8. State of the St. Boniface School House**

**9. Reclaimed Materials**

**9.1 Old Winterbourne School House Timbers**

**9.2 West Montrose Bridge**

**10. New Business**

**11. Items for the Next Agenda**

**12. Adjournment**

# Township of Woolwich Heritage Committee Minutes

April 10, 2024  
5:00 p.m. – 6:19 p.m.  
Video Conference  
Hosted in Virtually  
24 Church Street West, Elmira

Meeting Chair: Councillor Bonnie Bryant, Chair

Attended: Colleen Willard-Holt, Co-Chair  
*Katy Boose*  
Natalia Smiarowski  
Terry Bowman  
Dianna Weltz  
Marg Drexler

Staff Present: Stacey Bruce, Committee Support Specialist  
*Sherwin Meloney, Planner*

Regrets: Karen Cummings  
Kim Hodgson

*Italics indicates a remote participant.*

## Land Acknowledgement

Chair Councillor Bonnie Bryant read a land acknowledgment.

## Call to Order at 5:00 P.M.

## Disclosure of Pecuniary Interest

None.

## Adoption of Minutes

Moved by Terry Bowman  
Seconded by Marg Drexler

Adoption of the Minutes for March 13, 2024.

...Carried.

## The Designation Process

Planner Sherwin Meloney provided information on the heritage designation process outlined in section 29 of the *Ontario Heritage Act*, describing seven key steps detailed in the designation

process handout included with the April 10, 2024, Heritage Committee Agenda. Additionally, an example of a Cultural Heritage Evaluation Report, also included with this agenda, was discussed, illustrating the expected content and format necessary for staff to prepare a recommendation report to propose a heritage designation to Council.

The committee raised questions about the provincial criteria outlined in the *Ontario Heritage Act* for heritage designation and were referred to the criteria for determining cultural heritage value or interest. Specifically, they were directed to the three main criteria from *Ontario Regulation 9/06* for determining cultural significance: design value or physical value, a display of a high degree of craftsmanship or artistic merit, or a demonstration of a high degree of technical or scientific achievement.

**ACTION:** S. Meloney to recirculate the “Explanation of *Ontario Regulation 9/06*” document to the committee.

*Bill C 23* was discussed and an update was provided that the committee's February 21<sup>st</sup>, 2024 motion to the Council of the Township of Woolwich to authorize the mayor to promptly send a letter regarding amending the *Ontario Heritage Act* concerning the removal of listed (non-designated) properties from municipal heritage registers passed on April 9, 2024, and is to be ratified at a Council meeting on April 23, 2024.

The committee further explored interpreting heritage designation legislation, specifically addressing how unique features of properties in communities such as Elmira are considered in comparison to other places like Waterloo. The committee also further discussed criteria for determining cultural heritage value or interest and how to selectively apply them for heritage designations to local potential candidate properties such as Gore Park. The committee decided in consensus to prioritize the most significantly distinguished properties.

The committee further reviewed the seven key steps involved in property designation by the Township's Council. General discussions encompassed the necessity of recommendations, timelines, and notices, as well as considerations regarding inflation affecting designation costs and fees, and issues related to withdrawals or appeals during the process. The committee also discussed measures to mitigate objections from property owners and aims to prevent resource losses in failed designation attempts. During the discussion, the committee noted the successful designation of Chalmers Presbyterian Church despite objections from its owners. Additionally, there was deliberation on the Township's probable support for designating its own properties, such as the Carnegie Library, for which to date most of its Cultural Heritage Evaluation Report material has been prepared. However, it was mentioned that adding additional architectural style information to the report for this property is necessary to move it forward toward a staff recommendation. Concerns were also raised regarding potential increased foot traffic resulting from heritage promotion around designation, which could pose a risk to the St. Boniface Cemetery candidate property. Discussion included mention of the nightly security measures against vandalism at this site. Contact with the owners of the St. Boniface Cemetery, Church, and Manse was also discussed. Letters of support obtained from Catholic organizations, along with a high level of support from parishioners and families of the deceased buried at the cemetery was described by the committee in regards to obtaining approval to designate this property from Maryhill.

