



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 1, 2023 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –  
23 BROCK RD S, PUSLINCH

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## **AGENDA**

**DATE:** MAY 1, 2023

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

**≠ Denotes resolution prepared**

**1. Call the Meeting to Order**

**2. Roll Call**

**3. Moment of Reflection**

**4. Confirmation of the Agenda ≠**

**5. Disclosure of Conflict of Interest**

**6. Delegations**

**7. Consent Agenda ≠**

7.1. March 6, 2023 Heritage Advisory Committee Minutes

7.2. Community Heritage Ontario – Winter Newsletter



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**8. Reports ≠**

- 8.1. Report – HER-2023-007 – Finance and Budget Training
- 8.2. Report – HER-2023-008 – 39 Brock Road Inquiry
- 8.3. Report – HER-2023-009 – Interactive Heritage Map/Digital Archive Analytics
- 8.4. Report – HER-2023-010 – 2023 Heritage Conferences
- 8.5. Report – HER-2023-011 – Heritage Register Project Update
- 8.6. Report – HER-2023-012 – Proposed 2022-2026 Goals and Objectives

**9. Correspondence**

**10. Announcements**

**11. Notice of Motion**

**12. New Business**

**13. Adjournment ≠**





THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 6, 2023 HERITAGE ADVISORY COMMITTEE MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

## **MINUTES**

**DATE:** March 6, 2023

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

The March 6, 2023 Heritage Advisory Committee meeting was held on the above date and called to order at 1:11 p.m. via in person participation at the Puslinch Community Centre at 23 Brock Rd S. and via electronic participation.

### **1. CALL THE MEETING TO ORDER**

### **2. ROLL CALL**

**Attendance:**

Councillor Russel Hurst  
Andy Day  
Chris Saunders  
Josh Heller  
Kristine O'Brien  
Lily Klammer-Tsuji

**Staff in Attendance:**

Courtenay Hoytfox, Municipal Clerk  
Justine Brotherston, Deputy Clerk

### **3. MOMENT OF REFLECTION**

### **4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-001:**

Moved by Chris Saunders  
Seconded by Kristine O'Brien

**That the Heritage Advisory Committee approves the March 6, 2023 Agenda as circulated.**

**CARRIED.**



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**5. DISCLOSURE OF CONFLICT OF INTEREST**

None

**6. DELEGATIONS**

None

**7. CONSENT AGENDA**

7.1 October 3, 2022 Heritage Advisory Committee Minutes

7.2 Community Heritage Ontario – Fall 2022 Newsletter

7.3 Community Heritage Ontario – Bill 23, the More Homes Built Faster Act Proposed  
Changes Affective the Conservation of Ontario's Cultural Heritage Resources

7.4 Township of Puslinch Council Resolution regarding Report ADM-2022-065 Bill 23  
Proposed Changes

**Resolution No. 2023-002:**

Moved by Chris Saunders

Seconded by Andy Day

**That Consent Agenda items 7.2-7.4 listed for the March 6, 2023 Heritage Advisory  
Committee meeting be received for information.**

**CARRIED.**

**Resolution No. 2023-003:**

Moved by Chris Saunders

Seconded by Kristine O'Brien

**That Consent Agenda items 7.1 listed for the March 6, 2023 Heritage Advisory Committee  
meeting be received for information.**

**CARRIED.**



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**8. COMMITTEE AND STAFF REPORTS**

8.1 Report – HER-2023-001 - Committee Orientation Training

**Resolution No. 2023-004:**

Moved by Kristine O'Brien  
Seconded by Josh Heller

**That staff report HER-2023-001 regarding Committee Orientation Training be received for information.**

**CARRIED.**

8.2 Report – HER-2023-002 - Committee Goals and Objectives Training

**Resolution No. 2023-005:**

Moved by Kristine O'Brien  
Seconded by Andy Day

**That staff report HER-2023-002 regarding Committee Goals and Objectives Training be received for information.**

**CARRIED.**

8.3 Report – HER-2023-003 – 2021 -2022 Committee Goals and Objectives Review

**Resolution No. 2023-006:**

Moved by Andy Day  
Seconded by Josh Heller

**That staff report HER-2023-003 regarding the 2021-2022 Heritage Committee Goals and Objectives be received for information.**

