Education & Communication Working Group

Meeting Notes

DESIGNATED PROPERTY PLAQUING POLICY REVIEW

Wednesday, October 2nd, 2024 (6:00 pm)
Virtual Meeting (Microsoft Teams)

Present: Alissa Denham-Robinson (Chair), Lyn Lunsted, Julia Renaud, Stefan Spolnik,

Regrets: Graham Carroll, Sara Sandham, Karen Burke, Robin McKee, Kristen McLaughlin,

Staff Present: Emily Bent, Cultural Heritage Planner
Dawn Cordeiro, Cultural Heritage Planner

1. **Changes to the Agenda**
   N/a

2. **Declarations of Interest**
   N/a

3. **Review of Previous Meeting Notes:**
   a. September 12, 2024 - Approved by general consensus.

4. **Policy & Administration**
   a. <u>Plaquing for Designated Heritage Properties</u>
      i. Brief review of work completed to date and data collected

      ii. Discussed potential components for a Draft Plaquing Policy
         (for example: Policy guidelines and requirements, plaque design and written content, cost, roles & responsibilities, etc.)

      iii. Discussion regarding a process for new designations.

      iv. Discussion regarding potential design components
         a. For example – plaque to contain City logo, name, date of construction.
         b. Some locations are not accessible especially more rural locations; where people aren't walking past and can't see a designation plaque
         c. A plaque with date (like Dundas) is very clear
         d. It may be possible to add more text when needed
         e. There is some inconsistency across the City
         f. Materials – Metal vs Composite (cost, durability, time for production, etc.) It would be good to see an example of alternatives.

g. Update costs for current production. Heritage Planning Staff to review.

v. Next Steps:
   a. Alissa D-R to send link out to all new members to access the Plaquing Policy Documents
   b. Lyn L. volunteered to update the current property chart including Ward numbers and recent designations.

5. **Other Business**
   N/a

6. **Next Meeting(s):**
   a. Plaquing Policy Review - Wednesday November 6, 2024 at 6pm. (MEETING CANCELLED)
   b. HMHC Heritage Awards Review - Wednesday November 6, 2024 at 7pm (MEETING CANCELLED)