



**MUNICIPALITY OF NORTH GRENVILLE  
ARTS, CULTURE, AND HERITAGE  
ADVISORY COMMITTEE AGENDA**

Tuesday, February 18, 2025, 5:00 p.m. - 7:00 p.m.  
Held in Meeting Room 1, 285 County Road 44

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Pages

**A. OPEN MEETING**

**B. LAND ACKNOWLEDGEMENT**

The Municipality of North Grenville acknowledges that the Municipality operates on the territory of the Anishnabek.

We recognize all First Nations, Métis, and Inuit peoples who now call North Grenville their home. We respect and support the need for cultivating a strong relationship, and we commit to Indigenous-informed decision making to foster the path towards reconciliation.

**C. APPROVAL OF THE AGENDA**

**D. DISCLOSURE OF INTEREST**

**E. MINUTES OF PREVIOUS MEETINGS**

1. Committee Meeting Minutes - January 30, 2025

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**F. DELEGATIONS**

1. Heritage Property Designation

*Gary Courville*

**G. DECISION ITEMS**

## H. REPORTS, INFORMATION ITEMS, AND CORRESPONDENCE

1. Arts Culture Development Fund 7  
*Mark Guy*
2. Arts Council Update
3. Workplan Changes/Update 12
4. Public Art Proposal  
*Ardis Lerner*

## I. OTHER BUSINESS

1. Items for Next Meeting

## J. PUBLIC QUESTIONS

## K. ADJOURN



**MUNICIPALITY OF NORTH GRENVILLE**

**ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE MINUTES**

**January 30, 2025, 5:00 p.m.  
Held in Meeting Room 1, 285 County Road 44**

MEMBERS PRESENT Co-Chair Deputy Mayor John Barclay  
Councillor Deb Wilson  
Co-Chair Ardis Lerner  
Tabitha Valliant  
Nancy Dery  
Kevin Willey  
Inge van Gemeren  
Tom Graham  
Rebecca Campbell  
Rose David

MEMBERS ABSENT Mayor Nancy Peckford

STAFF PRESENT Senterre McKenna, Committee Clerk

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**A. OPEN MEETING**

The meeting was opened by Co-Chair Ardis Lerner at 5:02 p.m.

**B. LAND ACKNOWLEDGEMENT**

The land acknowledgment was read by Rebecca Campbell.

**C. APPROVAL OF THE AGENDA**

**#ACHAC-2025- 1**

Moved By Rebecca Campbell  
Seconded By Rose David

*Be it resolved that:*

*The Arts, Culture, and Heritage Meeting agenda for January 30, 2025 be approved as presented.*

**CARRIED**

**D. DISCLOSURE OF INTEREST**

None.

**E. MINUTES OF PREVIOUS MEETINGS**

Doreen O'Sullivan is not a member and wasn't present at the meeting, correction will be noted.

**#ACHAC-2025- 2**

Moved By Deb Wilson  
Seconded By Nancy Dery

*Be it resolved that:*

*The following meeting minutes be approved as amended:*

1. November 26, 2024

**CARRIED**

1. Committee Meeting Minutes - November 26, 2024

**F. DELEGATIONS**

None.

**G. DECISION ITEMS**

1. 2025 Meeting Schedule

18 Feb 2025

18 Mar 2025

22 Apr 2025

20 May 2025

17 Jun 2025

**No Meeting in July**

**Thursday 21 Aug 2025**

16 Sep 2025

21 Oct 2025

**Monday 17 Nov 2025**

\*All other days are Tuesday

**#ACHAC-2025- 3**

Moved By Rebecca Campbell  
Seconded By Nancy Dery

*Be it resolved that:*

*The Arts, Culture, and Heritage Advisory Committee resolves to extend the regular meeting duration from 1.5 hours to 2 hours, effective February 18, 2025 meeting date.*

**CARRIED**

**H. REPORTS, INFORMATION ITEMS, AND CORRESPONDENCE**

1. Fragile Inheritance Resolution

Discussion regarding the Fragile Inheritance resolution. John Barclay noted that he suggested Kemptville Campus space for this Heritage Collection.

