



**HERITAGE COMMITTEE MEETING  
OF July 19th @ 6:30 PM**

# Minutes

LOCATION: **Town of Gananoque, 2<sup>nd</sup> Floor - 30 King Street East, Gananoque**

Committee Chair : Rick Ransom  
Linda Dunford, David Ansley, Linda Mainse  
Staff – Pam Staples, Shelley Hirstwood

Absent – Jeff Girling, Marilyn Paxton, Nicole St. Onge

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**HEALTH, SAFETY, & WELLNESS: -**

A) **DECLARATION OF PECUNIARY INTERESTS:** none

B) **MINUTES OF PREVIOUS MEETING :**

**DELEGATIONS/PRESENTATIONS:** Bonnie Dingwall

**TOWN OF GANANOQUE  
Heritage Advisory Committee Presentation**

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- 1) Reviewed the Town's Procedural By-law highlighting on:
  - The by-law applies to Council appointed Committees as well as Council
  - It provides for openness and transparency in the administration or activities of Council and their committees.
  - Chair – the committee nominates their chair and is there to establish the agenda and chair all the committee meetings.
  - Quorum – is 50 + 1% of the appointed members- if there are 7 members the quorum is 4 – not a quorum of those attending the meeting but rather of the appointed members. If there is no quorum no decision can be made.
  - Preparation of the agenda – items are sent to the chair and/or secretary who build the agenda – it is then posted and/or circulated to the members – along with backup material. Traditional what should happen is items for the agenda should go to the Chair and secretary, the secretary would draft the agenda, the chair and secretary would sit down and go over the agenda, once finalized the secretary would post it along with the backup. A deadline to submit items for the agenda should be established – if there are no agenda items the meeting should be cancelled and members advised, by the chair or secretary accordingly. The next meeting would not happen until the next month then.

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- Absenteeism – was reviewed – after 3 successive months without being authorized to do a resolution of the Committee may be passed declaring the seat should to be vacant. The Committee would then request that Council provide another appointee. Before that happens it is hoped that the chair would pay them a visit. If a member is going to be absent they should contact either the Chair or secretary and advise that they are going to be aware and then at the beginning of the meeting the chair should declare that so and so is going to be absent from the meeting for whatever reason.
- Review the Agenda format – at a minimum should include items 1,2,3,5,7,8,9,15,18,21,24 of section 4.1 of the Procedural by-law.
- Posting of Agenda and draft minutes on the Town’s website is required – again this provides openness and transparency for the public to view what the Town is doing.
- Chair – responsibilities of the chair was reviewed – he is the person in charge of leading the meeting – all comments questions or concerns should be address through the chair not to other members of public present, without asking permission to do so.
- Members – should always be respectful of the fact that they are representing Council and the Town as a whole. Speech should be professional and never offensive or insulting. Should not criticise the Queen, Council, or the Town.
- Voting – all members may vote – including the chair.
- Code of Conduct – it is critical that members conduct themselves appropriately as they are representing Council and they are ambassadors of the Town. Encouraged them to review that section of the by-law.
- Reviewed the Committees mandate and minutes of January 19, 2012 – refers to Projects – not sure what projects they would be dealing with. The heritage committee would be mainly application driven – committee members may decide to take on specific projects outside the mandate of the committee – once their individual project is completed they would bring back relevant reports to the committee to approve and to be approved by them. The types of applications that would come from the public would be a request for a historic plaque on a building. Issuing relating to the Town’s coat of arms should be addressed to the CAO or Clerk; most concerns regarding the sculpture park should go to the sculpture park – it was noted that there is a committee that sits on both so if there is an information flow required that member could be helpful.

Mr. Ansley asked about a building in to downtown doing renovations – Ms. Dingwall advised unless it falls under the criteria of a building dedicated under the Act the Committee has no jurisdiction. However, a member may choose to gracefully approach the property owner and make sure they are aware that there is a heritage committee that may be able to assist in ensuring that the exterior is kept to a certain era – Some people are skilled at this type of approach and others are not – it is a very sensitive issue and care will need to be taken.

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A discussion ensued regarding emails – Ms. Dingwall advised that emails sent to 4 or more members regarding the committee business is called a private meeting - Fred Dean provide advised Council, at a training session, that private meetings are not permitted as they do not promote openness and transparency to the public. All meetings should include the members and secretary. All emails received or sent on behalf of the committee are Town documents and open for public scrutiny.

**Susan Push Project** – Rick gave an update on the painting of the Susan push – Suggestion was made to talk to George Prytulak – concerning spray washing the train which could be very harmful.

Next meeting – September 20<sup>st</sup> – Rick will circulate a request for Agenda items and give a deadline as to when those needed to be submitted to staff .