



The Corporation of the Township of Puslinch
Heritage Committee Meeting
Virtual Meeting by Electronic Participation
Monday, July 25, 2022
1:00 PM

Register in advance for this webinar:

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A G E N D A ADDEDNUM

DATE: Monday July 25, 2022

MEETING: 1:00 P.M.

Addendum:

Item 11.7 Verbal – Report – Museum Studies Interpretive/Exhibition Project – Mary Tivy – ADDED

≠ Denotes resolution prepared

1. Call the Meeting to Order

2. Roll Call

3. Opening Remarks

3.1. Electronic participation protocol

4. Confirmation of the Agenda ≠

5. Disclosure of Pecuniary Interest

6. Approval of Minutes ≠

6.1. May 13, 2022



The Corporation of the Township of Puslinch
Heritage Committee Meeting
Virtual Meeting by Electronic Participation
Monday, May 13, 2022
1:00 PM

7. Business Arising out of the Minutes

8. Consent Agenda

- 8.1. Puslinch Council Resolution 2022-179 Heritage Register Objection Letter
- 8.2. Puslinch Council Resolution 2022-180 Application for Partial Demolition to Property
- 8.3. Puslinch Council Resolution 2022-182 Revision to Heritage Register
- 8.4. Community Heritage Ontario – Spring 2022 Newsletter
- 8.5. CIP Grant Application – 42 Queen St.

9. Correspondence

10. Delegations

11. Committee and Staff Reports ≠

- 11.1. Committee Memo – 2022 Ontario Heritage Conference Takeaways – John Arnold
- 11.2. Report - HER-2022-013 – Quarterly Review of Committee Goals and Objectives – Justine Brotherston
- 11.3. Report - HER-2022-014 – Committee Orientation Training – Justine Brotherston
- 11.4. Report - HER-2022-015 – Heritage Student Update – Justine Brotherston
- 11.5. Report - HER-2022-016 – Proposed 2023 Heritage Committee Budget – Justine Brotherston
- 11.6. Verbal Report – Structure Fire Forestell Rd – Justine Brotherston
- 11.7. Verbal – Report – Museum Studies Interpretive/Exhibition Project – Mary Tivy

12. New Business

13. Announcements

14. Adjournment ≠

15. Next meeting: October 3, 2022 @ 1:00 p.m.



MINUTES

DATE: May 13, 2022

MEETING: 1:00 P.M.

The May 13, 2022 Special Heritage Committee Meeting was held on the above date and called to order at 1:03 pm via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

Barb Jefferson
Councillor Matthew Bulmer
John Arnold
Mary Tivy

STAFF IN ATTENDANCE:

Hillary Miller, Legislative Assistant
Justine Brotherston, Communications and Committee Coordinator
Jeff Bunn, Deputy Clerk

3. OPENING REMARKS

Chair John Arnold reviewed the Electronic Meeting Protocol.

4. CONFIRMATION OF THE AGENDA:

Resolution No. 2022-025:

Moved by Barb Jefferson and
Seconded by Matthew Bulmer

That the Heritage Committee approves the May 13, 2022 Agenda as circulated.

CARRIED

5. DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:

There was no disclosure of pecuniary interest.

Committee Members Mary Tivy joined the meeting at approximately 1:05 p.m.

6. APPROVAL OF MINUTES

Resolution No. 2022-026:

Moved by Matthew Bulmer and
Seconded by Barb Jefferson

That the minutes of the April 4, 2022 meeting be adopted as written and distributed.

CARRIED

7. BUSINESS ARISING FROM MINUTES

There was no business arising out of the minutes.



8. CONSENT AGENDA

There were no consent items.

9. CORRESPONDENCE:

There was no correspondence.

10. DELEGATIONS:

There were no delegations.

11. COMMITTEE REPORTS:

11.1 Report - HER-2022-011 - Application for Partial Demolition on property listed on Heritage Registry (6872 Wellington Rd 34)

Resolution No. 2022-027:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That staff report HER-2022-011 regarding the Application for Partial Demolition on property listed on Heritage Registry (6872 Wellington Rd 34) be received for information; and further,

That the Heritage Committee's comments be forward to Council for consideration at the May 25, 2022 Regular Council Meeting.

CARRIED

11.2 Report - HER-2022-012 -Revision to Heritage Registry regarding Description of 4347 Concession 11

Resolution No. 2022-028:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That staff report HER-2022-012 regarding the Revision to Heritage Registry regarding Description of 4347 Concession 11 be received for information; and further,

That the Heritage Committee recommends to Council that the Heritage Register be updated to change the description of 4347 Concession 11 from "James McLaren House" to "Peter McLaren House".

CARRIED

11.3. Verbal Report – Review of Scheduling Special Meetings

Resolution No. 2022-029:

Moved by Matthew Bulmer and
Seconded by Mary Tivy

That the verbal staff report regarding Review of Scheduling Special Meetings be received for information.

CARRIED



12. NEW BUSINESS

Resolution No. 2022-030:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the Heritage Committee support that expenses incurred by John Arnold as permitted under the Expense Policy are covered by the Heritage Committee's Accommodation and Training Budget.

CARRIED

13. ANNOUNCEMENTS

Chair John Arnold and Committee Members thanked outgoing Committee Coordinator Hillary Miller for with hard work and time on the Committee over the last two years and welcomed Justine Brotherston as the new Committee Coordinator.

14. ADJOURNMENT

Resolution No. 2022-031:

Moved by Matthew Bulmer and
Seconded by Barb Jefferson

That the Heritage Committee hereby adjourns at 1:32.

CARRIED



Justine Brotherston
Communications and Committee Coordinator (Secretary Heritage Committee)
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7404 Wellington Road 34
Puslinch, ON, N0B 2J0
VIA EMAIL
jbrotherston@puslinch.ca

Township of Puslinch
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Puslinch, ON N0B 2J0
www.puslinch.ca

June 3, 2022

RE: 9.3.8 Report HER-2022-003 - Heritage Register Objection Letter - 4227 Wellington Rd 35

Please be advised that Township of Puslinch Council, at its meeting held on May 25, 2022 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2022-179:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Report HER-2022-003 entitled Heritage Register Objection Letter – 4227 Wellington Rd 35 be received; and further,

That based on staff's discussions with the property owner, that the objection letter has been withdrawn.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Municipal Clerk



REPORT HER-2022-003

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Communications and Committee Coordinator

PRESENTED BY: Jeff Bunn, Deputy Clerk

MEETING DATE: May 25, 2022

SUBJECT: Heritage Register Objection Letter – 4227 Wellington Rd 35
File:

RECOMMENDATION

That Report HER-2022-003 entitled Heritage Register Objection Letter – 4227 Wellington Rd 35 be received; and further,

That Council direct staff to either maintain the property 4227 Wellington Rd 35 on the Heritage Register with listed status or remove the property, as requested by the current owner, from the Register.

Purpose

The purpose of this report is to inform Council of an objection received regarding a listed property on the Heritage Register and to provide Council with the Heritage Committee's comments.

Background

The Township received a letter objecting to the inclusion of 4227 Wellington Rd 35 on the Township Heritage Register (Schedule A). Under section 27(8) of the Ontario Heritage Act, if a notice of objection has been served under subsection (7), the council of the municipality shall,

(a) consider the notice and make a decision as to whether the property should continue to be included in the register or whether it should be removed; and

(b) provide notice of the council's decision to the owner of the property, in such form as the council considers proper, within 90 days after the decision. 2019, c. 9, Sched. 11, s. 6.

Below is the excerpt of the Heritage Register containing the listing of 4227 Wellington Rd 35.

Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date
4-12200	CON 1 N PT LOT 16	4227 Wellington Rd 35 Puslinch	Richard Paddock House, 1882. Stone Victorian villa,. Historically and contextually associated with English immigration to 'Paddock Corners' and Puslinch stonemason Dan McQuillan.	2000

Comments

At the April 4, 2022 Heritage Committee meeting, the Committee provided the following comments to be provided to Council:

- 1) The offer of additional of additional photographs should be accepted.
- 2) Provide explanation to property owner that while the property is listed on the heritage register it is only structures are identified as having heritage value and would be subject to the 60-day notice regarding demolition. In the description of this listing only the house is identified as a cultural heritage value.

Financial Implications

There are no financial implications related to this report.

Applicable Legislation and Requirements

Ontario Heritage Act, R.S.O. 1990, c. O.18

Attachments

Schedule A – Objection Letter – 4227 Wellington Rd 35

Respectfully submitted,

Justine Brotherston,

Reviewed by:

Courtenay Hoytfox,
Municipal Clerk

**Communications and
Committee Coordinator**

We are submitting our objection to the proposal to list the Richard Paddock property, 4232 County Rd 35 Puslinch, on the heritage registry. Currently located on the property is an 1882 stone farmhouse and barn.

The wood sided and stone foundation barn, built and designed in the 1880's, catered to the farm's agricultural pursuits and nature. Unfortunately the barn is no longer used for agricultural purposes and is not conducive to modern farm practices and as such no longer serves a justifiable purpose. The result is a very large structure which requires ongoing maintenance at an extremely significant cost. If not maintained the structural integrity could be compromised creating safety and liability issues. Unfortunately due to the size, materials etc. the issue presents exorbitant costs which become onerous to the property owners.

We concur with the idea of "protect and preserve for generations" but feel this could be achieved, with this property, through other viable options such as - 1. symbolic conservation where the unique features of the building could be incorporated into a new build. And 2. A record for posterity with photo documentation of the barn and house. The historical interest of the property stems from the pioneering settlement of the Paddock family in the Puslinch area, specifically Paddock Corners - rather than the architectural features of the buildings. The family history is well documented in the historical archives and in various books, photographs and articles of a historical nature surrounding the settlement of Puslinch Township. The family history is also recognized yearly in a well attended Richard Paddock family reunion.

In summary - I am submitting our objection to the inclusion of the Richard Paddock property to the Puslinch Municipal Register of Heritage Properties.

Sincerely,

The Stewart Paddock Family

We are submitting our objection to the proposal to list the Richard Paddock property, 4232 County Rd 35 Puslinch, on the heritage registry. Currently located on the property is an 1882 stone farmhouse and barn.

The wood sided and stone foundation barn, built and designed in the 1880's, catered to the farm's agricultural pursuits and nature. Unfortunately the barn is no longer used for agricultural purposes and is not conducive to modern farm practices and as such no longer serves a justifiable purpose. The result is a very large structure which requires ongoing maintenance at an extremely significant cost. If not maintained the structural integrity could be compromised creating safety and liability issues. Unfortunately due to the size, materials etc. the issue presents exorbitant costs which become onerous to the property owners.

We concur with the idea of "protect and preserve for generations" but feel this could be achieved, with this property, through other viable options such as - 1. symbolic conservation where the unique features of the building could be incorporated into a new build. And 2. A record for posterity with photo documentation of the barn and house. The historical interest of the property stems from the pioneering settlement of the Paddock family in the Puslinch area, specifically Paddock Corners - rather than the architectural features of the buildings. The family history is well documented in the historical archives and in various books, photographs and articles of a historical nature surrounding the settlement of Puslinch Township. The family history is also recognized yearly in a well attended Richard Paddock family reunion.

In summary - I am submitting our objection to the inclusion of the Richard Paddock property to the Puslinch Municipal Register of Heritage Properties.

Sincerely,

The Stewart Paddock Family



Justine Brotherston
Communications and Committee Coordinator (Secretary Heritage Committee)
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jbrotherston@puslinch.ca

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June 3, 2022

RE: 9.3.9 Report HER-2022-004 - Application for Partial Demolition to Property Listed on Heritage Register (6872 Wellington Rd 34)

Please be advised that Township of Puslinch Council, at its meeting held on May 25, 2022 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2022-180: Moved by Councillor Bulmer and
Seconded by Councillor Goyda

That Report HER-2022-004 entitled Application for Partial Demolition on property listed on Heritage Register (6872 Wellington Rd 34) be received; and further,

That Council approve the applicant's request for the partial demolition of non-heritage attributes as presented in the application for 6872 Wellington Rd 34.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Municipal Clerk



REPORT HER-2022-004

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Communications and Committee Coordinator

PRESENTED BY: Jeff Bunn, Deputy Clerk

MEETING DATE: May 25, 2022

SUBJECT: Application for Partial Demolition on property listed on Heritage Register
(6872 Wellington Rd 34)
File:

RECOMMENDATION

That Report HER-2022-004 entitled Application for Partial Demolition on property listed on Heritage Register (6872 Wellington Rd 34) be received; and further,

That Council approve the applicant's request for the partial demolition of non-heritage attributes as presented in the application for 6872 Wellington Rd 34.