**#ACHAC-2025- 4**

Moved By John Barclay  
Seconded By Rose David

*WHEREAS, There is an identified need for increased public space(s) to house, engage in, and support arts, culture, and heritage activities for the municipality of North Grenville's residents and visitors.*

*And recognizing recommendations #23 and #24 from the Parks, Recreation, and Culture master plan1:*

*"#23. Undertake a strategic visioning exercise to identify arts and cultural space needs and determine potential strategies to address demonstrated needs over time.*

*#24. Consider opportunities for repurposing surplus municipal buildings for arts and cultural uses prior to disposal. Revitalized heritage facilities may be repurposed for uses such as museums, art galleries, exhibition spaces, and/or creative studios."*

*And in response to the February 2021 recommendation from the former North Grenville Heritage advisory committee2:*

*“That Council acknowledge the data and specimens accumulated by Dr Fred Schueler and Aleta Karstad as an important element of North Grenville's heritage, and take appropriate, prudent, and affordable action to assist them in finding homes for their specimens, and in making use of their data and specimens for research and public education”*

*BE IT RESOLVED THAT, The ACH advisory committee advises Council to request staff to identify any unused or underused municipal spaces that could be repurposed for immediate use by Fragile Inheritance3 as they work to secure their collection of irreplaceable natural specimens primarily collected from the North Grenville region.*

*[1] Municipality of North Grenville Parks, Recreation & Culture Master Plan 2020, page 65 retrieved from <https://www.northgrenville.ca/component/edocman/parks-recreation-and-culture-master-plan/viewdocument/364>*

*[2] February 4, 2021 Minutes HAC-2021-03 Moved by: Neil Whyte  
Seconded by: Kenneth Mews*

*[3] <https://www.fragileinheritance.ca/>*

**CARRIED**

2. Arts Culture Development Fund Review

Nancy Dery noted that there he noted changes to the ACDF application and JotForm will need to be presented to Mark Guy the Director of Parks and Recreation. Request that he is invited to the next meeting.

3. Public Art Policy

Discussion regarding the Public Art Policy, concerns about the wording of the resolution, there was a recommendation to add residential and commercial to the 1% tax revenue wording.

**#ACHAC-2025- 5**

Moved By Nancy Dery  
Seconded By Rebecca Campbell

*WHEREAS, the development of a Public Art Policy is essential to supporting a vibrant cultural environment in North Grenville.*

*WHEREAS, the proposed Public Art policy outlines a framework for creating, installing, and maintaining public art in the community;*

*NOW BE IT RESOLVED The ACHAC request that Council accept the Public Art Policy Version #3 2025, created by the Arts Culture and Heritage Advisory Committee.*

**CARRIED**

**#ACHAC-2025- 6**

Moved By Nancy Dery  
Seconded By Rose David

*BE IT RESOLVED THAT, The ACHAC advises Council to adopt the North Grenville Public Art Policy dated January 2025.*

*BE IT RESOLVED THAT, The ACHAC advises Council to establish an ongoing line item in the Municipality's annual budget, being up to 1% of residential and commercial tax generated revenues, to be used for commissioning, fabrication and installation of new art pieces and projects (subject to the approval of Municipality Council during the annual budget cycle).*

**CARRIED**

4. Heritage Plaques

Tom Graham presented his Canoe Sculpture Art presentation in North Grenville. Rekmans Auto has volunteered to make this sculpture for the waterfront. The proposed material is metal, painted or non-painted.

Some members are concerned about who is going to be maintaining this sculpture. Rose David asked if there was an environmental impact study completed. The Indigenous Advisory Circle was consulted and Hillary Geneau, Direction of Corporate Services has been included in conversations.

Tom Graham is working on a Heritage Plaques Policy for the purpose of maintenance, development of additional plaques, and he is in discussion with Carolyn Lundy from the Communications Department. He will work on a draft and present it at a future meeting.

**#ACHAC-2025- 7**

Moved By Kevin Willey  
Seconded By John Barclay

*Be it resolved that:*

*The Arts Culture Heritage Advisory Committee enthusiastically supports the North Grenville Friends of Indigenous Trails Groups Canoe Sculpture project.*

**CARRIED**

5. Workplan Changes/Updates

Moved to the next meeting.

6. Arts Council Update

Rebecca Campbell went over the changes and focuses that were discussed at the working group meeting. She suggested there will need to be a request for funding from Council each year in order to be successful. There will be additional information presented at a future meeting.

**I. OTHER BUSINESS**

1. Items for Next Meeting

- Art Council Update
- Workplan Changes/Update
- Gary Courville, Heritage Property Designation

**J. PUBLIC QUESTIONS**

None.