**ACTION:** Katy Boose and Co-Chair Colleen Willard-Holt to complete the architectural style information necessary for the Cultural Heritage Evaluation Report for the Elmira Carnegie Library.

The committee provided updates on the selection process for candidate properties with heritage potential based on their significance. There was discussion of the difference between the heritage landscape process provided as a Cultural Heritage Evaluation Report example in the April 10, 2024 agenda and the general heritage designation process, around concerns about the quantity of information necessary and the similarities in the structure and information requirements was noted. Budget considerations including an approximate \$2,000 application budget and fee descriptions were outlined. Questions arose from the committee regarding fees for notices of intent, providing digital notice, and the possibility of including multiple properties in a notice based on cultural heritage report determinations was confirmed.

**ACTION:** S. Meloney to determine if an ad smaller and less expensive than a quarter-page ad is acceptable for the heritage designation process.

Interest in discussing the pros and cons of heritage designation for owners was brought up and deferred to be revisited later in the meeting.

Current research pertaining to alters and their craftsman from the 1800's for the draft Cultural Heritage Evaluation Report on the St. Boniface Church, Manse, and Cemetery was discussed.

**ACTION:** M. Drexler to carry out research on the alters and alter craftsman pertaining to the St. Boniface Church, Manse, and Cemetery Cultural Heritage Evaluation Report.

A package of materials for evaluating the historical and cultural significance of properties was provided to individual committee members who requested this information.

There was no further discussion regarding this matter.

## **Work Reports**

### Heritage Designations

Assistance is needed with the architectural aspects of Heritage Designations and Roger Miller who is willing to work with the committee will be contacted as a resource for this.

**ACTION:** Co-Chair C. Willard-Holt to invite Roger Miller to be a resource relating to architectural aspects of Heritage Designations for the committee.

**ACTION:** M. Drexler to provide pictures and video reference material of the unique iron cross and local stone for the Cultural Heritage Evaluation Report for the St. Boniface Cemetery, Church, and Manse.

**ACTION:** Chair Councillor B. Bryant and M. Drexler to visit the St. Boniface Church, Manse, and Cemetery site to determine features of interest.

### Digital Sign Board at the WMC

Although the digital signboard project at the WMC has not been started, Roger Miller has been approached and has expressed willingness to contribute to this project as a resource. Additionally, Local Architectural Conservation Advisory Committee (LACAC) reports from early years have been suggested as a valuable research asset for this and were noted to be held by the Township and Elmira Library. It was strongly recommended to the committee to engage a summer or university student seeking experience to assist with historical research for this project. A contact person at the Elmira Library has also been identified who is willing to provide assistance with information and promote the Carnegie Library through postings.

**ACTION:** Chair Councillor B. Bryant to connect with the Township to determine if a summer student's help is available to assist with this project.

### Brochure & Slideshow

K. Boose presented the Township of Woolwich Heritage Sites of Interest PowerPoint presentation included in the April 10, 2024, Heritage Committee Agenda which highlighted photos and short descriptions of heritage properties of interest to be included in the brochure.

**ACTION:** K. Boose to take photos of properties or follow up with Rae Ann Bauman at the Township to obtain heritage photos from the website with Stacey Bruce's assistance if necessary.

Feedback on this brochure material was requested and it was also suggested to combine this information potentially with current local cultural activities.

**ACTION:** M. Drexler to provide Diane Strickland's contact information to K. Boose to assist her in contacting the Maryhill Historical Society as a resource for preparing the brochure.

The status of Middle Brook Bridge was discussed and material on this bridge was suggested to be added to the brochure. The format of pictures and bullet information displayed in the presentation was suggested to be also appropriate for local slideshow heritage presentations.

The Chalmer's United Church in Winterbourne, Clifford House, and a couple of properties from Elmira were provided as suggestions to additionally include in the brochure. It was also suggested to weave a story of the properties in the brochure with antidotes and to add information on the murder-suicide that occurred in a house in West Montrose as points of interest.

**ACTION:** K. Boose to call the Bloomingdale United Church to obtain permission to use photos from their website in the brochure.