**CARRIED.**

8.4 Report – HER-2023-004 - Alternate Chair Schedule

**Resolution No. 2023-007:**

Moved by Josh Heller  
Seconded by Lily Klammer-Tsuji

**That Report HER-2023-004 regarding the Alternate Chair Schedule in the event of the Chair's absence or vacancy be received for information; and,**



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**That the Committee adopts the Alternate Chair Schedule in the event of the Chair's absence or vacancy as outlined in this report.**

**CARRIED.**

8.5 Report – HER-2023-005 - Demolition Clearance Request 6927 Wellington Rd 34

**Resolution No. 2023-008:**

Moved by Josh Heller

Seconded by Kristine O'Brien

**That staff report HER-2023-005 regarding the Application for Demolition on a property listed on the Heritage Registry (6927 Wellington Rd 34) be received for information; and further,**

**That the Heritage Committee's comments below be forward to Council for consideration at the March 22, 2023 Council Meeting:**

- The Heritage Advisory Committee recommends the approval of the Demolition Application for 6927 Wellington Rd 34.

**CARRIED.**

8.6 Report – HER-2023-006 - Heritage Register Designations

**Resolution No. 2023-009:**

Moved by Kristine O'Brien

Seconded by Josh Heller

**That staff report HER-2023-006 regarding Heritage Register Designations be received for information; and,**

**That the Committee supports the recommendation action plan as outlined in this report; and,**

**That Sub-Committees be appointed to review the draft Statements of Cultural Heritage Value or Interest detailed in this report and report back to the Heritage Advisory Committee at a future meeting as follows:**

**Morlock & Commercial Sub-Committee Members: Josh Heller, Councillor Hurst**

- 78 Queen St.
- 80 Queen St.
- 84 Queen St.
- 42 Queen St.



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- 46 Queen St.
- Puslinch Lake Hotel
- 80 Brock Road

**Church Sub-Committee Members: Andy Day, Chris Saunders**

- 600 Arkell Road
- 319 Brock Road S.
- 22 Victoria St.
- 7156 Concession 1
- 6705 Ellis Road

**School House Sub-Committee Members: Kristine O'Brien, Lily Klammer-Tuji**

- 6690 Wellington Road 34
- 4614 Wellington Road 34
- 32 Brock Road S.
- 4217-4223 Watson Road S
- 4492 Watson Road S.
- 843 Watson Road S.

**CARRIED.**

**9. CORRESPONDENCE**

None

**10. ANNOUNCEMENTS**

Committee Member Chris Saunders advised the Committee that the Puslinch Historical Society wants to try and get into schools more and that there will be more discussion in the spring. Further, Mr. Saunders Advised that the Puslinch Historical Society plans to be present at Canada Day Celebrations and Aberfyole Fall Fair and that the Puslinch Historical Society is open every Saturday from 1:00 p.m. to 3:00 p.m. at the Puslinch Branch of the Wellington County Library.

**11. NOTICE OF MOTION**

None

**12. NEW BUSINESS**

None



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**13. ADJOURNMENT**

**Resolution No. 2023-010:**

Moved by Chris Saunders

Seconded by Josh Heller

**That the Heritage Advisory Committee hereby adjourns at 3:13 p.m.**

**CARRIED.**

## A CELEBRATION OF BLACK HERITAGE DURING BLACK HISTORY MONTH

TERRY FEGARTY AND NANCY MATTHEWS

**A**s we celebrate Black History Month in Ontario, we are reminded of the incredible influence that people of African descent have left — and continue to leave — on the cultural fabric of our country. Their early history and important legacy can still be seen and felt in many Ontario communities.

