



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

**Tuesday, April 22, 2025, 5:00 p.m. - 7:00 p.m.
Held in Meeting Room 1, 285 County Road 44**

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 - March 18, 2025

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F. DELEGATIONS

G. DECISION ITEMS

H. REPORTS, INFORMATION ITEMS, AND CORRESPONDENCE

1. Tourism and Walking Tours
Matt Gilmer, Manager of Tourism
2. Heritage Plaques Update 5
Tom Graham
3. Arts Council Update
Ardis Lerner, Rebecca Campbell, Rose David
4. Arts and Culture Development Fund Adjudication Committee
5. Workplan Review 8

I. OTHER BUSINESS

1. Items for Next Meeting
 1. Heritage Property Inventory
Phil Mosher, Deputy Director of Planning
Deb Wilson, Tom Graham and Kevin Wiley

J. PUBLIC QUESTIONS

K. ADJOURN



MUNICIPALITY OF NORTH GRENVILLE
ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE MINUTES

March 18, 2025, 5:00 p.m.
Held in Meeting Room 1, 285 County Road 44

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

MEMBERS ABSENT Co-Chair Deputy Mayor John Barclay
Mayor Nancy Peckford

STAFF PRESENT Senterre McKenna, Committee Clerk

OTHERS PRESENT Bev Mulligan

A. OPEN MEETING

The meeting was opened by John Barclay at 5:03 p.m.

B. LAND ACKNOWLEDGEMENT

The land acknowledgment was read by John Barclay.

C. APPROVAL OF THE AGENDA

Other items added to Other Business

#ACHAC-2025-12

Moved By Rebecca Campbell
Seconded By Kevin Willey

Be it resolved that:

The Arts, Culture, and Heritage Meeting agenda for March 18, 2025 be approved as amended.

CARRIED

D. DISCLOSURE OF INTEREST

None.

E. MINUTES OF PREVIOUS MEETINGS

#ACHAC-2025-13

Moved By Ardis Lerner

Seconded By Rose David

Be it resolved that:

The following meeting minutes be approved as presented.

1. February 18, 2025

CARRIED

1. Committee Meeting Minutes - February 18, 2025

F. DELEGATIONS

1. Poppy Project - Public Art Proposal

Bev Mulligan proposed a large poppy installation under the 416 overpass, a project she previously discussed with the former Mayor and other officials. COVID-19 delayed progress, and she now seeks approval to proceed.

The Members discussed the possibility of installing poppies at other overpasses, with Kevin Willey suggesting metal for low maintenance. Rebecca Campbell noted the need for permits and coordination.

Tom Graham requested additional details on the installation's size, materials, and potential impact on snow removal.

G. DECISION ITEMS

None.

H. REPORTS, INFORMATION ITEMS, AND CORRESPONDENCE

1. Arts Council Update

The working group has not had the opportunity to meet since their last session but plans to gather soon and will provide a report and update for the April meeting.

Rebecca Campbell shared that during her recent trip to England, she observed similarities with their Arts Culture. She also mentioned that Hydro One now offers a new grant, which must be directed to a Arts project. She will look into this further and bring it the a future meeting, if is has a benefit to the community.

2. North Grenville Heritage property Inventory

Tom Graham noted that he doesn't have the inventory list prepared. He would like to have this prepared for the next meeting. He will reach out to Phil Mosher, Deputy Clerk of Planning to ensure its accuracy.

Tom Graham met with Annie Hillis at the Kemptville Campus regarding heritage properties on campus grounds. She noted that they will try to compile a list of their buildings that are of Heritage designation, she will get that list back to him in the future.

3. Heritage Property Designation

Moved to a future meeting.

I. OTHER BUSINESS

1. Items for Next Meeting

1. Arts Council Update
2. Heritage Property Designation

Phil Mosher, Deputy Director of Planning, confirmed that Gary Courville will reach out once he is ready to present to the ACHAC Members. This item will not be added the April meeting.

3. Tourism and Walking Tours Discussion

Request from Members to invite Matt Gilmer to the April meeting regarding, walking tour, QR codes, and local maps in North Grenville.

