**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Township of Melancthon Heritage Advisory Committee held an electronic meeting on July 10, 2023 at 6:30 p.m. The following members were present: Chair Ralph Moore, Vice-Chair Tracey Webber, James McLean, Todd McIntosh, Kristine Pedicone, and Douglas Read, also present was Becky Cunnington, Heritage Advisory Committee Secretary and Kaitlin Dinnick, Administration and Finance Assistant. Member Dennis Scace was absent. Chair Moore called the meeting to order at 6:37 p.m.

**Land Acknowledgement**

Chair Moore shared the Land Acknowledgement Statement.

**Additions/Deletions/Approval of Agenda**

**Additions**

Discussion on how to proceed with the Plaque Program.

**Deletions**

None

**Approval of Agenda**

Moved by McLean, Seconded by Webber that the agenda be approved as Amended. Carried.

**Approval of Draft Minutes**

Moved by Pedicone, Seconded by McIntosh that the minutes of the Heritage Advisory Committee Meeting held on May 1st, 2023 be approved as circulated. Carried.

**Business Arising from Minutes**

Reassignment of one room schoolhouse attendee interview from Member Pedicone to Chair Moore.

**Declaration of Pecuniary Interest or Conflict of Interest**

No declaration declared at this time.

**General Business**

**1. Code of Conduct By-law 29-2023**

Chair Moore advised members that there was a new Code of Conduct By-law they were asked to review it, as it pertains to all Council and Board Members of the Township.

**2. Heritage Advisory Committee Terms of Reference - Mandate**

Members were encouraged to read over the Terms of Reference if they had not had an opportunity to previously.

**3. Updated Information on the One Room Schoolhouses**

The listing that Chair Moore had provided the group with the locations of the one room schoolhouses in the Township has been cross referenced with the information in the Township’s system and some corrections have been made to the legal descriptions. Also, a few of the schools on the list have not been verified as more detail is needed to confirm their locations. The updated list is to be sent out to the Board Members to review.

**4. Brainstorming Roundtable**

Vice Chair Webber spoke to the schoolhouses in the Township of Southgate and the signage posted at each location and thought it would be something the group could consider implementing.

Member McIntosh suggested the Committee could ask the Museum if they would consider sharing the final project through their website.

**5. Other/Addition**

**Discussion regarding how to proceed with the plaque program**

Criteria needs to be established as to what documentation is required to be submitted with the application for proof of construction date. Township staff will follow up with MPAC regarding information in their system and reach out to the Town of Shelburne regarding their program and what documentation they require.

**6. Unfinished Business**

**1) Interview Questions for One Room School Houses**

The current list of questions will be circulated to the Members so no duplicate questions are submitted. The deadline to submit questions will be prior to the next meeting in September where the interview question list will be finalized.

**2) Confirm a Plan to Present Information to the Public and Next Steps**

The Committee discussed that they should finalize the Interview Questions and then decide a direction and next steps for the project.

**3) Research Visit to the Museum of Dufferin**

The original date for the research workshop was canceled due to staff illness. The Committee would like to reschedule the workshop for early October. Township staff will reach out to Laura Camilleri for possible dates and will circulate to the Members.

**4) Discussion Surrounding a Bursary for the History Department at CDDHS**

Member McLean had reached out to the school but was unable to connect with someone. He will reach out in September and connect with the Head of the History Department and discuss criteria for a bursary. He will review the criteria for the Bill Hill Scholarship offered by the County of Dufferin and report back to the group.

**5) Feedback from Member McLean on his Contact at CDDHS and any Feedback about Student Involvement in Committee Research**

Member McLean will draft a post for the Township’s Facebook page offering community volunteer hours for students interested in assisting with research. Once the group has completed the workshop at the museum they will define the criteria/responsibilities for the student volunteers. Member McLean will also ask the History Department Head at CDDHS to recommend students for the project.

**Recommendations to Council**

None.

**Public Question Period**

None.

**Confirmation Motion**

Moved by Read, Seconded by McLean that all actions of the Members and Officers of the Heritage Advisory Committee with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

**Adjournment**

7:23 p.m. - Moved by McIntosh, Seconded by Pedicone that we adjourn this Heritage Advisory Committee meeting to meet again on Monday, September 5th, 2023 at 6:30 p.m. or at the call of the Chair. Carried.

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CHAIR SECRETARY