



MINUTES

DATE: October 4, 2021

MEETING: 1:00 P.M.

The October 4, 2021 Heritage Committee Meeting was held on the above date and called to order at 12:59 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. Jeff Bunn, Deputy Clerk (Remote Meeting Facilitator)
3. Courtenay Hoytfox, Clerk

3. **OPENING REMARKS**

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

None

5. **APPROVAL OF MINUTES**

- 5.1 July 19, 2021 Heritage Committee Minutes
- 5.2 August 17, 2021 Special Heritage Committee Minutes

Resolution No. 2021-023:

Moved by Mary Tivy and
Seconded by John Levak

That the minutes of the following meeting be adopted as written and distributed and that staff provide the written transcript from the August 17, 2021 meeting be posted to the website and provided to Committee members.

CARRIED

6. **BUSINESS ARISING FROM MINUTES**

7. **CONSENT AGENDA**

- 7.1 Community Heritage Ontario – Summer 2021 Newsletter
- 7.2 Community Heritage Ontario – 2020 Annual Report

Resolution No. 2021-024

Moved by Mary Tivy and
Seconded by John Levak

That the Community Heritage Ontario Summer 2021 Newsletter and 2020 Annual Report be received for information and that the research of plank on plank heritage homes for



identification for the Heritage Registry be conducted by the Heritage Registry sub-committee and that this item be listed on the 2022 goals and objective list.

CARRIED

8. DELEGATIONS:

None

9. CORRESPONDENCE:

Resolution No. 2021-025:

Moved by Matthew Bulmer and
Seconded by Mary Tivy

That the Public Engagement sub-committee respond to correspondence received from the public and work with the Committee Secretary to track correspondence items and that correspondence reports be placed on future agendas for the whole committee for future meetings.

10. COMMITTEE REPORTS:

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

Resolution No. 2021-026:

Moved by Barb Jefferson and
Seconded by Mary Tivy

That the Heritage Committee Goals and Objectives for 2021-2022 be received for information and that the Committee Secretary to set up meetings for the sub-committees and that sub-committees be adopted as amended.

CARRIED

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)	On-going basis
Doors of Puslinch Poster	Y John Arnold John Levak	Y	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)	Secretary to continue to meet with sub-committee members to plan for the distribution and budget for poster.



TOWNSHIP OF
PUSLINCH
est. 1850



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

Heritage Committee Meeting

Monday October 4, 2021 @ 1:00 PM

Via Electronic Participation

Heritage Registry	Y Mary Tivy Barb Jefferson	N	Sub-Committee to be established to review the report prepared by staff to create the Registry for Listed Properties Committee to delegate the sub-committee to have the authority to	Sub-Committee members completed all tasks for Heritage Registry. Draft registry left with staff to bring to Council. The research of plank on plank homes for inclusion on the draft registry.
Heritage Signage	Y Barb Jefferson Mary Tivy	Y	Sub-Committee to be established to create a listing of potential landmarks; Sub-Committee to investigate potential funding opportunities for Heritage Landmark Signage	Project to be put on hold for now. Barb to continue to look into signage across the Township.
Old School Surveys	N	N	Original survey of the school sections. Councillor Bulmer had presented this. What should be done with this?	The Old Wellington County Archives
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 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	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. Walking tour to tie in with Heritage Registry.	Sub-Committee to work continuing working with Secretary to find new engagement opportunities
Committee Training	N	Y	Secretary to look into training opportunities for the Committee	Secretary continue searching for training opportunities
Preparation of Heritage Advisory Committee orientation package to new members of Council and Committee	Y Mary Tivy John Levak	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	N Committee as a whole to undertake this project.	Y	Sub-Committee to be established to identify the number and location of plaques each year to be included in the annual budget process	Barb to create a list of plaques that have been placed on properties.
Heritage Property visits	Y	N	List of potential properties to visit	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	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. 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.

10.2 Update on the Draft Heritage Registry – Courtenay Hoytfox

Resolution No. 2021-027:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the verbal report on the update of the draft Heritage Registry by Courtenay Hoytfox be received for information and that staff provide the draft registry to the Committee before going to Council and that staff reach out to the City of Guelph regarding the Carter Caufield property.

CARRIED

10.3 Review of Standard Operating Procedure Budget Process – Courtenay Hoytfox
Documentation for this item will be circulated under separate cover.

Resolution No. 2021-028:

Moved by Mary Tivy and
Seconded by John Levak

That the review of the standard operating procedure for the budget process by Courtenay Hoytfox be received for information.

CARRIED



10.4 Community Heritage Ontario Conference: Brockville 2022 – Hillary Miller and John Levak

Resolution No. 2021-029:

Moved by Matthew Bulmer and
Seconded by Mary Tivy

That the verbal report regarding the Community Heritage Ontario Conference in Brockville 2022 be received from information and staff to look into budget further for committee members to attend this conference.

CARRIED

10.5 Addressing Abandoned Heritage Properties – Mary Tivy

Resolution No. 2021-030:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the verbal report by regarding abandoned Heritage Properties by Mary Tivy be received for information and the property standards by-law be provided on the next agenda for the review of the committee.

CARRIED

10.6 Heritage Committee Meeting Dates for 2022 – Hillary Miller

Resolution No. 2021-031:

Moved by Mary Tivy and
Seconded by John Levak

That the Heritage Committee Meeting dates for 2022 be adopted as written and distributed.

CARRIED

11. ADJOURNMENT

Resolution No. 2021-032:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the Heritage Committee hereby adjourns at 2:48 p.m.

CARRIED