

Heritage Committee Work Plan

Priority	ACTION	LEAD	STATUS	QTR	NOTES
Heritage Designations	Revise statement of significance for the St. Boniface Cemetary, Church and Manse and submit this to township staff for review.	Jacob	ongoing	Q1	Draft prepared to be updated with interior features
Heritage Designations	Write a draft Cultural Heritage Evaluation Report for the Elmira Carnegie Library and submit this to township staff for review.	Jacob			Information will be compiled at Feb 26th heritage designation subgroup work meeting
Heritage Designations	Elmira Carnegie architectural and community impact videos	Ellen			with Niagara partner
Heritage Designations	Develop framework guidelines for potential heritage designees	All			March 26 subwork group virtual meeting scheduled
Heritage Designations	Research the Elmira St. James Lutheran Church's interior features.	Ellen/Dianna			Initiating the heritage designation process due to the potential sale of the property within the year and its recognized heritage value.
Heritage Designations	Arrange a virtual meeting between 9-4 pm with the historical planner from Guelph for interested committee members	Colleen	ongoing		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	Locate an architectural reference book	Bonnie	ongoing		
Heritage Designations	Contact former committee member for research proposal support	Bonnie	ongoing		

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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
Heritage Designation/Education & Awareness (Historical Resource Materials)	Revisit obtaining a historical book from a community member and explore interest of an owner to designate a property with a unique stone porch	Dianna			Schedule get together with senior community member when appropriate

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Education & Awareness (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.
Education & Awareness (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.
Education & Awareness (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
Education & Awareness (Brochure & Slideshow)	Return forms to Marg for scanning and sharing the Cultural Heritage Resource Evaluation Form with the committee	Katy	ongoing		
Education & Awareness (Brochure & Slideshow)	Obtain a map for the prototype brochure from Lisa Atkinson, GIS Analyst, Township of Woolwich	Katy	ongoing		
Education & Awareness (Brochure & Slideshow)	Call Bloomingdale United Church to get permission to use their website photos in the brochure.	Katy	ongoing		
Education & Awareness (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.
Education & Awareness (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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Education & Awareness (Brochure & Slideshow)	Assist Katy in collecting photos for the brochure	Dianna			
Education & Awareness (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
Education & Awareness (Brochure & Slideshow)	Locate and photocopy the walking tour reference material from the Carnegie Library	Natalia	ongoing		
Education & Awareness (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.
Education & Awareness (Heritage Road Show)	Contact retired geography teacher as a resource	Bonnie	ongoing		Previously organized bus tours
Education & Awareness (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		
Education & Awareness (Historical Resource Materials)	Revisit retaining the picture of the Queen displayed in Council Chambers	All/Stacey			Mass produced image widely available, creased condition
Education & Awareness (Newspaper Interest Column)	Revisit the idea of introducing a 'Do You Recognize' column in the Record, with prizes from local businesses	All	ongoing		