

Township of Woolwich Heritage Committee Minutes

January 10, 2024
5:00 p.m. – 6:05 p.m.
Video Conference
Hosted in Virtually
24 Church Street West, Elmira

Meeting Chair: *Councillor Bonnie Bryant, Chair*

Attended: *Colleen Willard-Holt, Co-Chair*
Karen Cummings
Katy Boose
Kim Hodgson
Dianna Weltz
Natalia Smiarowski
Terry Bowman

Staff Present: Stacey Bruce, Committee Support Specialist
Alex Smyth, Deputy Clerk

Regrets: Sherwin Meloney, Planner
Marg Drexler

Italics indicates a Remote participant

Land Acknowledgement

Chair Councillor Bonnie Bryant read a land acknowledgement.

Call to Order at 5:00 P.M.

Disclosure of Pecuniary Interest

None.

New Members

All members introduced themselves.

Adoption of Minutes

Moved by Kathryn Boose
Seconded by Karen Cummings

Adoption of the Minutes for November 8, 2023.

...Carried.

New Business

Appointment of 2024 Chair and Co-Chair

Moved by Co-Chair Colleen Willard-Holt
Seconded by Kim Hodgson

That the Heritage Committee appoint Councillor Bonnie Bryant as Committee Chair for the duration of the 2024 term.

...Carried.

Moved by Chair Councillor Bonnie Bryant
Seconded by Terry Bowman

That the Heritage Committee appoint Colleen Willard-Holt as Committee Co-Chair for the duration of the 2024 term.

...Carried.

2024 Heritage Committee Meeting Schedule

Committee members discussed the new rotation.

The Committee will meet fully hybrid in person and virtually on the second Wednesday of every month, except in February, when they will meet on February 21, 2024.

Outstanding Activity List

Work Plan Objectives

The committee discussed feedback on their high level work plan that was presented to Council and their request for funds. Chair Councillor Bryant noted the \$4000 budget was approved by Council to be fully ratified through the 2024 budget process.

The Committee reviewed the workplan and noted the need to prioritize the list in order to accomplish the work.

ACTION: Kim Hodgson to send the 2024 workplan to Stacey Bruce

ACTION: S. Bruce to distribute the 2024 workplan to the new members.

The committee confirmed the budget for the year.

The Committee discussed brochures, video tours, the need to set achievable goals, and their target market. The committee discussed reasons for brochures and videos including tourism, and information for the public.

The committee discussed the expenditures for 2023, the work done in 2023 by the committee, whether there is any current plaquing on 2 William Street in Elmira, and whether 2 William Street is designated or not.

The committee discussed the mandate of the committee and reviewed their Terms of Reference. Chair Councillor Bryant clarified the designation process with support of staff.

Time was provided for attendees to discuss items not on the agenda around whether the committee has been asked to provide comments on heritage aspects, the current state and responsibility of the West Montrose Bridge and the Region's plans of it's rehabilitation and confirmed the bridge has been classified as heritage. The Committee further discussed the Township's designation on the bridge and clarified the process of the Region of Waterloo's request to change the heritage designation of the bridge.

The committee continued to review the Terms of Reference and noted that the working plan aligns with the committee's mandate.

The committee discussed plaquing initiatives for 2024, errors on the website regarding, whether the Elmira High School is designated as heritage and the need for it to be designated.

Committee discussed quotes and costs for brochures, connecting with EDSS for partnerships for digital or historical help on the video, the need to start with a list of properties for the video, and whether the committee should reach out to a printery in Woolwich. The committee discussed whether there are images available to the committee from the Township to use in the brochures or videos.

The committee discussed various heritage designations in Woolwich to feature in the brochures and videos.

ACTION: K. Hodgson to reach out to EDSS teachers to determine whether utilizing students in partnerships is an option.

ACTION: Katy Boose to reach out to printeries in Woolwich for brochure quotes.

ACTION: Sherwin Meloney to determine if the Township photos/images can be used and send file in an email to the committee liaising with Natalia Smiarowski or the committee Chairs as necessary.

ACTION: All to compile a list and description of properties in their own community or areas of interest to be included in a brochure and bring to the next meeting.

The Committee discussed the intent for the Heritage Road Show item on the workplan.

*Co-Chair C. Willard-Holt left the meeting at 5:51 pm.

The committee discussed partnerships with other members of the public and other resources to gather information for the brochures and videos.

ACTION: Chair Councillor Bryant to reach out to retired geography teacher Warren Stout as a resource

The Committee discussed timbers from a former schoolhouse in Winterbourne that was demolished and discussed whether there is a way to repurpose them. The committee discussed providing the timbers to a local museum and the need to store it inside. The committee discussed whether the proceeds of the timbers that might be sold to come to the committee.

ACTION: N. Smiarowski to provide local museum contact details to K. Hodgson.

ACTION: K. Hodgson to contact a local museum about taking Winterbourne schoolhouse timbers.

Signing Thank You Card for Hans Pottkamper

The committee deferred this item to the next meeting.

Items for the Next Agenda

- The Brochure and list of designations and descriptions by community.
- Reclaimed materials (Winterbourne old School House timbers, West Montrose Bridge)
- Create Sub Work Groups with SMEs

Adjournment (6:05 P.M.)

Moved by Kathryn Boose

Seconded by Karen Cummings

That the meeting be adjourned.

...Carried.

Recorder: Alex Smyth, Deputy Clerk and Stacey Bruce, Committee Support Specialist