**ACTION:** Dianna Weltz will help K. Boose to collect photos for the brochure.

Co-Chair C. Willard-Holt presented the Ghost Communities in Woolwich Township PowerPoint presentation included in the April 10, 2024, Heritage Committee Agenda which highlighted photos and short descriptions of historical settlements in the area that are no longer present. It was suggested that this slideshow could be updated in a Township presentation template and shown in public venues on a loop. Feedback was provided from the committee on this slideshow and it was approved of by the group.

**ACTION:** S. Bruce to locate a township-style PowerPoint presentation template for the Ghost Communities in Woolwich Township presentation and provide this to Co-Chair C. Willard-Holt.

Co-Chair C. Willard-Holt also presented the Woolwich Township Ghost Community Driving Tour Handout included in the April 10, 2024, Heritage Committee Agenda and described the maps and descriptions of directions to "Ghost Community" points of interest in the area.

The committee discussed the handout or digital format of providing this tour material to the public and it was agreed in consensus that this information should be provided in both formats for accessibility. It was noted that the committee has \$2,000 in its budget for educational materials like this. Feedback was also provided about adding QR codes to the material, and engaging bike clubs and old car clubs with this project. Current points of interest were also suggested to be added to this driving tour like coffee shops including Crowsfoot Restaurant, Rumbletum Café & Gifts, Bonnie Lous Café, and Lost Acre variety along with Ariss Valley Golf Course or stops in St. Jacob's. Adding "Then & Now" photos like an empty highway to improve this driving tour material

was also suggested. The Township's current website update project was discussed, and it was decided that this tour material should be added to the heritage website as a front-page tile to catch people's attention.

**ACTION:** Co-Chair C. Willard-Holt to update the Woolwich Township Ghost Community Driving Tour Handout based on suggestions from the committee.

#### Revisit Remaining Action Items

See Appendix "A" for the Heritage Committee – Updated Actions Items – March 13, 2024.

Chair Councillor B. Bryant provided an update on her inquiry to Michelle Pinto, Engineer Transportation Rehabilitation (Design and Construction), Region of Waterloo about where cast-off materials from the Old West Montrose Bridge are going and the committee discussed suggestions for their use which has not been determined yet.

**ACTION:** Chair Councillor B. Bryant to suggest to M. Pinto, Engineer Transportation Rehabilitation (Design and Construction), Region of Waterloo that the committee would like cast-off timbers from the Old West Montrose Bridge to be built into benches or possibly picnic tables for the Township.

Co-Chair C. Willard-Holt and K. Boose described liaising with the Wellington and Guelph heritage committees and their related questions about attending a Woolwich Township Heritage Committee Meeting

**ACTION:** K. Boose to respond and invite at least a couple of people from the Wellington and Guelph heritage committees to a Woolwich Township Heritage Committee Meeting for a general conversation cc'ing Chair Councillor B. Bryant and Co-Chair C. Willard-Holt.

An idea of selecting 2 or 3 properties for an "Do you Recognize" interest column in the Record with prizes donated from local businesses was described.

**ACTION:** All committee members to revisit the idea of a "Do you Recognize" interest column in the Record with prizes donated from local businesses

It was noted that the committee was not permitted to add non-designated properties of heritage interest to the interactive map on the Township's website and that the garage in Floradale as well as Martin's Garage were approached and not interested in obtaining heritage designations because of the negative connotations associated with it.

Natalia Smiarowski presented a draft letter intended for owners of current candidate properties of heritage interest to gauge their interest. The committee discussed Woolwich Township policy, noting its lack of tax exemptions for heritage properties, unlike other areas. There was also a discussion regarding the website link provided at the bottom of the draft letter for additional information. It was suggested to include further information in this letter about the drawbacks and benefits of heritage designation, such as highlighting funding opportunities covering 50-80% of renovation costs and the Heritage Foundation and Ontario Heritage Trust were mentioned as important Heritage resources. Additionally, it was proposed that the letter could be improved by either refining its focus or incorporating additional benefits, and by providing a designated contact person for further inquiries. It was also suggested to include the benefits of designating only relevant features of a home instead of an entire property for consideration in the letter.

6:11 D. Weltz left the meeting.

The committee then discussed Ottawa's consideration of designating an entire community and Toronto's precedent of designating entire neighborhoods. There was additional dialogue about

the potential for designating not only entire buildings but also select exterior or interior features of buildings.

