



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

- a) Backus Page Museum – Podcasts heard every Wednesdays (www.anchor.fm)
- b) Doors Open 2021, various locations – Sunday, October 24, 2021 from 11 am to 4 pm
- c) 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.