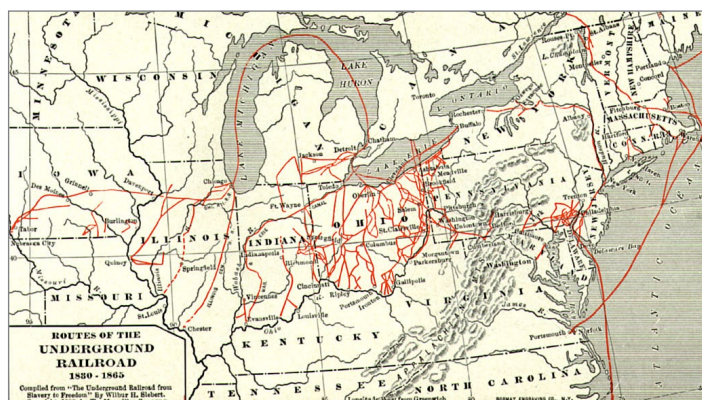
### Slavery in Early Canada

Many Canadians are unaware that Indigenous and African people were enslaved in the many territories now known as Canada from as early as the 1600s. Later, many Blacks came to Canada as “property” of American Loyalists arriving after the American Revolutionary War. By the 1790s, there were about 2,500 enslaved Black people in the Maritimes, 300 in Lower Canada (Québec), and 500 to 700 in Upper Canada (Ontario).

In 1793, Upper Canada became one of the first colonies in the British Empire to introduce a statute that imposed limits on, but did not abolish, African enslavement. In 1834, all slavery was finally abolished throughout the British Empire, which freed almost one million people worldwide. As a result, Upper Canada became a preferred destination for American Black people seeking freedom from slavery and oppression, and many settlements became an important base for the abolitionist movement.

“Black Resistance” is the 2023 theme for Black History month. Over many years, Black people resisted enslavement in different ways. Some enslaved Blacks, mainly women, left their owner’s property for short periods of time without

permission. Other forms of personal rebellion included feigned illness or injury or filing legal challenges against their owners to fight against their slave status and poor treatment. On both sides of the border, young Black men enlisted with British forces, eventually being liberated in exchange for their service. The most profound protest was running away in pursuit of liberty, often using the Underground Railroad. Since then, Black resistance continues to demand equal treatment and an end to systemic racism.



**Routes of the Underground Railroad**

### The Underground Railroad

Between 1800 and 1865, and particularly after 1850 when slavecatchers were operating in the Northern States, approximately 30,000 Black people came to Upper Canada via the Underground Railroad, the network of secret routes and safe houses used by enslaved Africans with the support

*Continued on page 3.*

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## PRESIDENT'S MESSAGE



The provincial government gave us an unwelcome Christmas present in the form of further amendments to the *Ontario Heritage Act* (OHA) and associated regulations that will affect municipal heritage committee operations and municipal council efforts to conserve heritage resources. The changes, which were made supposedly to increase the supply and affordability of housing, are effective January 1, 2023. Some of the more dramatic changes are discussed below.

### Time Limit on Listing Heritage Properties

Listing of properties will have a two-year time limit after which they will cease to be listed and cannot be listed again for five years. Given this change, I suggest that municipal heritage committees should review all listed properties and identify those which Council should express its intent to designate within the next two years. Priority could be given to properties of greatest community significance and/or which might be under threat of redevelopment or demolition. It is suggested that those listed properties that will be removed from listing after two years, but have not been designated, be added to a council recognized Heritage Inventory. While such an Inventory would not enable Council to delay demolition applications, it would give notice that the properties have potential cultural heritage value. Reference to the Heritage Inventory in municipal planning policy could bolster the value of the Inventory. Further, properties may be designated at any time including within the five years after having been delisted.

### Criteria for Designation

While the three groupings of nine heritage value criteria of regulation 9/06 have not changed, only been renumbered, effective from January 1, 2023, properties listed must meet one of the criteria, while properties designated (Part IV of the OHA) must meet any two of the criteria. Further, for new heritage conservation districts (Part V), 25% of the properties of new districts must meet any two of the criteria. The wording of the last three criteria dealing with contextual values has been changed slightly for districts to make them relevant to district designation.

