

## CULTURAL HERITAGE COMMITTEE AGENDA

**Date:** Wednesday, November 17, 2021

**Chair:** TBD

**Location:** Backus Page Museum

---

- 1) Adoption of the minutes from Tuesday, October 20 at 5:00 pm, held at the New Agricultural Centre at the Backus Page Museum.
- 2) Delegation - None
- 3) Heritage Designations:
  - a) 13658 Dunborough Road, Crinan Community Centre (on the Register)
  - b) 27401 Celtic Line, Tait (to be added to the Register)
  - c) 13240 Largie Road, Largie Cemetery (to be added on the Register)
- 4) Doors Open (2021 Theme - Design), Sunday, October 24, 2021, One Day Self-Guided Cemetery Tours 11am to 4pm
  - a) Discuss outcome
  - b) Ways to improve the process
  - c) Identify event sub-chair
  - d) Pre-planning template for 2023
- 5) Heritage Committee Annual Report
  - a) Review draft report (see attached document)
  - b) Discuss possible updates to the Terms of References (see below, item #7)
  - c) Discuss minute improvements (action and responsibilities) and timing, chair term and role, on-line file sharing, designation targets, etc.
- 6) Heritage Training
  - a) Review list of possible dates (Spring 2022)
- 7) Terms of Reference
  - a) Proposed amendment - term of a chair (attached)
  - b) Delany's resignation – committee to decide if a recruitment campaign is to be pursued.

8) 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) Protocol on recycling materials from buildings slated for demolition (see attached revised document)
- e) Port Talbot Bronze Federal Plaque Preplacement
- f) New Ontario Heritage Tool Kit
- g) Wood Windows Preservation, Architectural Conservancy of Ontario Working Group

9) New business:

- a) Dedication and memory tribute for Elaine Brown

10) Upcoming Event(s):

- a) Heritage Committee Training – Spring 2022
- b) Backus Page Museum - every Wednesdays ([www.anchor.fm](http://www.anchor.fm))

11) Meeting adjournment.

**Next Meeting:** The next meeting will be held Tuesday, December 14, 2021 (December 15<sup>th</sup> is a Council Meeting), at 5:00 p.m. (Location TBD).

**Next Meeting Chair:** TBD

## **CULTURAL HERITAGE COMMITTEE MINUTES**

October 20, 2021 at 5:00 pm

New Agricultural Centre at the Backus Page Museum, Dutton

---

**Present:** Deputy Mayor Hentz, Ron Ross, Angela Bobier, Blair Ferguson, Laurence Grant and Tracey Pillon-Abbs – Planner. Delany Leitch arrived at 5:35 pm.

**Regrets:** Elaine Brown and Kate Morreau - Executive Assistant.

After a brief tour of the New Agricultural Centre at the Backus Page Museum, Blair chaired and called the meeting to order at 5:02 pm.

### **Approval of the Agenda**

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

**Motion to approve the Agenda by Laurence and seconded by Ron. CARRIED.**

### **Adoption of the Minutes – September 15, 2021**

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

**Motion to adopt the amended minutes of September 15, 2021 by Mike seconded by Ron. CARRIED.**

**Delegation** - NONE

### **Heritage Designation/Register Updates**

- a) 13568 Dunborough Road, Crinan Community Centre – No further updates at this time.
- b) 27401 Celtic Line, Tait – No further updates at this time. The Committee suggested that a brochure and application be sent. Tracey will send the application to the Committee.
- c) 29519 Talbot Line, St Helens Catholic Church – The Committee requested that this property be removed from the agenda at this time as there is currently no interest by the Church to designate.

d) 13240 Largie Road, Largie Cemetery - No further updates at this time.

### **Doors Open (2021 Theme - Design)**

Updates and progress on the research and brochures for the Cemetery sites were discussed.

The Committee provided the following direction:

**Site Signage** – Tracey provided the signs and stands from the last Doors Open event. The Committee will arrange to have the site signage posted at each site.

**Map** – Completed.

**Brochures** – Completed. Tracey provided the Committee with packages of 100 copies of brochures for each site. The Committee will arrange to deliver the packages to each of the volunteers.

**Ads** – Completed.

**Town Web** – Completed.

**Social Media** – Completed.

**Press Release** – Completed.

**Volunteers** – The Committee have confirmed volunteers. The Committee to provide name tags and water to the volunteers.

Volunteers to bring their own lawn chair and rain / sun protection. Restrooms will be available at the Sons of Scotland Park near the splashpad, Museum and at the Park on Talbot Line (accessible porta-pottie).

The Committee has also requested that each volunteer be asked to track the number of visitors and submit to the Committee for the next meeting.

