



**Township of Woolwich  
Heritage Committee  
Agenda**

**October 11, 2023**

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

**Video Conference - Internal**

**Chair: To Be Determined**

**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. Work Plan Updates**

**6. New Business**

**6.1 Annual Work Plan and Budget - Finalize**

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To be presented to Council at the November 14, 2023 Committee of the Whole Meeting.

**7. Items for the Next Meeting**

**8. Adjournment**

**9. Next Meeting**

# Township of Woolwich Heritage Committee Minutes

May 10, 2023  
5:00 p.m. – 5:52 p.m.  
Video Conference  
Hosted in Council Chambers  
24 Church Street West, Elmira

Meeting Chair: Councillor Bonnie Bryant, Chair  
Attended: Colleen Willard-Holt, Co-Chair  
Hans Pottkamper  
Katy Boose  
Kim Hodgson\*  
Marg Drexler  
Staff Present: *Jenna Deboer, Economic Development and Tourism Officer\**  
Robyn Koutrouliotis, Licensing Officer/Administrative Assistant  
Regrets: Allison Gramlow  
Karen Cummings

## Land Acknowledgement

Councillor Bonnie Bryant read a land acknowledgement.

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

## Disclosure of Pecuniary Interest

None.

## Adoption of Minutes

Moved by Hans Pottkamper

Seconded by Colleen Willard-Holt

That the minutes of April 12, 2023 be adopted as presented.

...Carried.

## New Business

### The Importance of Heritage as an Economic Driver

*\* Kim Hodgson entered the meeting.*

Jenna Deboer, Economic Development and Tourism Officer, outlined ways in which heritage considerations intersect with economic development and tourism initiatives, including preservation of natural landscapes, ways in which heritage designation can indirectly increase property values, and positive social impacts to the community as a whole. She provided an overview of various avenues to explore, including tying heritage properties into the Farm to Fork series; improving cycling and active transportation routes throughout the Township, possibly in collaboration with border municipalities; promoting the Ghost Community project via ExploreWR;

self-guided tours with heritage highlights along the routes; and the Township's upcoming Community Improvement Plan (CIP)

The Committee discussed ways to attract and retain visitors, including incorporating a heritage tour into the Doors Open and Taste of the Countryside events in September and promoting the Ghost Community project in October. Further discussion will occur at a later date.

**Action:** The Committee will contact J. Deboer for tourism-related input when they begin the self-guided heritage tour project.

J. Deboer provided a brief overview of the Township's filming permit process.

The Committee requested J. Deboer circulate heritage grant opportunities.

*\* J. Deboer left the meeting.*

#### Heritage Awareness Initiative Proposal

The Committee discussed ways to increase awareness and foster heritage preservation in the community, including pairing heritage plaque installations with newspaper articles and coordinating on-site media presence. The Committee will discuss the feasibility of a heritage volunteer recognition program at a future meeting.

Chair Bryant noted the plaque installation for the West Montrose Covered Bridge has been delayed in light of the renovation.

**Action:** The Committee requested David Gundrum, Planner, provide a heritage designation plaque installation timeline update.

**Action:** The Committee requested Robyn Koutrouliotis, Licensing Officer/Administrative Assistant, determine the process for publishing newspaper articles as a Committee.

#### Ontario Heritage Trust

K. Hodgson has reached out to a contact at the Ontario Heritage Trust for information on available supports.

#### Site Visit: Former Chalmers Presbyterian Church, Winterbourne

The Committee discussed other local points of interest.

**Action:** K. Hodgson will reach out to the Committee offline to confirm a date for the site visit.

#### **Work Plan Updates**

##### Elmira Library Designation

Katy Boose and C. Willard-Holt will collaborate on the Elmira Library designation project.

##### Greenhouse Road Bridge/Beitz Bridge – Draft Plaque Content

**Action:** Chair Bryant will contact the vendor for information on plaque size and cost.

##### St. Boniface Cemetery Heritage Designation

The Committee considered incorporating the St. Boniface Cemetery Restoration documentary into the designation report.

## **Items for the Next Agenda**

### Designation By-laws

The Committee will discuss the designation by-law drafting process at their next meeting.

### St. Boniface School Plaque Update

The Committee requested an update on the plaque installation.

## **Adjournment**

Moved by H. Pottkamper

Seconded K. Boose

That the meeting be adjourned.

...Carried.