While it is my opinion that these amendments will not have a noticeable impact on the provincial housing supply or affordability, they will increase the workloads of municipal heritage committees and municipal staff. Let's move forward to meet this challenge in our efforts to conserve our community's heritage resources.

Wayne Morgan

# CHOnews

WINTER / HIVER 2023

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Editor: Julie Driver

Community Heritage Ontario,  
24 Conlins Road,  
Scarborough, ON M1C 1C3  
416.282.2710

[info@communityheritageontario.ca](mailto:info@communityheritageontario.ca)

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Articles are published in the language they are received.



*Continued from page 1.*

of abolitionists to escape into free American states and Canada. A great many of these refugees only arrived safely due to the heroic efforts of “conductors”, among them, celebrated Black Resistance icons like Josiah Henson and Harriet Tubman.

Upon arriving, many refugees from slavery settled in towns close to convenient border crossings into southwest Ontario, such as Amherstburg, Chatham, London, Woolwich, and Windsor. Others made their home further inland, to Oro,

Owen Sound, Guelph, and Toronto. In fact, there are some 20 known Underground Railroad sites in Ontario. In this issue, articles about the 1819 Black Loyalist settlement in Oro and about the 1849 planned refugee settlement in Chatham-Kent at Buxton, both highlight the living conditions of early Black settlements in Ontario, as do the many displays at the Sheffield Museum in Thornbury.

*Nancy Matthews and Terry Fegarty are board members of CHO/PCO.*

## ORO AFRICAN METHODIST EPISCOPAL CHURCH

ANDRIA LEIGH

When the Oro African Church was built in the 1840s, the logs were visible on the exterior and interior. About a decade later, the exterior was covered with clapboard to protect the logs and block the wind and cold. By the end of the 19th century, two west windows and the wainscot were added, and the pulpit was likely reconstructed. The founding congregation ended their active use of the church in the 1920s. By the 1940s, the church had decayed to such an extent that local residents and some descendants were concerned that this important landmark would be lost. What followed was continuing decades of stabilization and revitalization. The deteriorating log foundation was reinforced with stone and concrete, the original floors, ceiling, window sashes and exterior clapboards were replaced several times and the center chimney was moved to the east wall. Serious damage was done in 1981 when trucks hit the west and north walls and the process of stabilization and revitalization was commenced.

The Oro African Methodist Episcopal Church was designated by the Township through By-law 2018-101 in November 2018, in order to recognize and promote awareness of the Church as a heritage property. It also established a process for the consideration and management of future changes to ensure they respect the property's heritage value. The designation by-law identifies the Statement of Cultural Heritage Value as the “Oro African Methodist Episcopal Church is located at the southeast corner of the intersection of Line 3 North and Old Barrie Road West. This modest church constructed of hand-hewn logs, is the last built remnant of a community of early African Canadian settlers in Simcoe County. The British government granted 25 plots to Black settlers in Oro Township from 1819-1826. By 1831, thirty more families joined the settlement and the church construction was completed by 1849. The Church was active until 1900 when the community faded away and was declared abandoned in 1916. It was designated a National Historic Site in 2000.



Oro African Church 2022 (T. Fegarty)

An unmarked cemetery is also located on the property. A stone cairn displays plaques commemorating the history of the former church, including the Historic Sites and Monuments Board of Canada plaque and a stone tablet engraved with the names of the families buried in the cemetery.”

The Oro African Methodist Episcopal Church was built between 1846 and 1849. It is one of the last existing buildings erected by a community of African Canadians whose roots were uniquely anchored in the history of the United Empire Loyalists. It represents both the significant role that Black militiamen played in the defense of Upper Canada during the war of 1812 and the Upper Canada land policy. This Church is one of, if not the oldest, African log churches still standing in North America. It stands as a

testament to both the Black Settlers who carefully crafted and cared for it for nearly 75 years and a community of passionate volunteers who have worked diligently to preserve it since its abandonment in the 1920s.

