



HERITAGE COMMITTEE MEETING

October 5, 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

4.1. September 14, 2022

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5. OUTSTANDING ACTIVITY LIST as of September 29, 2022

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6. NEW BUSINESS

6.1. Final Discussion: 2023 Budget

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6.2. 2023 Committee Recruitment Process

7. ADJOURNMENT

8. NEXT MEETING

November 9, 2022

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

Township of Woolwich Heritage Committee Minutes

September 14, 2022
Virtual – Zoom Meeting
From 5:01 to 6:00 p.m.

Meeting Chair: Councillor Patrick Merlihan (Chair)
Attended: Bonnie Bryant (Co-Chair)
Colleen Willard-Holt
Hans Pottkamper
Kim Hodgson
Marg Drexler
Martin England*
Staff Present: David Gundrum, Planner
Robyn Koutrouliotis, Licensing Officer/Administrative Assistant
Regrets: Pat Stortz

CALL TO ORDER at 5:01 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 Kim Hodgson

That the following minutes be adopted as presented:

- Heritage Committee Minutes – June 8, 2022
- Special Heritage Committee Minutes – June 17, 2022
- Special Heritage Committee Minutes – July 26, 2022

...Carried.

NEW BUSINESS

** Martin England entered the meeting.*

West Montrose Covered Bridge Formal Feedback

Co-Chair Bryant noted the Regional Heritage Planning Advisory Committee (HPAC) supported the wood alternative. The Committee supported the HPAC's direction.

Action: Colleen Willard-Holt will send David Gundrum, Planner, items for clarification from the Region's presentation to the Committee. The Committee requested D. Gundrum provide the Region's response offline.

Committee Member Martin England

The Committee welcomed new member Martin England.

Greenhouse Road Bridge EA Completion Notice

D. Gundrum noted the deadline to submit comments is September 21, 2022. The Committee discussed wording for the commemorative plaque at the site.

Action: K. Hodgson will finalize wording for the plaque.

Action: The Committee requested D. Gundrum provide an offline update on the new Heritage Planning contact at the Region.

Heritage Plaques Update

D. Gundrum noted letters were mailed to owners of the outstanding properties.

Action: Chair Merlihan will liaise with Riverside Brass to determine the estimated time of arrival for the revised St. Boniface plaque and provide the Committee with an offline update.

Action: The Committee requested D. Gundrum circulate outstanding property addresses.

Preliminary Discussion: 2023 Budget

The Committee discussed submitting a request to carry unspent amounts to the 2023 budget. The Committee will finalize the 2023 Budget at the October meeting.

Ghost Signage

The Committee discussed sign content and adding each location to the online Heritage Map.

Action: Chair Merlihan will circulate the template and draft content to the Committee.

Action: K. Hodgson and C. Willard-Holt will finalize the wording for the sign.

Action: The Committee requested D. Gundrum liaise with area Townships to determine costing information for similar signage projects.

Walking and Driving Tour Brochures

The tour project was pushed to 2023. The Committee discussed Economic Development and Tourism elements of the initiative as a larger, Township-wide project rather than solely a Heritage-focused endeavour.

The Committee discussed inviting Jenna Morris, Economic Development and Tourism Officer, to a future meeting to discuss the walking and driving tour proposal, cycling tours, a virtual picnic area map, seasonal tourism guides, and/or promotional videos of Township landscapes that interface with Heritage resources.

Action: Chair Merlihan will liaise with Thomas van der Hoff, Manager of Operations and Projects, to request the reinstallation of public seating areas in Township parks.

OTHER BUSINESS

Glasgow Street Bridge

The Committee discussed recent damage to the Bridge and the vehicle height restriction feature.

Heritage Toolkit

Action: The Committee requested D. Gundrum circulate the Ministry of Heritage, Sport, Tourism, and Culture Industries' Heritage Toolkit to C. Willard-Holt and M. England.

Outstanding Activity List

Action: The Committee requested D. Gundrum create and maintain an Outstanding Activity List to track ongoing projects.

ADJOURNMENT

Moved by C. Willard-Holt

Seconded by Hans Pottkamper

That the meeting be adjourned to meet again on October 12, 2022.

...Carried.

Woolwich Heritage Committee - Outstanding Activity List as of September 29, 2022

Task	Requirements	Timeline	Member/Staff Assigned
Heritage Registry Report	-provide report on current Heritage Registry to Township Council along with request by Heritage Committee for properties that should be considered candidates for potential future designation and further research.	-report to be presented to Council at next available meeting date.	D. Gundrum
Heritage Walking/Driving Tours	-include economic development elements as part of walking/driving tours. -connect with Jenna Morris about Ec. Dev. promotions that could interface with Heritage. -contact Thomas van der Hoff concerning request to reinstall public seating in Township parks.	-assigned at Sept. 14-22 meeting.	P. Merlihan (park seating installations)
Ghost Community Signage	-confirm sign template and draft content. -confirm costs and order signs. -arrange for installations.	-assigned at Sept. 14-22 meeting.	P. Merlihan (template) K. Hodgson/C. Willard-Holt (sign wording) D. Gundrum (costing)
Heritage Plaques	-installation of remaining for private properties (4 remaining). -installation of remaining plaques for municipal properties (2 remaining).	-letters delivered by staff Sept. 28-22 to private property owners, response pending. -target installation of remaining plaques by end of 2022.	D. Gundrum
Greenhouse Road Bridge plaque	-finalize wording for commemorative plaque.	-action assigned at Sept. 14-22 meeting.	K. Hodgson
St. Boniface replacement plaque	-order plaque and arrange installation.	-plaque ordered Aug. 19-22. -delivery and installation pending.	P. Merlihan

Heritage Committee Workplan 2022



	Phase 1 Activity & Outcomes Title	Phase 2 Activity & Outcomes Title	Phase 3 Activity & Outcomes Title	Phase 4 Activity & Outcomes Title	Column1
Activities	List of activities	List of activities	List of activities	List of activities	Budget
	Ghost Community Signage (design, locations)	Installation of Ghost Community signage			\$1,400
		Designation of Peel St Bridge			900
			Property Plaque Installations (4 existing designated)		800
				Designation of Elmira Library	900
					4000

<u>Item</u>	<u>Amount (\$)</u>	<u>Notes</u>
Annual Heritage Budget	\$4,000	Annual Council budget allocation from 2021.
Ghost Community Signs community in 2022 with 2 signs) (1	\$1,400	Cost provided by Region of Waterloo (~\$700 per sign). There are 8 communities total (approximately 20 signs). Total cost for all communities would be approx. \$14,000.
Property Plaque Installations (4 properties)	\$800	Cost based on historic (~\$200 per installation).
Property Designations (2 properties)	\$1,800	Combined cost for newspaper ad, plaque, misc. cost such as legal/survey. (~\$900 per designation).