

Township of Woolwich

Heritage Committee Minutes

September 8, 2021 meeting

Virtual – Zoom Meeting

From 5:00 to 7:00 p.m.

Meeting Chair: Councilor Pat Merlihan

Attended: Bonnie Bryant
Emily Brown

Staff Present: Jeremy Vink, Manager of Planning
Jeff Smith, Deputy Clerk

Item 1 - Call to Order at 5:00 p.m.

Item 2 – Disclosure of Pecuniary Interest:

None

Item 3 – Approval of minutes from meeting of April 14, 2021.

The committee did not act on the minutes since they did not have quorum.

Item 4 – Introduction of new members:

Emily Brown introduced herself and her profession as an interior designer with a focus on historical and heritage design.

Item 5 – Position of Chair

Chair Merlihan reviewed the updated position of chair where co-chairs split responsibilities. Councilor Merlihan will chair the meetings, help develop the agenda and liaise with staff. Co-chair Bonnie Bryant will continue to represent the Township at the Regional heritage committee. There were no concerns expressed with the new responsibilities for Chair.

Item 6 – Draft Terms of Reference

The Committee had no concerns with amendments to the Terms of Reference. The Committee noted any changes will be required to be approved by Council and discussed the importance of recruitment and raising the profile of the committee in the community.

Item 7 – Review of 2021 projects

The Committee discussed 2021 projects and Mr. Vink advised that the Waterloo Catholic District School Board has installed a plaque at the closed St. Boniface School.

ACTION: Ms. Bryant will take a picture of the plaque and send it to the committee members.

The Committee discussed timelines for installing the nine (9) plaques that still need to be installed. Mr. Vink advised that a letter asking property owners for permission to install plaques would be the first step and then Township recreation staff could be scheduled for installation. The Committee discussed listing heritage properties on the website and in the Committee's project files.

ACTION: Mr. Vink to send letters to property owners regarding permission to install plaques.

Councillor Merlihan has reached out to a company for training, procedures and advice for running a heritage committee.

ACTION: Councillor Merlihan to confirm a possible date for training the Committee.

ACTION: Ms. Bryant to reach out to an identified potential Committee member to apply.

Ontario Heritage Award nominations are due October 1st and the committee discussed a possible community member who would be a good candidate.

ACTION: Councillor Merlihan to take the lead on the nomination and reach out to people who know the candidate.

The Committee discussed other recruitment opportunities and advertising methods. The Committee discussed prioritizing installation and training and not adding any additional projects at this time. The priority for early 2022 will be installing heritage plaques and promoting them.

ACTION: Councillor Merlihan to provide background reading and training materials for Emily Brown as well as provide access to the Committee's portal.

Item 8 – Work plan and budget for 2022

The Committee discussed the ghost community project should be high priority in 2022. The committee has asked for a budget of \$4,000 in the past which should cover the cost of ghost community signage, education and designations with a similar breakdown as last year. Nothing has been spent in the 2021 budget yet and the Committee will try to save costs by having staff install the plaques.

ACTION: Jeremy will update the workplan and circulate to the Committee.

The Committee discussed advertising methods what would work to recruit new members. The Committee recommended some pictures that could be included with advertising materials. The Committee discussed ways to raise the profile of the Committee and finalizing suggested improvements to the Committee makeup.

Motion to Adjourn

Moved by Bonnie Bryant
That the meeting be adjourned.

...Carried