Purpose

The purpose of this report is to inform Council of an application for partial demolition on a property listed on the Heritage Register and to provide Council with the Heritage Committee's comments.

Background

On April 29, 2022 the Township received a Heritage Structure Demolition Clearance Form for the property 6872 Wellington Rd 34, Cambridge ON (Schedule A).

As per section 27(9) of the Ontario Heritage Act, R.S.O. 1990, if a property that has been listed on the Municipal Heritage Register, the owner of the property shall not demolish or remove a building or structure on the property or permit the demolition or removal of the building or structure unless the owner gives the council of the municipality at least 60 days notice in writing of the owner's intention to demolish or remove the building or structure or to permit the demolition or removal of the building or structure.

Comments

At the May 13, 2022 Special Heritage Committee meeting the Committee provided the following comments:

The Heritage Committee supports the applicant's request for the partial demolition of non-heritage attributes as presented in the application for 6872 Wellington Rd 34.

Financial Implications

There are no financial implications related to this report.

Applicable Legislation and Requirements

Ontario Heritage Act, R.S.O. 1990, c. O.18

Attachments

Schedule A – Demolition Clearance form for Properties with Listed Heritage Status – 6872 Wellington Rd 34

Respectfully submitted,

Reviewed by:

Justine Brotherston,
Communications and Committee
Coordinator

Courtenay Hoytfox,
Municipal Clerk

Demolition Clearance Form for Properties with Listed Heritage Status - Entry #6038

Address of Building/Structure to be Demolished

6872 Wellington Road 34
Cambridge, ON
N3C 2V4

Attach copy of Site Plan

 [Site-Plan_6872-Wellington-Road-34.pdf](#)

Scope of demolition work to done:

Removal of garage, 2 enclosed porches (see photos: red siding) all of which were built in the 1970's. The original stone structure will remain intact, including the exterior walls of the existing kitchen, which is enclosed in the centre of the porches. The roof on the rear section (existing kitchen) will be replaced. The main portion of the home, which contains original stonework and mouldings listed in the Municipal Register of Heritage Properties, will be maintained in it's original form.

Building Area

2300 sq ft

Total Lot Size

6.98 acres

Number of Storeys

2

How many registered owners are on title?

2

Name of First Property Owner

██████████

Address of First Property Owner

████████████████████

██████████████

████████

Phone Number of First Property Owner

██████████

Email of First Property Owner

[REDACTED]

Name of Second Property Owner

[REDACTED]

Address of Second Property Owner

[REDACTED]

[REDACTED]

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Email of Second Property Owner

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Contact Name

Don Gibbons

Contact Telephone

+15198971432

Applicant Email

don@kscd.ca

Company Name

Fermon Construction

Contact Name

Adrian Kailan

Contact Telephone

+12269888440

Contractor Email

adrian@fermonconstruction.com

What is the subject property's status on the Township's Heritage Registry?

Listed (Non-designated)

Upload photos documenting the full structure. Photos must include the following: from the road, from various angles, from various elevations and interior images.



[Rear-Elevation.JPEG](#)



[Road-View.JPEG](#)



[Side-Elevation-1.JPEG](#)



[Side-Elevation-2.JPEG](#)



[Front-Elevation.JPEG](#)



[Interior-Garage.JPEG](#)



[Kitchen.jpeg](#)



[Porch-Elevation-1.JPEG](#)



[Porch-Elevation-2.JPEG](#)

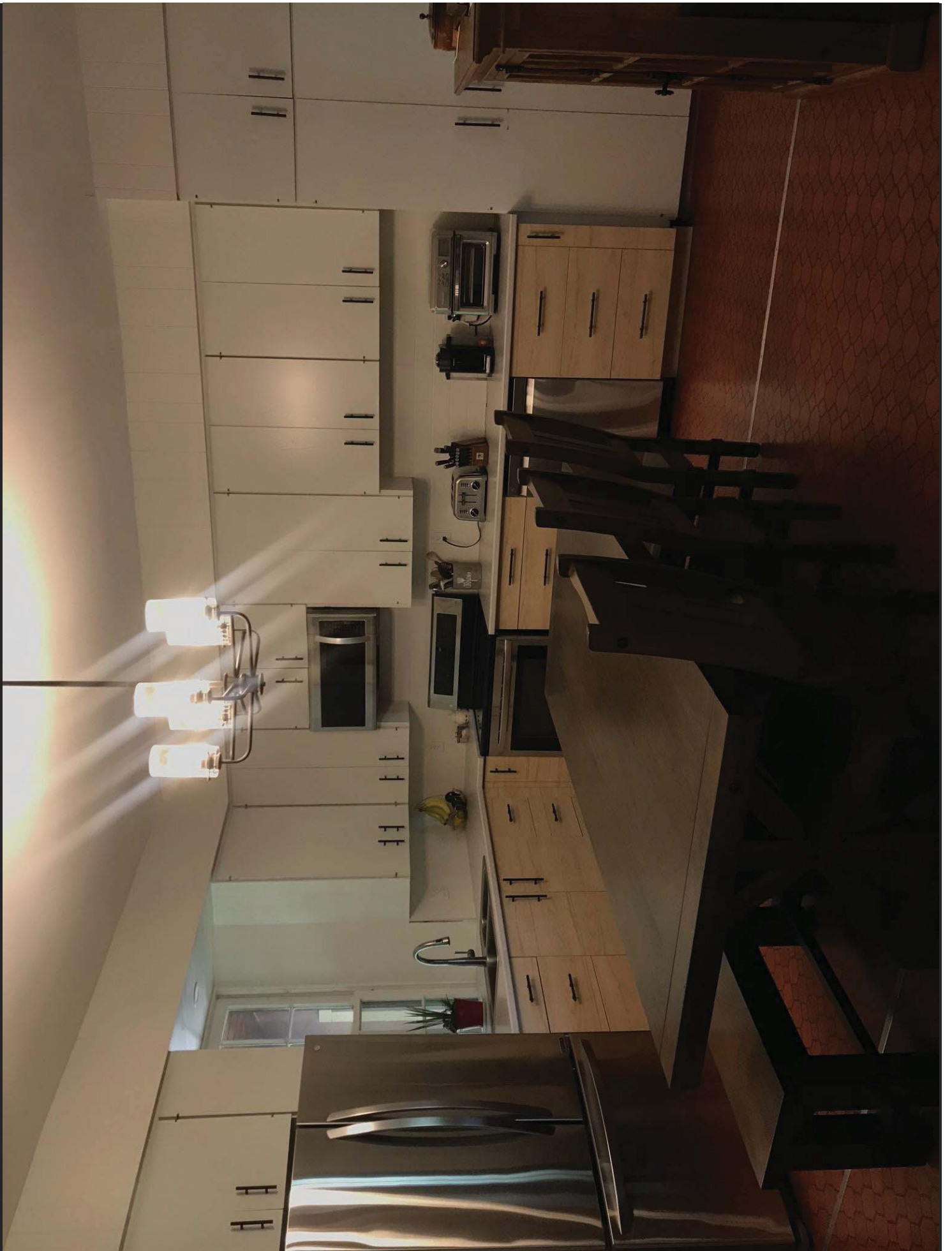
Signature of Owner/Agent

[Township of Puslinch](#)

