



Heritage Committee Meeting
Monday January 11, 2021 @ 1:00 PM
Via Electronic Participation

Register at:

https://us02web.zoom.us/webinar/register/WN_un4xITHIRSeBtHdr08uZxA

Or join by phone:

Canada: +1 587 328 1099 or

+1 613 209 3054 or

+1 647 374 4685 or

+1 647 558 0588 or

+1 778 907 2071 or

+1 438 809 7799

Webinar ID: 842 3948 3122

Passcode: 005429

International numbers available: <https://us02web.zoom.us/j/84239483122>

- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. Opening Remarks**
- 4. Disclosure of Pecuniary Interest**
- 5. Approval of Minutes**
 - 5.1 October 5, 2020 Heritage Committee Minutes
- 6. Business Arising from Minutes**
 - 6.1 Heritage Registry
- 7. Consent Agenda**
- 8. Delegations**
- 9. Correspondence**

Heritage Committee Meeting
Monday January 11, 2021 @ 1:00 PM
Via Electronic Participation



10. Committee Reports

- 10.1 Heritage Committee's Goals and Objectives for 2021-2022- Hillary Miller
- 10.2 Plaquing Cemeteries- Mary Tivy
- 10.3 Puslinch Pioneer- Mary Tivy
- 10.5 Caulfield/Carter Property Information Update- Mary Tivy

11. Adjournment

12. Next Meeting

April 12, 2021 @ 1:00 PM



MINUTES

DATE: October 5, 2020, 2020

MEETING: 1:00 P.M.

The October 5, 2020 Heritage Committee Meeting was held on the above date and called to order at 1:05 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 July 6, 2020 Heritage Committee Minutes

Resolution No. 2020-001:

Moved by and Mary Tivy
Seconded by John Levak

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

July 6, 2020 Heritage Committee Minutes

CARRIED

6. **BUSINESS ARISING FROM MINUTES**

- 6.1 Moving Forward During Covid-19- John Arnold

Township staff to list and rank ideas brought forth by the Heritage Committee for review at the January 2021 meeting.

7. **CONSENT AGENDA**

- 7.1 Council Resolution No. 2020-20: Ontario Barn Preservation Advocacy letter



Resolution No. 2020-002:

Moved by and Matthew Bulmer
Seconded by Mary Tivy

That the Consent Agenda item 7.1 for the OCTOBER 5, 2020 Heritage Committee Meeting be received for information.

CARRIED

8. DELEGATIONS:

9. CORRESPONDENCE:

9.1 Alliance for Historic Landscape: Conserving Cultural Landscapes Update and Newsletter- Mary Tivy

Resolution No. 2020-003:

Moved by and Barb Jefferson
Seconded by Mary Tivy

That the correspondence item 9.1 regarding Alliance for Historic Landscape: Conserving Cultural Landscapes Update and Newsletter be received for information.

CARRIED

10. COMMITTEE REPORTS:

10.1 Report HER-2020-001: Heritage Registry of Listed Properties- Hillary Miller

Resolution No. 2020-004:

Moved by Matthew Bulmer and
Seconded by Mary Tivy

That Report HER-2020-001 regarding the Heritage Registry of Listed Properties be received; and

That the Heritage Committee authorize report HER-2020-001 and a list of plaqued properties to be provided to Township Council for their approval of the Heritage Registry of Listed Properties. The Heritage Committee will bring forward the amended property list for the Registry at a later date.

CARRIED

John Levak has left the meeting at 2:32 PM

10.2 Budget Allowance for Heritage Plaques- Barb Jefferson

Resolution No. 2020-005:

Moved by and Mary Tivy
Seconded by Matthew Bulmer

That the verbal report regarding Budget Allowance for Heritage Plaques by Barb Jefferson be received for information; and that a budget item of \$2000.00 for the appropriate number of plaques be included in the proposed operating budget for 2021.

CARRIED

10.3 Cemetery Research- Mary Tivy

Resolution No. 2020-006:

Moved by Barb Jefferson and
Seconded by Matthew Bulmer



That the verbal report regarding Cemetery Research by Mary Tivy be received for information.

CARRIED

10.4 Heritage Signage- Mary Tivy

Resolution No. 2020-007:

Moved by Barb Jefferson and
Seconded by Mary Tivy

That the verbal report regarding Heritage Signage by Mary Tivy be received for information.

CARRIED

11. NEXT MEETING:

Resolution No. 2020-008:

Moved by Matthew Bulmer and
Seconded by Mary Tivy

That the next meeting of the Heritage Committee be on Monday, January 11, 2021; and that next year's Committee Meeting dates be Mondays on a quarterly basis: April 12, July 5 and October 4 of 2021.

12. ADJOURNMENT:

Resolution No. 2020-009:

Moved by Barb Jefferson and
Seconded Matthew Bulmer

That the Heritage Committee hereby adjourns at 2:56 p.m.