This modest place of worship is more than a National Historic Site. From the first day of worship until today, the African Church has engendered heartfelt emotions from many people regardless of race, gender, age, or religion. In 2013, a nationwide fundraising campaign was launched to save this important historical building and thanks to many generous donations, the Oro African Methodist Episcopal Church was completely restored. Restoration was guided by recommendations contained in a Cultural Heritage Assessment completed for the Township that assessed the building condition and developed a long term strategy for its preservation.

All works and restoration completed on the church to date have not been attempts to make the church new again. The conservation approach has respected the evolution of the church from the 1840s to the 1920s, when all work was "touched by the Black hands" of the congregation. What is seen at the site today is based on a 1941 photograph, the only known depiction of the church taken before the start

of the first stabilization work that decade, and on evidence revealed by extensive examination. All new work is labelled to distinguish it from the original artifact. Some may be critical of the sagging roof, less than straight walls, windows, wainscot and the creaking floor. This is not how the church was built, but how it aged. After 170 years, the church can settle into its old age and its future, with a solid foundation, waterproof roof, warm walls and a fresh coat of whitewash. Its significant story in Canadian history can continue to be told for generations to come

On August 17, 2016, the doors of the church were re-opened during a celebration that included dignitaries, friends and supporters, as well as descendants from all over the world.

The church is owned and maintained by the Township of Oro-Medonte. The Township works in collaboration with the Simcoe County Museum to provide interpretive services to visitors to the church.

The Oro African Church is located at 1645 Line 3 N., Oro-Medonte.

*Andria Leigh is former Director, Development Services at the Township of Oro-Medonte. Additional images are courtesy the Township of Oro-Medonte.*



Church in 1941 (above), 2013 (below, left) and 2018 (below, right)





# THE BUXTON NATIONAL HISTORIC SITE AND MUSEUM

TERRY FEGARTY AND NANCY MATTHEWS

The Buxton National Historic Site and Museum, near Chatham, is a tribute to the Elgin Settlement, the largest and most successful of four planned Ontario Black settlements. The others were Dawn near Dresden, Wilberforce near Lucan, and Oro near Barrie. The Elgin Settlement was established in 1849 by Rev. William King and others who included Lord Elgin, then the Governor General of Canada. King, a former slave owner turned abolitionist, together with his colleagues, bought 9,000 acres of swampy, forested Crown land, 12 miles south of Chatham.

The tract was 6 miles in length and 3 miles in width, situated between the Great Western Railway and the north shore of Lake Erie. King brought fifteen of his former American slaves with him from Louisiana, so that they could now live a free life. He believed that Black people could function successfully in a working society if given the same educational opportunities as Whites. When news of the Elgin settlement spread, White settlers became worried, and attempted to block its development with a petition. These objections were surmounted and plans for the settlement went ahead.