4. Heritage Property Inventory MAY MEETING

Phil Mosher will be invited to the May meeting to discuss Heritage Property Inventory, and Heritage Property Evaluation Manual

2. Arts and Culture Development Fund Update

Nancy Dery noted that she reached out to Mark Guy, Director of Parks and Recreation, and he stated that the would follow up with Laura Valcour and Communications Department regarding the changes. She would like a follow up with Mark Guy for an update.

Committee Clerk will send a follow up email to Mary Guy to confirm if the recommendations have been received and when to expect the media release.

3. Workplan Review

Workplan reviewed and update, changes made in green. Link to workplan will be in the completed minutes.

J. PUBLIC QUESTIONS

K. ADJOURN

#ACHAC-2025-14

Moved By Kevin Willey
Seconded By Ardis Lerner

Be it resolved that:

This meeting adjourned at 6:48 p.m.

CARRIED

Date: April 15, 2025

Memo to: Arts Culture & Heritage Advisory Committee

Topic: Heritage Interpretive Plaque Update

From: Tom Graham

An assessment and inventory of North Grenville's many types of heritage plaques and interpretive panels is underway. A spreadsheet is being populated with details such as type, photo of the plaque, condition, location (description and map coordinates), artwork on hand, etc. (Tom Graham and John Barclay).

Work plan for Heritage Interpretive Panels (Updated from July 15, 2024)

1. Complete inventory of interpretive signs and plaques (underway)
 - a) Evaluate condition of existing plaques (underway)
 - b) Take accurate photos of each and plot on map (underway)
 - c) Staff to obtain original digital file or recreate (underway)
 - d) Share content (text, photos, locations) with ExploreNorthGrenville.ca
2. Determine who will manage/lead creation of new plaques
 - a) Interpretive Plaque and Signage Policy (separate from but related to Public Art Policy) being drafted (Tom Graham; in progress)
 - b) Can be staff or committee members as need arises; To be determined
 - c) Responsibilities to be outlined in policy
 - d) Liaise with community groups as appropriate, etc. Such as:
 - a. AC&H Advisory Committee
 - b. NG Tourism Department: ExploreNorthGrenville.ca
 - c. NG Planning Department (and Parks & Rec as required)
 - d. Downtown BIA – "Every building tells a story" plaques (2016)
 - e. North Grenville Historical Society
 - f. Community groups (Hamlets, Indigenous)
 - g. Friends of Anishanabeg Trails – yes
 - h. Others TBD
 - e) Establish list of future possible plaques, interpretive signage – Indigenous, Kemptville Campus, others?
3. Confirm \$10K budget for creation and maintenance of heritage interpretive panels and plaques.
 - a) Council has approved the \$10,000 budget this committee requested (yay!). Deputy Director Phil Mosher confirm via email (March 19) that this budget falls under the Planning Department (rather than Park & Rec).
 - b) Ensure ongoing monitoring and maintenance; policy/procedures to be integrated with NG asset management policies
 - c) Create annual budget for creation and maintenance of plaques and panels. Ensure that \$10K annually is part of the PRC or Planning operations budget 2026.

IMMEDIATE ACTION

1. Confirm the existing panels most in need of refreshing (new overlay).
 - a. Hurd Street Bridge
 - b. Oxford Mills
 - c. Prescott Street Bridge (TBC)
2. Draft changes required
 - a. New QR code, website, logos, text
 - b. Artwork updated by NG Art Dept
3. Order new overlays from supplier
 - a. See quote from existing supplier Fantasy (attached)
 - b. Aim to have them redone this summer
4. Commence design/creation of new panel for Indigenous Canoe Sculpture
 - a. See quote from existing supplier Fantasy (attached)
 - b. Confirm outline and details with Indigenous Advisory Circle
 - c. Must be completed and installed by mid-September.

MOTION (DRAFT):

That the Arts, Culture & Heritage Advisory Committee receive the Heritage Interpretive Panel Update and request Council to direct staff to proceed with contracting Fantasy to replace three existing panels under the guidance of the ACHAC. Funds for this work to be drawn from the 2025 budget allocation to Heritage from the Planning Department.

Photos of panels to be repaired:

Hurd Street Bridge



Oxford Mills Bridge



Prescott Street Bridge



See next page for details of supplier quote.

Fontasy

sign & display inc.

