



HERITAGE COMMITTEE MEETING

September 14, 2022

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

Video Conference - Internal

Zoom Meeting Access Details

[Meeting Link](#)

Meeting ID: 864 1400 1327

Passcode: 490046

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, Anishnaabe, and Haudenosaunee people 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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| 4.1. Heritage Committee - June 8, 2022 | 1 |
| 4.2. Special Heritage Committee - June 17, 2022 | 5 |
| 4.3. Special Heritage Committee - July 26, 2022 | 9 |

5. NEW BUSINESS

- 5.1. West Montrose Covered Bridge Formal Feedback
- 5.2. Greenhouse Road Bridge EA Completion Notice
- 5.3. Heritage Plaque Updates
- 5.4. *Preliminary Discussion: 2023 Budget*

6. ADJOURNMENT

7. NEXT MEETING

October 12, 2022

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

Township of Woolwich Heritage Committee Minutes

June 8, 2022
Virtual – Zoom Meeting
From 5:00 to 6:27 p.m.

Meeting Chair: Councillor Patrick Merlihan (Chair)

Attended: Bonnie Bryant (Co-Chair)
Colleen Willard-Holt
Hans Pottkamper
Kim Hodgson*
Marg Drexler*
Pat Stortz

Staff Present: David Gundrum, Planner
Robyn Koutrouliotis, Licensing Officer/Administrative Assistant

Attendees: Charlotte Woodley, Region of Waterloo*
Sam Sabean

Delegates: Dick Kappeler*

Regrets: Emily Brown

CALL TO ORDER at 5:02 P.M.

LAND ACKNOWLEDGEMENT

Chair Patrick Merlihan read a land acknowledgement.

DISCLOSURE OF PECUNIARY INTEREST

None.

ADOPTION OF MINUTES

Moved by Co-Chair Bonnie Bryant

Seconded by Hans Pottkamper

That the minutes of the Heritage Committee meeting on May 11, 2022 be adopted as presented.

...Carried.

NEW BUSINESS

** Marg Drexler, Kim Hodgson, and Charlotte Woodley entered the meeting.*

Regional Archives Presentation

Charlotte Woodley, Supervisor, Archives and Collections, provided an overview of the Region of Waterloo Museums and Archives' resources and partnership with the Township. C. Woodley noted Archives staff are seeking personal and corporate collections, photographs, maps, plans, correspondence, memorabilia, and other ephemera. C. Woodley noted physical records are digitized on request.

** C. Woodley left the meeting.*

58 Glasgow Street North (Ebel House) Demolition Permit

David Gundrum, Planner, provided background on the demolition permit application for the residential structure at 58 Glasgow Street North in Conestogo. D. Gundrum noted the property is listed as a candidate for heritage designation with no current protections under the Heritage Act.

The Committee discussed the associated value identified in the 1983 Local Architectural Conservation Advisory Committee (LACAC) summary for the property and considered the benefits of requiring a Cultural Heritage Assessment (CHA). The Committee discussed undertaking property research, identifying heritage attributes, third-party professional review, and formal recommendation to Council.

Action: The Committee requested D. Gundrum liaise with Planning Services staff to determine how the item will be presented at the June 27 Council meeting.

Action: The Committee requested D. Gundrum provide an update when the presentation format is determined.

Delegate: Dick Kappeler

** Dick Kappeler entered the meeting.*

Delegate Dick Kappeler noted he is acting on behalf the property owner. D. Kappeler provided background on the property, described features of the residential structure, and cited property standards and health and safety concerns as the impetus for the demolition request. The Committee was invited to conduct a site visit to assess heritage value. D. Kappeler noted he was not made aware that the property was identified as a candidate for heritage designation when the property was purchased.

Action: The Committee requested Robyn Koutrouliotis, Licensing Officer/Administrative Assistant, coordinate a site visit to the property with D. Kappeler and relevant Committee members.

Action: The Committee requested R. Koutrouliotis schedule a Special Committee Meeting following the site visit.