**Site Permission** – Completed.

**Doors Open Portal** – Completed.

**Printing** - Tracey will be working out of the Town Hall and will be available if anyone needs any additional printing delivered to the volunteers.

**Flags** – The Committee confirmed they wish to have each identified grave stone marked with a flag. Mike to purchase and deliver to Angela. Flags to be installed prior to the event.

### **Ongoing Matters**

- Iona Park Naming Recommendation – Lumley Park  
Nothing new to report.

- Hamlets Interpretive Signs  
The Committee discussed having Burwell and Iona signs completed next.
- Elgin County Cycling Trail Project  
Nothing new to report. Mike to follow-up with the organizers and provide an update for the Committee at the next meeting.
- Protocols on Recycling Materials from Demolished Buildings  
The Committee discussed the draft “Guideline on Recycling Buildings and Materials – A Program for Salvaging and Re-Use of Architectural Materials of Significant Cultural Heritage Value”.

Tracey noted that the program is similar to the one used by the Town of Aurora. It includes a process of whereby application is made to the Heritage Committee.

The Committee requested that the document be revised to be more an educational tool as oppose to a process as there are no resources to review permits, take donation and inventory. Products would be sold to private companies.

Tracey to revise the documents and bring back to the Committee at the next meeting to discuss further.

- Port Talbot Bronze Federal Plaque Replacement  
Mike provide an update. Staff are currently working on the replacement with the federal contacts.
- Ontario Heritage Act (Bill 108)  
Final Tool Kits will be ready in the fall.
- Wood Windows Preservation - Architectural Conservancy of Ontario Working Group  
Laurence provided a brief update along with additional information previously send to the Committee by email.

### **New Business**

Agricultural Barn Preservation – the Committee discussed the importance of agricultural barn preservation and should look at adding more to the Heritage Register.

Doors Open – the Committee suggested that at the next meeting, they discuss the outcome and ways to improve the process and create a template as they start planning for the 2023 event.

Annual Report – Tracey reminded the Committee that she will be bringing a draft annual report for the Committee to review at the next meeting. The

Committee is required under the terms of reference to provide the annual report to Council which summaries accomplishments and identifies goals. It was further discussed by the Committee that this is a good opportunity to review the role of the Chair, possibly having a term for the Chair, adding actions and responsibilities to the minute, timing of when the minutes are sent to the Committee, use of on-line file sharing, and designation targets.

Heritage Training – the Committee recommended that spring would be an appropriate time to schedule training. Tracey will contact the trainer for dates and bring back a list for the next meeting.

Baptist Church – Laurence asked what is being planned for the church renovation as the church is on the Heritage Register. Mike confirmed that the church was sold and the building will be for residential use. Tracey confirmed that a building permit was not required for the exterior renovation, therefore a review by the Committee was not required.

### **Upcoming Events**

1. Backus Page Museum – Podcasts every Wednesdays (www.anchor.fm)
2. Doors Open 2021, various locations – Sunday, October 24, 2021 from 11 am to 4 pm
3. Heritage Committee Training – Spring 2022

### **Meeting Adjournment**

The next meeting will be held on Wednesday, November 17, 2021 at 5:00 pm.  
Location – Backus Page Museum.

**Next Meeting Chair** – TBD.

**Motion to adjourn by Ron and Seconded by Delany. CARRIED.**

The meeting adjourned 6:18 pm.

## **Dutton Dunwich Cultural Heritage Committee Terms of Reference**

### ***Proposed Amendment***

#### **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. ~~The Committee Chair will rotate from month to month~~ A Committee Chair will be nominated by the committee and will serve a term of XXX. 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.



Municipality of  
**Dutton Dunwich**

**TO:** Mayor and Members of Council  
**FROM:** Kate Morreau, Executive Assistant  
**DATE:** December 15, 2021  
**SUBJECT:** Dutton Dunwich Cultural Heritage Committee Annual Activity Report – 2021

---

**RECOMMENDATION:**

THAT Council of the Municipality of Dutton Dunwich **RECEIVES** the Dutton Dunwich Cultural Heritage Committee Annual Activity Report – 2021.

AND, THAT Council add the following properties to the Register

- 
- 
- 

AND THAT Council provide direction of Committee to recruit for an additional member??

**BACKGROUND:**

Section 28 of the Ontario Heritage Act, R.S.O. 1990 states that Council may, by by-law, establish a municipal heritage committee to advise and assist council on matters relating to Part IV (Conservation of Property of Cultural Heritage Value or Interest), matters relating to Part V (Heritage Conservation Districts) and such other heritage matters as Council may specify.

By-Law 2017-35 established a Municipal Cultural Heritage Committee within the Municipality of Dutton Dunwich Heritage.