See Appendix A for the Heritage Committee – Updated Actions Items – March 13, 2024.

There was no further discussion regarding this matter.

### **Reclaimed Materials**

Old Winterbourne School House Timbers

West Montrose Bridge

Deferred to the May 8, 2024 meeting due to the absence of a committee member.

### **New Business**

None.

### **Items for the Next Agenda**

Positives and Negatives of Heritage Designations

It was noted that other communities have reference information about this on their websites.

**ACTION:** All Committee Members to research the positives and negatives of Heritage Designation to discuss this information to revise the draft letter to the owners of current properties being considered by the township for heritage designation to gauge their interest.

The condition and uncertainty surrounding the status and state of the St. Boniface School House property was discussed. Concerns were raised about the deteriorating roof and shingles, emphasizing the committee's desire to prevent demolition due to neglect. Additionally, it was noted that a window had been partially opened for months, prompting consideration of contacting property standard services if needed. It was also suggested to reach out to the school board for further action.

**ACTION:** All Committee Members to revisit following up on the state of the St. Boniface School House as necessary.

### **Adjournment (6:19 P.M.)**

Moved by Co-Chair C. Willard-Holt  
Seconded by T. Bowman

That the meeting be adjourned to meet again on May 8, 2024.

...Carried.

Recorder: Stacey Bruce, Committee Support Specialist



Draft

**Heritage Committee – Updated Action Items – Mar 13, 2024**

LEAD	ACTION	STATUS	TIMING	NOTES
<b>2024 WORK PLAN</b>				
PRIORITY	REQUIREMENTS	TIMELINE		MEMBER/STAFF ASSIGNED
1. <b>Heritage Designations</b> - St. Boniface Cemetery	<p><b>Budget \$2000</b> Prepare and present heritage designation documentation and reports to staff and council for approval.</p> <p><b>Present identified properties to Council for Heritage Designation:</b> Carnegie Library in Elmira, Maryhill Cemetery</p> <ul style="list-style-type: none"> <li>- Collaborate with ACO WR to complete Heritage Designation forms and reports to Council</li> <li>- Prepare required documentation and sent to staff</li> <li>- Present to Council for approval</li> <li>- Public celebration and media coverage of approved Designation</li> </ul> <p><b>Prioritize properties on Municipal Heritage Properties of Interest List</b></p> <ul style="list-style-type: none"> <li>- Develop criteria</li> <li>- Apply criteria to listed properties</li> <li>- Determine 10-15 properties that we will focus our efforts on</li> <li>- Determine ‘next steps’ for each of the prioritized properties</li> <li>- Approach property owners to determine interest in proceeding with designation status</li> </ul> <p><b>Installation of Plaques on heritage Structures</b></p> <p><b>Walking tour, driving tour</b></p>	Jan 1, 2025		Dianna Weltz, Natalia Smiarowski & Katy Boose
LEAD	ACTION	STATUS	TIMING	NOTES
Stacey Bruce	Will prepare 6 copies of the materials for evaluating the historical and cultural significance	completed	Apr 10, 2024	Packages of evaluation materials were provided to committee members.

	of properties package to distribute to committee members at the next meeting.			
Sherwin Meloney	Look into what is required to designate the St. Boniface Cemetery, Church & Manse properties by the next meeting, consulting with his Manager, Jeremy Vink as necessary.	Completed	Apr 10, 2024	A presentation was provided on the designation process along with a written example of the necessary information required.
S. Meloney	To confirm the “for further investigation” consideration of the St. Boniface Cemetery, Church & Manse properties in Maryhill and their proposed designation listing status.	completed	Apr 10, 2024	These properties have important heritage value to the community. Marg Drexler has prepared a research write-up about this property and will add pictures and video reference material on the the unique iron cross and local field stone features for S. Meloney.
K. Boose	To contact Guelph and Wellington Heritage Committees to invite them to speak at a meeting about their heritage designation processes.	ongoing	May 8, 2024	Has contacted and these committees who are seeking further information
Chair Councillor Bonnie Bryant	to reach out to past committee member Marg Rommer as a research proposal resource.	ongoing	May 8, 2024	
N. Smiarowski	To draft a letter to the owners of current properties being considered by the township for heritage designation to gauge their interest.	completed	May 8, 2024	Draft letter presented to the committee for feedback
All Committee Members	To revisit the preparation of the draft letter, including information on the pros and cons of heritage designation for owners of current properties being considered by the Township to gauge their interest in this.	ongoing		
All Committee Members	To compile a list and description of properties in their own community of areas of interest to be included in a brochure and bring to the next meeting	ongoing		Discussed narrowing down and focusing on 10 properties in the prototype brochure that are already designated. Considering making owners aware of the project and including 2-3 properties per settlement. Elmira Townhall,

