

Township of Woolwich Heritage Committee Minutes

March 8, 2023
Virtual – Zoom Meeting
From 4:59 to 5:55 p.m.

Meeting Chair: Councillor Bonnie Bryant (Chair)
Attended: Hans Pottkamper
Kathryn Boose
Marg Drexler
Staff Present: Alex Smyth, Deputy Clerk*
Dolores Black, Council/Committee Facilitator*
Robyn Koutrouliotis, Licensing Officer/Administrative Assistant
Regrets: Colleen Willard-Holt (Co-Chair)
Allison Gramlow
Karen Cummings
Kim Hodgson

LAND ACKNOWLEDGEMENT

Councillor Bonnie Bryant read a land acknowledgement.

CALL TO ORDER at 4:59 P.M.

The Committee welcomed new member Kathryn Boose.

DISCLOSURE OF PECUNIARY INTEREST

None.

2023-2027 TERM OF BOARDS AND COMMITTEES

Member Training

Alex Smyth, Deputy Clerk, providing procedural training for the 2023-2027 Committee term.

A. Smyth noted Committee members are required to make a declaration of pecuniary interest for any financial conflict(s) and have the option to declare any personal conflicts. Questions can be directed to A. Smyth or Dolores Black, Council/Committee Facilitator.

For more information, see the Training for Boards and Committees of Council 2023-2027 presentation, attached as Appendix "A".

Committee Meeting Format

The Committee discussed the preferred format for future meetings in relation to scheduling, severe weather events, and legislated deadlines.

The Committee deferred the item for discussion at the next meeting.

** Alex Smyth and Dolores Black left the meeting.*

ADOPTION OF MINUTES

Moved by Marg Drexler
Seconded by Hans Pottkamper

That the minutes of February 8, 2023 be adopted as presented.

...Carried.

WORK PLAN

Ghost Community Signage

This item was deferred to the next meeting.

NEW BUSINESS

Heritage Designations

The Committee will move forward with heritage designation for both the St. Boniface Church cemetery in Maryhill and the Elmira Carnegie Library. The Committee will discuss which member(s) will work on each designation at the next meeting.

Action: The Committee requested David Gundrum, Planner, circulate a designation by-law and supporting documentation from a recent heritage designation.

Action: The Committee requested D. Gundrum provide an update on the former St. Boniface school plaque.

St. Boniface Church Cemetery

M. Drexler noted she has content and images for the cemetery designation.

Elmira Library

H. Pottkamper provided a brief overview of the history of Carnegie libraries in North America. The Committee discussed meeting with print media outlets in the Region to help create publicity for the Elmira Library designation once the relevant information has been compiled.

Greenhouse Road Plaque

The Committee deferred the item to the next meeting.

Final Review of Ghost Community Content

The Committee deferred the item to the next meeting.

ITEMS FOR THE NEXT AGENDA

Municipal Heritage Register: Designated Heritage Properties

The Committee deferred the item to the next meeting.

Please see the Township of Woolwich Municipal Heritage Register, attached as Appendix "B".

Heritage Recognition Awards

M. Drexler provided a brief overview of Wellington County's Heritage Recognition Award program. The Committee expressed interest in creating a similar program for Heritage Week in 2024. Discussion occurred around presenting certificates for volunteer work and local media involvement. Further discussion will occur at the next meeting.

Heritage Restoration Site Visit

The Committee discussed scheduling a tour of a property in Winterbourne currently undergoing restoration. Further discussion will occur at the next meeting.

Economic Development and Tourism/Heritage Committee Collaboration

The Committee expressed interest in inviting Jenna Deboer, Economic Development and Tourism Officer, to an in-person Committee meeting to discuss ways to integrate heritage and tourism interests.

The Committee discussed initiatives including: the installation of signage around the West Montrose Covered Bridge to highlight other Township amenities; heritage tours; and providing information via QR code at key tourism sites.

Action: The Committee requested Robyn Koutrouliotis, Licensing Officer/Administrative Assistant, tentatively invite J. Deboer to the Committee's May meeting.

Action: H. Pottkamper will meet with J. Deboer in advance of her attendance at the May meeting.

Local Print Media Exposure

The Committee discussed reaching out to the local newspaper regarding heritage items of interest.

Action: H. Pottkamper and K. Boose will request a meeting with the local newspaper.

ADJOURNMENT

Moved by H. Pottkamper

Seconded M. Drexler

That the meeting be adjourned.

...Carried.

Training for Boards and Committees of Council 2023-2027



Guiding Documents

- Council and their boards or committees receive their authority from the *Municipal Act, 2001*, or other legislation. The Act also imposes a number of requirements on Council and by extension its boards and committees.
- Township policies, by-laws, and other governing documents apply in addition to any adopted by the board or committee and approved by Council.



Term of Serving – 2023-2027

- Members of Boards and Committees of Council will serve on the appointed board or committee for the term of the Council that appointed them, or until successors have been appointed.
- Due to the timing of Elections and other requirements in the Clerks Office, Clerks staff will likely hold a recruitment in January of 2027 for the new term of Council (2026-2030).
- Your appointments will expire when new members have been appointed in early 2027.



