

## **OIL SPRINGS HERITAGE CONSERVATION DISTRICT STEERING COMMITTEE**

Inaugural Meeting Minutes  
April 2, 2008, 1:00 pm  
Oil Museum of Canada

Committee Members Present: Robert Tremain, Gordon Perry, Duncan McTavish, Christine Poland, Dave Posliff, April James, Charles Fisher, Charles Fairbank, Robert Cochrane, Connie Bell, Dawn Marie Gates, Betty Lou Snetselaar, Ruth Kernohan

Regrets: Michael Lawley

Also Present: Tamara Anson-Cartwright, Ministry of Culture (Advisor)  
Mike Marcolongo, Ministry of Agriculture and Food (Advisor)  
Libby Percival, ICOMOS

Dave Posliff was appointed to act as Secretary for this meeting.

Robert asked those present if they felt there were any other representatives were required on this committee. He also noted that the Petrolia Heritage Committee was asked to send a representative and they were not able to attend this meeting, but were expected to participate in future.

The committee felt that no additional members were required.

It was noted that the Ministry representatives would act in an advisory role and not be voting members of the committee.

Robert asked for nominees for Chair of this committee.

*Snetselaar/Perry: That Robert Tremain be nominated for the position of Chair.  
Carried.*

Robert accepted the position of Committee Chair.

Gord Perry accepted the position of Vice-Chair.

Robert suggested that the committee act mainly by consensus and maintain a fairly informal approach. If there are particularly important issues, such as the hiring of a consultant, a vote can be taken. A vote may also be called if there is an issue where there seems to be a notable difference of opinion among the members.

Robert further suggested that each organization only receive one vote. The committee agreed.

Robert asked the committee if they supported the idea of the project being administered and financially monitored by the County of Lambton's Planning and Development Services Department. There were no objections.

Tamara reviewed the history of the project, the role of the Province, and gave an overview of the Minister's Advisory Panel which led to the formation of this Committee.

Tamara discussed the \$100,000 grant from the Province.

The only stipulations are that we are to be working towards the goal of addressing the heritage of the oil district. A Heritage Conservation District Plan is not necessarily the required result.

The Ministry will assist us in defining the overall terms of reference of the committee and project before going to a consultant with a formal Request for Proposals for the District Plan. As part of that process, we should be considering overall resource/staffing needs.

The grant is not tied to time frames – we decide our timing, but must consider Parks Canada/UNESCO timelines in order to achieve world heritage goals.

Dave discussed the Planning and Development budget approval and the department's willingness to contribute in-kind staff resources where possible and appropriate.

Charles Fisher reviewed his role as Revenue Development Officer for the County and his earlier discussions with other funding partners such as RED and Trillium.

Duncan suggested that as a group we need to clarify the process and how to proceed in a practical sense.

April reviewed her department's work on terms of reference for the County's Cultural Advisory Committee. This was developed by April and Cindy Thayer on County Council's direction. The next phase will be a cultural strategic plan for her department. It was felt that this committee's work could be tied into that exercise and vice versa.

Duncan suggested that by-laws will be required from the two local municipalities and from the County to have the County assume responsibility for the Heritage District Plan preparation under Section 46 of the Ontario Heritage Act. Duncan, Christine and Dave will work on drafting these by-laws.

Tamara said that once we have drafted the by-laws she could have the Ministry's legal staff review them. This delegation approach has been used once before, in Prince Edward County prior to their shift to a one-tier municipality.

Given the earlier discussion, the committee decided to defer detailed discussion on the draft RFP for the District Plan to a future meeting.

Tamara noted that a representative from Cobalt will speak to interested members of this committee on the morning of April 21 regarding that community's experiences in dealing with funding partners, Parks Canada etc. Dave has secured Committee Room #1 at the County Administration Building on April 21 from 9 am to 12 noon.

Mike Marcolongo briefly reviewed the involvement of OMAFRA and the RED program in Cobalt and in Hastings County.

Gord noted that he has had discussions with staff from the University of Western Ontario, who have indicated that there could be a role for graduate history students to assist in our project.

The next meeting of the committee will be May 15, at 1:00 p.m. at the Oil Museum of Canada.

The meeting adjourned at 3:30 pm.