

CULTURAL HERITAGE COMMITTEE AGENDA

Date: Wednesday October 20, 2021

Chair: Blair Ferguson

Location: New Agricultural Centre at the Backus Page Museum

- 1) Adoption of the minutes from Tuesday September 15 at 5:00 pm, held at the Largie Church.
- 2) Delegation - None
- 3) Heritage Designations:
 - a) 13658 Dunborough Road, Crinan Community Centre (on the Register) – will resume once stay at home order is rescinded
 - b) 27401 Celtic Line, Tait (to be added to the Register) – will resume once stay at home order is rescinded
 - c) 29519 Talbot Line, St Helens Catholic Church (on the Register) – will resume once stay at home order is rescinded
 - d) 13240 Largie Road, Largie Cemetery (to be added on the Register) – will resume once stay at home order is rescinded
- 4) Doors Open (2021 Theme - Design), Sunday, October 24, 2021, One Day Self-Guided Cemetery Tours 11am to 4pm
 - a) Upload Content to Doors Open Web (Sept/October)
 - b) Event preparation, Identify Interpreters, Organize Signage (October)
 - c) Distribution of Doors Open signs for each site (Will bring to the meeting)
 - d) Confirm the number of brochure and map copies for each site (suggest 100 each)
 - e) Sun and Rain protection
 - f) Final Volunteer List – status of AODA training for volunteers
 - g) Confirmation of Site permissions
 - h) Flagging stones

	CEMETERY SITE	COMMITTEE ASSIGNMENT
1	Iona	Laurence
2	Tyrconnell	Elaine
3	St. Peters	Angela

	CEMETERY SITE	COMMITTEE ASSIGNMENT
4	Fairview	Delany
5	St Helens	Blair
6	St Stevens	Angela
7	Cowal-McBride	Ron and Delany
8	Lumley	Laurence
9	McKillop	Delany
10	Blacks	Angela

5) 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
- e) Port Talbot Bronze Federal Plaque Preplacement
- f) New Regulations under the Ontario Heritage Act (Bill 108) – Report to Council
- g) Wood Windows Preservation - Architectural Conservancy of Ontario Working Group

6) New business:

- a) None

7) Upcoming Event(s):

- a) Heritage Committee Training – TBD
- b) Wallacetown Fair 2021 - Driving Tour (161th Edition - Superheros Theme), October 2/21 to October 3/21 Pre-Registration Required
- c) Doors Open 2021, various locations – Sunday, October 24, 2021 (Time TBD)

8) Meeting adjournment.

Next Meeting: The next meeting will be held November 17, 2021, at 5:00 p.m. (Location TBD).

Next Meeting Chair: TBD

CULTURAL HERITAGE COMMITTEE MINUTES

September 15, 2021 at 5:00 pm – Largie Church, 13125 Largie Rd, Dutton

Present: Deputy Mayor Hentz, Ron Ross, Angela Bobier, Blair Ferguson, Laurence Grant and Tracey Pillon-Abbs – Planner.

Regrets: Elaine Brown, Delany Leitch and Kate Morreau - Executive Assistant.

After a brief tour of the Largie Church, Angela chaired and called the meeting to order at 5:10 pm.

Angela welcomed the Committee's guest John Sheldon who had requested to attend and observe.

Approval of the Agenda

The Committee noted that the date of the minutes to be adopted on the agenda should read August 17, 2021 and the date of the next Heritage Committee meeting should read October 20, 2021.

Motion to approve the Agenda by Laurence and seconded by Blair. CARRIED.

Adoption of the Minutes – August 17, 2021

Angela asked if there were any errors or omissions. Laurence noted that the minutes should read 'Lumley Cemetery' as oppose to 'Iona Cemetery' in reference to the Doors Open cemetery site research.

Motion to adopt the amended minutes of August 17, 2021 by Mike seconded by Blair. 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.

- c) 29519 Talbot Line, St Helens Catholic Church - No further updates at this time.
- d) 13240 Largie Road, Largie Cemetery - No further updates at this time.
- e) 29357 Talbot Line, Pearce Homestead – Mike reported that there is no interest at this time to designation the property.