DRAFT

# Township of Woolwich Heritage Committee Minutes

September 13, 2023

5:03 p.m. – 5:41 p.m.

Video Conference

Hosted in Council Chambers

24 Church Street West, Elmira

Meeting Chair: Councillor Bonnie Bryant, Chair  
Attended: Colleen Willard-Holt, Co-Chair  
Katy Boose  
Kim Hodgson  
Staff Present: Jeff Smith, Clerk and Director of Corporate Services  
Jeremy Vink, Manager of Planning  
Natalia Smiarowski, Records and Information Specialist  
Regrets: Hans Pottkamper  
Marg Drexler  
Karen Cummings

## Land Acknowledgement

Councillor Bonnie Bryant read a land acknowledgement.

## Call to Order at 5:03 P.M.

## Disclosure of Pecuniary Interest

None.

## Adoption of Minutes

Adoption of Minutes will happen at the next Committee Meeting.

## Work Plan Updates

*\*Kim Hodgson enters at 5:05pm.*

The Committee discussed items on the 2022 Heritage Committee Work Plan.

## Heritage Plaques Update

Jeremy Vink, Manager of Planning, updated the Committee that the Planning Department has four Heritage plaques. The Township does not have permission from the property owners to put them up.

## St. Boniface School Plaque Update

J. Vink provided an update that the new plaque for St. Boniface has been delivered to the Planning Department and is ready to replace the old one.

**ACTION:** Councillor Bryant will take the plaque within the week and get it put up.

## Signs for Ghost Community Update

The Committee discussed the need for specifications on the size and locations of plaques for Regional and municipal Roads. J. Vink advised that the Region of Waterloo was looking to create criteria for ghost communities' signage to be consistent regionally. The Committee discussed the Regional Heritage Planning Advisory Committee's work status. Work currently on pause until there are regional guidelines.

#### Designation By-laws Update

The Committee discussed that the ACO (Architectural Conservancy of Ontario, North Waterloo Region Branch) reached out to help with Heritage Designation By-laws. The Committee discussed that the expertise of ACO would help with the designation of Elmira Carnegie Library, and other listed houses and structures.

#### Annual Work Plan and Budget – 2024 Draft

The Committee discussed needing an intermediate work plan planning session. The committee discussed the need to complete Heritage Designations before the December 31, 2024 deadline when all houses will be taken off the register. J. Vink suggested to note which homeowners are willing to get heritage designation first for candidate sites.

The Committee suggested making criteria for which houses need to be designated first. They proposed a separate time to go through the Historical registry in order of importance.

**ACTION:** Planning staff to add details to the Historical Designation Proposal Procedure for designating municipally owned buildings.

#### Jacobstettel Guest House - 16 Isabella St; St. Jacobs Update

J. Vink had no update on the house. All site alterations do not impact the building.

#### **New Business**

#### Review Research - Carnegie Elmira Library

The Committee discussed the write-up for the Carnegie Elmira Library. The Committee discussed requirements for a designation report including architectural information and unique features.

**ACTION:** Councilor Bryant will contact the ACO to help with the architectural aspects of the building and creating the report.

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

#### Finalize the Work Plan for 2024

The Committee discussed the need to meet again to go over what items they would like to add to the workplan. The Committee discussed aligning more with the Council's and the Planning Department's strategic plans.

J. Vink noted that the Planning Department is discussing:

- Giving heritage a slightly higher priority, with a more proactive approach.
- The possibility of a summer student for Heritage Planning, if budget allows.
- The need to create a ranked list of houses to be designated that has been analyzed for importance, to give the Committee more direction on what needs to be designated.

J. Vink recommended getting a cost estimate of items to finalize budget.

New Committee Support – Natalia Smiarowski

Natalia Smiarowski is taking over the Secretariat role of Heritage Committee in the interim of getting a new Committee Support Specialist.

**Adjournment**

Moved by C. Willard-Holt

Seconded by K. Boose

That the meeting be adjourned.

...Carried.

DRAFT

# Draft Annual Work Plan and Budget for Heritage Committee

Rough Estimate of Costs:

Designations	\$2000
Education	\$1000
Digital Media	\$1000

Included in this are the following.

- Heritage brochure
- Video heritage tour
- Slide show to use at libraries
- Create a heritage road show
- Public celebration to honour the Carnegie Library designation
- Sign board at the WMC with a map