## Establishing the Settlement

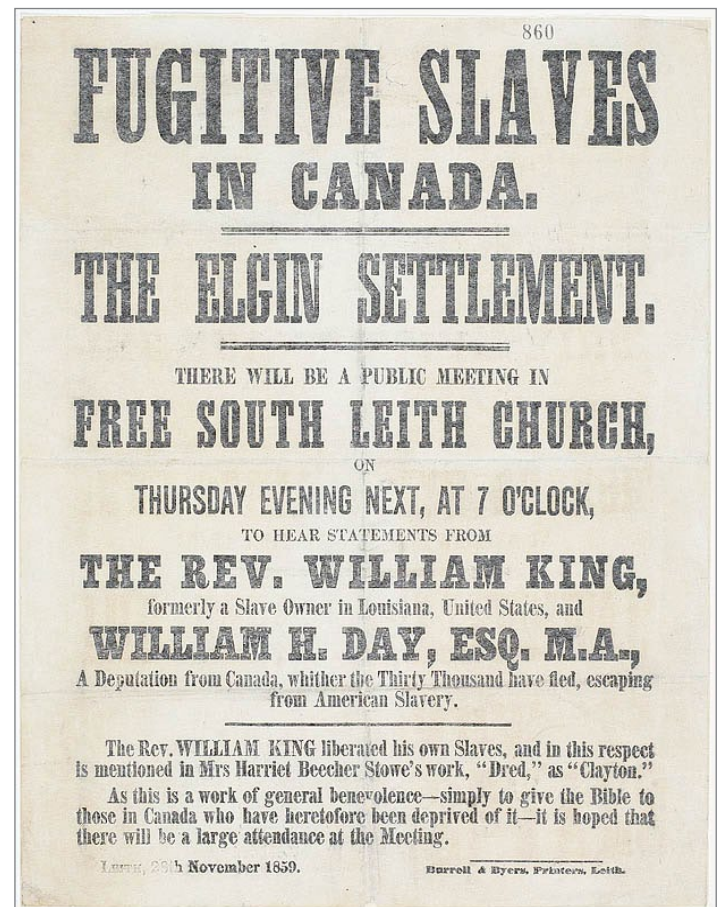
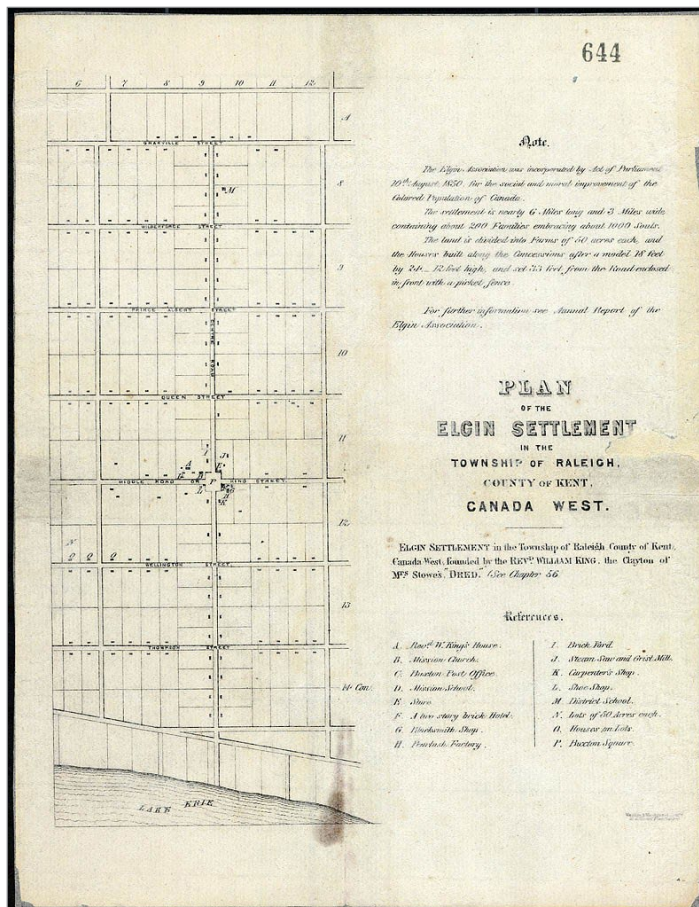
The Elgin settlement was divided into 50-acre lots sold to settlers for \$2.50/acre, financed with loans at 6% interest, to be repaid over the course of up to ten years. The land was drained and cleared then developed to required standards.

Roads and ditches were built, fences and boundaries set, homesteads and settlements created, public buildings erected, industries established.

The settlers were given no money, no grants of land, no farming tools, just protection and advice. Nevertheless, for many this was the final stop on their journey to freedom.

By 1859, the settlement reached its peak population of over 1,000 free Blacks, fugitives from slavery, and their descendants. The community had two churches, three integrated schools, two temperance hotels, a general store, a post office, a sawmill, a brickyard, a grist mill, and a potash factory. It also enjoyed a reputation for the superior education provided to its students, both Black and White, at the local Mission School.