The Committee passed the following resolution:

Moved by H. Pottkamper

Seconded by Co-Chair Bryant

That, considering the demolition permit application received for the residential structure at 58 Glasgow Street North, Conestogo:

- the property owner provide the Township with a Cultural Heritage Impact Assessment, at the expense of the property owner, to determine the extent of the property's heritage value, pending the site visit; and
- the Council of the Township of Woolwich endorse the recommendation of the Heritage Committee to require a Cultural Heritage Impact Assessment, at the expense of the property owner, to determine the extent of heritage value, prior to Council's consideration of the demolition permit application if so desired, pending the site visit.

...Carried.

** D. Kappeler left the meeting.*

Bridge Project Updates

West Montrose Bridge

D. Gundrum provided the Committee with an update on the Region's public consultation process for the West Montrose Covered Bridge project and outlined the proposed timeline. D. Gundrum noted the Region's second online public information centre is available until July 4, 2022. The Committee discussed providing feedback as individuals, to be followed by formal comment at a future meeting.

The Committee discussed considerations relating to wooden bridge design, Bailey Bridge trusses, wainscotting, load capacity, retaining the historic nature of the bridge, tourism, and vehicle height restriction. The Committee discussed necessary amendments to the current designation by-law.

Co-Chair Bryant noted there will be further discussion at the June 9 meeting of the Region's Heritage Planning Advisory Committee.

Action: Committee members have the option to provide feedback on the proposed design options via the Region's online public information centre until July 4, 2022.

Action: The Committee requested Co-Chair Bryant provide an update offline following the Heritage Planning Advisory Committee meeting.

Action: The Committee requested R. Koutrouliotis schedule a Special Meeting of the Committee following the closure of the Region's online public information centre.

Action: The Committee requested D. Gundrum liaise with Regional staff to coordinate attendance at a Special Meeting of the Committee to speak to the project.

Action: The Committee agreed to provide formal comment on the project at a later date.

Heritage Plaques

D. Gundrum provided an update on the plaque installation timeline for the Bristow Inn, Albright House, and the former United Church in Conestogo. The Committee agreed to delay installation ceremonies until September.

Action: The Committee requested D. Gundrum liaise with the plaque installer to determine installation dates.

Action: The Committee requested D. Gundrum provide an update on the St. Boniface plaque at the next meeting.

Attendee: Sam Sabean

Chair Merlihan introduced prospective member Sam Sabean to the Committee. D. Gundrum provided an overview of the membership application process.

Action: The Committee requested D. Gundrum provide S. Sabean with the Committee's Terms of Reference and membership application information.

OTHER BUSINESS

None.

ADJOURNMENT

Moved by Kim Hodgson

Seconded by H. Pottkamper

That the meeting be adjourned to meet again on September 14, 2022.

...Carried.

Township of Woolwich Special Heritage Committee Minutes

June 17, 2022
Virtual – Zoom Meeting
From 5:02 to 5:29 p.m.

Meeting Chair: Councillor Patrick Merlihan (Chair)

Attended: Bonnie Bryant (Co-Chair)
Colleen Willard-Holt
Hans Pottkamper*
Kim Hodgson*

Staff Present: David Gundrum, Planner

Regrets: Marg Drexler
Pat Stortz

CALL TO ORDER at 5:02 P.M.

LAND ACKNOWLEDGEMENT

Chair Patrick Merlihan summarized a land acknowledgement.

DISCLOSURE OF PECUNIARY INTEREST

None.

NEW BUSINESS

58 Glasgow St. N. (Ebel House) Demolition Permit

David Gundrum, Planner, provided the Committee with an overview of the site visit conducted by members of Committee at 58 Glasgow Street North at 10AM on June 17, 2022 where Members Bonnie Bryant, Colleen Willard-Holt, Hans Pottkamper, Kim Hodgson and staff David Gundrum were in attendance to tour the property with the owner's father.

Chair Patrick Merlihan thanked staff member Gundrum for the overview and opened the floor to members of Committee to share and discuss their thoughts and opinions on the property in response to the site visit and other information known to the Committee about the site.

** H. Pottkamper disconnected via phone and joined via videoconference to the meeting.*

Member Colleen Willard-Holt expressed hope that the house could be preserved and in response to the site visit, was of the opinion that the house appeared to be in a relatively good state of repair and was not falling down or ready to be demolished on account of physical condition. In view of the historical associative value and contextual value of the property, Colleen expressed that the existing house and property as it currently exists is too rich of a resource for the community to risk being lost.

