



**MINUTES**

**DATE:** April 12, 2021

**MEETING:** 1:00 P.M.

The April 12, 2021 Heritage Committee Meeting was held on the above date and called to order at 1:04 p.m. via electronic participation.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

**ATTENDANCE:**

Barb Jefferson  
Councillor Matthew Bulmer  
John Arnold  
Mary Tivy  
John Levak

**STAFF IN ATTENDANCE:**

1. Hillary Miller, Legislative Assistant (Committee Secretary)
2. Courtenay Hoytfox, Deputy Clerk (Remote Meeting Facilitator)

3. **OPENING REMARKS**

4. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

**None**

5. **APPROVAL OF MINUTES**

5.1 January 11, 2021 Heritage Committee Minutes

**Resolution No. 2021-007:**

Moved by John Levak and  
Seconded by Barb Jefferson

**That the minutes of the following meeting be adopted as written and distributed:**

**CARRIED**

6. **BUSINESS ARISING FROM MINUTES**

7. **CONSENT AGENDA**

8. **DELEGATIONS:**

9. **CORRESPONDENCE:**

10. **COMMITTEE REPORTS:**

10.1 Review of the Heritage Committee Goals and Objectives for 2021-2022- Hillary Miller



**Resolution No. 2021-008:**

Moved by Matthew Bulmer and  
Seconded by Barb Jefferson

**That the Heritage Committee Goals and Objectives for 2021-2022 be received for information and staff to follow up with letter provided to council regarding signage.**

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2021-2022 Status/Timeline Update
Quarterly Reporting to Council on Heritage initiatives and progress	N	N	<b>Secretary of the Committee to draft report based Committee approved reporting template (see attached Schedule A - Report Template)</b>	On-going basis
Doors of Puslinch Poster	Y John Arnold  John Levak	Y	<b>Sub-Committee to be established to investigate costs and funding opportunities; additionally to coordinate the printing, advertising, and sale of posters and determining copyright requirements of poster. (Potential for Bang the Table Project)</b>	Secretary to work with Sub-Committee members to prepare a budget estimate to provide at the next budget meeting for review
Heritage Registry	Y Councillor Matthew Bulmer  Mary Tivy  Barb Jefferson	N	<b>Sub-Committee to be established to review the report prepared by staff to create the Registry for Listed Properties</b>  <b>Committee to delegate the sub-committee to have the authority to create the Registry</b>	Draft Register to be posted to Township website.  Public Information Meeting to be held May 26, 2021
Heritage Signage	Y Barb Jefferson  Mary Tivy  Councillor Bulmer	Y	<b>Sub-Committee to be established to create a listing of potential landmarks; Sub-Committee to investigate potential funding opportunities for Heritage Landmark Signage</b>	Project to be put on hold for now.  Barb to continue to look into signage across the Township.
Old School Surveys	N	N	<b>Original survey of the school sections. Councillor Bulmer had presented this. What should be done with this?</b>	The Old Wellington County Archives



TOWNSHIP OF  
**PUSLINCH**  
est. 1850



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

Heritage Committee Meeting  
Monday April 12, 2021 @ 1:00 PM  
Via Electronic Participation

Review Heritage Committee Terms of Reference & Appoint Chair and Vice-Chair (every 2 years)	N	N	<b>See Terms of Reference attached as Schedule B; Chair and Vice-Chair to be appointed at January meeting</b>	To be completed January 2021 John and Barb to remain in their positions as Chair and Vice-Chair.
Public Engagement regarding the Heritage Committee and its mandate	Y Mary Tivy John Arnold	N	<b>Establish Sub-Committee at Jan 2021 meeting; potential engagement options: Township website, Bang the Table, Puslinch Pioneer, Puslinch Community News Letter; Heritage Articles for the Puslinch Pioneer</b>	Sub-Committee to work with Secretary regarding potential engagement opportunities; to report back at July 2021 meeting
Committee Training	N	Y	<b>Secretary to look into training opportunities for the Committee</b>	Secretary to continue to look for training opportunities
Preparation of Heritage Advisory Committee orientation package to new members of Council and Committee	Y Mary Tivy John Levak	N	<b>Sub-Committee to be established in October 2021; work with Secretary to develop orientation materials</b>	Sub-Committee to be established on October 2021 meeting
Plaquing Program	N Committee as a whole to undertake this project.	Y	<b>Committee to be established to identify the number and location of plaques each year to be included in the annual budget process</b>	Barb to create a list of plaques that have been placed on properties.
Heritage Property visits	Y	N	<b>List of potential properties to visit</b>	Delayed until it is safe to resume due to COVID 19. To defer this until COVID-19 is managed.
Document and acknowledge First nation sites and heritage.	Y Mary Tivy Councillor Bulmer John Arnold	N	<b>Establish Sub-Committee at Jan 2021 meeting; Sub-Committee to create list of sites and heritage.</b>	Sub-Committee to report back at October 2021 meeting. Connect the terms of reference and the role of the committee to be consistent with the Land Acknowledgement Statement.
Land Acknowledgement Statement	N	N		TBD. Staff to confirm with the County and report back to the



				Committee on the progress.
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10.2 Heritage Registry Report- Hillary Miller

**Resolution No. 2021-009:** Moved by John Levak and  
Seconded by Barb Jefferson

**That report HER-2021-002 regarding the Heritage Register- Process Update be received for information and that the Committee designate the Heritage Registry Sub-Committee to work in consultation with staff to provide a letter to listed property owners to begin the public consultation process.**

**CARRIED**

10.3 Heritage Registry Sub-Committee Update- Mary Tivy, Matthew Bulmer, Barb Jefferson

**Resolution No. 2021-010:** Moved by Matthew Bulmer and  
Seconded by Mary Tivy

**That the verbal report regarding the Heritage Registry Sub-Committee by Mary Tivy, Matthew Bulmer and Barb Jefferson be received for information and that the Heritage Register of Listed Properties be updated by the Heritage Register sub-committee.**

**CARRIED**

10.4 Doors of Puslinch Sub-Committee Update – John Arnold and John Levak

Update provided to the Heritage Committee in agenda item 10.1- Review of the Heritage Committee Goals and Objectives for 2021-2022

10.5 Heritage Plaques- Barb Jefferson

**Resolution No. 2021-011:** Moved by John Arnold and  
Seconded by Mary Tivy

**That the verbal report regarding Heritage Plaques by Barb Jefferson be received for information.**

**CARRIED**

10.6 Pioneer Cemeteries- Mary Tivy

**Resolution No. 2021-012:** Moved by Barb Jefferson and  
Seconded by Matthew Bulmer

**That the verbal report regarding Pioneer Cemeteries by Mary Tivy be received for information.**

**CARRIED**

10.7 Heritage Committee Training Opportunities Update – Hillary Miller

Update provided to the Heritage Committee in agenda item 10.1 Review of the Heritage Committee Goals and Objectives for 2021-2022

10.8 Bang the Table Demonstration of Heritage Properties – Hillary Miller



**Resolution No. 2021-013:**

Moved by John Levak and  
Seconded by Mary Tivy

**That the Bang the Table Demonstration of Heritage Properties by Hillary Miller be received for information.**

**CARRIED**

**11. ADJOURNMENT:**

**Resolution No. 2021-014:**

Moved by John Arnold and  
Seconded by Matthew Bulmer

**That the Heritage Committee hereby adjourns at 2:54 p.m.**

**CARRIED**