



CORPORATION OF THE  
MUNICIPALITY OF NORTH GRENVILLE

ARTS, CULTURE, AND HERITAGE ADVISORY COMMITTEE AGENDA

4

Tuesday, April 30, 2024, 5:00 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. REVIEW AND APPROVAL OF THE AGENDA

D. DISCLOSURE OF INTEREST

E. MINUTES OF PREVIOUS MEETINGS

1. Committee Meeting Minutes - March 26, 2024

1

F. DELEGATIONS

G. DECISION ITEMS

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

1. Arts and Culture Survey Report - Member Inge VanGemeran
2. Former Oxford Mills Town Hall Public Consultation RFP Scope of work - Director Mark Guy

## **I. OTHER BUSINESS**

6

1. Discussions on Procuring Heritage Plaque Funding and Creating a Heritage Fund Policy
2. Committee Workplan Review - Amalgamation
3. 2024 Arts and Culture Development Fund Amount andDeadline Date for Submissions
4. 2023 Arts Culture Development Fund Reports Discussion
5. Announcements
6. Items for Next Meeting

## **J. PUBLIC QUESTIONS**

## **K. ADJOURN**



Corporation of The Municipality of North Grenville

Arts, Culture and Heritage Advisory Committee Meeting No. 03

Draft Minutes

**Meeting Date and Time**

Tuesday, March 26, 2024, at 5:00 p.m.

**Present**

Deputy Mayor/Co-Chair John Barclay – via Zoom  
Councillor Debbie Wilson  
Co-Chair Ardis Lerner  
Member Lisa McKinley – via Zoom  
Member Tabitha Valliant  
Member Nancy Dery  
Member Kevin Willey – via Zoom  
Member Tom Graham

**Absent**

Member Inge VanGemeran

**Staff Present**

Laura Valcour, Event Coordinator

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**A. Open Meeting**

Co-Chair Ardis Lerner opened the meeting at 5:02 p.m.

**B. Land Acknowledgement**

Co-Chair Ardis Lerner read the Land Acknowledgement.

**C. Review and Approval of the Agenda**

ACHAC-2024-08

Moved By Tabitha Valliant

Seconded By Tom Graham

That the March 26, 2024, agenda be approved with the following change of deferring the arts and culture survey report to the next meeting.

CARRIED.

**D. Disclosure of Interest**

None.

**E. Minutes of Previous Meetings**

ACHAC-2024-09

That the February 27, 2024, Arts, Culture and Heritage Advisory Committee meeting minutes, be approved as presented with the building name correction to “Bishop’s Mills Community Hall” rather than the “Bishop Mills Town Hall”.

Moved by John Barclay  
Seconded by Tabitha Valliant

CARRIED.

**F. Delegations**

None.

**G. Decision Items**

None.

**H. Reports, Information Items and Correspondence**

**H.1. Review of the Arts and Culture Development Fund and Application.**

The Committee had a discussion surrounding the best method of getting the Arts and Culture Development Fund application updated and ready for the 2024 launch. Member Nancy Dery suggested using the Community Grants application as an overlay for updating the Arts and Culture Development Fund application. Other discussion topics that arose were whether to include the “heritage” aspect into the messaging of the Arts and Culture Development Fund, developing a fund that speaks specifically to heritage as the previous Heritage Advisory Committee had discussed where they could obtain funds for heritage plaques, consideration for creating a scaled down version of the Arts and Culture Development Fund application for smaller asks, and tracking down the latest version of the Arts and Culture Development Fund Program document. The committee decided to leave the Arts and Culture Development Fund as is and add seeking funding for heritage items to the next agenda. The committee decided to keep one version of the Arts and Culture Development Fund application for all asks. A small working group consisting of Member Nancy Dery, Member and Co-Chair Ardis Lerner and Member Tabitha Valliant will work on updating the Arts and Culture Development Fund application.

ACTION ITEM: Committee Liaison Laura Valcour will send the latest version of the Arts and Culture Development Fund to the members of the small working group.

Co-Chair and Deputy Mayor John Barclay recommends allowing Member Nancy Dery, Co-Chair Ardis Lerner, and Member Tabitha Valliant to amend and finalize the Arts and Culture Development Fund application to align with the evaluation criteria and the Community Grants application by April 9, 2024.

ACHAC-2024-10

That the Arts and Culture Development Fund application be amended and finalized by April 9, 2024, by the small working group.

Moved By Nancy Dery  
Seconded By Tabitha Valliant

CARRIED.

## **H.2. Review of the Heritage Reserve Policy**

Co-Chair and Deputy Mayor John Barclay gave a brief overview of the reasoning behind developing the Heritage Reserve Policy . It was created due to the realization that when the Municipality was applying for upper-level funding projects, they would need to have a reserve fund to show their commitment. Thus, the idea of creating a policy and amassing a \$300,000 reserve to use exclusively on improving and maintaining heritage buildings was approved by Council. Most of the discussion points were inquiries as to how much money has been transferred to the fund to date, is the policy in place and being implemented, could the Committee draw from this fund for a public fund or other projects, can the Committee make recommendations as to where these reserves could go, and where the Committee could find or apply for funding.

