

Heritage Committee Work Plan

Priority	ACTION	LEAD	STATUS	QTR	NOTES
Heritage Designations	Arrange a virtual meeting between 9-4 pm with the historical planner from Guelph for interested committee members	Colleen	ongoing	Q4	A historical Guelph member expressed interest in attending a virtual meeting as a resource between 9 am and 4 pm weekdays. The committee to propose questions for him and dates to meet, while Centre Wellington and Guelph Committees declined invitations.
Heritage Designations	Complete the architectural style details for the Elmira Carnegie Library's Cultural Heritage Evaluation Report.	Katy/Natalia	ongoing		Discussed resource materials and specific features related to the evaluation.
Heritage Designations	Invite an architectural advisor to provide insights on Heritage Designations for the committee.	Dianna	ongoing	Q4	Roger Miller to present on architecture and Elmira's heritage
Heritage Designations	Locate an architectural reference book	Bonnie	ongoing		
Heritage Designations	Contact former committee member for research proposal support	Bonnie	ongoing		
Heritage Designations	Invite a Realtor with Heritage interest to a committee meeting to share her perspective.	Dianna	ongoing	Q4	
Heritage Designations	Visit St. Boniface Church, Manse, and Cemetery to identify features of interest.	Bonnie/Marg	ongoing		
Heritage Designations	Conduct research on the altars and altar craftsmen related to the St. Boniface Church, Manse, and Cemetery Cultural Heritage Evaluation Report.	Marg	ongoing		

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Heritage Designations	Re-connect with Sherwin Meloney to identify needed pictures and video references of the unique iron cross and local stone for the St. Boniface Cemetery, Church, and Manse cultural heritage evaluation report.	Marg	ongoing		Has research and video materials available for sharing.
Heritage Designations	Revisit the draft letter preparation, including pros and cons of heritage designation for current listed property owners, to gauge their interest	All	ongoing		Revised letter presented to the committee on May 8th for circulation among members and Sherwin Meloney for feedback and approval before sending to current owners of heritage-listed properties.
Heritage Designations	Circulate pros, cons, and FAQs about heritage designations, along with a revised letter, to current listed property owners to gauge their interest	Stacey			Further revisions are required before approval.
Heritage Designations	Contact Sherwin Meloney for approval to send the revised letter to current listed property owners to gauge their interest in heritage designation	Natalia			
Heritage Designations	Compile a list and description of local properties of interest for a brochure	All			Discussed focusing the prototype brochure on 10 designated properties, with 2-3 per settlement. Notable sites include Elmira Townhall, Carnegie Library, Bandstand, St. Jacob's properties (Theatre, Library, Old School), Maryhill cluster (hotel, church, cemetery), and other properties in Winterburn, Conestogo, Breslau, Floradale, and Bloomingdale. Bridges like Glasgow or Peel Street and barns were also considered, with limited options in Hawkesvill. Properties from the "Walking and Wheeling", Ghost Communities, 2 Elmira tours, St. Jacob's (needs to be checked first), Conestogo are also suitable. F15

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WMC Digital Sign Board	Connect with the Township to check if a summer student can assist with the Digital Sign Board project	Bonnie	ongoing		WMC can only accommodate 1 slide and not the entire slideshow; could have more than one slide as standalone slides.
Brochure & Slideshow	Create a prototype brochure with input from the Maryhill Historical Society and share it with all committee members.	Katy/Natalia	ongoing		Katy shared a draft slideshow of properties of interest for feedback.
Brochure & Slideshow	Reach out to printerries in Woolwich for brochure quotes.	Katy	ongoing		Received a quote from a St. Jacob's printer, awaiting a response from Simpson Printing in Bloomingdale, and will follow up
Brochure & Slideshow	Return forms to Marg for scanning and sharing the Cultural Heritage Resource Evaluation Form with the committee	Katy	ongoing		
Brochure & Slideshow	Obtain a map for the prototype brochure from Lisa Atkinson, GIS Analyst, Township of Woolwich	Katy	ongoing		
Brochure & Slideshow	Call Bloomingdale United Church to get permission to use their website photos in the brochure.	Katy	ongoing		
Brochure & Slideshow	Take 1-2 more photos of properties of interest and add them to the brochure and PowerPoint	Katy	ongoing		Received some photos and will take additional ones as needed. Lisa Atkinson identified as the key contact for property photos at the Township. Properties from 2 Elmira tours as well as Conestoga, St. Jacobs (need to check first), Walking and Wheeling and Ghost Community tours are suitable.
Brochure & Slideshow	Research additional properties of interest to include in the brochure	Natalia			The two Elmira tour and Conestogo tour have been cross checked and their structures and salient points still exist although formatting issues need to be resolved. St. Jacob's tour materials need to be checked first.

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Brochure & Slideshow	Assist Katy in collecting photos for the brochure	Dianna			
Brochure & Slideshow	Explore updating the heritage display at the Carnegie library	Dianna	ongoing		LACAC reports were suggested as a resource, and a connection was made with a library resource person
Brochure & Slideshow	Locate and photocopy the walking tour reference material from the Carnegie Library	Natalia	ongoing		
Brochure & Slideshow	Revisit the ghost community tour material for use in slideshows and heritage committee education materials	Colleen/Natalia	ongoing	Q4	To be posted on the Township's Website and shared via socials
Brochure & Slideshow	Reach out to EDSS teachers to explore student partnership options	Kim	ongoing		Connected with EDSS Art Department Head, to explore a collaboration with students on a digital visual arts project.
Hertiage Road Show	Contact retired geography teacher as a resource	Bonnie	ongoing		Previously organized bus tours
Reclaimed Materials	Assess transportation or storage of Old West Montrose Bridge materials for fundraising if acquisition is feasible	Bonnie/All	ongoing		
Reclaimed Materials	Propose to Michelle Pinto, ROW that the committee wants cast-off timbers from the Old West Montrose Bridge used for benches or picnic tables in the Township	Bonnie	ongoing		The committee recommended benches to Michelle Pinto, ROW and requested notification when construction starts or materials are available
Reclaimed Materials	Contact a local museum about acquiring Winterbourne Schoolhouse timbers.	Kim	ongoing	Q4	
Lost Resources	Revisit locating missing framed heritage committee pictures last seen at Wilmont Bankers Day Event	All	ongoing		

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Historical Resource Materials	Revisit discussion of having a member's collection of historical photos and books scanned and made into a public resource	All	ongoing		
Historical Resource Materials	Revisit retaining the picture of the Queen displayed in Council Chambers	All			Mass produced image widely available, creased condition
Historical Resource Materials	Revisit obtaining a historical book from a community member and explore interests of an owner to designate a property with a unique stone porch	Dianna			Schedule get together with senior community member when appropriate
Newspaper Interest Column	Revisit the idea of introducing a 'Do You Recognize' column in the Record, with prizes from local businesses	All	ongoing		