



## HERITAGE COMMITTEE MEETING

March 9, 2022

5:00 p.m. - 6:15 p.m.

Video Conference - Internal

### Zoom Meeting Access Details

Link: <https://us02web.zoom.us/j/84849320849>

Meeting ID: 848 4932 0849

Passcode: 642137

Toll-Free: 855 703 8985

Pages

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST
3. ADOPTION OF MINUTES 1
4. NEW BUSINESS
  - 4.1. Training: Ministry of Heritage, Sport, Tourism and Culture Industries (60 Minutes)  
  
Presenters: Chris Lawless, MHSTCI; Andrew Jeanes, MHSTCI
  - 4.2. Greenhouse Road Bridge PIC (15 Minutes) 5
5. OTHER BUSINESS
6. ADJOURNMENT
7. NEXT MEETING

April 13, 2022

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

# Township of Woolwich Heritage Committee Minutes

February 9, 2022  
Virtual – Zoom Meeting  
From 5:00 to 6:11 p.m.

Meeting Chair: Councillor Patrick Merlihan (Chair)

Attended: Bonnie Bryant (Co-Chair)  
Emily Brown  
Kim Hodgson  
Pat Stortz

Staff Present: David Gundrum, Planner  
Ilidia Sa Melo, Deputy Clerk\*  
Robyn Koutrouliotis, Administrative Assistant

Regrets: Hans Pottkamper  
Ingrid Pottkamper  
Marg Drexler

## **CALL TO ORDER at 5:00 P.M.**

### **LAND ACKNOWLEDGEMENT**

Ilidia Sa Melo, Deputy Clerk, provided the Committee with an overview of Land Acknowledgements, including background and best practices.

The Committee discussed the addition of historical information to the Land Acknowledgement for future Committee meetings. Chair Patrick Merlihan noted the option to invite all Township Committees and Boards to future Land Acknowledgement training with Council.

**Action:** I. Sa Melo will circulate the Land Acknowledgement presentation to the Committee.

**Action:** Co-Chair Bonnie Bryant and Kim Hodgson will bring an updated Land Acknowledgement referencing local historical information to a future meeting.

**Action:** The Committee will circulate the Land Acknowledgement with heritage additions to Council for information.

**Action:** I. Sa Melo will provide Chair Merlihan with contact information for Clarence Cachagee of Crow Shield Lodge.

**Action:** Chair Merlihan will circulate relevant training opportunities for Council to the Committee as they become available.

Historical Photographs

I. Sa Melo provided an update on efforts to locate the historical photographs.

**DISCLOSURE OF PECUNIARY INTEREST**

None.

**ADOPTION OF MINUTES**

Moved by Co-Chair Bryant

Seconded by K. Hodgson

That the minutes of the Heritage Committee meeting on January 12, 2022 be adopted as presented.

...Carried.

Online Presence

I. Sa Melo noted Rae Ann Bauman, Executive Officer/Corporate Communications, will provide an overview of changes made to the Heritage sections of the website at a future meeting.

**Action:** The Committee requested R. Bauman liaise with Pat Stortz and K. Hodgson in advance of the meeting.

*\* I. Sa Melo left the meeting*

**NEW BUSINESS**

Bridge Project Updates

*West Montrose Bridge Restoration*

David Gundrum, Planner, noted there have been no updates since the last meeting.

*Middlebrook Bridge*

D. Gundrum noted there have been no updates since the last meeting.

*Peel Street Bridge Pedestrian Conversion*

D. Gundrum noted a concept will be reviewed between late February and early March 2022; Engineering Services staff will provide an update to the Committee at a future meeting.

*Beitz Bridge (Greenhouse Road EA)*

D. Gundrum noted the Heritage Impact Assessment (HIA) has been completed; staff are seeking comments at this stage.

D. Gundrum noted the bridge does not have a heritage designation. The Committee discussed the addition of a marker or heritage plaque to the bridge. D. Gundrum noted this process would require a Council approval; the Committee opted to move forward at a later date.

The Committee will provide comment on the Public Consultation Centre (PCC) when new information is available.

**Action:** The Committee requested D. Gundrum circulate any new information regarding the PCC to the Committee as it becomes available.