ACTION ITEM: Deputy Mayor and Co-Chair John Barclay will discuss with finance to seek answers to the inquiries for discussion at the next meeting.

## **H.3. Arts and Culture Survey Report – Member Inge VanGemeran**

Deferred until next month's meeting as Member Inge VanGemeran was unable to attend.

# **I. I.1. Committee Workplan Amalgamation**

The Committee discussed amalgamating the two former committee workplans in such a way that both workplans remain the same but are amalgamated onto one document realizing that as the Committee develops, there will be a natural meshing and merging of the two workplans. Motion to amalgamate former committee workplans onto one document.

ACHAC-2024-11

Motion to amalgamate the former committees workplans onto one document.

Moved By Tabitha Valliant

Seconded By John Barclay

CARRIED.

ACTION ITEM: Member Tom Graham will send Staff Liaison Laura Valcour the existing Heritage Committee Workplan. Staff Liaison Laura Valcour will merge the two workplans onto one document in preparation for the next meeting.

Further discussion ensued regarding updating the amalgamated workplan moving forward. The Committee would like to add the amalgamated workplan to the agenda as a standing item to be reviewed monthly with a version date added each time it is updated. Each member who is the lead on a specific task will be responsible for filling out the task and outlining how it aligns with the strategic plan.

ACHAC-2024-12

The Committee moves to add the amalgamated workplan onto the committee agenda as a standing item to be reviewed monthly and updated accordingly as outlined above with an added version date each time it is amended.

Moved by Ardis Lerner

Seconded by John Barclay

CARRIED.

## **I .2. Announcements**

Member Tom Graham discussed the formation of a small group who is in the early stages of determining archeological sites in North Grenville. This group is modeling similar Ottawa groups and looking at North Grenville's cultural heritage from an indigenous perspective. This group will collaborate with the Indigenous Advisory Circle in working towards acknowledging and honouring Indigenous Trails here in North Grenville. Member Tom Graham suggested perhaps inviting this group as a delegation.

Deputy Mayor and Co-Chair John Barclay announced that he and CAO Karen Dunlop would be meeting with a third party regarding hosting a public consultation for feedback on repurposing the Old Town Hall. Gathering this information would help to create a compelling application for upper-level funding. A tour will be scheduled soon to view the Old Town with invites going out to the Arts, Culture and Heritage Advisory

Committee, the North Grenville Arts Guild, and the North Grenville Historical Society.

**I .3. Agenda Items for Next Meeting**

The following items will be added to next month's agenda along with the standing agenda items.

1. Discussion on possibly creating a Heritage Fund policy and procuring funds for Heritage Plaques.
2. Arts and Culture Survey Report – Member Inge VanGemeran

**J. Public Questions**

None.

**K. Adjournment**

ACHAC-2024-13

Moved by Tabitha Valliant

Seconded by Nancy Dery

That the meeting be adjourned at 6:27 p.m.

CARRIED.

<b>Committee:</b>	<b>Heritage Advisory Committee</b>
<b>Subject:</b>	<b>Committee Work Plan 2023-24</b>
<b>Date:</b>	<b>December 12, 2023 (Updated from November 7, 2023)</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>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>	Jan 2024	Inge van Gemeren	Phil – Technical Review
<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>	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> <li>- Add properties to NG Historic Properties Register</li> </ul>	2024	Councillor Wilson / Tom Graham / Kevin Willey	<p>Phil to add to register once approved.</p> <p>Phil to advise on possible action steps for remaining properties.</p>



	<ul style="list-style-type: none"> <li>- Decide what to do with remaining properties</li> </ul>			
<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>	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 be formally in charge of Walking Tours</li> <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>	2023/2024	Deputy Mayor Barclay (evaluation), Kevin Willey / Tom Graham	
<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> <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> </ul>	Oct 2023	Kevin Willey / John Barclay	
<b>* Heritage Awards Night</b>	<ul style="list-style-type: none"> <li>- Inquire about integrating with civic awards</li> <li>- Ensure that civic awards night nomination calls come to HAC</li> </ul>			
<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>	- Staff to implement - -	Evolvi ng		Staff to advise HAC when complete
<b>6. Arts Development Fund Post-Mortem</b>	-Review, adjust rules and regulations - -	Oct 2023	Ardis Lerner	Nancy Dery
<b>7. Public Art Policy</b>	- Identify municipal stakeholders - Identify community stakeholders -	2024	?	Staff? BIA Chamber
<b>8. Adaptive Re-use of Township Hall in Oxford Mills</b>	- Arts space - needs assessment survey results -	2024	John Barclay	Staff?
<b>9. Analysis of Survey and Consultation Data</b>	- Statement of Work - -	2024	Nancy Dery Ardis Lerner Tabitha Valliant	

**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?