Code of Conduct

- There are two main documents to guide boards and committees of Council in their conduct, the Township's policy on conduct and the Procedural By-law.
- These documents outline appropriate behaviour and operations during, as well as outside of, formal meetings.
- We encourage members of boards and committees of Council to be aware of the sensitive and confidential information they handle and that they do not use their influence outside of official duties.



Procedural By-law

- The Procedural By-law guides the operation of meetings, including quorum, voting, and meeting process for both Council and its boards and committees.
- The committee's Terms of Reference, establishing by-laws, or Roberts Rules of Order can be referenced for matters not addressed in the Procedural By-law.
- When in doubt, contact the Council and Committee Facilitator in the Clerk's office by phone at 519-669-6004 or email at dblack@woolwich.ca.



Quorum

- Quorum is the majority of members, unless otherwise outlined in the Terms of Reference or establishing by-law.
- Quorum is required to make the actions and activities of a committee or board official. In certain circumstances, a meeting can still be conducted, but any decisions made must be ratified at the next meeting with quorum.



Pecuniary Interest

- Pecuniary Interest refers to any direct or indirect financial conflict of interest or monetary stake in an item discussed at a meeting.
- It is the member's responsibility to declare any direct or indirect pecuniary interest. The Clerks office will not offer comment on possible pecuniary interest but suggest that when in doubt it is best for members to declare.
- Members with pecuniary interest shall not discuss, vote on, or remain in the meeting while the matter is discussed. Their absence does not impact quorum.



Pecuniary Interest

- It is now legislated that all members of Council and its boards or committees must publicly disclose in writing all declarations of pecuniary interest.
- A binder has been placed on the desk on the second floor of the Township Administrative Building for this purpose. There is also an online form that can be filled out. All boards and committees have a corresponding section of the binder.
- Please direct any questions to the Council and Committee Facilitator in the Clerk's office by phone at 519-669-6004 or email at dblack@woolwich.ca.



Delegations

- All usual meetings of Council and its committees are open to the public unless eligible as a Closed Session under the *Municipal Act, 2001*, and handled accordingly.
- Delegations must register in advance of the meeting and will have seven minutes to speak on a single topic. If a delegate has not registered in advance of the meeting, a motion must be passed to accept their delegation, and they will have five minutes to speak.
- If a delegate has previously appeared before the board or committee on a specific topic, they may be directed to only speak to new information.
- Boards or committees may refuse to hear delegations when the subject is beyond their jurisdiction or if the presentation is abusive including profanity or threats of litigation.



Meeting Decorum

- Meeting decorum is the responsibility of the Chairperson or Presiding Officer.
- Quasi-judicial committees of Council should uphold a formal, court-like process.
- Decorum must be upheld by all those attending the meeting.
- A violation of decorum is any action or statement that ought reasonably be known to be unwelcome.



Debate

- Members of the committee or board as well as members of the audience will address questions or comments through the Chairperson or Presiding Officer.
- Addressing questions or comments through the Chairperson or Presiding Officer is a display of respect as well as an opportunity for them to uphold meeting decorum if needed, but should not detract from natural meeting discussion.



Motions

- Motions may be presented verbally or in writing.
- Once moved and seconded by any board or committee member, the Chairperson will ask for any further discussion or amendment to the motion.
- A debate of the motion shall be restricted to members or staff as requested.
- While a motion is under consideration, no contrary revisions or motions shall be made except in accordance with Roberts Rules of Order.



Voting

- When a motion has been put forward, every board or committee member shall vote unless:
 - Pecuniary interest has been declared
 - The member is the Chairperson or Presiding Officer unless there is a tie or a recorded vote
 - The member was absent during discussion or debate on the motion
- Any abstention from voting will be counted as a vote against the motion.
- Any motion that has an equal number of votes for and against shall be declared lost.



Agendas & Minutes

- All Agendas, except for Property Standards and Dog Designation Appeal Committees, must be posted on the Township's website a minimum of three business days prior to the meeting.
- All boards and committees of Council are required to submit their minutes once approved to Council for their information.
- Minutes can be sent to the Council and Committee Facilitator in the Clerk's office by phone at 519-669-6004 or email at dblack@woolwich.ca for inclusion in Council packages.



Other Guiding Documents

- Boards and committees of Council are also required by the *Municipal Act, 2001*, to adhere to Township policies in regards to Procurement; the Purchase, Sale, and Lease of Land; and Hiring Employees, where applicable.
- Please direct any questions to the Council and Committee Coordinator in the Clerk's office by phone at 519-669-6004 or email at dblack@woolwich.ca.



