

CULTURAL HERITAGE COMMITTEE AGENDA

Date: Wednesday, January 19, 2022 at 3:00pm.

Chair: TBD

Location: Virtual

- a) Terms of Reference approved by Council – Committee to nominate a Chair for 2022 (12 months)
- b) Adoption of the minutes from Wednesday, November 17, 2021, held at the New Agricultural Centre at the Backus Page Museum.
- c) Delegation - None
- d) Heritage Designations:
 - a) Discuss outcome
 - b) Ways to improve the process – other event matrix attached.
 - c) Identify event sub-chair
 - d) Pre-planning template for 2023
- f) Heritage Committee Annual Report
 - a) Received by Council December 15, 2021
 - b) Designations approved and added to registry – posted on website
 - i. 27401 Celtic Line – Tait
 - ii. 13240 Largie Road - Largie Cemetery
 - c) Terms of References – updated and approved by Council (attached) – posted on website
 - d) Recruitment of additional committee members
- g) Heritage Training
 - a) Review list of possible dates (Spring 2022)
- h) On-Going Matters:
 - a) Iona Park Naming Recommendation (Lumley Park and Iona Hall)
 - b) Hamlet Interpretive Signs
 - c) Elgin County Cycling Mural Trail Project
 - d) Port Talbot Bronze Federal Plaque Preplacement
 - e) New Ontario Heritage Tool Kit
 - f) Wood Windows Preservation, Architectural Conservancy of Ontario Working Group

- i) New business:
 - a) Dedication and memory tribute for Elaine Brown

- j) Upcoming Event(s):
 - a) Heritage Committee Training – Spring 2022
 - b) Backus Page Museum - Podcast - Life in the Talbot Settlement – every other Wednesday.

- k) Meeting adjournment.

Next Meeting: The next meeting will be held Tuesday, February 15, 2022 at 5:00 p.m. (Location TBD).

CULTURAL HERITAGE COMMITTEE MINUTES

November 17, 2021 at 5:00 pm

New Agricultural Centre at the Backus Page Museum, Dutton

ACTION

Present: Deputy Mayor Hentz, Angela Bobier and Kate Morreau - Executive Assistant.

Regrets: Tracey Pillon-Abbs – Planner, Blair Ferguson, Laurence Grant, Ron Ross

Approval of the Agenda

Angela asked if the agenda can be approved. No comments were received.

Motion to approve the Agenda by Deputy Mayor Hentz and seconded by Angela. CARRIED.

Adoption of the Minutes – October 20, 2021

Angela asked if there were any errors or omissions. No comments were received.

Motion to adopt the amended minutes of October 10, 2021 by Deputy Mayor Hentz and seconded by Angela. CARRIED.

Delegation - NONE

Heritage Designation/Register Updates

There were no updates for the following properties due to COVID impeding progress.

- 13568 Dunborough Road, Crinan Community Centre – On the Register.
- 27401 Celtic Line, Tait – To be added to the Register
- 13240 Largie Road, Largie Cemetery - To be added to the Register.

ACTION

Doors Open (2021 Theme - Design)

Discuss outcomes

- Overall the event was a success, well attended with very positive feedback from attendees and volunteers at each site.
- Angela stated there was a couple of tours at Backus Page and it was good they were open for washroom access for visitors.

Ways to improve the process

- Angela felt the Doors Open Event could benefit from having a Chair Person to navigate future participation.
- Deputy Mayor Hentz stated he would like to have a thorough debrief when all members are in attendance to identify ways to improve the process.

Identify Event Sub Chair

- This will be discussed at the next meeting.

Pre-Planning Template for 2023

- The committee felt they scrambled somewhat at the end and that future planning must be prioritized more effectively. Kate stated she has a planning event matrix she could share with the committee which may assist in items to be done and who is to do them. Kate will forward this document to the committee to review.

KATE

Heritage Committee Annual Report

Members have reviewed the draft that Kate forwarded. This report will go to the December meeting of Council.

KATE

Heritage Training

A date will be secured at the next meeting once all members are present however March or April in 2022 would be the most suitable time of the year.