Estimate # 9049

Date : 4/11/2025

Terms : 50% Deposit

Job # : 24-048

PO # :

Estimate prepared for:

Municipality of North Grenville
Attn: Heritage Advisory Committee
285 County Road 44, Box 130
Kemptville, ON K0G 1J0

CONTACT : c/o Tom Graham

PHONE : 613.258.9569 x118

E-MAIL : tdgraham@tdgraham.com

Item	Qty	Product	Description	Price ea.	CDN \$ Total
A	1	F40 Pedestal	: North Grenville Arts, Culture & Heritage Advisory Committee signs		
		Size	: Complete Classic 45° angled sign face Pedestal - 10 year warranty included	3,170.00	3,170.00
			: 36"W x 24"H		0.00
		Material	: Aluminium structure with SunGlaze enamel top coat.		0.00
		F40 Frame	: F40 (1.75") Flush mount with radius edge		0.00
		Colour	: Post and Frame paint colour to be determined by client.		0.00
		Mounting	: (1) 3.25" x 3.25" x 42" P80 Post & (1) 36" GroundKey or Base Plate - sign to be installed by Municipality.		0.00
		Artwork - Print Ready	: Client is responsible for submitting high resolution PDF Print Ready Artwork at the correct size and with the required bleeds. Design charges will apply if any changes need to be made after the artwork is submitted.		0.00
B	3	SunGlaze Panel	: New overlay panels for existing signs	645.00	1,935.00
		Size	: 24" x 24"		0.00
		Artwork - Print Ready	: Client is responsible for submitting high resolution PDF Print Ready Artwork at the correct size and with the required bleeds. Design charges will apply if any changes need to be made after the artwork is submitted.		0.00
C	3	Installation	: Installation of new panel onto existing sign. Includes all tools, equipment, hardware, and materials required (Item B)	175.00	525.00
D	1	Administration	: This includes Insurance, H&S & WSIB documentation.	85.00	85.00
E	1	Delivery to Site	: For travel time of installation crew, truck & trailer. To North Grenville, ON.	834.00	834.00
F	1	Sign Locations	: Client to provide directions to existing signs to Fontasy prior to installation date.	0.00	0.00
Quote is valid for 30 days, unless otherwise stated. Date of Completion is dependant on the quantity and complexity of order. Please allow 3 - 6 weeks from approval of artwork for delivery. If a deposit is required, the order will not be processed until the deposit is received.				Subtotal	\$6,549.00
ACCEPTANCE OF ESTIMATE				HST	\$851.37
The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.				CDN\$ Total	\$7,400.37

Signature: _____

PO# : _____

Print Name: _____

Date: _____

SunGlaze™
ENAMEL

9 Bolton Drive, Uxbridge, ON L9P 1A4
Toll free: 800.263.9468
Email: sales@fontasy.ca

Committee:	Arts, Culture & Heritage Advisory Committee
Subject:	Committee Work Plan 2023-25
Date:	Amalgamated April 23, 2024
Last Updated:	March 18th, 2025

Changes noted in Green

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.

Goal: <i>Link to committee</i>	Key Action Steps:	Target Date:	Lead Committee Member:	Other Supports:	Status
1. Update of Heritage Evaluation Manual (HEM)	<ul style="list-style-type: none"> - Evaluate and revise existing document - HAC to review update - Provide revised/ updated HEM to Council (2024) 	June 2024	Inge van Gemeren	Phil – Technical Review	Completed- December 2024
2. Heritage Assessment of Kemptville Campus	<ul style="list-style-type: none"> - Provide updated HEM (when ready) to ED Liz Sutherland - Send Annie Hillis Evaluation manual, completed. 	October 2024	Tom Graham	Annie Hillis-Kemptville Campus	Document shared March 2025.
3. Evaluation of Heritage Inventory/List	<ul style="list-style-type: none"> - Working group reviewed 30 properties and proposed 13 for inclusion into register 	2025	Councillor Wilson / Tom Graham / Kevin Willey	Phil to add to register once approved.	Working group will review the 13 properties