#### Introductory Heritage Training: Township Planning Staff

D. Gundrum provided the Committee with a primer on the role of Heritage Committees in Ontario heritage planning.

The Committee discussed scheduling a future tour of the library system's heritage resources. The Committee also discussed inviting Council and relevant senior staff to a presentation of the cultural and economic value of heritage preservation and related initiatives.

**Action:** The Committee discussed the creation of a vision statement to highlight relevant focus areas prior to presenting to Council.

#### *Ontario Land Registry*

D. Gundrum provided the Committee with an overview of the capabilities of the Province's Land Registry property records portal; D. Gundrum noted onland.ca is a pay-per-use resource.

**Action:** The Committee requested D. Gundrum determine whether the Township has access to membership- or subscription-based resources dedicated to heritage.

#### Heritage Week Discussion

The Committee discussed implementing daily social media promotion on all Township channels during Ontario Heritage Week.

**Action:** P. Stortz and K. Hodgson will provide D. Gundrum with content for the social media posts.

**Action:** D. Gundrum will coordinate with R. Bauman once the information is available.

#### Heritage Registry Review

K. Hodgson referenced a book of sketches and paintings of heritage properties in Conestogo, produced by local artist, as a potential resource for properties to add to the Heritage Registry. The Committee discussed a six-month timeline to update the Registry once other projects have been completed.

#### Regional HPAC Updates

Co-Chair Bryant will provide updates from the February 10<sup>th</sup> Region's Heritage Planning Advisory Committee (HPAC) meeting at a future meeting.

### **OTHER BUSINESS**

#### North Waterloo ACO/University of Waterloo: Review of Region-Wide Heritage Practices

Co-Chair Bryant outlined a request received from the North Waterloo ACO and the University of Waterloo regarding a study on heritage practices in the Region, the creation of a Region-wide

database of heritage properties, subsequent GIS-based analysis of the database, and the role of municipalities in heritage designations. The Committee agreed to participate in the study.

**Action:** Co-Chair Bryant will confirm the Committee's participation with the contact.

**Action:** Committee members will send relevant information and digital photographs to Co-Chair Bryant, who will liaise with the contact.

#### Ministry Training Session

D. Gundrum noted the training session with Ministry of Heritage, Sport, Tourism, and Culture staff has been scheduled for March 9<sup>th</sup>. The Committee will dedicate the March 9<sup>th</sup> meeting to the Ministry training; any time-sensitive Committee business will take place offline. Questions can be directed to Chair Merlihan and/or Co-Chair Bryant in the interim.

**Action:** The Committee requested D. Gundrum liaise with Ministry staff regarding the duration of the training session.

#### *Heritage Designation of Residential Properties*

The Committee will request relevant information from Ministry staff during the training session.

#### Ghost Signage

Chair Merlihan provided an update on the Ghost Signage project.

**Action:** Chair Merlihan will circulate the templates to the Committee for comment.

#### **ADJOURNMENT**

Moved by Co-Chair Bryant

Seconded by P. Stortz

That the meeting be adjourned to meet again on Wednesday, March 9, 2022.

...Carried.



February 25, 2022  
Our File: 119116-9

**Re: Notice of Study Commencement  
Municipal Class Environmental Assessment for Structure 400172 – Greenhouse Road**

The Township of Woolwich, through their consultant GM BluePlan Engineering Limited, is undertaking a Municipal Class Environmental Assessment (EA) to study the structural and physical deficiencies associated with the Structure 400172 on Greenhouse Road. The purpose of the study is to determine the need and short and long term plan for the crossing.

Please find enclosed the Notice of Public Information Centre which contains further background information about the study and process.

As part of this study's consultation program you are currently included in the contact list. If you wish to be removed, or would like to suggest an alternative representative, please contact the undersigned. Should we not hear from you, we will continue to include you in all future consultation opportunities and notices during the EA study.

Should you have any questions or concerns, please do not hesitate to contact us. Contact information for GM BluePlan Engineering Limited and the Township of Woolwich are found on the attached notice.

Yours truly,

**GM BLUEPLAN ENGINEERING LIMITED**

Per:

A handwritten signature in black ink, appearing to read 'Simon Green'.