CARRIED

2021-2022 Heritage Committee - Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2021-2022 Status/Timeline Update
Quarterly Reporting to Council on Heritage initiatives and progress	N	N	Secretary of the Committee to draft report based Committee approved reporting template (see attached Schedule A - Report Template)	February 2021 and on-going
Doors of Puslinch Poster	Y	Y	Sub-Committee to be established to investigate costs and funding opportunities; additionally to coordinate the printing, advertising, and sale of posters. (Potential for Bang the Table Project)	Sub Committee to be established at the January 2021 meeting; Sub-Committee to provide next steps at the April 2021 Committee meeting
Heritage Registry	Y	N	Sub-Committee to be established to review the report prepared by staff to create the Registry for Listed Properties	Committee to advise on public notice options at the January 2021 meeting. Staff to prepare a report to Council including listed properties to establish the registry for March 2021 Council meeting
Heritage Signage	Y	Y	Sub-Committee to be established to create a listing of potential landmarks; Sub-Committee to investigate potential funding opportunities for Heritage Landmark Signage	?
Old School Surveys	?	?	?	?
Review Heritage Committee Terms of Reference & Appoint Chair and Vice-Chair (every 2 years)	N	N	See Terms of Reference attached as Schedule B; Chair and Vice-Chair to be appointed at January meeting	To be completed January 2021

2021-2022 Heritage Committee - Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2021-2022 Status/Timeline Update
Public Engagement regarding the Heritage Committee and its mandate	Y	N	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	Sub-Committee to work with Secretary regarding potential engagement opportunities; to report back at July 2021 meeting
Committee Training	N	Y	Secretary to look into training opportunities for the Committee	Secretary to report back at April 2021 meeting
Preparation of Heritage Advisory Committee orientation package to new members of Council and Committee	Y	N	Sub-Committee to be established in October 2021; work with Secretary to develop orientation materials	Sub-Committee to be established on October 2021 meeting
Plaquing Program	Y	Y	Sub-Committee to be established to identify the number and location of plaques each year to be included in the annual budget process	Sub-Committee to be established at January 2021 meeting; to have the number and location of plaques provided to the Committee and Secretary no later than July meeting on an annual basis
Heritage Property visits	Y	N	List of potential properties to visit be created	Delayed until it is safe to resume due to COVID 19
Document and acknowledge First nation sites and heritage	Y	N	Establish Sub-Committee at Jan 2021 meeting; Sub-Committee to create list of sites and heritage	Sub-Committee to report back at October 2021 meeting

2021-2022 Heritage Committee - Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2021-2022 Status/Timeline Update
Land Acknowledgement Statement	N	N	The County of Wellington is developing a Land Acknowledgement Statement	TBD

DRAFT



REPORT HER-2021-XXX

TO: Mayor and Members of Council

FROM: Hillary Miller, Legislative Assistant

MEETING DATE: XXX

SUBJECT: Information Report from the Heritage Committee

RECOMMENDATIONS

THAT Staff Report HER-2021-XXX, regarding recommendations brought forward by the Heritage Committee, be received for information.

Purpose

The purpose of this report is provide Council with an update from the Heritage Committee.

Background

Provide detailed background information on the Heritage Committee's Goals and Objectives and to provide status updates on the various initiatives. Additionally, new projects can be identified in order to seek Council's endorsement.

Financial Implications

Provide a detailed breakdown of any financial implications and the potential funding options.

Attachments

Heritage Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

Section 28 of the *Ontario Heritage Act* states a municipality may by by-law establish a heritage committee to advise and assist the Council on all matters relating to the conservation of property or cultural heritage value or interest and heritage conservation districts and such other heritage matters as the Council may specify by by-law.

The Heritage Committee was established through the adoption of By-law 2-11.

2. MANDATE

The primary function of the Heritage Committee is to advise Council and make recommendations on heritage designations, applications for repeal of designations, applications for alterations, and/or removal/demolition of Part IV and Part V properties under the *Ontario Heritage Act*.

Deliverables

The Committee will accomplish its mandate by:

1. Providing comments to Council on all heritage applications.
2. Commenting on various development applications which may impact existing or potential heritage properties or districts when required.
3. Commenting on demolition permits that apply to heritage properties.
4. Recording sites of heritage significance that are worthy of preservation, and awarding heritage plaques.
5. Recording historical information related to properties with heritage significance.
6. Promoting public awareness of Puslinch's heritage.
7. Discussing concerns raised by the public and staff.

3. TYPE OF COMMITTEE

Statutory Committee - Discretionary

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Heritage Committee is composed of the following Members:

Role	Member Name
Members of the Public	5
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Township Staff
External Resources	N/A

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-chair.

3. Qualifications

Citizen Appointee with the following qualifications:

- Interest in Heritage buildings
- Demonstrated commitment and interest in the municipality

4. Office Deemed Vacant

The office of a member of the committee becomes vacant if the member is absent for three (3) meetings in a calendar year.

5. MEETING SCHEDULE

The Committee meets quarterly on the first Monday of the month at 1:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the Committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a municipal election year, meetings shall be cancelled where possible in the last quarter.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Township Staff Person	FTE - 5 hours

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.