Terms of Reference

It was determined it would be beneficial if the Terms of Reference were amended to have a chair nominated annually at the committee's first meeting of each year as opposed to rotating chairs each month.

Ongoing Matters

- Iona Park Naming Recommendation – Lumley Park
Nothing new to report.
- Hamlets Interpretive Signs
Nothing new to report
- Elgin County Cycling Trail Project
Nothing new to report.
- Protocols on Recycling Materials from Demolished Buildings
Tracey provided a revised Guideline on Recycling Buildings and Materials. The committee agreed this format is preferred. Private company contact information will be added to the form for residents to contact.
- Port Talbot Bronze Federal Plaque Replacement
Staff are currently working on the replacement with the federal contacts.
- Ontario Heritage Act (Bill 108)
Tool Kits still pending.
- Wood Windows Preservation - Architectural Conservancy of Ontario Working Group
Nothing new to report.

TRACEY

New Business

- Past Committee Member Elaine Brown

The committee wanted to honour Elaine Brown in some way for her dedication and passion serving on not only the heritage committee but for all her incredible contributions within the community. Elaine is remembered as a wonderful, kind and inspirational lady who will be truly missed by so many.

ACTION

Kate had suggested a bench dedicated to Elaine placed next to the Interpretive Sign located in the Hamlet of Tyrconnell. Elaine’s favourite tree would also be planted there to offer shade to those who visit this site.

MIKE

Angela shared a conversation she had with Elaine. Elaine had a dream that she was at the museum teaching quill pen writing. Angela reached out to the Diocese of the St. Henry’s Church to enquire if this 1870 building could be relocated and preserved on Backus Page property as the Diocese were seeking assistance to preserve it in some manner. The idea is to have the church fully restored with heating and cooling to hold meetings or other events but also, with the Brown’s family permission, have an exhibit located inside the church dedicated to Elaine and her school teaching legacy.

ANGELA

Upcoming Events

- Backus Page Museum – Podcasts – Life in the Talbot Settlement are being aired regularly.
- Backus Page Museum – a Very Victorian Christmas Tours – on select day starting from December 1 to December 30, 2021.
- Heritage Committee Training – Spring 2022

Meeting Adjournment

The next meeting will be held on Wednesday, January 19, 2022 at 5:00 pm. Location to be determined.

Next Meeting Chair – If the revised Terms of Reference are approved by Council on December 15th, a Chair will be nominated for a 12 month term.

Motion to adjourn by Deputy Mayor Hentz and seconded by Angela. CARRIED.

The meeting adjourned 5.50 pm.

Dutton Dunwich Cultural Heritage Committee Terms of Reference

1. Mission Statement

To protect, preserve, promote and provide education and interpretation of Dutton Dunwich's cultural heritage assets.

2. Goals and Objectives

- To designate all cultural heritage assets in our community including buildings, structures and landscapes;
- To protect cultural heritage assets including buildings, structures and landscapes from demolition and site alteration;
- To preserve and improve all remaining cultural heritage assets;
- To provide interpretation of the history and significance of our cultural heritage assets; and,
- To educate the public on cultural heritage and how it relates to Dutton Dunwich.
- To maintain a Heritage Registry of properties.

3. Committee Meetings

The Committee will meet each month at agreed upon times. Meetings will be held in the Dutton Dunwich Council Chambers unless the Committee has agreed to meet at an alternate location. A Committee Chair will be nominated each year at the Committee's January meeting, and will serve a term of 12 months. The Committee may choose not to hold meetings during the summer months (July and August) or if there are insufficient Agenda items requiring consideration.

All Committee meetings are open to the public and are subject to the provisions of Section 239 of the Municipal Act.

4. Powers of the Committee

Should the committee wish to hire individuals for special projects, web design, coordinating events etc., approval must be granted from Council.

5. Accountability of the Committee to Council

The committee will be required to provide the minutes of each meeting to Council. The committee will also be responsible for preparing all background reports and studies and present such reports and studies to Council.