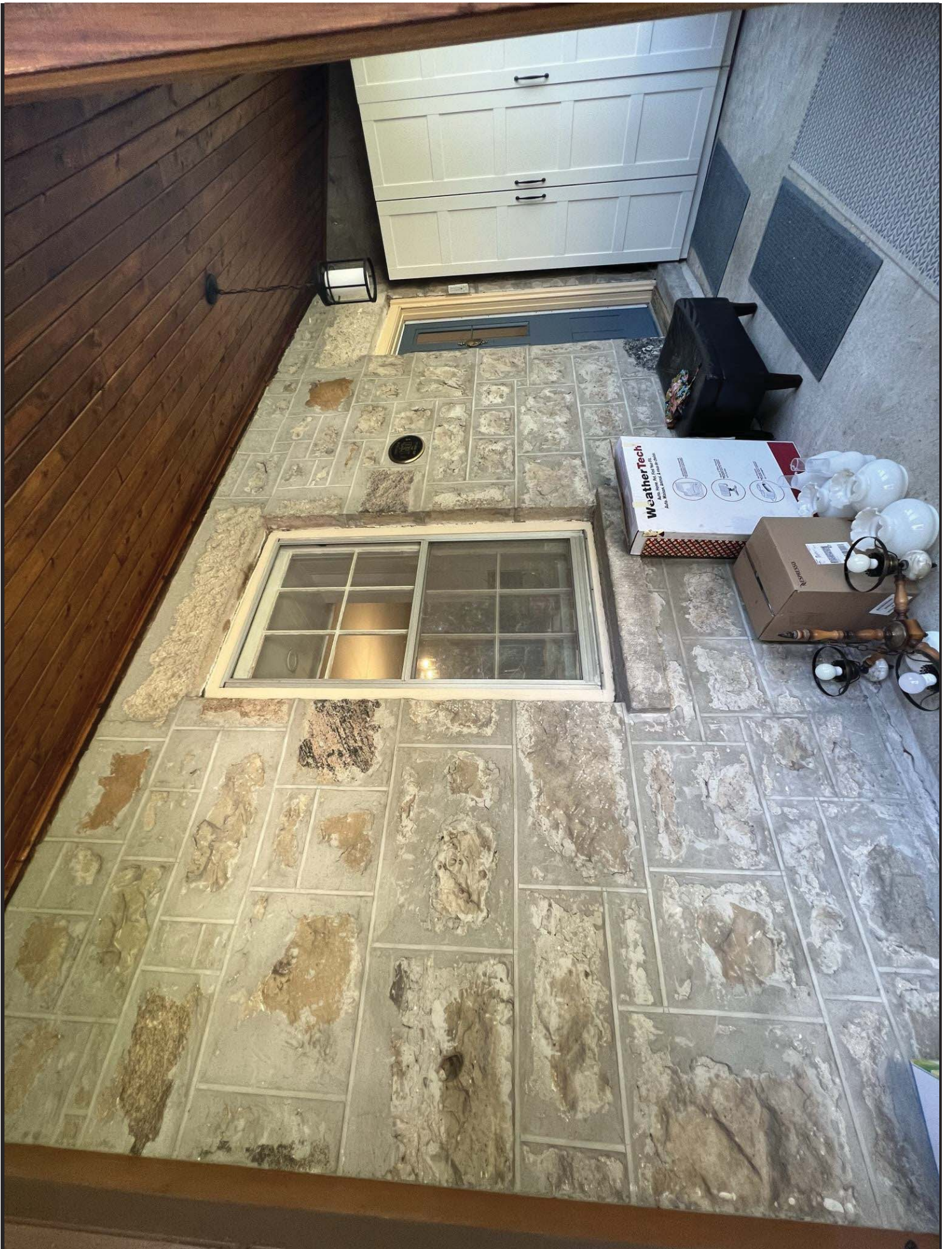




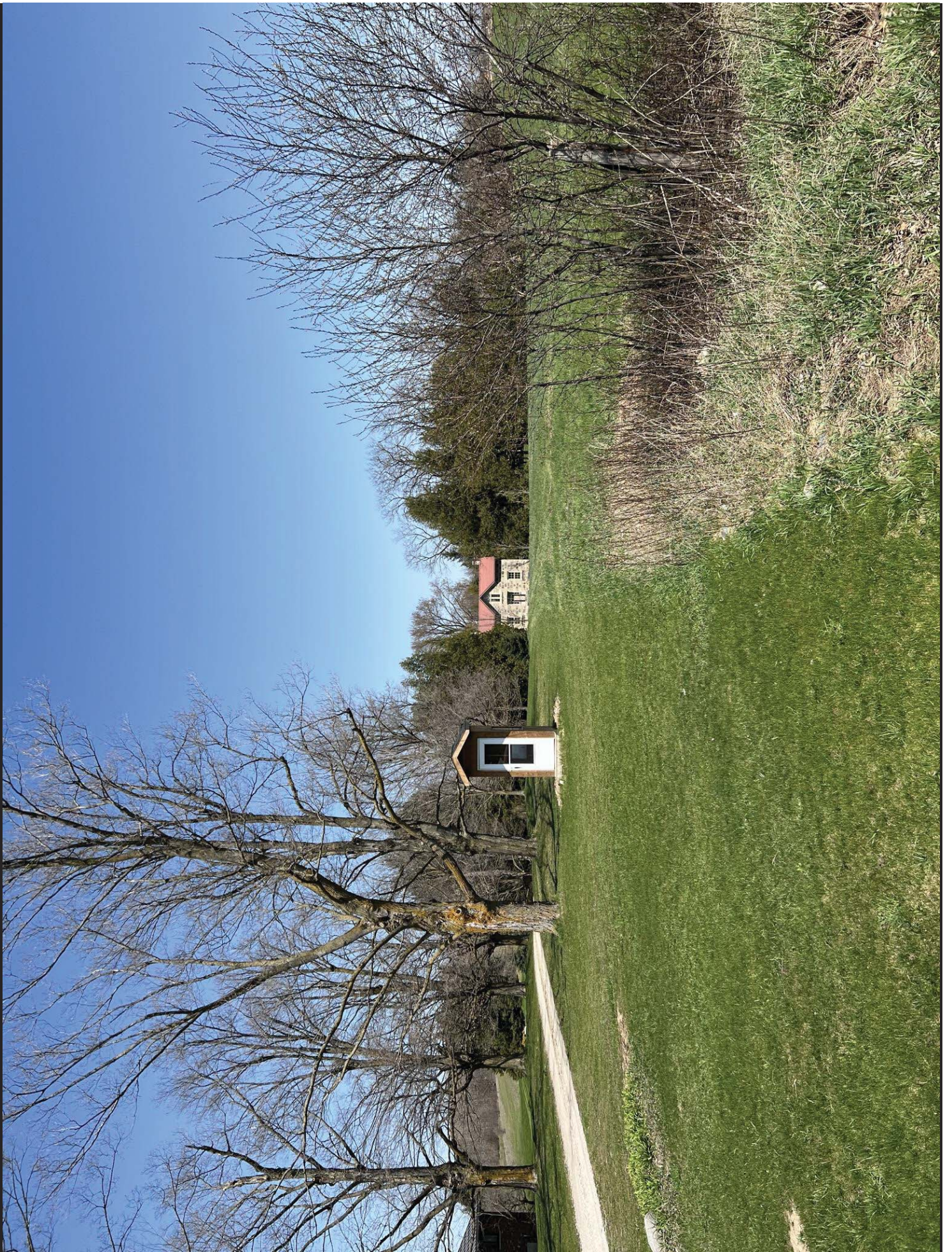


















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June 3, 2022

RE: 9.3.10 Report HER-2022-005 - Revision to Heritage Register regarding Description of
4347 Concession 11

Please be advised that Township of Puslinch Council, at its meeting held on May 25, 2022
considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2022-182: Moved by Councillor Bulmer and
Seconded by Councillor Goyda

That Report HER-2022-005 entitled Revision to the Township Heritage Register regarding
the description of the property 4347 Concession 11 be received; and further,

That Council approve the revision to the description of the property municipally known as
4347 Concession 11 from "James McLaren House" to "Peter McLaren House".

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information
and consideration.

Sincerely,
Courtenay Hoytfox
Municipal Clerk



REPORT HER-2022-005

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Communications and Committee Coordinator

PRESENTED BY: Jeff Bunn, Deputy Clerk

MEETING DATE: May 25, 2022

SUBJECT: Revision to the Township Heritage Register regarding the description of the property 4347 Concession 11

RECOMMENDATION

That Report HER-2022-005 entitled Revision to the Township Heritage Register regarding the description of the property 4347 Concession 11 be received; and further,

That Council approve the revision to the description of the property municipally known as 4347 Concession 11 from “James McLaren House” to “Peter McLaren House”. ”.

Purpose

The purpose of this report is to provide Council with the Heritage Committee’s recommendation regarding the revision to the description for the property municipally known as 4347 Concession 11 on the Heritage Register. The extent of the proposed revision is to change “James McLaren House” to “Peter McLaren House” or in the alternative, to the “McLaren House”.

Background

At the December 15, 2021 Regular Council meeting Council adopted the Puslinch Heritage Register. On January 14, 2022 the current owner of 4347 Concession 11 received notification from the Township that their property was included on the Township’s Heritage Register with non-designated status. In response to this letter on January 18, 2022 the current owner of 4347 Concession 11 contacted a Heritage Committee Member regarding the description of their property on the Heritage Register, citing research he had conducted on the history of the property.

Based on the research, the current owner demonstrated that a more appropriate

description for the property would be the: "Peter McLaren House" or simply the "McLaren House".

The following information was provided to staff by the property owner and presented to the Heritage Committee at their May 13, 2022 meeting:

James McLaren was born in Puslinch, on this property, c. February 1835, the son and seventh child of Peter McLaren and Catherine McNaughton. Peter was born in Killin, Perthshire c. December 1788. Peter and Catherine were married in nearby Weem on July 25 1819. Their first 5 children were born in Scotland. They came to Canada as a family, I suspect probably in 1833. Their first child born in Canada was Catherine c. 1833. Catherine married Robert Lamb in Duff's church in 1861, a well-known and respected stone mason living in Nassagaweya (but whose family also owned Lot 12 Concession 11 in Puslinch).

On April 1 1834 Peter McLaren entered into an agreement to buy the Clergy Reserve land known as the 100-acre rear half of Lot 25 of Concession 10 (facing Concession 11) Certificate No. 1575, and Lots 25 and 26 of Concession 11 (being approximately 24 and 45 acres respectively, also facing Concession 11) Certificate No. 1576. Peter took out a 10-year mortgage to purchase these properties and paid them off accordingly. He was granted a Crown Patent registering his ownership of this property, Lots 25 and 26 of Concession 11, on August 28, 1846.

James had lived with his father Peter on Concession 11 in Puslinch since his birth, in a log house, and married Margaret Stewart in Duff's church in 1861. I suspect Peter had this stone house built probably starting in 1862 or 1863, and probably by Robert Lamb his son-in-law, who had recently completed the stone Presbyterian church on 15 side road in Nassagaweya (cornerstone 1861). James and Margaret subsequently lived with Peter in this stone house and raised their children here. Peter lived in this stone house until he died on May 13, 1875. His will was probated on July 15 1875 and bequeathed his real and personal estate to his sons James and Peter (born March 4 1838 in Puslinch), amongst other things. James inherited this stone house from his father. James sold it in December 1881 and moved to Drumbo.

Based on the above, I do not believe this house should be called the "James McLaren House". If it is to be named after a single person, I believe it should be called the "Peter McLaren House". More appropriately however, if it is to be named after any family, I believe it could simply be called "McLaren House".

Comments

At the May 13, 2022 Special Heritage Committee meeting the Committee passed the following resolution:

Resolution No. 2022-028:

Moved by Mary Tivy

Seconded by Barb Jefferson

That staff report HER-2022-012 regarding the Revision to Heritage Registry regarding Description of 4347 Concession 11 be received for information; and further,

That the Heritage Committee recommends to Council that the Heritage Register be updated to change the description of 4347 Concession 11 from “James McLaren House” to “Peter McLaren House”.

Financial Implications

There are no financial implications related to this report.

Applicable Legislation and Requirements

None

Attachments

None

Respectfully submitted,

Reviewed by:

Justine Brotherston,
Communications and Committee
Coordinator

Courtenay Hoytfox,
Municipal Clerk



SPRING / PRINTEMPS

2022

CHOnews

QUARTERLY PUBLICATION OF COMMUNITY HERITAGE ONTARIO/PATRIMOINE COMMUNATAIRE DE L'ONTARIO

A HEFTY LIFT FOR ERNIE'S BLACKSMITH SHOP

JIM BROWNELL

Since 1992, the Lost Villages Historical Society has operated a museum in the Township of South Stormont (formerly the Township of Cornwall) at Ault Park, the municipality's oldest park. The museum consists of ten heritage structures arranged in a village-like setting, and they tell the story of the six "Lost Villages" and three hamlets lost to the St. Lawrence Seaway and Hydro development projects of the 1950s.

From August 10, 1954, to July 1, 1958, a huge relocation project developed as communities stood in the way of the inundation that was to happen on Dominion Day 1958. Lake St. Lawrence was created by the waters being held back by three dams and covering over 16,000 hectares of land on both sides of the Canadian and USA border west of Cornwall, Ontario. The Lost Villages Museum tells the story of the two projects and the upheaval in the lives of 6,500 people, forced to relocate to higher lands.

While some of the heritage buildings at the museum site came from the "Lost Villages", others were relocated to Ault Park from surrounding farms and communities. In 1998, the Ernie McDonald Blacksmith Shop was relocated to the museum site through the kind donation of Ms. Dorothy McDonald, the Bob Buiting family

and the advocacy of auctioneer Flora Grant-Dumouchel. For many years, it had served as a blacksmith shop on the McDonald farm on Lot 1, Concession 3, Township of Cornwall. Ernie McDonald was the last to operate the shop which had been replaced by a new and modern facility established many years before the move of the old shop to the museum site in 1998.

A team of Lost Villages Historical Society members undertook the relocation and restoration of the Ernie McDonald Blacksmith Shop, under the leadership of Alex

McGillivray. Members of the team included Alan Rafuse, Donald Alguire, and Jim Brownell. Alex, Alan, and Donald have passed on, but their strong passion for history preservation lives on at the museum site. Under the direction of Terry Brownell, the move began at the McDonald farm site at 5:30 a.m. on Saturday, August 8, 1998. While the brick chimney collapsed during the move, because of old and defective mortar, the move was successful and the structure was placed on "old material" sills.



Ernie McDonald Blacksmith Shop in 2021

This proved to be a huge mistake! Luckily, all the bricks were salvaged!

The restoration project was completed over the next year, and it was a wonderful Canada Day celebration on July 1,

Continued on page 3.

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PRESIDENT'S MESSAGE



Task Force on Housing Affordability and Heritage Conservation

In February of this year, the Task Force appointed by our provincial government issued its report on housing affordability. The report focus was on increasing the housing supply through relaxing of planning regulations to accelerate housing production and supply, even in established neighbourhoods.

In its report, three recommendations were made regarding heritage conservation. These were:

1. prohibiting the use of bulk listings on heritage registers;
2. prohibiting reactive heritage designations after Planning Act applications had been filed; and
3. requiring municipalities to compensate property owners as a result of heritage designation.

CHO/PCO submitted a letter to the Minister of Housing, with copies to related heritage organizations, refuting the premises on which the recommendations were made, noting in the case of the second recommendation that this had already been addressed in a recent *Ontario Heritage Act* amendment, and, in the case of the last recommendation, providing an alternative that would encourage the provision of municipal incentives to encourage heritage resource conservation in new development. We also noted, with a concrete example, that heritage resource conservation can go hand-in-hand with increasing the supply of housing. A copy of our letter has been posted on the CHO/PCO website.

We have yet to review the recently issued draft legislation resulting from the Task Force's report.

Conserving Places of Pain, Sorrow or Injustice

Municipalities have been reasonably successful in conserving places of heritage beauty but less successful in conserving places where we, as a society, inflicted pain, sorrow or injustice on our fellow citizens. This would include industrial homes, institutions for the "mentally feeble", jails and penitentiaries, residential schools, training schools, mental institutions and jail farms. Such places can be readapted for modern uses, although, for some of the residents of such places, there can be a strong desire to obliterate them. Yet, we as a society, should keep them as potent and visible reminders of the way in which we once treated our fellow citizens who were different, who had noticeable disabilities or who had broken society's rules. Conserving such places can be an educational tool to remind us all of what we did and why we should not do it again.

Wellington County successfully converted its 'Industrial Home' to a County Museum and Archives that includes information on what it was like to live in such a place. Algoma University in Sault Ste. Marie has retained an Indian residential school and devoted part of the space to explaining the impact the school had on residents and succeeding generations. Oxford County has converted its jail to offices for County services. Kingston and the federal government are involved in readapting the Kingston Penitentiary.

Look at your community and see whether there are such places that deserve conservation.

Wayne Morgan

CHOnews

SPRING / PRINTEMPS 2022

CHOnews is published quarterly by Community Heritage Ontario.

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Submitted articles must be in Microsoft Word format. Images must be sent as .jpg attachments in high quality resolution (300 dpi). Do not embed the images in the text of the article. Captions and credits must be provided.