The following is part of an 1863 report about the Elgin Settlement presented to the Lincoln Administration:



Plan of the Elgin Settlement, 1850 (Library and Archives Canada/William King collection/e000755345) and meeting poster, 1859 (Library and Archives Canada/William King collection/e000755353)



*"There are signs of industry and thrift and comfort, everywhere; signs of intemperance, of idleness, of want, nowhere. There is no tavern and no groggery; but there is a chapel and a schoolhouse. Most interesting of all are the inhabitants. Twenty years ago, most of them were slaves who owned nothing, not even their children. Now they own themselves; they own homes and farms, and they have their wives and children about them. They are enfranchised citizens of a government which protects their rights. They have the great essentials of human happiness, "something to love, something to do, and something to hope for" and if they are not happy it is their own fault."*

After the Civil War, Buxton's population, declined sharply. Some families returned to their former homes in the United States. Many young people journeyed south to aid in reconstruction or moved away for better employment opportunities. Today the hamlet of North Buxton has a population of approximately 250, over half of whom are proudly descendant Black Canadians. On Labour Day weekend, every year since 1924, some 3,000 descendants and their families return to Buxton for a Homecoming celebration.

## Designation

The Buxton Settlement National Historic Site of Canada is a designated "cultural heritage landscape" containing the original 9,000 acres where surviving land-use patterns and historic buildings illustrate a successful planned settlement for Underground Railroad refugees. The property features the originally surveyed road grids, original drainage ditches, many homesteads, period houses and cemeteries

associated with churches and/or homesteads. The area is dotted with many surviving 50-acre fields and woodlots. Opened in 1967, The Buxton Site is Ontario's second largest national historic site. What is largest? The Rideau Canal system?

The Buxton Museum was built by descendants of Buxton's founding residents and is staffed by people who have ancestral ties to the community. The Museum complex includes the main building, which houses original artifacts and exhibits about the community and its history, St. Andrew's United Church built 1849, an 1861 schoolhouse, an 1854 log cabin and a barn. Local historic church cemeteries are next to the museum.

For information, visit the following links:

Buxton Museum

[https://buxtonmuseum.com/history/OLD-ARTICLES/new-article\\_blackpower.html](https://buxtonmuseum.com/history/OLD-ARTICLES/new-article_blackpower.html)

Elgin Settlement | The Canadian Encyclopedia

<https://www.thecanadianencyclopedia.ca/en/article/elgin-settlement>

North Buxton | Crossroads: Beyond Boom & Bust | A TVO Original - YouTube

<https://www.youtube.com/watch?v=QNFJYPC7eeM&t=2701s>

Parks Canada - Buxton Settlement National Historic Site of Canada

[https://www.pc.gc.ca/apps/dfhd/page\\_nhs\\_eng.aspx?id=1868](https://www.pc.gc.ca/apps/dfhd/page_nhs_eng.aspx?id=1868)

North Buxton - Wikipedia

[https://en.wikipedia.org/wiki/North\\_Buxton](https://en.wikipedia.org/wiki/North_Buxton)

*Terry Fegarty and Nancy Matthews are directors of CHO/PCO. Images below are courtesy the Buxton National Historic Site & Museum.*

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<sup>1</sup> *The refugees from slavery in Canada West. Report to the Freedmen's inquiry commission, by S.G. Howe.*

Howe, S. G. (Samuel Gridley), 1801-1876., United States. American freedman's inquiry commission.

Boston: Wright & Potter, printers, 1864.



S.S. #13 Raleigh (Buxton) Schoolhouse, 1861



Colbert/Henderson Cabin, 1854

The London Local Organizing Committee is excited to open our doors to all of you this June as we host the Ontario Heritage Conference for 2023 in beautiful downtown London, at the Forks of the Antler River (also known as the Thames).

The Conference will run from June 15-17, and there will be so much to talk about this year. New opportunities and challenges lie ahead that will require us to think in new ways about how we preserve, and for whom. There is no better way to face it all than by learning about, and from, each other.