				Carnegie Library and Bandstand, Downtown, Stockyards, Old St. Jacob's School, Theatre or Library, 3 Maryhill Hotel Properties, Old Cemetery, Church, Manse and School as a cluster, along with properties from Winterburn and Conestogo - potentially the old house with a pond, Ruggles store in Breslau and Floradale properties; Bloomingdale United Church and Old Inn as well as Barns or Bridges, specifically, the Glasgow or Peel Street bridges, and the limited options other than a school in Hawkesville were considered of interest among others.
PRIORITY	REQUIREMENTS	TIMELINE		MEMBER/STAFF ASSIGNED
2. <b>Digital Sign Board at the WMC</b> - With pictures, infographics, and quick facts	<b>Digital sign board at WMC highlighting heritage sites</b> -connect with WMC program lead/Rec director to determine interest and availability of digital sign board at WMC, requirements for use, timelines etc. -Identify digital resources to be included -Prepare in required format and provide to WMC management -Promote through local print and digital media -Monitor feedback			Co-Chair Colleen Willard-Holt and D. Wertz
LEAD	ACTION	STATUS	TIMING	NOTES
D. Wertz	Look into getting a signage spot with the WMC, speaking with their director as a first step.	Ongoing	May 8, 2024	
PRIORITY	REQUIREMENTS	TIMELINE		MEMBER/STAFF ASSIGNED
3. <b>Brochure &amp; Slideshow</b> - As a joint	<b>Develop and distribute print and digital Heritage Brochure</b>			K. Boose, N. Smiarowski

<p>opportunity for preparing the digital signboard at the WMC that shares photos and facts</p>	<p>Content development</p> <ul style="list-style-type: none"> <li>- # required &amp; costs</li> <li>- Identify and confirm distribution points</li> <li>- Create digital copy</li> <li>- Digital placement on website and promotion</li> </ul> <p><b>Required Resources:</b></p> <ul style="list-style-type: none"> <li>-Print costs</li> <li>- Graphic designer \$250</li> </ul> <p><b>Brochure images</b></p> <ul style="list-style-type: none"> <li>-Represent a range of structures Zipfile from planning staff Focus on your own communities</li> <li>- List of properties Let's see what</li> </ul> <p><b>Slide show</b></p> <ul style="list-style-type: none"> <li>- Determine which digital assets from brochure and video can be used for a slideshow</li> <li>- Create digital slide show for use by community groups, schools, retirement homes, residents etc.</li> <li>- Determine if in-person support is needed to accompany presentation - Identify individuals interested in presenting (availability etc.)</li> </ul>			
<b>LEAD</b>	<b>ACTION</b>	<b>STATUS</b>	<b>TIMING</b>	<b>NOTES</b>
K. Boose & N. Smiarowski	To create a prototype brochure with input from the Maryhill Historical Society	ongoing		
	Are to share the prototype brochure with all committee members when prepared.	ongoing		K. Boose shared a draft slideshow of properties of interest to include to get committee feedback
K. Boose	To reach out to printeries in Woolwich for brochure quotes	ongoing	May 8, 2024	Has a quote from a St. Jacob's printer but is still waiting on a response for another from Simpson Printing in Bloomingdale and will follow up again
	To return forms to Marg Drexler relating to scanning and sharing the Cultural Heritage Resource Evaluation Form to share with the committee.	ongoing	May 8, 2024	