Newspaper articles as updates to MHC activities cannot be used without permission of the newspaper and/or the original author. Text written by the MHC is encouraged.

Articles are published in the language they are received.

1999, when Bob Buiting and his family cut the ribbon to officially open the restored blacksmith shop. Occasionally, visitors to the site witnessed the forge in action, with smoke billowing from the restored chimney, completed by Jim Brownell. Unfortunately, due to deterioration with the sills of the structure, the blacksmith shop had to be closed in 2011, and it sat closed for almost a decade, awaiting a plan and funds for the construction of new sills. Thankfully, Gordon Construction Inc. of Cornwall completed this work, under the direction of Jeff Vandrish, president of the company, and through the financial support of the Township of South Stormont.

On October 26, 2021, McGregor Crane Service Limited of Cornwall, Ontario, arrived at the museum site to lift the blacksmith shop off its old foundation and onto the new, timber sills that had been constructed to the north of the former site. The move was successful, and much work was required to finish the project before the forge, anvil, tools, and blacksmithing artifacts were moved back into the restored building on December 16, 2021, by a team of volunteers from the historical society and the Township of South Stormont.



Lowering the shop in place

The Lost Villages Historical Society looks forward to throwing open the doors to this heritage structure to visitors in the summer of 2022. We welcome you to visit the Lost Villages Museum and Archives.

Jim Brownell is President of the Lost Villages Historical Society. Photography by J. Brownell.

HILLSBURGH DAM BRIDGE RECONSTRUCTION

LAURIE DASILVA

After decades of need, years of planning and months of work, the Hillsburgh Dam Bridge on Station Street officially opened on December 18, 2020.



Reconstructed Hillsburgh Dam Bridge

The Hillsburgh Dam Bridge built in 1917, was a single-span solid concrete slab. It carried two lanes of Station Street traffic over the spillway separating Hillsburgh Pond and Ainsworth Pond in the historic Erin Township, in Wellington County. The bridge is owned and maintained by the Town of Erin.

Identified in 1973 as needing replacement, the bridge had many issues including, but not limited to: missing spindles, asphalt wearing surface of the bridge deck, wingwalls and abutments parged through which significant deterioration was visible, spalling and delamination, cracking, exposed corroded rebar, efflorescence, and scaling.

An inspection revealed that the original bridge featured a rigid frame, poured-in-place concrete deck, and concrete abutments. The original railing system was still in existence and featured concrete posts connected by concrete rails,

separated by concrete spindles. A sphere adorned the southeast concrete railing endpost, indicating that similar spheres likely existed atop the other endposts of the bridge.



Original bridge

The structure was found to meet the Criteria of Regulation 9/06 under the *Ontario Heritage Act* and therefore eligible to be considered for municipal designation under the *Ontario Heritage Act*.

In 2018, the Town of Erin received approval to reconstruct

the bridge and rehabilitate the dam, preserving Hillsburgh Pond. The Hillsburgh Dam and its associated pond are considered a landmark feature within the community of Hillsburgh. They represent a large part of the village's history, dating back to as early as 1867. The pond itself has since held aesthetic value within the community as well as serving as a habitat for a wide range of wildlife species.

Construction began in the summer of 2019, and works included the following:

- Steel sheet pile wall
- Installation of precast C-Span structure
- Bridge widening and extension
- New cast in place concrete flow control structure
- Cofferdam and temporary flow bypass
- Traffic Control
- Site Restoration

Some of the historic railings from the original bridge were saved and installed on the Hillsburgh Library grounds. Bronte Construction and Triton Engineering, who were



Hillsburgh Pond

retained to complete the work on the bridge and dam, graciously donated their time and materials to complete the project.

Laurie DaSilva is Co-Chair of the Town of Erin Heritage Committee. Photography by L. DaSilva.

ONTARIO HERITAGE CONFERENCE 2022

TRACY GAYDA

As the pandemic continues to take us on a roller coaster ride for planning, our local organizing committee has been very busy finalizing plans. Visit <https://www.ontarioheritageconference.ca/> for all the conference details. Registration opened Friday, April 8!

We welcome you to Brockville and area, June 16-18, to experience Ontario Heritage Conference 2022: *The Light at the End of the Tunnel*. We have planned a wide range of sessions that we think will appeal to a wide variety of heritage interests.

We will begin Thursday, June 16, with a car rally/tour of our area. You may also enjoy a nostalgic trip to Heritage Place Museum in Lyn, just minutes away from the hotel section,

to explore the history of mills and stories of early settlement in Elizabethtown-Kitley. Thursday evening a Welcome Reception will be hosted at the Aquatarium. You may also stroll to the Brockville Tunnel to experience the light show, which is magnificent at night.

Friday, June 17, the Opening Ceremonies will begin at the Brockville Arts Centre with keynote speaker Miranda Jimmy, who will expand our knowledge about heritage and its role in truth and reconciliation. Afterward, take an architectural bus tour or listen to a presentation on heritage railways and the Brockville Tunnel at the Brockville Museum. Or you can learn more about the recently introduced changes to the *Ontario Heritage Act* and how



The Aquatarium at Tall Ships Landing



Brockville Museum

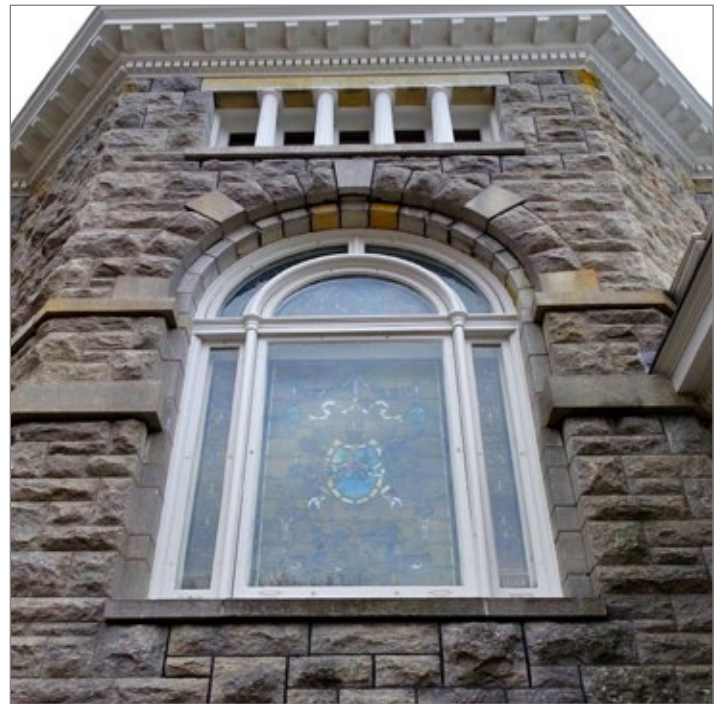
heritage professionals, municipalities, and Municipal Heritage Committees are dealing with these changes. Over lunch, explore Brockville's heritage downtown and taste the many local flavours at a variety of restaurants. That afternoon the sessions will be held at Fulford Place Museum; might you be interested in homeowners' adventures in conservation or a heritage garden tour? Or perhaps you will want to attend the heritage windows restoration workshop at the newly renovated Brockville Armouries.

Friday night's Gala Dinner will be at the Brockville Convention Centre and the keynote speaker will be Mark Denhez. He will speak on the need to rebrand "heritage buildings" to "older buildings", and the positive impact reuse has on the climate crisis while retaining the local ambiance of community and neighbourhoods. The Convention Centre is located near the hotel grouping, just off the 401.

Saturday's sessions will be at the Convention Centre and a Holiday Inn meeting room across the parking lot. There is a wide range of interesting sessions from climate change, heritage for the future, and headstone maintenance. The day will end with a presentation that will traverse the history of the St. Lawrence River, through to the resurrection the iconic river landmark, Cole Shoal Lighthouse.

OHC 2022 will be the first in-person conference since the pandemic started and we are excited to see and network with old friends, heritage professionals, local and provincial organization representatives, who all make this conference such a special event for heritage enthusiasts. We hope to see you soon to welcome faces new and familiar.

Tracy Gayda is a Vice-President of CHO/PCO. Photography by T. Gayda.



A window at Fulford Place Museum (above) and Brockville Armouries (below)



STRATFORD LAND REGISTRY OFFICE PROPOSED DEMOLITION: A DISTURBING DECISION

PAUL R. KING

In Stratford Ontario there is a 2,600 square foot 111-year-old building, owned by Perth County, which was originally the land registry office for Perth County. This building was later used for the Perth County archives but it has been empty and neglected since 2014. Last December 16th, Perth County Council voted unanimously to declare this significant heritage building surplus and to demolish it without paying any attention to its heritage attributes, its visual and historic link to its surroundings nor its noteworthy associative heritage value. [Note: Perth County December 16, 2021, regular council meeting online video at <https://perthcounty.civicweb.net/portal/>] This decision by Perth County Council is disturbing not only because there was

no concern about the building's heritage value but also because, in making its decision, the Perth County Council paid no attention to its obligations under Section 2 of the *Planning Act*:

The Minister, the council of a municipality, ... in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as, ...

(d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;

(e) the supply, efficient use and conservation of energy and water; ...

- (g) the minimization of waste; ...
- (r) the promotion of built form that,
 - (i) is well-designed,
 - (ii) encourages a sense of place, and
 - (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;
- (s) the mitigation of greenhouse gas emissions and adaptation to a changing climate.

nor to Section 2.6.1 of the Provincial Policy Statement: *"Significant built heritage resources and significant cultural heritage landscapes shall be conserved."*

The Perth County Council relied on a surplus property report prepared by Lori Wolfe, Perth County CAO, and John McClelland, Director of Public Works. [Note: Surplus Property Report dated December 16, 2021, attached to the Perth County Council Agenda at <https://perthcounty.civicweb.net/portal/>.] Neither of these County employees have any heritage expertise. Perth County staff engaged NA Engineering Associates Inc. (NAE), a subsidiary of Westinghouse, *"to provide guidance on the processes of demolition and severance of the building and to have the footprint put back into green space"*. NAE specializes in nuclear, civil, structural, mechanical, electrical, building science, environmental, fire protection & life safety, and land surveying engineering, but not built heritage matters. [Note: <https://www.naeng.com/>] It is perhaps noteworthy that neither Perth County nor the four townships under its jurisdiction have a heritage advisory committee. In Perth County, the only heritage advisory committees are in St. Marys and Stratford, but these latter two municipalities are separate one-tier municipalities that are not subject to the second-tier jurisdiction of Perth County.



Old Perth County Land Registry Office

The above-noted surplus property report mentions that the building is in *"very poor condition"* but there is no detailed

analysis provided to explain this statement other than a statement that the building contains asbestos and mold. (Of course, the process of remediating these substances is commonly undertaken under expert supervision.) There are members of the Canadian Association of Heritage Professionals with appropriate credentials who could have done a proper analysis of this building to determine its true condition and to estimate the cost of restoring the building for an adaptive reuse. There was, however, no reliance on any such experts. By the way, this building was built in 1910 to house significant land registry records, so it was constructed under extremely high standards and constructed to be as fireproof as possible. The walls, including the interior ones, are solid masonry. Also, in order to support the weight of the paper records, the main floor consists of "I" beams every 6 feet with corrugated metal arches between supporting concrete from 6 to 12 inches thick across the floor. [Note: <https://www.stratford-perthcountybranchaco.ca/> under Buildings at Risk tab] The building still has sewer, water, hydro and gas service connections. So, the unsupported statement that the building is in *"very poor condition"* is highly questionable. Furthermore, what about environmental factors in this anthropocentric era of climate change? There is a saying that the greenest building is an existing building. Considering the energy already spent to construct this building, plus the energy that would be required to demolish this building and transport the material to a landfill site, it is questionable whether demolition of this solid building is a responsible decision.

The above-noted surplus property report states that the building is *"located in [a] Heritage Conservation District (not designated)"*. This statement is a clear indication that the authors of the surplus property report do not have a fulsome understanding of the provisions in the *Ontario Heritage Act*. The property, where the building is situated, is not individually designated under Part IV of the *Ontario Heritage Act* but, by being in the Heritage Conservation District, it is designated under Part V of the *Ontario Heritage Act*. Furthermore, the property is part of a significant precinct which includes the County jail and the stunning County Courthouse (completed in 1887 and located strategically for a magnificent view of the building as one approaches along the western portion of Ontario Street). The 1910 land registry office was architecturally-designed to harmonize with the jail and the courthouse in order to create a unified streetscape along St. Andrews Street. This is still the case today. These details were not mentioned in the surplus property report nor during the Council meeting.