Simon Green, EIT  
Project Designer  
FOR:

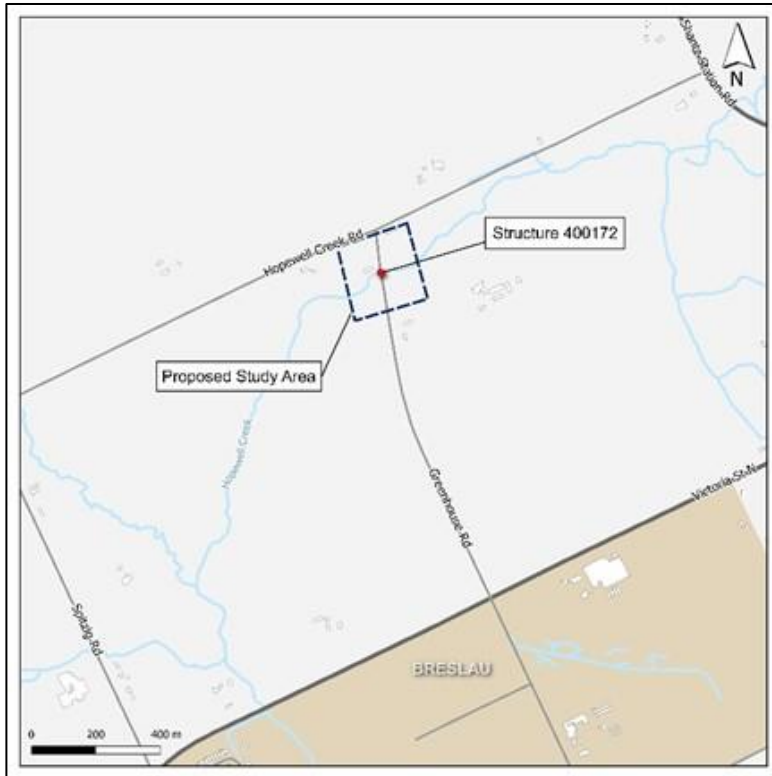
Matt Scott, P.Eng,  
Project Manager  
Matt.Scott@gmblueplan.ca

Encl.

Cc: Darryl Schwartzenruber, Township of Woolwich

**TOWNSHIP OF WOOLWICH**  
**MUNICIPAL CLASS**  
**ENVIRONMENTAL ASSESSMENT**  
**Structure 400172 - Greenhouse Road**

**NOTICE OF PUBLIC INFORMATION CENTRE**



The Township of Woolwich is hosting a Public Information Centre (PIC) to review and discuss a Municipal Class Environmental Assessment (EA) for Structure 400172 on Greenhouse Road.

The project is being planned as a Schedule 'B' Project in accordance with the "Municipal Class Environmental Assessment" (Municipal Engineers Association, October 2000, as amended in 2007, 2011 and 2015). The Class EA process includes public and agency consultation, an evaluation of alternatives, an assessment of potential environmental effects of the proposed work and identification of reasonable measures to mitigate any potential adverse impacts.

An integral component of this project is consultation with directly affected stakeholders, agencies and the general public.

An Online Public Information Centre has been arranged to provide an overview of the project, including the EA process, background studies that have been completed and alternative solutions being considered.

The PIC presentation slides will be available for review on **February 28<sup>th</sup>, 2022** on the Township's Engineering Notice page, under the Greenhouse Road Structure 400172 Environmental Assessment tab:

<https://www.woolwich.ca/en/township-services/engineering-public-notice.aspx>

The project team requests that all comments are submitted no later than **March 25<sup>th</sup>, 2022**, to the project team members listed below:

**Darryl Schwartzentruber, C. Tech.**  
**Township Project Manager**  
**Township of Woolwich**  
24 Church Street West, P.O. Box 158,  
Elmira, ON N3B 2Z6  
Tel: 519-669-1647 ext. 6047  
E-mail: dschwartzentruber@woolwich.ca

**Matt Scott, P. Eng.**  
**Consultant Project Manager**  
**GM BluePlan Engineering Limited**  
650 Woodlawn Road West, Block C, Unit 2  
Guelph, ON N1K 1B8  
Tel: 519-824-8150  
Email: matt.scott@gmblueplan.ca

Information will be collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. With the exception of personal information, please note all comments will become part of the public record.

This Notice first issued February 25<sup>th</sup>, 2022.  
<https://www.woolwich.ca/en/township-services/engineering-public-notice.aspx>