**K. ADJOURN**

**#ACHAC-2025- 8**

Moved By Kevin Willey  
Seconded By John Barclay

*Be it resolved that:*

*This meeting of Arts, Culture, and Heritage adjourn at 6:30p.m.*

**CARRIED**



## Arts & Culture Development Fund 2024

### Remarks & Recommendations

The information below is a summary of several aspects of the Arts & Culture Development Fund (ACDF). Various aspects were reviewed by category and recommendations have been identified to improve the process for applicants; attract more applicants and provide clearer communications, pre and post the grant award process.

#### Timing

- ◆ In 2024 the application process was launched on May 9<sup>th</sup>, and closed on May 31<sup>st</sup>. This allowed applicants just over three weeks to submit an application. (How much advance publicity was there?)
- ◆ Three weeks is a very short ~~turn-around~~turnaround to ~~time~~-apply; it limits applicants to plan their projects.
- ◆ This short ~~turn-around time is insufficient time~~ turnaround time is insufficient and problematic as it may deter applicants from applying.
- ◆ Release of funds in late spring, fails to provide ~~for~~ sufficient time for potential applicants & attract projects that would be executed & released earlier in the year, e.g. April, May.

In 2024 - 3 applications were received

In 2023 - 9 applications were received

#### Recommendation

- ◆ Launch the grant immediately following confirmation of the annual budget approval & allocation of funds is confirmed. (mid-February, early March).
- ◆ Increase the active application process to four weeks.
- ◆ The ACDF adjudication committee should establish a timeline for publicity, ~~communications to attract potential applicants, and communications to attract potential applicants and~~ conduct the phases of application review, scoring, and adjudication.
- ◆ Potential award of grant date should be included in materials, if possible.

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#### Communications

Missing or insufficient required information as requested. This puts them at risk of elimination from the process. In order to ensure applicants, have all the supporting information required and potentially avoid incomplete or missing information, late submissions or being disqualified from the process, the following is recommended.

#### Recommendation

ACDF Review and Recommendations – Nancy Dery October 2024

1

Information on application requirements need to have clear timelines associated with every step, including:

- Submission of applications, with closing date of the process.
- Expected award date for grants.
- Timeline to submit outcomes report post project & consequences of not meeting this requirement.

All published articles/communiqués (North Grenville Times, NG Web Site, etc.) should include the following links.

- ~~Link to NG website, (specifically, within the ACDG site, document links to)~~
- ~~ACDF Overview – amend to include section on failure to meet application requirements.~~
- A&C policy
- Community Strategic plan

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Published articles should clearly stipulate that grant applications need to be:

- Complete - if they fail this requirement there is the - potential for being disqualification
- Impact of not meeting the criteria i.e.: budget, project description, marketing & performance
- To assist in creating awareness and increase the number of applications received, the targeted use of social media platforms, Instagram, FB, etc. could assist in achieving this.

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## DOCUMENTS

• To avoid any discrepancies and ensure all changes and updates are captured, all supporting documents & information need to be accurate and consistent.

### Recommendation:

- ~~All ACDF program documents need to provide a revised date in the footer of the document~~
- ~~Review and update of documents prior and post grant launch. (included in timeline)~~

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### Current document REVISIONS Needed:

#### ACDF Overview document

- Remove the eligibility criteria assessment checklist section – as contained in the ACDF Overview document. This version should not have been posted for the 2024 process.
- Remove the evaluation criteria (in the table), this is redundant info., as it is all stated in the eligibility criteria.

- Remove the table with Revenues & Expenses

### Application

Include:

- They are encouraged to include ~~attachment~~ attachments with additional information as needed.
- Note to applicants: Applications use “Jot-form” software and have limited characters. Each section within the application has a 100-word maximum. Should you wish to include more information, we encourage you to include an attachment, etc.
- Add *new question*: “If you were awarded a portion of your \$ request, how would this impact your project/event?”
- Review and edit the reporting template
- Documents need to emphasize that successful applicants must agree to submit a report 8 weeks after their event.
- Upon receipt of applications received, they should be date stamped, by NG staff.
- Include a checklist for applicants to ~~cross-reference~~ cross-reference to ensure application is complete.

### Outcomes (?) Report Template

- Report template should include Date of Event & Report Received On Date
- Report should focus less on strategic outcomes (already covered in application) and more on actuals achieved.

**Commented [RE1]:** Is this the outcomes report template? I'm getting confused with this Report Template section and the following section titled Reporting

### Evaluation

- Scoring grid/document to be reviewed annually prior to the launch of the application process.