The surplus property report did mention that, due to the building being located in the Heritage Conservation District, obtaining a demolition permit requires the consent of the City of Stratford Council, after that Council consults with



**Old Perth County Land Registry Office on the left,
Perth County Courthouse on the right**

the Stratford heritage advisory committee. If the Stratford Council does not approve the demolition permit, Perth County has the right to appeal the matter to the Ontario Land Tribunal.

What is disturbing about the Perth County Council's decision is the lack of concern about the significant heritage

value of this building, the neglect of the building for the past 7 years, the failure to imaginatively consider adaptive reuse options for the building, the lack of concern about the environmental impact of demolishing this building, and lastly the failure to comply with the Council's obligations under the provisions of the *Planning Act*, including the requirement to take into consideration the provisions of the *Provincial Policy Statement*. Unfortunately, this scenario is all too common across Ontario.

Four months have passed since the Perth County Council decision but the heritage building is still standing, the County has not applied to the City of Stratford for a demolition permit, and whatever might be going on behind closed doors between the County and the City has not been made public. The Heritage Stratford Committee Chair has confirmed that the Committee continues to monitor the situation, which remains very high profile with lots of public interest in maintaining that building.

*Paul R. King is a past board member of CHO/PCO.
Photography by P.R. King.*

STUDENT SUBSIDY FOR OHC 2022

Students interested in attending the conference can apply for a subsidy. Visit the website for details.

<https://ontarioheritageconference.ca/student-subsidy>

LEAMINGTON ONTARIO'S ICONIC TOMATO TOURIST BOOTH

C. SCOTT HOLLAND

Since the late 1920s Leamington has been known as the Tomato Capitol of Canada and for several decades boasted that it was the Tomato Capitol of the World.

Tomatoes had been grown in the area since the 1880s and became a popular crop in 1910 when the H.J. Heinz Co. of Canada began producing ketchup at their nearby, newly formed Canadian factory.

By the late 1950s Leamington sought to have a permanent tourist booth to replace a rather small, portable one. An idea was conceived by the Leamington Chamber of Commerce to create a booth resembling a tomato. Late in 1959, the H.J. Heinz Co and its engineers formally stated that they would support the project and transform the idea into reality by creating that large tourist booth they envisioned.

However, full approval and a site for it came a year later.

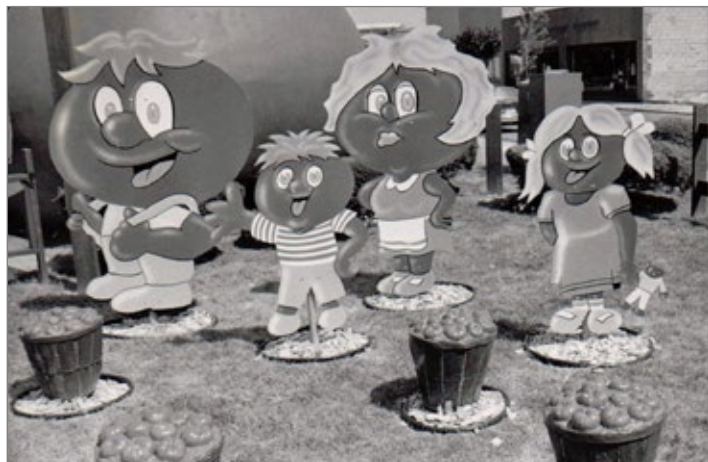
The site was a small, triangular section of property on the west side of, and adjacent to town's the Federal Building, which had housed Leamington's original Post Office from 1911 to 1959 and later its customs office. It was a natural spot where a majority of vehicles coming to town along highway 3 from Windsor and Detroit, would spot the unique structure.

The bright red tomato-shaped booth adorned with a green stem on top, would become an icon and popular tourist stop for photographs. Upon its completion, the booth measured fourteen feet high and about twenty feet in diameter. Its interior was wood with a fiberglass outside.



The booth prior to its opening in 1961

At its opening in May 1961, Leamington's own Frank T. Sherk, who was president of the H. J. Heinz Co. and the Canadian Tourist Association, along with Canadian Chamber of Commerce president, Joseph Jeffery, cut the ribbon to officially open the information booth. Initially its hours of operation were 9 am to 7 pm but by the 1970s the hours were shortened to 10 am to 4 pm.



Tomato family figurines

Since its opening, it has undergone numerous facelifts, repairs and paintings, while the grounds around it have undergone numerous transformations as well. One of the most important things done was having town council pass legislation that severed the small triangle of land (in 1993) from the overall property which today houses the Leamington Arts Centre. That same year, tomato family figurines (four in total) were added and in October 1995 an information kiosk was erected to the east at a cost of \$6,000. The kiosk would provide information at all times and serve the public when the booth was closed.

Although figures on the number of visitors stopping at the booth are not available for any of the years, in the mid and late 1980s, the booth reported that it was not unusual to have nearly 1,000 people stop per week. In 1986, the total for the season (Victoria Day weekend to Labour Day weekend) was over 16,689 and in 1987 by late September, the booth had hosted 21,774 visitors. One of the more impressive facts

to consider, is that during reconstruction of Talbot St. West in 1988, the booth still managed to draw nearly four hundred visitors per week.

Over the course of its history the booth has served small cans of Heinz tomato juice as part of its welcome - and the tapping of a tomato keg became symbolic of its May opening. Volunteers have helped operate the booth and for a number of years via government funding (including the Southwestern Ontario Tourist Association) helped provide summer jobs for students. It was also the center of attention in the early 1990s when Leamington District Secondary School had tourism classes which made daily visits to discover the local attractions and how the volunteers helped serve the public.



Tomato Booth in 1986

The booth has remained a national and international symbol of Leamington's vibrant agricultural community for over half a century. It is still a magnet for people from around the world when they pass through the area, despite the fact it has serious structural damage and needs to be replaced. Leamington's council has debated about its replacement or repair and with the high cost of such work, sadly the decision is on hold.

C. Scott Holland is a freelance writer who serves on Leamington's Heritage Committee. Images courtesy of the C. Scott Holland Collection.

BEHIND THE SCENES OF THE CAPITOL THEATRE

SHIRLEY BAILEY

At a special meeting of the Heritage Kingston Committee in April 2021, members considered the matter of retaining the façade of the Capitol theatre at 223 Princess Street through a heritage easement. Staff proposed a two-step process, the first to allow demolition of most of the building which extends from Princess to Queen Streets, and the second to ensure the proponent would return to the Committee with more specific plans of the

heritage easement: how the façade on the listed property will be protected, what the marquee will look like, how the terracotta tile will be protected, and so on.

The history of the iconic structure in Kingston's historic core is worth reviewing, and an article dated February 21, 2020, from the recently digitized copies of the *Daily British Whig* provides an insight into the origins of the Allen Enterprises.

A jeweller from Bradford, Pennsylvania, Bernard Allen, had two sons, who determined in September 1906 that they wanted to go into the movie business. Jule and Jay J. Allen were completing high school. They had searched Hamilton for a readily available location, with no luck, and then found a store in Brantford, Ontario. This first location, the Theatorium, was no larger than a “tobacco shop,” where they put up a cotton sheet and squeezed in 150 kitchen chairs. With a projector showing 15-minute reels, they charged five cents for a show, to enormous success. The population of Brantford at the time was about 15,000 people, and on the first day 2,000 paid a nickel to see the movies. The shows ran continuously, and the first movie theatre outside Toronto and Montreal was born. With that success, two more similar establishments were located in Brantford. The Allen brothers had cornered the market in the movie picture business, all while in their teens.

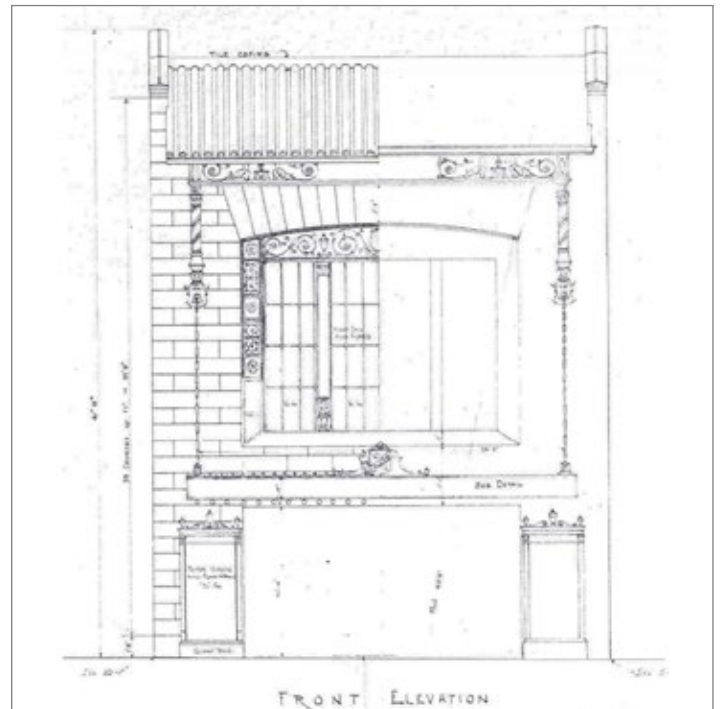
In ten years, the duo had established a network of theatres across Ontario. They hired and trained staff and promoted from within. They sold stock in many of the theatres but retained the bulk of the common stock in every case, and most often retained full ownership. Throughout 1920, several ads in newspapers advertised the business, and offered stocks for sale.

Their business expanded over the decade to the point where the Allen brothers retained architect Howard Crane, who had already been designing theatres in the United States. Crane was not yet licensed in Ontario, so the local associate was the architectural firm of Hynes, Feldman and Watson for two theatres in Toronto. Over the next few years, the Allen brothers contracted Crane to devise plans for at least fifteen more theatres, including Winnipeg (1920), Vancouver (1920), and Calgary (1921), each with nearly 2,000 seats, and a larger movie theatre with 2,600 seats in Montreal (1921). The Crane designs followed a pattern: large frontage, second-level windows, and a terracotta frieze above the window.

It was during the incredible year of expansion across Canada that the Kingston theatre opened on December 30th. The *Daily British Whig* reported on the opening. Mayor Nickle congratulated the Allen brothers on the construction of a theatre holding 1,300 people which had been built at the cost of \$180,000. The Kingston theatre was one of eleven

new movie houses added across the country in 1920.

By October 1921, the company was overextended in its attempt to compete with the Famous Players Canadian Corporation. Raising money by selling shares was not enough to deal with the competition. Also, an economic depression in 1921 meant that attendance in movie theatres plummeted, and in 1923, the brothers were forced to sell their buildings to Famous Players at a fraction of their value. As occurred in Kingston, most were renamed *Capitol*. The Allen brothers went on to develop a new theatre chain in the 1930s and '40s.



Drawing for Kingston's Capitol theatre in 1920 developed by Norman McLeod Ltd. Engineers and Contractors of Toronto (Library and Archives Canada)

Many of the Allen Theatres across Canada have now been protected for their heritage value and repurposed. The façade of the theatre at 223 Princess Street will now be protected after a long and controversial process of community involvement to reduce the height of a proposed condominium development from twenty-one storeys to nine.

Shirley Bailey is President of the Frontenac Heritage Foundation.

CHO/PCO MISSION STATEMENT

To encourage the development of municipally appointed heritage advisory committees and to further the identification, preservation, interpretation, and wise use of community heritage locally, provincially, and nationally.

BOARD MEETINGS

CHO/PCO Board of Directors meetings are open to any MHC member. Meetings will be held virtually until further notice. Please contact the Corporate Secretary if you wish to attend.

LISTING PROPERTIES TO THE MUNICIPAL REGISTER

NANCY MATTHEWS AND WAYNE MORGAN

Since 2005, the *Ontario Heritage Act* (OHA) allowed municipalities to include undesignated properties of cultural heritage value on the municipal register. Commonly known as "listing", this formally identifies properties that may have cultural heritage value or interest to the community and permits council up to 60 days to delay issuing its permission to demolish should such an application be made. The 60 days starts from when council is notified of the application, not from the date of the application. For proposals to demolish on a listed property, applications must be made under **both** the OHA and *Building Code Act*. During the 60 days, council must decide whether to express its intent to designate if it wishes to prevent the demolition which would provide long term heritage protection of the property. Failure to make a decision within the 60-day period would result in the approval of the demolition.