Co-Chair Bonnie Bryant agreed with Colleen's statements and that based on the site visit of June 17th, was also of opinion that the house was not falling down or in a physical state warranting demolition and that overall, it is actually in decent condition. Bonnie noted that some work may be required on the interior of the house from a maintenance and upkeep perspective and

commented that the detached smokehouse on the property is important and should be maintained from a heritage perspective. Bonnie also noted the contextual value of the site and grounds certainly has value as well which includes a number of old mature trees that ring the property. Bonnie agreed that the property does possess significant associative value related to the builders and early inhabitants of the dwelling (19th century Conestogo flax mill owner William Perine and later mill operators the Ebel family) and that demolishing the house would be an absolute loss for the Township.

Chair Merlihan then asked if Member Hans Pottkamper wished to provide comments and feedback as well. Hans responded that in his opinion, the property has been neglected from a care and maintenance perspective with respect to the interior, noting that the existing kitchen likely dates to the 1940s, upstairs bathroom appears to have elements from the 1950s and that overall, the interior of the house has been subject to a number of low-cost fixes. Hans was of the opinion that any exterior wear or deficiencies to the house have likely come about due to neglect and that the house may have been heading towards demolition purely by neglect.

Hans agreed with earlier comments by Bonnie that the house is actually in decent condition and noted that based on the June 17th site visit that the windows, outside walls, roof and foundation all appear to be in a good state of repair noting that the house has a stone rubble foundation. Hans noted that the basement is not useable by modern standards and speculated that the basement may be subject to dampness and possible water penetration. While the basement was not directly viewed during the site visit, it is understood that a collection of interior support columns are present to assist with supporting the main floor and that these supports are likely present due to past neglect regarding care and maintenance. Hans then asked staff member David Gundrum for his opinion on the property following the site visit.

** K. Hodgson joined the meeting via phone.*

David responded to question by Hans that from his perspective, the value and significance of the property relates primarily to the associative value of the home with respect to historical persons of interest who resided there in the past (William Perine and the Ebel family) based on existing documentation retrieved from the records of the former Local Architectural Conservation Advisory Committee (LACAC) for Woolwich and also from Regional staff through recent information requests. Speaking to the potential significance of the site, David noted for the Committee that to date no professional assessment of the heritage value of the property has been undertaken more specifically to determine whether the house itself possesses any design value or physical value at this point. Beyond the known associative value which could inform consideration for designation, it is unknown at this point in time whether there are any other features or characteristics of the property that could warrant designation under the Heritage Act in terms of either design/physical value or contextual value.

David agreed with prior statements by Colleen, Bonnie and Hans that house was not in a visible state of repair to warrant immediate demolition specifically on the basis of what was observed during the property tour.

Chair Pat Merlihan stated that he had recent discussions with Roger Miller being a longtime member of the Elmira Historical Society, who conducted extensive interviews with the property owners in the past and that Mr. Miller made known to Pat that the Ebel House is a significant property in the context of the local history of Woolwich Township due to its association with the former flax mill in Conestogo.

Pat made note of a previous motion passed at the June 8th Heritage Committee meeting concerning direction that a professional heritage assessment be completed for 58 Glasgow Street

North and asked if the Committee still wished to pursue that assessment. The Committee responded yes to re-affirming that direction. Pat then asked if anything further was required in that regard.

Staff member David Gundrum replied stating that as per Section 27(9) of the Ontario Heritage Act, the property owners are required to provide Council with at least 60 days written notice of intent to demolish or remove the existing house due to its listed (non-designated) status. With respect to the Act, David noted that on May 27, 2022 the owners did provide the Township with written notice of intent to demolish and remove the house via a demolition permit submitted to and received by the Township Building Department.

In terms of process at this point, David noted for the Committee that it is up to Township Council to decide whether or not to pursue an intention to designate under the Act through a motion of Council on the advice of the Committee and that a confirmed intention to designate would prompt the need for further review and assessment of the property to determine whether designation is warranted or not. David also noted for Committee that should Council pursue an intent to designate, that this would also make available the opportunity for the owners to appeal the intent to designate to the Ontario Land Tribunal within 30 days of the published Notice of Intention to Designate.