	To connect with the Maryhill Historical Society for photos as well as Rae Ann Bauman who is overseeing the website for the Township to obtain a Bandstand photo for the prototype brochure.	ongoing	May 8, 2024	Has reached out but is experiencing difficulty getting a response from either
	To obtain a map for the prototype brochure from Lisa Atkinson, GIS Analyst, Township of Woolwich.	ongoing		
D. Weltz	To explore updating the heritage display at the Carnegie library	ongoing	May 8, 2024	L.A.C.A.C reports suggested to the committee as a resource. Connected with a resource person at the library
N. Smiarowski	To locate and photocopy the walking tour reference material from the Carnegie Library	ongoing	May 8, 2024	
Co-Chair C. Willard-Holt & N. Smiarowski	To revisit the preparation of the ghost community tour material to utilize in slideshows and heritage committee education materials	ongoing	May 8, 2024	Co-Chair C. Willard-Holt presented a draft slideshow to the committee for feedback
Kim Hodgson	To reach out to EDSS teachers to determine whether utilizing students in partnerships is an option	ongoing	May 8, 2024	Has connected with Ms. Cressman, EDSS Art Department Head, about a collaboration with students on a digital visual arts project
<b>PRIORITY</b>	<b>REQUIREMENTS</b>	<b>TIMELINE</b>		<b>MEMBER/STAFF ASSIGNED</b>
TBD. <b>Video Heritage Tour</b>	<ul style="list-style-type: none"> <li>- Determine points of interest to be covered</li> <li>- Confirm placement on website and ability to share at community venues</li> <li>- Align budget, timelines and points of interest</li> <li>- Draft contract specifics to secure videographer (within Township procurement policies etc.)</li> <li>- Find and contract w/ videographer</li> </ul> <p><b>Intended audience</b></p> <ul style="list-style-type: none"> <li>-Members of the community</li> <li>-Travelers and tourists</li> <li>-Capture by geographic area</li> </ul>			

	- Areas/structures of interest .e. bridges, churches?			
LEAD	ACTION	STATUS	TIMING	NOTES
<b>PRIORITY</b>	<b>REQUIREMENTS</b>	<b>TIMELINE</b>		<b>MEMBER/STAFF ASSIGNED</b>
TBD. <b>Heritage Road Show</b>	<b>Heritage road show</b> - Discuss and clarify target audience, potential venues - Approach leads to determine interest and input on format and content - Determine committee member interest/availability to support initiative before proceeding - Leverage existing digital resources to meet anticipated needs/preference - Determine how best to promote and respond to community requests - Determine mileage costs etc. to support this activity - Monitor uptake and response to inform future efforts			
LEAD	ACTION	STATUS	TIMING	NOTES
Chair Councillor B. Bryant	To reach out to retired geography teacher Warren Stout as a resource	ongoing		Has run bus tours in the past
<b>PRIORITY</b>	<b>REQUIREMENTS</b>	<b>TIMELINE</b>		<b>MEMBER/STAFF ASSIGNED</b>
TBD. <b>Reclaimed Materials</b>				
LEAD	ACTION	STATUS	TIMING	NOTES
Chair Councillor B. Bryant	Contact Michelle Pinto, Engineer, Transportation Rehabilitation (Design and Construction), Region of Waterloo, to inquire where the cast-off materials from the Old West Montrose Bridge are going and express the Heritage Committee's interest in them for a fundraising initiative.	Completed	Apr 10, 2024	Is not yet determined and are open to suggestions on how they could be repurposed. If there is limited desire or ability to reuse the timbers disposal is a last option.

Chair Councillor B. Bryant/All Committee Members	To determine how cast-off materials from the Old West Montrose Bridge will be transported or stored for a fundraising initiative if acquiring them is feasible.	ongoing		
K. Hodgson	To contact a local museum about taking Winterbourne schoolhouse timbers	ongoing	May 8, 2024	
<b>PRIORITY</b>	<b>REQUIREMENTS</b>	<b>TIMELINE</b>		<b>MEMBER/STAFF ASSIGNED</b>
TBD. Lost Resources				
All Committee Members	Revisit locating missing framed heritage committee property pictures last seen at a Wilmont Bankers Day Event.	ongoing		