Old guidelines for "listing" a non-designated property

- The only information required under the OHA was a description sufficient to identify the property, such as the property's street address.
- Detailed research and evaluation of the property was not required, although it was suggested that a brief rationale explaining why the property may have heritage value be provided.
- A municipality was not required to consult with property owners or the public to list non-designated properties in the register.
- Notifying owners of the listing of properties was recommended but not compulsory.

New guidelines for "listing" a non-designated property

OHA, ss.27(3) effective July 1, 2022: *When a municipal council decides to include a property that has not been previously designated in the municipal register of heritage properties, council shall, within 30 days after including the property in the register, provide the owner of the property with notice that the property has been included in the register. As in OHA, ss.27(5-6), the notice must include the following:*

- a statement explaining why the council of the municipality believes the property to be of cultural heritage value or interest.
- a description of the property that is sufficient to readily ascertain the property.
- a statement that if the owner of the property objects to the property being included in the register, the owner may object to the property's inclusion by serving on the clerk of the municipality a notice of objection setting out the reasons for the objection and all the relevant facts.

To meet these requirements, the municipality should prepare the statement explaining why council believes the property is of cultural heritage value or interest as per Criteria for Determining Cultural Heritage Value or Interest in Ontario Regulation 9/06 under the OHA. This statement should be based on some preliminary research about the property.



Rob Roy School

The information needed for a new listing will look very much like a general property description for a designation but need not go into elaborate detail or define any specific attributes. The following is an example prepared for the Rob Roy School in the municipality of Grey Highlands:

1. *Property identification (location and name if any):* OSPREY MUSEUM / ROB ROY SCHOOL, 634632 Pretty River Road at the northeast corner of the junction with Grey Road 12.
2. *How the property was/is used:* Rob Roy SS#10 is a rectangular one-room brick schoolhouse of neo-classical design built in 1889 by Osprey Township. Since 1961 the building has served as a museum with an extensive collection of local artefacts.
3. *Brief statement of heritage values:* The property has significant heritage cultural value and interest for:
 - a. its historic association with educating early pioneering children;
 - b. its ongoing value as a community hub that celebrates local agricultural history; and
 - c. its design value for balanced classical proportion of the schoolhouse is enhanced by attractive and intricate brickwork in rust red with contrasting yellow brick in solid corner quoins and pilasters, textured vousoirs above the elegant door and window "fan lights," and an ornate frieze.

Once a listing has been made by a council, the owner must be notified within 30 days that the property has been listed. The owner may object to council about the listing, although no time limit for the objection is specified in the Act. If an objection is lodged with the council, it must consider the objection and advise the owner of its decision to retain or remove the listing. Again, no time limits are specified for council to decide.

Any property owner objection to a listing should be based on valid reasons that council must consider before deciding whether to continue listing the property.

Although notification before the listing occurs is not required, it is strongly recommended that the owner be consulted prior to consideration of listing by the heritage committee and council. Some municipalities may wish to save time and effort by gaining owner permission prior to the listing. Since 2012, such a policy in the Municipality of

Grey Highlands has helped foster good community relations between the heritage committee and heritage property owners. Other municipalities have a brochure explaining listing and its effect that is provided to owners when they are notified that either the heritage committee or council is considering listing.

Listing of properties by a council in its heritage register is a relatively simple tool for a council to provide basic protection for some of its heritage resources. In adding or removing a property on the Register, council is required to consult with its heritage committee, if one has been established.

Note: Rob Roy School is listed on the Grey Highlands register. More information about the building can be found here: <https://greyhighlands.civicweb.net/document/212139>

Nancy Matthews and Wayne Morgan are board members for CHO/PCO. Photography by N. Matthews.

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Full Page	\$300	Third Page	\$100	One Sixth Page	\$50
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Cost is per issue. CLASSIFIED ADS are \$12.00 per column inch. DISPLAY ADS must be supplied in camera-ready tiff or pdf format. Location of ads is at the discretion of the Editor.

Contact Rick Schofield at 416.282.2710 or schofield@communityheritageontario.ca

NEWS FROM THE BOARD OF DIRECTORS

RICK SCHOFIELD

The Board of Directors met virtually by Zoom on Sunday, March 27th, 2022.

The President is working toward finalizing speakers for the conference sessions presented by CHO/PCO which will deal primarily with MHC issues in rural and remote areas, as well as recent amendments to the *Ontario Heritage Act*. Wayne Morgan provided workshops in Old Thornhill with another planned for Gravenhurst in May, and assisted Alnwick/Haldimand in drafting statement of cultural heritage values. Efforts were made to reestablish an MHC in Lanark Highlands. Finally, it was suggested that a few, good designation bylaws should be added to the website for referencing.

The Corporate Secretary reported membership stands at 64 MHCs with a slower than usual renewal rate due to Covid issues affecting many MHC activities. A letter was sent to Minister Steve Clark regarding the Ontario Housing

Affordability Task Force. Former CHO/PCO President Paul King expressed concern over the threatened demolition of the historic, former Perth County Land Registry building. The Secretary noted that paper copies of CHOnews had been mailed to the MHCs who have requested hard copies.

The Treasurer reported revenue of \$24,550 with disbursements of \$43,800 which will be covered by our current surplus. Confirmed speakers for the Ontario Heritage Conference 2022 (OHC 2022) are being provided with an advance payment to cover their expenses. An initial payment has been made to the Board-approved Archaeological Research project. The Treasurer also reported that the auditor has completed the corporation's audit for 2021 and found no issues.

Program Officer Ginette Guy reported on her activities regarding OHC 2022 in June and working with ACO and OAHP regarding budget issues. Registration is expected to

open in early April. She is also responsible for mailings of CHOnews to those preferring electronic copies.

Tracy Gayda, OHC 2022 Committee Chair, provided a report on the ongoing development of speakers and programs. Registration fees have been adjusted to reflect inflationary changes and the budget is on track in obtaining sponsors.

The Communications committee noted that the Winter issue of CHOnews was very successful, with several new submitters, lots of good articles and positive feedback.

Matthew Gregor, Chair of the Awards Committee indicated agreement of this year's recipients for (i) contributions to their local MHC and (ii) exceptional service to CHO/PCO. The awards will be handed out at the conference Gala Dinner.

With the cost of gas rising substantially in recent months, the Board approved an increase in the CHO/PCO travel

allowance to 57¢/km. This is the first change in several years and is used to partially cover travel expenses for Board members, workshop and conference speakers and anyone traveling on Board-approved activities.

The Board is looking for one or two new Board members, effective July 1st. Nominations for those wishing to serve on the Board of Directors for the two-year term 2022-2024, will remain open until May 31st. The majority of those serving on the Board must be members of a local MHC or authorized by a local MHC to represent them. Nominations, along with a brief resume outlining one's heritage preservation background or related activities should be sent to the Corporate Secretary at the CHO/PCO office in Scarborough.

Rick Schofield is the Corporate Secretary/Treasurer of CHO/PCO.

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ARTICLE DEADLINES

JANUARY 10

MARCH 10

JUNE 10

OCTOBER 10

Article submissions are always welcome.



GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR THE Façade, Signage, and Landscape Improvement Grant GRANT APPLICATION

Page 1 of 6

PROCESSING THE APPLICATION

Upon receipt of a completed application, it will be circulated as necessary (i.e. Building, Planning and Finance Departments). The comments received will assist staff with the review of the application, and ensure eligibility of the applicant.

The proposed work must conform to all municipal policies, standards and procedures including zoning, urban design guidelines and heritage policies and legislation and will be subject to review and the issuance of necessary planning and development approvals and building permits.

Any outstanding work orders registered against the subject property must be satisfied prior to the grant being approved or be satisfied as part of the proposed work.

At the appropriate times, the applicant, owner or agent, as the case may be, will receive the following:

- a. Written acknowledgement of receipt of the completed application;
- b. Written notice of the grant commitment which will be valid for one year.
- c. Written notice of any improvements which are not eligible expenses for this program.

PRE-CONSULTATION

Before submitting an application, applicants shall contact the Township to discuss the proposed application. Time is often saved by these preliminary discussions. It may be necessary to seek the assistance of independent professional help (e.g. architect/engineer, etc.) for complex renovations, restorations and/or improvements. For additional information or assistance in completing this application, please contact the Township at 519-763-1226.

SUBMISSION

The following is required in order for the Planning and Building Permit Fee Grant application to be considered complete:

- ☒ One copy of this completed application form
- ☐ Section C completed – including costs of Building Permit Fees or Planning Application Fees
- ☐ Written consent from the registered owner where the applicant is not the owner

AND include **two (2) copies** of the following:

- ☒ Any original drawings/photos of the property, including showing existing building condition and past/historical photographs or drawings
- ☒ Any Building Permit drawings or Site Plans showing the proposed changes – elevations, artist renderings, good quality plans
- ☐ Any other information requested by the Township

The above information is required to ensure that your application is given full consideration. An incomplete or improperly prepared application may not be accepted or may result in delays during the processing of the application. Only one Application per subject address will be permitted. If there are multiple properties, separate applications may be required.

If other documentation/supporting material becomes necessary, you will be contacted prior to your application proceeding.

Please submit the completed application to Township of Puslinch, 7404 Wellington Rd 34, Puslinch, ON N0B 2J0. ATTENTION: Community Improvement Program

The Township of Puslinch will be promoting the Planning and Building Permit Fee Grant to other businesses. Successful applicants will be expected to participate in news releases, brochures and other promotional material. Do you agree to participate?

- ☒ Yes ☐ No

Façade, Signage, and Landscape Improvement Grant

Office Use:

File Number: _

Related File: _

Application Submitted: _

Complete Application: _

This application must be typed or printed in ink and completed in full.

Property assessment roll number: 2301-000 -**A. APPLICANT INFORMATION**

Name of Applicant [REDACTED]

Note: if the applicant is a numbered company also provide the name of a principal of the company.

Address: [REDACTED]

Municipality [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

E-Mail address: _____

Name of Agent _

Address: _

Municipality: _

Postal Code: _

Phone: _

E-Mail address: _____

Name of Owner _ [REDACTED]

It is the responsibility of the owner or applicant to notify the Township of any changes in ownership within 30 days of such a change

Address: _ [REDACTED]

Municipality [REDACTED]

Postal Code: _ [REDACTED]

Phone: [REDACTED]

E-Mail address: _ [REDACTED]

Please specify to whom all communications should be sent.

Unless otherwise directed, all correspondence, notices, etc., in respect of this application, will be forwarded to the Applicant, except where an Agent is employed, then such will be forwarded to the Applicant and Agent.

☒ Applicant☐ Agent☐ Owner

Are your property taxes paid up to date?

☒ Yes☐ No

B. LOCATION DESCRIPTION OF SUBJECT LAND

Municipal Address: _

Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☒ No

If yes, describe the easement or covenant and its effect:

Are there any other sources of funding being applied for (Provincial, Federal or Municipal)?

☐ Yes ☐ No

If yes, list other sources and amount of funding requested:

not at this stage municipal potentially

C. DESCRIPTION OF IMPROVEMENTS

Please explain what you propose to do on the subject lands/premises, and how the proposed improvements comply with any applicable **Urban Design Guidelines**?

- Restore Facade
- Build accesable washrooms (in area of existing washroom)
- Restore original flooring

Cost of Proposed Improvements:

See Quotes

Two (2) contractor estimates - attached? Two (2) estimates are **required** for eligible improvements.

☒ Yes ☐ No

**Any improvement works completed prior to written notice of the loan/grant commitment are not eligible expenses.

D. PROPERTY INFORMATION

Present zoning:

Restaurant

If known, enter the date existing buildings or structures were constructed on the subject lands:

Circa 1860

Is the existing building designated under the *Ontario Heritage Act*?

☐ Yes

☒ No

If yes, identify and provide the by-law number and/or attach a copy of the by-law:

Date the subject property was acquired by the current owner:

Present use of the subject property:

Restaurant

If known, the length of time the existing uses have continued on the subject property:

40 years

Proposed use of the subject property, if different from current use:

E. OTHER INFORMATION

Is there a time limit that affects the processing of this application?

