

Township of Woolwich Heritage Committee Minutes

March 13, 2024
5:00 p.m. – 6:04 p.m.
Video Conference
Hosted in Virtually
24 Church Street West, Elmira

Meeting Chair: Councillor Bonnie Bryant, Chair

Attended: Colleen Willard-Holt, Co-Chair
Katy Boose
Natalia Smiarowski
Terry Bowman
Dianna Weltz

Staff Present: Stacey Bruce, Committee Support Specialist
Sherwin Meloney, Planner

Regrets: Marg Drexler
Karen Cummings
Kim Hodgson

Italics indicates a remote participant.

Land Acknowledgement

Councillor Bonnie Bryant read a land acknowledgment.

Call to Order at 5:00 P.M.

Disclosure of Pecuniary Interest

None.

Adoption of Minutes

5:01 Dianna Weltz entered the meeting.

Moved by Co-Chair Collen Willard-Holt
Seconded by Terry Bowman

Adoption of the Minutes for February 21, 2024.

...Carried.

Revisit Action Items from Last Meeting

Chair Councillor Bonnie Bryant and the committee revisited and updated the action items from the February 21, 2024, meeting and passed around the thank you card to sign for Hans Pottkamper.

See Appendix "A" for the Heritage Committee – Updated Actions Items – February 21, 2024.

ACTION: Stacey Bruce will prepare 6 copies of the materials for evaluating the historical and cultural significance of properties package to distribute to committee members at the next meeting.

ACTION: Katy Boose to return forms to Marg Drexler relating to scanning and sharing the Cultural Heritage Resource Evaluation Form to share with the committee.

ACTION: K. Boose to connect with the Maryhill Historical Society for photos as well as Rae Ann Bauman who is overseeing the website for the Township to obtain a Bandstand photo for the prototype brochure.

ACTION: All committee members – revisit locating missing framed heritage committee property pictures last seen at a Wilmont Bankers Day Event.

ACTION: Natalia Smiarowski and K. Boose are to share the prototype brochure with all committee members when prepared.

ACTION: K. Boose to obtain a map for the prototype brochure from Lisa Atkinson, GIS Analyst, Township of Woolwich.

ACTION: Chair Councillor Bryant will contact Michelle Pinto, Engineer, Transportation Rehabilitation (Design and Construction), Region of Waterloo, to inquire where the cast-off materials from the Old West Montrose Bridge are going and express the Heritage Committee's interest in them for a fundraising initiative.

ACTION: Chair Councillor Bryant and all Committee members will determine how cast-off materials from the Old West Montrose Bridge will be transported or stored for a fundraising initiative if acquiring them is feasible.

ACTION: Sherwin Meloney will look into what is required to designate the St. Boniface Cemetery, Church and Manse properties by the next meeting, consulting with his Manager, Jeremy Vink as necessary.

Prioritizing Work Plan

The committee discussed their 2024 Work Plan and determined that their top priority this year will be to present identified properties to council for heritage designation. They also highlighted recent media interest and reception toward attending events related to this and the recent article on this by the new The Observer reporter Julian Gavaghan.

The committee determined that designing the digital sign board at WMC highlighting heritage items will be their second priority, as once there are new designations, this is possible. This work will link with new signage work being done for hockey at the Centre.

ACTION: Dianna Weltz to look into getting a signage spot with the WMC, speaking with their director as a first step.

Discussion occurred around the necessity of preparing educational materials and a slideshow, along with developing and distributing a print and digital heritage brochure, as a third priority. This was described as also necessary before the committee could move on to other work plan items, such as organizing historical tours and holding primary school classroom visits or points of interest walks for grades 3,4 or 5.

The committee discussed past educational heritage bus tours with Warren Stout and a regional tour brochure including Woolwich, along with past Heritage walking tour brochures of Elmira, Conestogo, and St. Jacobs as resources available in the Region's digital archives and refreshing

these as a starting point. Archived walking tour resources and other Centennial materials at the Carnegie Library were discussed. It was also noted that Woolwich Township has website resource materials on historical driving tours and self-guided tour materials through Mennonite Country, along with local maps and information on ghost communities. The past preparations of write-ups by the committee for tour material related to ghost communities was discussed, along with how preparing a map identifying these communities is needed to complete this work. The committee also discussed a display that used to be refreshed monthly at the library and getting involved with updating this.

ACTION: N. Smiarowski is to locate and photocopy the walking tour reference material from the Carnegie Library.

ACTION: D. Weltz to explore updating the heritage display at the Carnegie library.

The committee examined the heritage candidate properties listed on the Township's website and requested Planner, Sherwin Meloney verify the details concerning the 60-day protection period of this status for pursuing designation if an owner wants to make alterations. The committee was uncertain about the criteria used by a prior committee to list these candidate properties while noting special features of some of the properties and the difficult process to designate them involving research into their architectural and cultural features. Kitchener's Resource Evaluation Form was discussed where only one of the three cultural, architectural, and one other criterion was required for designation, and the discrepancy between this and what the Township's committee has previously been informed is required along with changes over time to the designation process was noted.

Designation impacts and the reluctance of owners to designate their properties were described in relation to renovation processes. Recent research was discussed by committee members around the difficulty of securing insurance for heritage-designated properties, especially for buildings built prior to the 1900s. The benefits of designation, like tax credits, were also discussed. It was highlighted that heritage designation could potentially target specific features like windows, doors, or stained glass. The strictness of regional heritage protections in comparison to not officially designating properties but rather proving plaques that recognize special features was also highlighted. The committee decided to research the pros and cons of designating properties and including this information in the draft letter to owners of current properties being considered for designation by the Township to gauge their interest.