DRAFT



**Heritage Committee – Action Items – April 10, 2024**

<b>PRIORITY #1 – Heritage Designations with Assigned Committee Members: D. Wetz, N. Smiarowski &amp; K. Boose</b>				
<b>LEAD</b>	<b>ACTION</b>	<b>STATUS</b>	<b>TIMING</b>	<b>NOTES</b>
All Committee Members	To research the positives and negatives of Heritage Designation to discuss this information to revise the draft letter to the owners of current properties being considered by the township for heritage designation to gauge their interest			
Sherwin Meloney	Meloney to recirculate the “Explanation of Ontario Regulation 9/06” document to the committee.		May 8, 2024	
	to determine if an ad smaller and less expensive than a quarter-page ad is acceptable for the heritage designation process.		May 8, 2024	
Katy Boose	To contact Guelph and Wellington Heritage Committees to invite them to speak at a meeting about their heritage designation processes responding and inviting at least a couple of people to a Woolwich Township Heritage Committee Meeting for a general conversation cc’ing Chair Councillor B. Bryant and C. Willard-Holt.	ongoing	May 8, 2024	Has contacted and these committees are seeking further information
K. Boose and Colleen Willard-Holt	To complete the architectural style information necessary for the Cultural Heritage Evaluation Report for the Elmira Carnegie Library designation.			
C. Willard-Holt	to invite Roger Miller to be a resource relating to architectural aspects of Heritage Designations for the committee.		May 8, 2024	
Chair Councillor Bonnie Bryant	To reach out to past committee member Marg Rommer as a research proposal resource.	ongoing	May 8, 2024	
Chair Councillor B. Bryant and Marg Drexler	to visit the St. Boniface Church, Manse, and Cemetery site to determine features of interest.		May 8, 2024	

M. Drexler	To carry out research on the alters and alter craftsman pertaining to the St. Boniface Church, Manse, and Cemetery Cultural Heritage Evaluation Report.			
	To provide pictures and video reference material of the unique iron cross and local stone for the Cultural Heritage Evaluation Report for the St. Boniface Cemetery, Church, and Manse.		May 8, 2024	
All Committee Members	To revisit the preparation of the draft letter, including information on the pros and cons of heritage designation for owners of current properties being considered by the Township to gauge their interest in this.	ongoing		
All Committee Members	To compile a list and description of properties in their own community of areas of interest to be included in a brochure and bring to the next meeting	ongoing		Discussed narrowing down and focusing on 10 properties in the prototype brochure that are already designated. Considering making owners aware of the project and including 2-3 properties per settlement. Elmira Townhall, Carnegie Library and Bandstand, Downtown, Stockyards, Old St. Jacob's School, Theatre or Library, 3 Maryhill Hotel Properties, Old Cemetery, Church, Manse and School as a cluster, along with properties from Winterburn and Conestogo - potentially the old house with a pond, Ruggles store in Breslau and Floradale properties; Bloomingdale United Church and Old Inn as well as Barns or Bridges, specifically, the Glasgow or Peel Street bridges, and the limited options other than a school in

				Hawkesville were considered of interest among others.
<b>PRIORITY #2 – Digital Sign Board at the WMC with Assigned Committee Members: C. Willard-Holt and D. Weltz</b>				
<b>LEAD</b>	<b>ACTION</b>	<b>STATUS</b>	<b>TIMING</b>	<b>NOTES</b>
Dianna Weltz	Look into getting a signage spot with the WMC, speaking with their director as a first step.	Ongoing	May 8, 2024	
Chair Councillor B. Bryant	To connect with the Township to determine if a summer student’s help is available to assist with the Digital Sign Board project		May 8, 2024	
<b>PRIORITY #3 – Brochure &amp; Slideshow with Assigned Committee Members: K. Boose, N. Smiarowski</b>				
<b>LEAD</b>	<b>ACTION</b>	<b>STATUS</b>	<b>TIMING</b>	<b>NOTES</b>
Stacey Bruce	To locate a township-style PowerPoint presentation template for the Ghost Communities in Woolwich Township presentation and provide this to C. Willard-Holt		May 8, 2024	
K. Boose & Natalia Smiarowski	To create a prototype brochure with input from the Maryhill Historical Society and share this with all committee members when prepared	ongoing		K. Boose shared a draft slideshow of properties of interest to include for feedback
K. Boose	To reach out to printeries in Woolwich for brochure quotes	ongoing	May 8, 2024	Has a quote from a St. Jacob’s printer but is still waiting on a response for another from Simpson Printing in Bloomingdale and will follow up again
	To return forms to Marg Drexler relating to scanning and sharing the Cultural Heritage Resource Evaluation Form to share with the committee.	ongoing	May 8, 2024	
	To obtain a map for the prototype brochure from Lisa Atkinson, GIS Analyst, Township of Woolwich.	ongoing		
	to call the Bloomingdale United Church to obtain permission to use photos from their website in the brochure.			
K. Boose and S. Bruce (to assist if necessary)	To connect with the Maryhill Historical Society for photos as well as Rae Ann Bauman who is	ongoing	May 8, 2024	Has reached out but is experiencing difficulty getting a response from either