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 – staff to use the 2019 doors open signs and stands. The Committee will confirm how they are going to be posted at the next meeting.

Map – staff to prepare 1 map with all the cemetery locations that can be used as an insert with the individual brochures. The Committee liked the one prepared at the last event.

Brochures – the Committee would like all the brochures to look the same. They did favour Delany’s template but wanted staff check to see if it was accessible. They have also requested that the brochures all be justified left and right, smallest font and add the Town logo. Staff to work with Angela in order to finalize the brochures.

Ads – the Committee would like 2 weeks of ads in the local newspaper 2 weeks before the event (Oct 14 & 21). Staff to prepare the ads and send the request/proof to the paper, similar to the one completed at the last event with the map of all the cemeteries or a link to where people will be able to find the map on the town webpage.

Town Web – staff to ensure that the information is on the town web when they are ready.

Social Media – Angela will take care of this. The Committee would like to use social media (Facebook ad), the Agris community sign and the electronic sign at Town Hall. Angela will be contacting Tracy J. to confirm fees/budget for Facebook.

Press Release – Staff to send the ad (or invitation) to the standard media networks. The information should be sent to CTV (Shawn) who covered the last event.

Doors Open 2021

Time of Event – the Committee confirmed that they would like their event to be from 11 am to 4 pm.

Volunteers - There will be volunteers posted at the cemeteries to help answer questions and hand out brochures. The Committee to confirm the list of volunteers at the next meeting. The Committee is also to discuss rain/shine protection and washroom options.

Permission – staff to prepare a permission form and send to all the Committee members so they can arrange for confirmation to use the locations. The form will be similar to the one used at the last event.

Doors Open Portal – Delany and Angela are going to upload the final information to the Doors Open website. Staff will provide the login information.

Printing – once all the brochures are ready, they will need to be printed in-house by staff. Committee to confirm distribution at the next meeting.

Flags – The Committee to discuss how each grave stone will be marked.

Motion to delegate Delany and Angela to make any Doors Open content decisions required on behalf of the Heritage Committee by Mike seconded by Blair. CARRIED.

Ongoing Matters

- Iona Park Naming Recommendation – Lumley Park
Nothing to report.
- Hamlets Interpretive Signs
The Committee discussed having Burwell and Iona signs completed next.
- Elgin County Cycling Trail Project
Nothing to report.
- Protocols on Recycling Materials from Demolished Buildings
Tracey presented a draft “Guideline on Recycling Buildings and Materials – A Program for Salvaging and Re-Use of Architectural Materials of Significant Cultural Heritage Value”. She 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. Angela cautioned that all items will require to be catalogued and stored. The Committee requested clarification on the timing of the permit, such as a building permit to demolish. The draft will be brought to the Committee at the next meeting to discuss further.

- Port Talbot Bronze Federal Plaque Replacement
Nothing to report.
- 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.

New Business

Tracey handed out printed versions of the most recent Heritage Committee brochure in order to have when speaking to the community about Heritage designation.

Laurence noted that he found some new history books.

Blair explained that the Cenotaph project is back on track.

Angelo noted that Glencoe Heritage is doing a YouTube video on local history and was looking for information.

Upcoming Events

- 1) Backus Page Museum – 8 more podcasts left, heard every Wednesdays (www.anchor.fm).
- 2) Heritage Committee Training – TBD.
- 3) Wallacetown Fair 2021 - Driving Tour and Photo Contest (161th Edition – Superheroes Theme), October 2 to October 3, 2021, pre-registration required.
- 4) Doors Open 2021, various locations – Sunday, October 24, 2021 (11 am to 4 pm).

Meeting Adjournment

The next meeting will be held on Wednesday October 20, 2021 at 5:00 pm. Location – New Agricultural Centre at the Backus Page Museum.

Next Meeting Chair – Blair will chair the next meeting.

Motion to adjourn by Ron and Seconded by Blair. CARRIED.

The meeting adjourned 6:20 pm.