The role of a Cultural Heritage Committee is to protect, preserve, promote and provide education and interpretation of Dutton Dunwich's cultural heritage assets.

By resolution, Council appointed the members of the Cultural Heritage Committee. The Committee, through the staff, report directly to Council.

Commencement of the Committee started in 2017. The goals and objectives of the Committee are to:

- 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.

The Terms of Reference for the Cultural Heritage Committee was approved by Council on January 10, 2017 and further revised on December 11, 2019. A further revision is attached for consideration and adoption by Council. It was recommended by the committee to have a term allocated to a chair as opposed to rotating the chair for each meeting. The recommend term is XXXXX

Section 7 of the Terms of Reference sets out that “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”.

Further, Section 10 set out that “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”.

The Committee has prepared this annual report for the year 2021, outlining the past year’s accomplishments in addition to upcoming projects for 2022.

**2021 ACTIVITIES:**

In 2021, the following accomplishments were completed:

Item	Details	Comment
Heritage Property Tours	5	Iona Hall, Backus Page Agricultural Building, Largie Church, Crinan Community Hall and 29357 Talbot Line (Pearce Property - Exterior)

Item	Details	Comment
Heritage Promotions	Updated brochures and displays, and Heritage Week Social Media Promotion	
Heritage Register	Now available as a GIS layer of internal use.	Register is kept by the Town Clerk and available on the Municipal Website.
Heritage Designations Completed	0	
Appeals	0	No action required
Roadway and Interpretive Signage	Interpretive signs have been completed and installed at Tyrconnel, Cowal, Coynes Corner.	Outstanding Hamlet interpretive signs are still being developed .
Legislative Changes	Ontario Heritage Act – Tool Kit review	Waiting for final Tool Kit to be available
Administrative	Training tentatively scheduled for spring 2022  Received the resignation of one member of the committee	Date has been set for XXXXXX  Recruitment will/will not proceed at this time
Heritage Committee Events	Door Open 2021 was a self-directed tour of 10 Cemeteries	The event was well attended: <ul style="list-style-type: none"> <li>• St Stephens- 51</li> <li>• St Peters – 63</li> <li>• Blacks – 51</li> <li>• Tyrconnel – 64</li> <li>• St Helen – 27</li> <li>• Iona – 33</li> <li>• Lumley – 40</li> </ul>

### **2022 PROPOSED ACTIVITIES:**

In 2022, the following projects and activities have been identified:

- Research, evaluate and recommend to Council new properties for the Intent to Designate (includes registering by-law and providing property plaques)
- Implement Bill 108 changes

- Complete Road Signage Installation
- Participate in Heritage Week (February)
- Promote Heritage at local Events when pandemic restrictions permit
- Planning for Doors Open Event 2023 (every 2 years)
- Cemetery Research, signage, designations, mapping and restoration
- Provide annual performance review.

### **ITEMS FOR CONSIDERATION:**

Recruitment – it is the recommendation of the Committee that Council.....

Registers – the following properties are recommended by the Committee to be added to the Register:

- 30734 Silver Clay Line - Mike and Jen Mills
- 27401 Celtic Line - Tait
- 13240 Largie Road - Largie Cemetery

### **CONCLUSION:**

Overall, it is the opinion of the Cultural Heritage Committee that they are being effective in achieving their goals and objectives.

Respectfully Submitted

Kate Morreau  
Executive Assistant

Approved for Submission

Heather Bouw  
CAO/Clerk



Municipality of  
Dutton Dunwich

# HERITAGE COMMITTEE

## Guideline on Recycling Buildings and Materials

The Municipality of Dutton Dunwich Heritage Committee supports the salvaging and re-use of architectural materials of significant cultural heritage value.

The purpose of salvaging heritage building materials is to preserve portions or features of buildings or structures which have significant historical, architectural, or cultural value and divert them from becoming landfill material.

This approach is a last resort only after the following options have been considered by the Municipality and the property owner:

- a) *Retention of the entire or part of the heritage resource on the original site; and*
- b) *Relocation of the entire or part of the heritage resource to a different site.*

Prior to removal or demolition, the municipality encourages contacting a private company be contacted to assess the removal and possible value of the buildings and materials.

The following is a list of Companies:

- 1.
- 2.
- 3.
- 4.
- 5.

For more information about the Dutton Dunwich Heritage Committee or how to designate property, contact the Municipal Office at 199 Currie Road, Dutton, ON N0L 1J0, Phone: (519) 762-2204, Fax: (519) 762-2278, Email: [planning@duttondunwich.on.ca](mailto:planning@duttondunwich.on.ca), Website: [www.duttondunwich.on.ca](http://www.duttondunwich.on.ca).