

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.