☒ Yes

☐ No

If yes, describe:

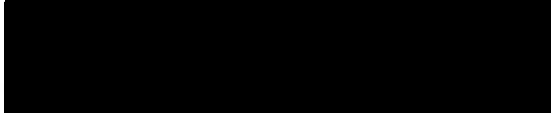
We are looking to start renovations ASAP. looking to open by oct 1, 2022

Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

attached

F. PERMISSION TO ENTER SUBJECT LANDS

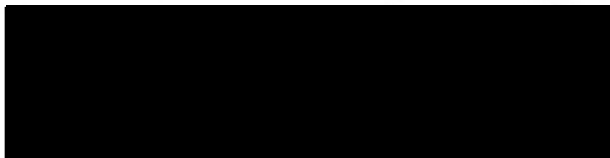
Permission is hereby granted to Township of Puslinch staff to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.



June 28, 2022
Date

G. FREEDOM OF INFORMATION

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected for the purposes of processing this application.



June 28, 2022
Date

H. OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the land that is the subject of this application, the owner must complete the authorization set out below.

I/We _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Owner

Date

Owner

Date

F. PERMISSION TO ENTER SUBJECT LANDS

Permission is hereby granted to Township of Puslinch staff to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable hours.

[REDACTED]

June 30, 2022
Date

G. FREEDOM OF INFORMATION

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected for the purposes of processing this application.

[REDACTED]

June 30, 2022
Date

H. OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the land that is the subject of this application, the owner must complete the authorization set out below.

I/We [REDACTED] am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize [REDACTED] to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

[REDACTED]

JUNE 30/22
Date

June 30/22
Date

Owner

GRANT APPLICATION

C. Facade, Signage, and Landscape Improvement.

Target:

Intention is to improve appearance and restore original charm of the historical building, whilst creating signage and heightening visibility

Current Facade:

- Plastic siding in poor shape
- awning from previous restaurant taking away from the original window design.

Proposed Facade

- Removing plastic siding and bringing back a smooth wall surface
- having our artist who's helped designed our other restaurant, La Parisienne & Verlan. to do the signage and keeping with a vintage look.
- removing the awning and bringing back the original window design and painting it a dark patina colour.



CURRENT FACADE

- Remove black siding
- remove awning



ORIGINAL FACADE

- Bring back smooth facade
- no awning and show original window



PROPOSED FACADE

- Paint window frame in a dark patina like the heritage sign

GRANT APPLICATION

D. Building Improvement Grant

Target:

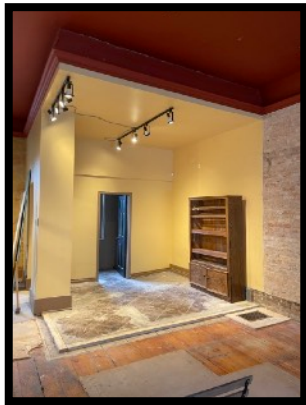
- Improvement to accessibility for people of disabilities by adding a disability bathroom and redesigning the bathroom area for our guests.
- Brining back the original floor to the main dining room
- Installing vintage tiling to the downstairs dining room

Current Condition:

- Only one bathroom that is not handicap friendly
- covered unfinished flooring needing restoring

Proposed Restoration:

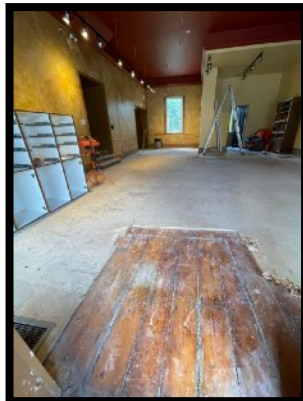
- Adding a disability bathroom along with 2 other bathroom for a total of 3 bathrooms for our guest to use.
- Restoring flooring for both main and downstairs dining rooms



ACCESSIBLE BATHROOMS:

Intention is to add an accessible washroom as well as 2 additional washrooms.

This will bring convenience to the space as well as provide access to those with disabilities and restore the original restaurant.



FLOORING:

Intention is to restore original character of the historical building.



COMMITTEE MEMO

TO: Heritage Committee

FROM: John Arnold

MEETING DATE: July 25, 2022

SUBJECT: 2022 Ontario Heritage Conference Takeaways

RECOMMENDATIONS

That the Committee Memo 2022 Ontario Heritage Conference Takeaways be received for information.

Purpose

The purpose of this Committee Memo is share with the Heritage Committee with the key takeaways from the 2022 Ontario Heritage Conference.

Background

At the May 13, 2022 Heritage Committee meeting it was supported that John Arnold attend the Ontario Heritage Conference in Brockville from June 16-18.

Comments

1. Good attendance – 200 registered attendees of whom 51% were professionals or engaged in heritage by their respective municipalities.
2. In person meeting greatly appreciated.
3. Strong emphasis on indigenous and black heritage and how it has been ignored or misrepresented – Black slavery, heritage and history in Ontario – lack thereof, ignored and in one case plowed over with grave markers used to floor barns and as plate markers on a ball diamond.
4. Definition of heritage expanding – and the impact of heritage committee.
5. What is current today is heritage tomorrow.
6. Challenges facing heritage activities- indifference of municipal governments, shortage of qualified staff and funding leading to overwork and delays especially in rural and remote municipalities who reported that heritage designation was almost an afterthought.

7. Many H.C's do not present to councils – the results are filtered by staff.
8. Ontario Heritage Act still confusing at best.
9. Virtual attendance at museums and heritage sites rose in 2019 and fell dramatically 2020 – 2021 – in person attendance strongly preferred.
10. Effort was made to represent that virtual visitation was better than in person – this idea did not go over well with the audience.
11. Guelph reformatory project presented – question was asked if anyone had spoken to any former inmates – response was very ambiguous – not a good ending to a presentation which tried to make good of what is demonstrably a relic of forced labour.
12. Strong presentation of impact of residential schools on First Nation and what was presented as essentially the illegal encroachment on the Haldiman Tract.
13. Plaquing programs need to be examined for in accurate and inappropriate language.
14. Strong push to involve younger generation in heritage before the memories fade.
15. Heritage projects, sites and landscapes need a champion to go forward.
16. Government policy toward heritage since the mid 1920's has heavily influenced by the Federal Tax Act and the attitude that buildings aged and should be torn down

Financial Implications

There is no financial implication related to this Committee Memo.

Attachments

None



REPORT HER-2022-013

TO: Heritage Committee

FROM: Justine Brotherston, Communications and Committee Coordinator

MEETING DATE: July 25, 2022

SUBJECT: Committee Quarterly Review of Goals and Objectives for 2021-2022

RECOMMENDATIONS

That staff report HER-2022-013 regarding Heritage Committee Goals and Objectives 2021-2022 be received for information.

Purpose

The purpose of this report is to review and provide updates on the Heritage Committee's Goals and Objectives.

Background

For the remainder of the term, the Heritage Committee has created a list of Goals and Objectives they would like to achieve in 2022. Each goal/objective has a timeline and sub-committees have been established for some of the projects. Additionally, new projects may be identified over the remainder of the term and staff will bring forward these updates for Council's information and endorsement.

Goals and Objectives Status Update

Regular Reporting to Council:

Three reports will be provided to Council on the progress of heritage initiatives:

- 1) Status: Completed – March 2022 – Report regarding Committee's Goals and Objectives for the year
- 2) Status: Not started – August 2022 – Report regarding proposed 2023 Heritage Committee Budget

- 3) Status: Not started – November 2022 – Report regarding end of year progress on Committee's Goals and Objectives

Doors of Puslinch:

Before this goal/objective can move forward a Goals and Objectives Proposal must be completed for Council's Approval. The next opportunity to make a budget request for this project will be at the July 2023 Committee Meeting. Potential next steps for this sub-committee would be bringing a draft Goals and Objectives proposal to the October 2022 Meeting, January 2023 Meeting or April 2023 meeting for feedback from the Committee. A final draft of the Goals and Objectives proposal should be brought to the July 2023 Committee meeting for endorsement by the Committee for the proposed 2024 budget.

Alternatively this item could be deferred to the next term.

Additions to the Heritage Register:

A member of the sub-committee recommended that adding to the existing registry be an item for the whole committee. For this goal/objective to move forward a member of the Committee must submit the property address to the Committee Coordinator to be listed on the agenda for discussion. By listing the property address, this allows for both the Committee and the public to receive notice about which properties are being discussed for potential inclusion on the Municipal Heritage Register.

Heritage Signage:

Before this goal/objective can move forward a Goals and Objectives Proposal must be completed for Council's Approval. The next opportunity to make a budget request for this project will be at the July 2023 Committee Meeting. Potential next steps for this sub-committee would be bringing a draft Goals and Objectives proposal to the October 2022 Meeting, January 2023 Meeting or April 2023 meeting for feedback from the Committee. A final draft of the Goals and Objectives proposal should be brought to the July 2023 Committee meeting for endorsement by the Committee for the proposed 2024 budget.

Alternatively this item could be deferred to the next term.

Public Engagement:

The sub-committee discussed three engagement opportunities for the Committee to raise more awareness of heritage initiatives within the Township. The three engagement opportunities are as follows:

1. Explore use of social media
2. In-person engagement opportunities
3. Engage Puslinch Heritage Page

Before this goal/objective can move forward a Goals and Objectives proposal must be completed for Council's approval. Additionally, an Engage Puslinch Project Proposal must be completed for the Committee to endorse and staff to approve. Finally, staff are to bring a report regarding a procedure for the Heritage Committee to submit posts for social media posts to 2022-2026 Heritage Committee January 2023 or April 2023 meeting.

Alternatively this item could be deferred to the next term.

Committee Training:

John Arnold attended the Community Heritage Ontario Conference June 16th to June 18th.

Advisory Committee Orientation Training Package:

A report requesting training topics is included as Heritage Committee Report 2022-0014 as part of the July 25, 2022 Agenda Package.

Heritage Property Visits:

Due to the uncertainty regarding the COVID-19 Pandemic heritage, property visits have not been scheduled for this year. This Goal/Objective will be reviewed as part of setting the Goals and Objectives for 2022-2026.

Document and acknowledgement First Nation Sites and Heritage:

The Acknowledgement of First Nation Sites and Heritage has identified two projects as the focus of the sub-committees work:

Project 1 – Morriston Historical Park Project

Project 2 – Indoor Exhibit of Heritage Items

Before this goal/objective can move forward a Goals and Objectives Proposal must be completed for Council's Approval. The next opportunity to make a budget request for this project will be at the July 2023 Committee Meeting. The next steps for this sub-committee would be bringing a draft Goals and Objectives proposal for each project to the October 2022 Meeting, January 2023 Meeting or April 2023 meeting for feedback from the Committee. A final

draft of the Goals and Objectives proposal should be brought to the July 2023 Committee meeting for endorsement by the Committee for the proposed 2024 budget.

Alternatively, this item could be deferred to the next term.

Land Acknowledgement Statement:

The Land Acknowledgement Statement is being removed from the Heritage Committee's Goals and Objectives as this is a corporate work plan initiative that is actively being worked on by Township Staff in coordination with Wellington County's member municipalities and its consultants. Comments received from the Committee in late 2021 while drafting the final Heritage Register and Recognition statement can be considered as well as any future comments as requested by Council.

Financial Implications

There is no financial implication for the purposed staff recommendation.

Applicable Legislation and Requirements

None

Attachments

Schedule A – 2021-2022 Heritage Committee Goals and Objectives

Schedule B – Advisory Committee Goals and Objectives SOP and Form

Schedule A – 2021-2022 Heritage Committee Goals and Objectives**Legend:****Yellow:** On going**Green:** Complete

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	Completed – March 2022 – Report regarding Committee's Goals and Objectives for the year Not started – August 2022 – Report regarding proposed 2023 Heritage Committee Budget Not started – November 2022 – Report regarding end of year progress on Committee's Goals and Objectives
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)	Goals/Objective Proposal to be drafted for Council's Approval end of 2022 or start of 2023.

Heritage Registry	Y	N	Sub-Committee to be established to review the report prepared by staff to create the Registry for Listed Properties	Complete
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	Goals/Objective Proposal to be drafted for Council's Approval end of 2022 or start of 2023.
Old School Surveys	N	N	Original survey of the school sections. Councillor Bulmer had presented this. What should be done with this?	Complete - Stored at the 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	Completed January 2021 - J. Arnold and B. Jefferson to remain in their positions as Chair and Vice-Chair
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,	Goals/Objective Proposal to be drafted for Council's Approval end of 2022 or start of 2023.