Appendix “B”: Township of Woolwich Municipal Heritage Register

DESIGNATED HERITAGE PROPERTIES

No.	NAME	LOCATION	OWNER
1	Conestogo United Church (built 1878)	2-2-077 1790 Sawmill Rd. Conestogo	Benjamin Kempel (designating By-law 46-80)
2	Dunke House (built 1891)	1-1-078 2 William St. Elmira	David Playford (designating By-law 46-84)
3	Gore Park Bandstand (built 1892)	1-2-199 68 Arthur St. S. Elmira	Township of Woolwich (designating By-law 36-86)
4	Bristow Inn (built 1860)	1-3-216 80 Arthur St. S. Elmira	David Wang, Jodi Calvert-Wang (designating By-law 56-89)
5	McDonald House (built 1867)	2-1-020 13 Katherine St. N. Winterbourne	Linda Berkett (designating By-law 113-89)
6	Steiner Residence (built 1857)	2-3-156 1401 King St. N. St. Jacobs	CLO Holdings Inc. (designating By-law 74-94)
7	Snyder, Brubacher & Shantz House (built 1879)	2-3-235 24 Queensway Dr. St. Jacobs	Susana Shantz (designating By-law 42-92)
8	Albright House (built 1850s)	2-7-012 52 Hill St. West Montrose	Susannah Martin (designating By-law 88-86)
9	West Montrose Covered Bridge (built 1881)	West Montrose Grand River crossing	Regional Municipality of Waterloo (designating By-law 81-2011)
10	Former Municipal Office (built 1912)	1-5-109 69 Arthur St. S. Elmira	2331045 Ontario Inc. (designating by By-law 6-2010)
11	Old Township Hall (built 1888)	2-2-023 1924 Sawmill Rd. (prior 24 King St. W.) Conestogo	Jeffrey Richards (designating By-law 7-2010)
12	St. Boniface Catholic School (built 1898)	3-1-05210 1354 Maryhill Rd. Maryhill	Waterloo Region Catholic School Board (designating By-law 53-2014)
13	Chalmers Presbyterian Church (built 1870)	2-1-06700 4 Katherine St. N. Winterbourne	Tara-Lynne and Paul Ballantyne (Registered Agreement from Conservation Review Board (CRB) decision – registered as WR1003568 on December 22, 2016)

DG

June 2022

2022-06-23 - Heritage Designated-Listed Properties (Updated).doc

LISTED HERITAGE PROPERTIES

No.	NAME	LOCATION	OWNER	INTEREST
1	St. Jacobs Public School (built 1929)	72 Queensway Dr. St. Jacobs (2-3-24700)	Waterloo Region District School Board (listed May 29, 2012 by Council resolution)	Original brick structure built 1929. Cultural significance of past students. Significance of school grounds and property to surrounding community.
2	Auger Cottage (built 1800s)	245 Hill St. West Montrose (2-7-02200)	Dwayne Auger (listed May 13, 2014 by Council resolution)	19 th century stone cottage / schoolhouse.
3	Blinn Cottage (built 1800s)	1238 Rivers Edge Dr. West Montrose (2-7-00200)	Richard Epp (listed May 13, 2014 by Council resolution)	19 th century stone cottage
4	Dowling Cottage (built 1800s)	1242 Rivers Edge Dr. West Montrose (2-7-00300)	Anthony Dowling (listed May 13, 2014 by Council resolution)	19 th century stone cottage
5	Olde Bridge Place Bed and Breakfast Inn Ltd.	5 Covered Bridge Dr. West Montrose (2-7-06700)	Allen Gow (listed May 13, 2014 by Council resolution)	Former blacksmith shop, gas station and 19 th century Victorian house.
6	West Montrose United Church and cemetery (built 1907)	42 Covered Bridge Dr. West Montrose (2-7-02700)	United Church (listed May 13, 2014 by Council resolution)	Historical community church and cemetery.
7	Old Order Mennonite Church, Winterbourne	1118 Letson Dr. Winterbourne (2-1-04100)	Old Order Mennonite Church (listed May 13, 2014 by Council resolution)	Winterbourne Mennonite meeting house and cemetery.
8	West Montrose General Store	12-14 Covered Bridge Dr. West Montrose (2-7-01000)	Vera Brubacher (listed May 13, 2014 by Council resolution)	General store.

9	Blinn Storage Sheds (built 1800s)	1239 Rivers Edge Dr. West Montrose (2-7-00210)	Richard Epp (listed May 13, 2014 by Council resolution)	Storage sheds.
10	Hendrick Schoolhouse (built 1874)	1060 Rivers Edge Dr. West Montrose (2-7-07600)	Brian Hendrick (listed May 13, 2014 by Council resolution)	Historic schoolhouse.
11	Private Buggy Bridge (built 1870)	1051 Buggy Ln. (2-1-03900) 1155 Crooks Tract Rd. (2-2-18800)	Clare Martin Mark Brubacher (listed May 13, 2014 by Council resolution)	Historic private buggy bridge.

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June 2022

**TOWNSHIP OF WOOLWICH
DESIGNATED CULTURAL HERITAGE LANDSCAPE
AREA**

No.	NAME	POLICY	LOCATION	OBJETIVE
1	West Montrose Cultural Heritage Landscape (CHL) Policy Area	Woolwich Official Plan (Section 12.7)	Vicinity of West Montrose	To conserve the West Montrose CHL in such a way that its heritage values, attributes and integrity are retained.

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June 2022