ACTION: K. Boose to contact Guelph and Wellington Heritage Committees to invite them to speak at a meeting about their heritage designation processes.

ACTION: All committee members to revisit the preparation of the draft letter, including information on the pros and cons of heritage designation for owners of current properties being considered by the Township for designation to gauge their interest in it.

There was no further discussion regarding this.

Creating Sub Work Group with Subject Matter Experts

The committee formed three sub-workgroups:

1. Heritage Designations with members D. Weltz, N. Smiarowski, and K. Boose.
2. Digital Sign Board at the WMC of pictures, infographics, and quick facts with members D. Weltz and C. Willard-Holt.

3. Brochure/Slideshow with members K. Boose and N. Smiarowski as a joint opportunity for preparing the digital signboard at the WMC that shares photos and facts.

ACTION: C. Willard-Holt and N. Smiarowski to revisit the preparation of the ghost community tour material to utilize in slideshows and heritage committee education materials

At this point in the meeting, Sherwin Meloney confirmed the details concerning the 60-day protection period status for pursuing designation if an owner wants to make alterations to a candidate heritage property.

There was no further discussion regarding this.

Brochure & List of Community Designations & Descriptions

Having discussed this through the meeting, the committee moved on to the next item.

Reclaimed Materials

Old Winterbourne School House Timbers

West Montrose Bridge

Chair Councillor Bryant deferred these items to the April 10, 2024 meeting due to the absence of a committee member.

New Business

None.

The committee confirmed the need to continue to compile a list and description of properties of interest of historical and cultural significance.

The committee discussed Roger Miller, centennial and reunion books and noted that the Clerk's office has a section of heritage-related books as well as the resources available at the Carnegie Library.

Items for the Next Agenda

Work Reports

Adjournment (6:04 P.M.)

Moved by K. Boose.

Seconded by T. Bowman.

That the meeting be adjourned to meet again on April 10, 2024.

...Carried.

Recorder: Stacey Bruce, Committee Support Specialist

Appendix A: Heritage Committee – Updated Actions Items – February 21, 2024

Heritage Committee – Updated Action Items – Feb 21, 2024

LEAD	ACTION	STATUS	TIMING	NOTES
Kim Hodgson	To reach out to EDSS teachers to determine whether utilizing students in partnerships is an option	ongoing	Apr 10, 2024	Has connected with Ms. Cressman, EDSS Art Department Head, about a collaboration with students on a digital visual arts project
Katy Boose	To reach out to printerries in Woolwich for brochure quotes	ongoing	Apr 10, 2024	Has a quote from a St. Jacob's printer but is still waiting on a response for another from Simpson Printing in Bloomingdale and will follow up again
All Committee Members	To compile a list and description of properties in their own community of areas of interest to be included in a brochure and bring to the next meeting	ongoing		Discussed narrowing down and focusing on 10 properties in the prototype brochure that are already designated. Considering making owners aware of the project and including 2-3 properties per settlement. Elmira Townhall, Carnegie Library and Bandstand, Downtown, Stockyards, Old St. Jacob's School, Theatre or Library, 3 Maryhill Hotel Properties, Old Cemetery, Church, Manse and School as a cluster, along with properties from Winterburn and Conestogo - potentially the old house with a pond, Ruggles store in Breslau and Floradale properties; Bloomingdale United Church and Old Inn as well as Barns or Bridges, specifically, the Glasgow or Peel Street bridges, and the limited options other than a school in Hawkesville were considered of interest among others.
Chair Councillor Bonnie Bryant	To reach out to retired geography teacher Warren Stout as a resource	ongoing		Has run bus tours in the past

K. Hodgson	To contact a local museum about taking Winterbourne schoolhouse timbers	ongoing	Apr 10, 2024	
Chair Councillor Bryant	To bring thank you card to sign for Hans Pottkamper	completed	Feb 21, 2024	
Chair Councillor Bryant	To relocate reference information regarding the qualities that make buildings historically and culturally significant.	completed	Mar 13, 2024	
K. Boose	To borrow and scan the Cultural Heritage Resource Evaluation Form and send it to the committee	completed	Mar 13, 2024	Woolwich Heritage Resource Evaluation Form and similar example from the City of Kitchener
Chair Councillor Bryant	To ask council to send the letter regarding the proposed amendment to subsection 27(16) of the Ontario Heritage Act with respect to the removal of listed (non-designated) properties from municipal heritage registers.	completed	Mar 13, 2024	Sent off to clerk and will be moving to council
Chair Councillor Bryant	To email the motion package regarding the proposed amendment to subsection 27(16) of the Ontario Heritage Act with respect to the removal of listed (non-designated) properties from municipal heritage registers to Stacey Bruce.	completed	Mar 13, 2024	The motion is included in Appendix B of Feb 21 st Minutes
Natalia Smiarowski	To draft a letter to the owners of current properties being considered by the township for heritage designation to gauge their interest.	ongoing		
Sherwin Meloney	To confirm the “for further investigation” consideration of the St. Boniface Cemetery, Church & Manse properties in Maryhill and their proposed designation listing status.	ongoing	Apr 10, 2024	Marg Drexler has prepared a research write-up about this property. If needed, the committee can provide pictures to S. Meloney of the unique iron cross and local field stone features.
Chair Councillor Bryant	to reach out to past committee member Marg Rommer as a research proposal resource.	ongoing		
K. Boose and N. Smiarowski	To create a prototype brochure with input from the Maryhill Historical Society	ongoing		Being prepared in Canva.

All Committee Members	To determine who will prepare a letter to the region regarding obtaining pieces of the Old West Montrose Bridge for a fundraising initiative.	completed	Mar 13, 2024	Chair Councillor Bryant to reach out to Michelle Pinto, Region of Waterloo as a first step
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