			Puslinch Community News Letter; Heritage Articles for the Puslinch Pioneer	
Committee Training	N	Y	Secretary to look into training opportunities for the Committee	Completed for 2022. John Arnold attended Community Heritage Ontario Conference.
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	Report to be provided at July 25, 2022 Heritage Committee meeting requesting additional training topics for staff consideration.
Plaguing 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	Complete - Plaques at Municipal Office
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	Goals/Objective Proposal to be drafted for Council's Approval end of 2022 or start of 2023.
Land Acknowledgement Statement	N	N	Township Council and Staff	It is anticipated that creation of a Land Acknowledgement Statement for the Township of Puslinch will be included on the 2023 Corporate

				Work Plan to be approved by Council. As such this item will be removed from the Goals and Objectives.
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SOP: Advisory Committee Goals and Objectives

Last updated: October 1, 2021

Department: Advisory Committees

Online form? No

Payment required? No

Staff responsible: Advisory Committees, Subcommittees, Committee Secretary

Purpose: Brief description of the department responsible and list the main job functions below:

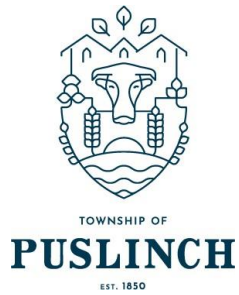
- Review approved annual committee goals and objectives
- Develop a detailed proposal of how implementation of the goal or objective will be achieved
- Provide a detailed break-down of budget implications if applicable

Procedure:

1. Considerations when developing a detailed proposal:
 - Review of the specific goal or objective.
 - Has the demand or need been adequately established for the initiative? Provide these details in the proposal.
 - Are there legislative requirements that need to be considered and adhered to?
 - Are there comparator municipalities offering something similar? This may not be applicable to all initiatives but should be considered when developing the proposal.
 - Will any aspect the initiative require Township funding? Are there alternatives such as fundraising or grant options available? The committee secretary can assist. If fundraising is recommended, be specific as to how fundraising will be done and what Township resources are required.
 - Develop a detailed breakdown of the costs and include detail documentation for any cost estimates.



- Consider sourcing options and whether any Township Policies such as the procurement policy need to be adhered to. The committee secretary should attend subcommittee meetings to provide this information.
 - Does the initiative require marketing or advertising? Consider the Township media platforms and/or Township events (Fall Fair, Farmer's Market, etc.) and provide detail of how best to inform the community if applicable. Include the cost of advertising if applicable.
 - Will the initiative require staff resources? The committee secretary can assist. Include how many hours per week, and how many staff.
 - Will the initiative generate revenue? Provide details for revenue assumptions. The committee secretary can assist with next steps if this is applicable.
 - Will this be an expense each year or is this a one-time expense?
2. Once the goals and objectives have been approved by Committee and Council:
- If the item does not require funding, the subcommittee can work through the initiative and report back to the committee at the frequency identified.
 - If the item requires budget approval, the subcommittee can begin work once the budget amount has been approved by Council.
 - The committee secretary will work with their department head to complete either a base budget increase request form (operating budget) or a capital budget request form.
 - The subcommittee will submit any quotes to the committee secretary who will confirm the quote meets the approved proposal and budget amount in collaboration with their department head, and ensure the purchase is in compliance with the Township Procurement Policy.
 - The committee member or committee secretary can then make the purchase. If payment up-front is required, the committee secretary will use the corporate credit card in accordance with Township policy. If the purchase can be invoiced, the committee member can proceed with the order once approved by the committee secretary and department head. The committee member will then provide the invoice to the committee secretary to ensure payment is made by the Finance team.
 - The committee secretary will report on the status of goals and objectives to Council at year-end.



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

Name of Goal/Objective:

Description of Goal/Objective:

Has the demand or need been adequately established for the initiative?

☐ Yes

☐ No

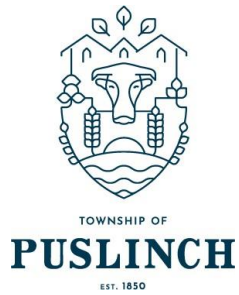
If yes, provide details supporting the demand/need for the initiative:

Are there legislative requirements that need to be considered and adhered to?

☐ Yes

☐ No

If yes, provide details of legislative requirements that need to be adhered to:



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

How will the initiative be funded? (Select all that apply)

☐ Budget Request

☐ Grant

☐ Fundraising

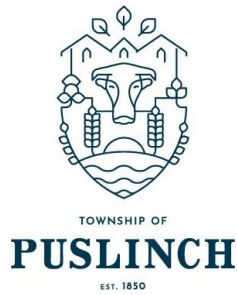
Provide a description of how the initiative will be funded (e.g. If fundraising is recommended how will the fundraising be done and what Township resources are required?)

Provide a detailed breakdown of the costs and attach documentation for any cost estimates.

Will this be an expense each year or will this be a one-time expense?

☐ Expense each year

☐ One-time expense



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

Provide how services or items for this project will be sourced. Consider if any Township Policies such as the Procurement Policy need to be adhered to.

Does this initiative require marketing or advertising?

☐ Yes

☐ No

If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in the detailed breakdown above. If an external advertiser is identified an external advertisement proposal must be submitted as well.)

Will this initiative require staff resources?

☐ Yes

☐ No

If yes, describe the staff resources required. (Include how many staff and how many hours per week)



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

Will this initiative generate revenue?

☐ Yes

☐ No

If yes, provide details for the amount of revenue and indicate if there is a specific purpose proposed for this revenue.



REPORT HER-2022-014

TO: Heritage Committee

FROM: Justine Brotherston, Communications and Committee Coordinator

MEETING DATE: July 25, 2022

SUBJECT: Committee Orientation Training

RECOMMENDATIONS

That staff report HER-2022-014 regarding the Committee Orientation Training be received for information; and further,

That the following recommendations be forwarded to staff for their consideration in drafting the Committee Orientation Training _____.

Purpose

The purpose of this report is to provide the Heritage Committee with an update on the 2022-2026 Committee Orientation Training.

Background

At the January 11, 2021 meeting the Committee Orientation Training Sub-Committee was formed to assist with drafting training for the 2022-2026 Heritage Committee.

Comments

Staff have created a list of training topics that will be covered below for the Committee's information. The Orientation sub-committee was asked to share topics that they feel should be included with the training. Their recommendations are listed below. The Committee is being asked to share additional topics they feel should be included with the training.

Orientation Sub-committee recommended training topics:

- Overview of Puslinch's History/Heritage
- Ontario Heritage Act

- Background: Puslinch Heritage Committee Formation and Work to Date

Staff identified training topics:

1. Advisory Committee and Quasi-judicial Committee Overview
 - Reporting Structure
 - Advisory Committee and Quasi-judicial Committee Roles
2. Role and Responsibilities
 - Citizen Members
 - Council Representatives
 - Chair
 - Vice-Chair
 - Committee Coordinator
 - Corporate Resources
3. Meeting Procedure
 - Meetings
 - Agenda
 - Agenda Matters
 1. Delegations, Presentations
 - a. Committee Memos
 2. Questions and Answers
 3. Recommendations
 4. Debate and Discussion
 5. Voting
 - Minutes
4. By-laws, Policies and Requirements
 - Committee Terms of Reference
 - Procedural By-law
 - Code of Conduct
 - Pecuniary Interest
 - Expense Policy
 - Confidentiality
 - Advertisement, Communication and Media Relations Policy
 - Regular Reporting Requirements
 - Setting Goals and Objectives

- Implementing Goals and Objectives
- Annual Budget Process

Financial Implications

There are no financial implications for this project.

Applicable Legislation and Requirements

None

Attachments

None



REPORT HER-2022-015

TO: Heritage Committee

FROM: Justine Brotherston, Communications and Committee Coordinator

MEETING DATE: July 25, 2022

SUBJECT: Heritage Student Update

RECOMMENDATIONS

That staff report HER-2022-015 regarding the Committee Orientation Training be received for information.

Purpose

The purpose of this report is to provide the Heritage Committee with an update on the 2022-2026 Committee Orientation Training.

Background

In January of 2022 staff applied for the Young Canada Works Grant for funding for a heritage summer student. On April 9, 2022 the Township received a decision stating that the Grant was approved. The Township then began recruitment and the position of Heritage Summer Student was filled and our Heritage Summer Student began employment on June 6, 2022.

The Township applied for this grant under the Heritage National Trust which required that the work of the student align with that organizations mandate and goals. The National Heritage Trust required the projects to be archival in nature. In determining the tasks for the Heritage Summer Student staff reviewed the Committee's Goals/Objectives and identified that an Online Heritage Tour had been discussed as part of the Heritage Committee's Public Engagement Goal/Objective. To support the Online Heritage Tour a public Digital Archive was identified as a second task. Given the requirements to examine Township documents in support these projects a third project was identified to assist in the digitization of Township heritage records as part of a larger corporate digitization project.

Comments

On June 21st, 2022 property owners of properties listed on the Township's Heritage Register were asked to opt-in to having their property included on a public Digital Archive and an Online Heritage Tour. The purpose of the public Digital Archive and online Heritage Tour is to shine a spotlight on the properties within the Township that have heritage value. We have since rebranded the Online Heritage Tour has an Interactive Heritage Register Map in order to discourage anyone from visiting these private properties.

As of July 15, 2022 the Township has received 25 consent forms. There have been 24 opt-ins to the Digital Archive and 22 opt-ins to the Interactive Heritage Register Map.

The consent form for the Digital Archive and Interactive Heritage Register Map has been added to the Township's Heritage Webpage under the Municipal Heritage Register accordion so that those with properties listed on the Municipal Heritage Register may provide their consent at anytime to add their property to the Digital Archive and/or the Interactive Heritage Register Map.

Project 1: Development of Digital Archive

The proposed format for the public digital archive is a webpage on the Township website, which features the properties that opt-in including a photo of the property and a brief description (max. 250). The project is slated to be completed by the end of August 2022.

Project 2: Development of Interactive Heritage Register Map

The proposed format of the Online Heritage Tour is as a project on the Township's engagement website using the Places Tool to create a map featuring pins of all the properties opt-in. Each pin will include a picture of the property and a brief description. Staff have previously shared this tool with the Committee. This project will work off of the information collected for the public Digital Archive. This project is slated to be completed by the end of August 2022.

Project 3: Digitization of Township's Heritage Records

The digitization of the Township's heritage records is an important project which is supported through projects 1 and 2. As the Heritage Student reviews the Township's records they're ensuring that records are being filed correctly and then scanning those records for inclusion in the Township's electronic records repository.

Financial Implications

There are no financial implications for this project.

Applicable Legislation and Requirements

None

Attachments

None



REPORT HER-2022-016

TO: Heritage Committee

FROM: Justine Brotherston, Communications and Committee Coordinator

MEETING DATE: July 25, 2022

SUBJECT: Proposed 2023 Heritage Committee Budget

RECOMMENDATIONS

That staff report HER-2022-016 regarding the proposed 2023 Heritage Committee Budget be received for information; and,

That the 2023 Heritage Committee Budget approve items __ through __ as presented/amended; and further,

That the approved budget be forwarded to Council for consideration for the 2023 Budget.

Purpose

The purpose of this report is to provide the Heritage Committee with the proposed committee budget for 2023.

Background

The Township of Puslinch begins its annual budget process in August of each year. As part of the budget process, Advisory Committee's must submit their budget requests for the year to support the Committee's Goals and Objectives. The Committee's approved budget proposal will be sent to Council for consideration with the proposed 2023 Budget.

Comments

Below was the approved budget for 2022 and the same amounts will be proposed for the 2023 budget plus consideration will be given to increasing the training and related expenses in 2023 based on the actuals averaged over a couple years.

Expenditures	2022 Budget	Proposed for 2023 Budget
Office Supplies & Equipment	\$100	\$100
Mileage	\$250	\$250
Training	\$500	\$500
Meals	\$50	\$50
Accommodations	\$500	\$500

As of the date of publishing this report, no 2023 budget requests had been received.

Below is a chart the Committee may use to facilitate 2023 budget requests during the July 25, 2022 Heritage Committee Meeting for the Committee's approval.

#	Project Title	Description	Priority (High, Medium or Low)	Estimated Project Cost	One Time/Continued
1.					
2.					
3.					

Financial Implications

The approved 2023 Heritage Committee budget will be provided to Council for consideration with the proposed 2023 Corporate Budget.

Applicable Legislation and Requirements

There is no applicable legislation or requirements related to this report.

Attachments

None