Chair Pat Merlihan asked for clarification of staff from the previous Committee meeting on June 8th whether it would be incumbent upon the property owners to provide the necessary background study and cover associated costs of the study in the case that Council chooses to pursue an intent to designate the property under the Heritage Act. Staff member David Gundrum responded that if Council pursues an intent to designate then the associated time and costs for any background study would be borne by and the responsibility of the Township. Pat asked what the potential cost of a background study could be if conducted by a professional third party with David responding that as a rough estimate, such study could range from a few thousand dollars up to as much as ten thousand dollars potentially, but costs would be dependent almost entirely on the amount of time required to research and write the report. Responding further, Pat indicated that he would follow-up further with Mr. Roger Miller who has already done extensive research on the property and has assisted with past property designations to see if Roger could assist the Township with the designation process if Council does pursue an intent to designate.

Action: Chair Pat Merlihan to follow-up with Roger Miller concerning designation background work for 58 Glasgow Street North and report back to Committee over email.

Chair Pat Merlihan asked if Committee members would like to put forth a motion concerning 58 Glasgow Street North to be forwarded to Township Council for their consideration.

The Committee passed the following resolution:

That Township of Woolwich Heritage Committee recommend to Township of Woolwich Council that as per the Ontario Heritage Act, Council proceed with filing an intention to designate property municipally addressed as 58 Glasgow Street North, Conestogo.

Moved by Co-Chair B. Bryant

Seconded by H. Pottkamper

...Carried.

Staff member David Gundrum confirmed that staff will prepare a recommendation report for Township Council for their upcoming meeting on June 27, 2022 containing copy of the resolution concerning 58 Glasgow Street North for consideration. Should Committee members have

anything further they wish to see added as supporting material to the report, that those materials be forwarded to David no later than end of day Monday, June 20th.

OTHER BUSINESS

None.

ADJOURNMENT

Moved by H. Pottkamper
Seconded by C. Willard-Holt

That the Committee be adjourned at 5:29 p.m.

...Carried.

Township of Woolwich

Special Heritage Committee Minutes

July 26, 2022
Virtual – Zoom Meeting
From 5:00 p.m. to 6:21 p.m.

Meeting Chair: Councillor Patrick Merlihan (Chair)
Attended: Bonnie Bryant (Co-Chair)
Colleen Willard-Holt
Hans Pottkamper

Staff Present: David Gundrum, Planner
Robyn Koutrouliotis, Licensing Officer/Administrative Assistant

Presenters: Bridget Coady, Cultural Heritage Principal Planner, Region of Waterloo*
Doug Dixon, President, Senior Bridge Engineer, Doug Dixon & Associates*
Kevin Li, Junior Bridge Designer, Doug Dixon & Associates*
Michelle Pinto, Project Manager, Region of Waterloo*
Richard Unterman, Principal, Unterman McPhail Associates*

Regrets: Kim Hodgson
Marg Drexler
Pat Stortz

CALL TO ORDER at 5:00 P.M.

LAND ACKNOWLEDGEMENT

Chair Patrick Merlihan read a land acknowledgement.

DISCLOSURE OF PECUNIARY INTEREST

None.

NEW BUSINESS

** Bridget Coady, Region of Waterloo; Doug Dixon, Doug Dixon & Associates; Kevin Li, Doug Dixon & Associates; and Michelle Pinto, Region of Waterloo entered the meeting.*

West Montrose Covered Bridge Rehabilitation Project (Region of Waterloo, Doug Dixon & Associates, Unterman McPhail Associates)

Michelle Pinto, Project Manager, Region of Waterloo provided a land acknowledgement.

M. Pinto provided an overview of the proposed rehabilitation alternatives for the West Montrose Covered Bridge and noted ongoing studies, including a natural environment review, an archeological investigation, and a cultural heritage review. M. Pinto outlined the projected timeline for the rehabilitation, including consultation with the Committee, timber analysis, Regional Council approval, presentation to Township Council, and updates to the designation by-law.