6. Linkages of the Committee to Activities

The committee will be involved in all municipal events that relate to cultural heritage as time and resources permit and will participate in municipal events that provide public education such as local fairs and Doors Open. As well, the committee intends to prepare an educational brochure/pamphlet on municipal cultural heritage for Dutton Dunwich and to be involved in social media.

7. Committee Composition and Qualifications

Members to the Committee will be appointed by Council from an advertised recruitment campaign by a request for letters of interest. Members will be selected

based upon their special expertise, experience, dedication and commitment to the Committee's mandate and stating the following:

- 1) heritage education or training;
- 2) heritage employment or volunteer experience;
- 3) passion and interest in municipal heritage conservation; and
- 4) commitment to municipal initiatives.

The Heritage Advisory Committee shall be comprised of six (6) appointed committee members, two staff members, and one member of Council. Council shall appoint members to the Committee by By-law. The appointed members, present at the scheduled meetings, will be deemed to be the voting members.

When vacancies become open within the committee, Council will review all interested parties who submitted letters to originally be members of the committee first before requesting additional letters of interest.

The membership of the Committee will be reviewed and evaluated annually by Council based on the ability of members to carry out their advisory duties, attendance and participation. Council has the ability to remove members from the Committee should they fail to fulfil their responsibilities to the Committee.

In order to maintain a high level of commitment and ensure business continuity, members may be required to resign if they have been absent for more than two (2) consecutive meetings without good cause.

Resignation of a member must be given in writing to the Municipal Clerk. The Municipal Council will review and consider whether to undertake a recruitment campaign to backfill the vacancy, however, at no point will the membership of the Advisory Committee be less than five (5) members.

The committee shall also provide volunteer opportunities, when available for those individuals who were not selected to be committee members.

8. Resources Required

The Municipal Planner will be appointed to the committee, with one additional staff member to record minutes for the committee meetings.

The committee will require a budget of \$4,000 to begin at the beginning of January each year. This amount is required to purchase plaques for designating properties, newspaper notices for designating properties, photocopying of historical maps and other administrative items, attend educational workshops and invest in Geographical Information Systems mapping.

9. Communication

All correspondence for the committee will be in the form of email communication. Committee minutes, once they are approved by Council will be posted on the municipality's website. Public information will be provided to the appointed staff members who will post such information on the municipality's online communication forums such as municipal website and social media accounts.

10. Evaluation Format

A performance review will be conducted annually by the Committee and Council to determine the Committee's effectiveness in achieving their goals and objectives. The Committee will prepare an annual report for Council, outlining the past year's accomplishments and future projects.

11. Reporting to Council

The committee through the staff appointed committee member will report directly to Council.

12. Review of Terms of Reference

With the commencement of the term of Office by Council, the Terms of Reference will be reviewed. Council at any time during the term of office may review and amend the Committee's Terms of Reference.

Record of Revisions:

- Amended December 15, 2021
- Amended December 11, 2019
- Created and Approved by Council January 10, 2017

The Municipality of Dutton Dunwich Canada Day - Procedural Checklist

ACTIVITY	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Pre-Event												
Secure budget												
Determine and Book Musical Performers												
Determine and Book Other Attractions i.e., face painters etc												
Determine Contests												
Book Firework Displays												
Identify volunteers												
Identify/Book Individual for Flag Raising												
Identify/Book talent to sing National Anthem												
Identify/Book Cake Supplier												
Identify electrical person (on call) if required												
Identify speakers												
Apply liquor license for Lions												
Recruit and train volunteers												
Send out Invites to Council and Wallacetown Ambassador												
Book staff for event												
Ensure Pool Staff have prepared activities												
Arrange petty cash floats for day of event												
Create, Print flyers, posters and circulate												
Check equipment required tables, waste bins etc												
Ensure the Notice of Intent to Operate a Food Premise form is returned to the St. Thomas Elgin Health Unit.												
Purchase pop and water												
Event Day												
Check washroom facilities for adequate supplies												
Set up stage												
Check hydro sufficiency												

