



MUNICIPAL HERITAGE COMMITTEE MINUTES

Tuesday April 8, 2025 – 4:30 p.m.
Council Chambers – 77 Beckwith Street North, Smiths Falls

ATTENDANCE:

Members' Present: Chair, D. Hudson
Councilor D. Quinn
J. Davis
Jonathon Lee
Councilor C. McGuire
K. Vandermeer

Regrets: L. Allen, V. Maitland

Staff Present: Marie Elmsley, Planning Clerk
Guests: None

1. CALL TO ORDER & LAND ACKNOWLEDGMENT

Call to order at 4:35 p.m.

A quorum was present.

2. APPROVAL OF AGENDA

The agenda was approved as presented.

Moved: K. Vandermeer

Second: J. Lee

CARRIED (6-0)

3. ADOPTION OF MINUTES

The minutes for Tuesday, 2025, were approved as presented.

Moved: J. Lee

Second: D. Quin

CARRIED: (6-0)

4. DISCLOSURE OF MONETARY INTERESTS

None.

5. PRIORITY ISSUES

i) Proposed Process for Designation of Properties of Interest

The group discussed the proposed plan, the brochure for property owners, the letter to property owners, and the criteria checklist. All were well received. A “test run” of the criteria checklist will be booked at the Railway Museum first week of May, so that the group can practise using the form. There was a question of whether a consultant will be required in Phase III. The committee will discuss further closer to that time.

MOTION # MHC-25-01

“THAT The Municipal Heritage Committee accepts and adopts the Proposed Process for Property Designation and Print Material including the Property Owner’s Brochure, Letter to Property Owner, and Designation Criteria Checklist as presented”.

Moved by: D. Quinn

Second by: J. Lee

Carried: (6/0)

ACTION: M. Elmsley to book a time first week of May at the Railway Museum for the group to complete the criteria checklist form for designating a property.

ii) Report # MHC 2025-01 – Durable Pedestal Replacement Cost Estimate

M. Elmsley reviewed the report. The group discussed the merits of continuing to use the existing material or go with the more expensive but longer lasting material. The group agreed that it makes more sense to use metal or bronze because it lasts longer, but it is considerably more expensive. Ideas included looking for grants, any pedestals should not be south facing, possible sponsorship opportunities. We should have a budget ask by October or November as that is when Council will start their budget deliberations.

ACTION: M. Elmsley to bring a brief update to Council in June outlining the deteriorating conditions of the pedestals and get direction on how they want us to proceed. Bring forward to the May MHC meeting.

ACTION: M. Elmsley to get formal quotes for pedestal upgrades to bronze or aluminum, or any material that it will last longer. Include all points listed in the report in the RFQ and based on the replacement of one or in bulk. Send out request end of May or into June.

iii) Symposium Sub committee first meeting directly after the MHC meeting today.

iv) Budget

The group reviewed the budget available. C. McGuire reminded the group that budget remaining must be requested to carry over and add to new budget. The Ontario Heritage Conference was discussed and determined that one person or a

few (dividing up the days) could attend. The Confederation Bridge plaque was discussed and how perhaps Public Works could include the cost of the plaque in their project budget as this has been the practise in the past citing the Police Station building as an example. That project is over one million dollars and should be able to incorporate this cost. The committee discussed whether the cost of maintaining these heritage resources lies with this committee and it was generally agreed that it does.

ACTION: M. Elmsley to request that Public Works assume the cost of the plaque in their project budget for the bridge.

- v) Workplan Update
An updated copy of the MHC Workplan was circulated.

6. PROJECT UPDATES

- i) Heritage Excellence Award

The committee discussed how this award has been given out in the past at the symposium, but it is unclear what the criterion for receiving this award is or was.

ACTION: M. Elmsley to research what the past practice has been for this award and report at the next meeting.

7. ROUNDTABLE

There was a general discussion about where our current pedestals and plaques are whether we own them or not. The group discussed vacancies on the committee and recruiting. C. McGuire thanks staff for their efforts as action items for the committee are now moving along with plans in place.

ACTION: M. Elmsley will look for a comprehensive list of all heritage pedestals and plaques in Town.

8. NEXT MEETING

Tuesday, April 8, 2025, at 4:30 p.m.

9. ADJOURNMENT

THAT, the Municipal Heritage Committee adjourn its proceedings at 5:38 p.m. and stand so adjourned until the next duly called Committee meeting.

Motioned by: K. Vandermeer