Public Consultation

Doug Dixon, President and Senior Bridge Designer, Doug Dixon & Associates, provided a summary of the Virtual Public Information Centre data, including requests for the replacement of

the Bailey truss with steel girders, maintaining a timbered deck, installation of a fire suppression system, the addition of roadside features to restrict oversized vehicles, removal of visible sag in the roofline and deck, installation of security cameras, and installation of fire optic ducts. M. Pinto expanded on concerns relating to load capacity, reinforcement requirements, height impacts, analysis of the existing structure, Request for Proposal (RFP), roadway elevation, camber, and conservation planning.

Proposed Alternatives

D. Dixon outlined considerations relating to long-term upkeep of the structure; risk mitigation involving oversized vehicles, vandalism, fire, flood, ice, snow, and other environmental factors; minimizing future maintenance requirements; and heritage considerations. D. Dixon noted the Region is investigating the addition of a fire suppression system as the local water main does not possess sufficient flow capacity. A more in-depth review of alternative water sources and budget considerations will be undertaken separately at a later date.

Kevin Li, Junior Bridge Designer, Doug Dixon & Associates, provided an overview of the preferred rehabilitation methods and the evaluation of structural performance, constructability, cultural heritage, aesthetics, sustainability, and life-cycle cost. K. Li identified Alternative B as the preferred option.

Heritage Impact Assessment

Richard Unterman, Principal, Unterman McPhail Associates, provided an overview of the Heritage Impact Assessment (HIA), identified Alternative A as the preferred option, and noted both alternatives will allow for the Bridge to be maintained for up to 75 years. M. Pinto noted the project goal is conservation through rehabilitation and repair rather than a historical restoration.

At the Committee's request, R. Unterman identified the differences between Alternatives A and B, expanded on the identification of Alternative A as the preferred method in the HIA, and outlined potential benefits of reinstalling the splash panels; D. Dixon summarized considerations relating to reinstalling the panels including vandalism, animal habitation, and structural deterioration.

Bridget Coady, Cultural Heritage Principal Planner, Region of Waterloo, confirmed that any designated heritage attributes removed during the rehabilitation will either be commemorated on-site or through a museum installation.

Committee Feedback

The Committee discussed concerns relating to the long-term structural integrity of steel substructures, temporary speed reduction on detour routes to accommodate horse and buggy traffic, and the inclusion of heritage signage on both sides of the Bridge.

M. Pinto noted the Committee's comments and feedback are required as part of the public consultation process. The preferred alternative is anticipated to go before to Regional Council in December.

The Committee thanked the delegates for their presentation.

** Bridget Coady, Doug Dixon, Kevin Li, Michelle Pinto, and Richard Unterman left the meeting.*

Action: The Committee requested David Gundrum, Planner, circulate the HIA to the Committee.

Action: The Committee requested D. Gundrum include the provision of formal feedback on the September Committee meeting agenda.

Action: The Committee will provide formal feedback to the project team following the September Committee meeting.

Action: The Committee requested D. Gundrum liaise with M. Pinto regarding new information on the project in advance of the September meeting.

OTHER BUSINESS

Heritage Registry

The Committee discussed active heritage designations and agreed to prioritize St. Boniface Church. D. Gundrum noted timing considerations relating to the limited number of Council Meetings remaining before the Municipal Election.

Action: The Committee requested Chair Merlihan liaise with Roger Miller, Historian, for additional information in support of the Maryhill designations.

Action: The Committee requested D. Gundrum liaise with Planning Services staff to determine a Council Meeting date for the designation report.

Economic Development and Tourism

The Committee will revisit this item at a future meeting.

St. Boniface School Plaque

There were no updates.

Action: The Committee requested D. Gundrum provide Chair Merlihan and H. Pottkamper with the vendor's contact information.

Action: The Committee requested H. Pottkamper contact the vendor to coordinate installation.

58 Glasgow Street North (Ebel House) Demolition

D. Gundrum noted a building permit application has not been submitted.

ADJOURNMENT

Moved by Co-Chair Bonnie Bryant

Seconded by Colleen Willard-Holt

That the meeting be adjourned to meet again on September 14, 2022.

...Carried.