### Arts & Culture Policy

- Dated 2022-02-15 – should be reviewed to ensure no updates are required, etc.

### Evaluation Process

- When information is missing or is incomplete, applicants will be emailed and offered an opportunity to respond back via email.
- A tracking process needs to be in-place and responses recorded, etc.

## **Reporting**

- Upon receipt of reports they should be date stamped
- When successful applicants are awarded a grant, the Outcome Report [template](#) should be included. This will emphasize the importance of reporting back and the need for them to think about how they are going to capture the required elements to report back on.
- Develop a process to follow up with applicant.
- If the grant recipient does not submit a report, what is our process?
- Does this block them from applying in the future?
- What is our policy/stance on projects that do not get executed?
- What is our policy/stance on project funds that are used differently than what was stated in the application?

*Once we have determined answers to the above questions, we will need to amend policy & ACDF grant overview document.*

A final yearly report should be drafted by the ACDF committee to include (but not limited to) :

- Timelines – launch, closing date, adjudication date, results published, project dates
- Results – were all projects executed as stated in the application, who? what? when? etc.

## **Support to applicants**

- In reviewing post event reports, it has become apparent that applicants have difficulty in capturing and reporting back on some of the reporting requirements. This includes:

Metrics - Number of people who attended or participated at the event.

Getting the word out – How to advertise their event

## **Recommendation**

- The advisory committee should develop some guidelines, ideas and concrete suggestions of how applicants can measure and capture metrics of their event.
- Provide applicants with suggestions on how they might advertise, get the word out about their project/installation, etc. [\(suggestion: does the initial application form include a section on target audience, anticipated number of attendees, and a basic marketing plan? If not, it should. If in agreement, then recommend adding this under above section 'Documents...Application'\)](#)



<b>Committee:</b>	<b>Arts, Culture &amp; Heritage Advisory Committee</b>
<b>Subject:</b>	<b>Committee Work Plan 2023-24</b>
<b>Date:</b>	<b>Amalgamated April 23, 2024</b>

**INTRODUCTION:**

On May 21, 2019, By-Law 47-19 was established by the Council of the Corporation of the Municipality of North Grenville to create eight Committees of Council. These committees were created to allow for more focused and timely investigation of a specific matter, to have members of the public add their perspectives for a specific matter and allow additional opportunity for participation and comment on specific subjects.

**PURPOSE:**

To provide an avenue for a two-way exchange to occur between the arts, culture and heritage community and the Municipality of North Grenville.

**GOALS:**

Committee to outline Goals based on objectives noted in the terms of reference for the specific committee.

<b>Goal:</b> <i>Link to committee</i>	<b>Key Action Steps:</b>	<b>Target Date:</b>	<b>Lead Committee Member:</b>	<b>Other Supports:</b>	<b>Completed</b>
<b>1. Update of Heritage Evaluation Manual (HEM)</b>	<ul style="list-style-type: none"> <li>- Evaluate and revise existing document</li> <li>- HAC to review update</li> <li>- Provide revised/ updated HEM to Council (2024)</li> </ul>	June 2024	Inge van Gemeren	Phil – Technical Review	July 2024
<b>2. Heritage Assessment of Kemptville Campus</b>	<ul style="list-style-type: none"> <li>- Provide updated HEM (when ready) to ED Liz Sutherland</li> <li>-</li> </ul>	October 2024	Tom Graham		
<b>3. Evaluation of Heritage Inventory/List</b>	<ul style="list-style-type: none"> <li>- Working group reviewed 30 properties and proposed 13 for inclusion into register</li> <li>- List submitted to HAC (see Dec. minutes)</li> <li>- Further review required once updated HEM is available</li> </ul>	2024	Councillor Wilson / Tom Graham / Kevin Willey	Phil to add to register once approved.  Phil to advise on possible action steps	