	overseeing the website for the Township to obtain a Bandstand photo for the prototype brochure.			
M. Drexler	to provide Diane Strickland's contact information to K. Boose to assist her in contacting the Maryhill Historical Society as a resource for preparing the brochure		May 8, 2024	
D. Weltz	To help K. Boose to collect photos for the brochure		May 8, 2024	
	To explore updating the heritage display at the Carnegie library	ongoing	May 8, 2024	Local Architectural Conservation Advisory Committee (LACAC) reports suggested as a resource and connected with a resource person at the library
N. Smiarowski	To locate and photocopy the walking tour reference material from the Carnegie Library	ongoing	May 8, 2024	
C. Willard-Holt	To update the Woolwich Township Ghost Community Driving Tour Handout based on suggestions from the committee.		May 8, 2024	
Colleen Willard-Holt & Natalia Smiarowski	To revisit the preparation of the ghost community tour material to utilize in slideshows and heritage committee education materials	ongoing	May 8, 2024	C. Willard-Holt presented a draft slideshow to the committee for feedback
Kim Hodgson	To reach out to EDSS teachers to determine whether utilizing students in partnerships is an option	ongoing	May 8, 2024	Has connected with Ms. Cressman, EDSS Art Department Head, about a collaboration with students on a digital visual arts project
<b>PRIORITY TBD – Heritage Road Show</b>				
<b>LEAD</b>	<b>ACTION</b>	<b>STATUS</b>	<b>TIMING</b>	<b>NOTES</b>
Chair Councillor B. Bryant	To reach out to retired geography teacher Warren Stout as a resource	ongoing		Has run bus tours in the past
<b>PRIORITY TBD – Reclaimed Materials</b>				
<b>LEAD</b>	<b>ACTION</b>	<b>STATUS</b>	<b>TIMING</b>	<b>NOTES</b>
Chair Councillor B. Bryant/All Committee Members	To determine how cast-off materials from the Old West Montrose Bridge will be transported or	ongoing		

	stored for a fundraising initiative if acquiring them is feasible.			
Chair Councillor B. Bryant	to suggest to Michelle Pinto, Engineer Transportation Rehabilitation (Design and Construction), Region of Waterloo that the committee would like cast-of timbers from the Old West Montrose Bridge to be built into benches or picnic tables for the Township.			
K. Hodgson	To contact a local museum about taking Winterbourne schoolhouse timbers	ongoing	May 8, 2024	
<b>PRIORITY TBD – Lost Resources</b>				
<b>LEAD</b>	<b>ACTION</b>	<b>STATUS</b>	<b>TIMING</b>	<b>NOTES</b>
All Committee Members	Revisit locating missing framed heritage committee property pictures last seen at a Wilmont Bankers Day Event.	ongoing		
<b>PRIORITY TBD – Newspaper Interest Column</b>				
<b>LEAD</b>	<b>ACTION</b>	<b>STATUS</b>	<b>TIMING</b>	<b>NOTES</b>
All Committee Members	To revisit the idea of a “Do you Recognize” interest column in the Record with prizes donated from local businesses			
<b>PRIORITY TBD – Status and State of the St. Boniface School House</b>				
<b>LEAD</b>	<b>ACTION</b>	<b>STATUS</b>	<b>TIMING</b>	<b>NOTES</b>
All Committee Members	To revisit following up on the state of the St. Boniface School House as necessary.			