	<ul style="list-style-type: none"> - List submitted to HAC (see Dec. minutes) - Further review required once updated HEM is available - Add properties to NG Historic Properties Register - Decide what to do with remaining properties 			Phil to advise on possible action steps for remaining properties.	and bring information to May meeting.
4a. Heritage Tourism - Interpretive Plaques	<ul style="list-style-type: none"> - Evaluate condition of existing plaques/ Kiosk - Determine if there is a budget already (2024) for asset management (i.e. replacing faded plaques) - Establish list of future possible plaques - Determine who will manage/lead creation of new plaques - Request budget for future (2025) - Motion to Council July 2024 - McLean Cairn Plaque QR code on plaque, link to the story page. - Draft Heritage Plaque policy to be presented by Tom Graham at a future meeting. 	2025	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>	<p>Mark Guy will reach out to Phil Mosher and confirm the \$10K is in the budget for 2025.</p> <p>John Barclay will review kiosk for Ryan's Well in Colonnade Drive Mall. And Kiosk in MNG parking lot.</p>
4b – Walking tour brochures/ suggestions for improved Heritage Interpretation	<ul style="list-style-type: none"> - Group made motion to recommend that Heather Currie assist with coordination of Heritage Walking Tour Program. <p>Forward below 4 items to Tourism Coordinator for consideration within the Tourism program.</p> <ul style="list-style-type: none"> - QR codes on all products - Place tour sites as pins on a Google map. - Include Heritage Plaques on a Google map. 	2025	<p>Deputy Mayor Barclay (evaluation), Kevin Willey / Tom Graham</p> <p>Director of Parks, Recreation and Culture</p>		Invite Matt Gilmer to April meeting.

	<ul style="list-style-type: none"> - Include cemeteries on map as well. - Tom has update from Heather Currie, he will forward to members 				
5. Dr. Fred's Work	<ul style="list-style-type: none"> - Natural heritage/history - Invertebrate collection - accessibility? - storage (physical / digital) - Invite Dr. Scheuler to speak to the committee - Connections to physical space? - Link to Rachel Everett-Fry – AARAC, EAC -A list of action items will be put together. 	October 2024	Kevin Willey		Resolution sent to SMT on Jan 30, 2025. SMT is reviewing the information. Mark Guy to bring additional information to SMT April meeting.
6. Civic Awards Night	<ul style="list-style-type: none"> - Integrate Arts, Culture and Heritage with civic awards - Ensure that civic awards night nomination calls come to ACHAC. - Nomination of Bob Beshara, email from Committee Clerk sent to Tammy Hurlbert on July 29th. Email sent to Chairs on Feb 20th with nomination link. 	2025	Director of Parks, Recreation and Culture		
7. Official Plan update	-RFP going out in March for consultant information, Fall 2025	2025			Completed
8. Designating McLean Cairn	<ul style="list-style-type: none"> - Staff to implement - slated to be installed at the new Heron's Nest Park within the Tempo Development. -The owner has hired a consultant to restore and manage disassembly to 	2025		Staff to advise HAC when complete	Amy Martin to give an update at a future meeting.

	be reinstalled at Herons Nest Park. Will be restored before moving to new location. (QR code on plaque, link to story page) - Quarry rail line plaque to be considered in future				
9. Arts Development Fund Post-Mortem	-Review, adjust rules and regulations -Mark Guy to send letter to recipient -Laura Valcour and Comms for update to application	Oct 2024	Nancy Dery	Nancy Dery	Committee Clerk, sent email to Mark Guy March 18,25
8. Public Art Policy	- Identify municipal stakeholders - Identify community stakeholders -Sent to SMT January 30, 2025	2024-2025	Ardis Lerner Tabitha Valliant Nancy Dery Kevin Willey Debbie Wilson	Staff? BIA Chamber Annie Hillis	Completed and Clerk's Office to send significant resolution to SMT to accept.
9. Adaptive Re-use of Township Hall in Oxford Mills	- Arts space - needs assessment survey results - Seeking funding for a second feasibility study - Application to the GreenFund	Nov. 2025	Director of Parks, Recreation and Culture	3 rd Party Consultant	Green Fund has funds for feasibility study.
9. Analysis of Arts Survey and Community Consultation Data	- Statement of Work/ report completed.	June 2024	Kevin Willey Ardis Lerner Tabitha Valliant		Completed- July 2024
10. Arts Council	Set up a new Arts Council for North Grenville -Funding request to council by Fall 2025 for 2026 budget.	2025	Tabitha Valliant, Rebecca Campbell, Rose David, Deb Wilson and Ardis Lerner		Ongoing

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?