	<ul style="list-style-type: none"> <li>- Add properties to NG Historic Properties Register</li> <li>- Decide what to do with remaining properties</li> </ul>			for remaining properties.	
<b>4a. Heritage Tourism - Interpretive Plaques</b>	<ul style="list-style-type: none"> <li>- Evaluate condition of existing plaques</li> <li>- Determine if there is a budget already (2024) for asset management (i.e. replacing faded plaques)</li> <li>- Establish list of future possible plaques</li> <li>- Determine who will manage/lead creation of new plaques</li> <li>- Request budget for future (2025)</li> </ul> <p><b>-Motion to Council July 2024</b></p>	2024	Deputy Mayor Barclay (evaluation), Kevin Willey / Tom Graham	<p>Staff to inquire about staff time / ability / budget</p> <p>Staff to find original artwork for plaques</p>	
<b>4b – Walking tour brochures/ suggestions for improved Heritage Interpretation</b>	<ul style="list-style-type: none"> <li>- Group made motion to recommend that Heather Currie assist with coordination of Heritage Walking Tour Program.</li> </ul> <p>Forward below 4 items to Tourism Coordinator for consideration within the Tourism program.</p> <ul style="list-style-type: none"> <li>- QR codes on all products</li> <li>- Place tour sites as pins on a Google map.</li> <li>- Include Heritage Plaques on a Google map.</li> <li>- Include cemeteries on map as well.</li> </ul> <p><b>- Tom has update from Heather Currie, he will forward to members</b></p>	2023/2024	<p>Deputy Mayor Barclay (evaluation), Kevin Willey / Tom Graham</p> <p>Director of Parks, Recreation and Culture</p>		
<b>5. Dr. Fred's Work</b>	<ul style="list-style-type: none"> <li>- Natural heritage/history</li> <li>- Invertebrate collection</li> <li>- accessibility?</li> <li>- storage (physical / digital)</li> </ul>	October 2024	Kevin Willey		<b>October 2024</b>

	<ul style="list-style-type: none"> <li>- Invite Dr. Scheuler to speak to the committee</li> <li>- Connections to physical space?</li> <li>- Link to Rachel Everett-Fry – AARAC, EAC</li> <li>-A list of action items will be put together.</li> </ul>				
<b>* Civic Awards Night</b>	<ul style="list-style-type: none"> <li>- integrate Arts, Culture and Heritage with civic awards</li> <li>- Ensure that civic awards night nomination calls come to ACHAC.</li> <li>- <b>Nomination of Bob Beshara, email from Committee Clerk sent to Kyna Boyce on July 29</b></li> </ul>	2025	Director of Parks, Recreation and Culture		
<b>* Participate in Official Plan update</b>	<ul style="list-style-type: none"> <li>- OK</li> <li>-</li> <li>-</li> <li>-</li> </ul>	2024			
<b>* Designating McLean Cairn</b>	<ul style="list-style-type: none"> <li>- Staff to implement</li> <li>- slated to be installed at the new Heron's Nest Park within the Tempo Development.</li> <li>-</li> </ul>	2025		Staff to advise HAC when complete	
<b>6. Arts Development Fund Post-Mortem</b>	<ul style="list-style-type: none"> <li>-Review, adjust rules and regulations</li> <li>-<b>Mark Guy to send letter to recipient</b></li> <li>-</li> </ul>	Oct 2024	Nancy Dery	Nancy Dery	
<b>7. Public Art Policy</b>	<ul style="list-style-type: none"> <li>- Identify municipal stakeholders</li> <li>- Identify community stakeholders</li> <li>-</li> </ul>	2024-2025	Ardis Lerner Tabitha Valliant Nancy Dery Kevin Willey Debbie Wilson	Staff? BIA Chamber Annie Hillis	
<b>8. Adaptive Re-use of Township Hall in Oxford Mills</b>	<ul style="list-style-type: none"> <li>- Arts space</li> <li>- needs assessment survey results</li> <li>-</li> </ul>	Nov. 2024	Director of Parks, Recreation and Culture	3 <sup>rd</sup> Party Consultant	



<b>9. Analysis of Survey and Consultation Data</b>	- Statement of Work	June 2024	Kevin Willey Ardis Lerner Tabitha Valliant		July 2024
<b>10. Arts Council</b>	Set up a new Arts Council for North Grenville	2025	Tabitha Valliant, Rebecca Campbell, Rose David and Ardis Lerner		

**EXPECTED OUTCOMES:**

Committee to outline expected outcomes based on goals and objectives determined for the remainder of the term.

**ANTICIPATED ECONOMIC IMPACT:**

Committee to outline anticipated economic impact.

**COMMUNICATIONS PLAN:**

Committee to note the plan to communicate

**APPLICABLE LEGISLATION:**

How does this apply to provincial and federal mandates?

**RELATION TO THE COUNCIL WORK PLAN:**

How does this relate the North Grenville Council Work Plan and Strategic Plan?