On Thursday June 15 your visit will begin with a self-guided walking tour of one of our many beautiful Heritage Conservation Districts. There are many historic sites in the area around our major Conference venues for you to explore as your own desires lead you. That evening, we will gather at historic Chaucer's Pub for our casual welcome gathering, and if you wish you will be able to take a stroll afterward along a self guided tour of local historic pubs and restaurants.

Friday June 16, Opening Ceremonies will take place at the DoubleTree Hilton - steps from the Downtown London Heritage Conservation District where you will spend much of your time throughout the conference. Our Keynote Session is entitled "The Vision SoHo Alliance Project: Community Stories, Built Heritage, and Heritage Conservation". This conversation will be led by Dr. Ariel Beaujot (award-winning Professor of Public History at the University of Wisconsin) and Dr. Michelle Hamilton (award-winning Professor of Public History at Western University) and will consider the unique program: "Hear, Here", which uses digital technology to decolonize public spaces and make available voices of historically underrepresented peoples.

Following lunch in the restaurants of London's Downtown Heritage Conservation District we will move on to our afternoon sessions. All held at the DoubleTree Hilton, you will have an opportunity to learn about Bill 23 and how it will be addressed in our cities, towns and rural areas; woodwork restoration; engaging youth in heritage; the inspiring story of the Mill House in Lakefield; and more.

Friday night's Gala Dinner will feature an engaging discussion by Cory Crossman (Music Industry Development Officer) about London's exciting induction as Canada's first Unesco City of Music, coupled with a musical performance.

Saturday's Indigenous learning sessions will be at the beautiful Centre at the Forks, riverside in Museum London, where all of our morning sessions will be held. In the afternoon we will move to one of London's most innovative and exciting adaptive reuse projects, "100 Kellogg Lane". This is a modern and exciting project, based on the repurposing



of beautiful, but once-neglected industrial buildings in our City. It will be an inspiration to us all. Throughout the day you will have a chance to tour Eldon House; hear about how London's Museums are becoming more inclusive; take a musical tour of London; see the core area through the eyes of Jane Jacobs; consider rivers as a focus of heritage interest; and much more. If you still want to learn more about London, stick around for the ACO London Region's "Geranium Home Tours" on Sunday – moved to a new date to accommodate this conference!

Ontario Heritage Conference 2023 in beautiful London Ontario will give you the opportunity to learn, to wander, to discuss and to consider our next steps in these unique times. London is a city rich in heritage resources with many successes and many challenges, just like the place that you are from. We have spectacular heritage buildings throughout our City, as well as a rich mosaic of beautifully preserved Heritage Conservation Districts, a vibrant and vast network of museums, and a multitude of organizations working together to keep London on track as a distinct city that sees its roots clearly and holds on to the lessons of the past. We can't wait to welcome all of you in June.

Registration: <https://www.ontarioheritageconference.ca/>

*Wes Kinghorn is a board member of CHO/PCO and Local Organizing Committee Chair of OHC 2023.*



## SHEFFIELD BLACK HISTORY MUSEUM

NANCY MATTHEWS

Carolynn Wilson and her sister Sylvia are 7th generation descendants of Black Canadian families who emigrated to Canada. The museum was founded by their mom and uncle and is named after their Sheffield Grandparents who ran a business in Collingwood.

Some of the Sheffield ancestors were part of the Old Durham Road Black community established near Priceville, 1845-1880. One of the headstones preserved in the 2015 monument at the Old Durham Road Black Pioneer Cemetery (currently under consideration to become a National Historic Site) is James Handy, their great-great-great paternal grandfather who eventually had crown deeds for 300 acres in 50 acre lots.

Not formally called a museum until 1990, a collection of artefacts had existed on the Clarksburg site prior to then. Ever since, the 11-acre site is regularly visited by people from all over the world, many of whom have subsequently sent artefact donations.

The large main museum building began as a place to house family and community souvenirs and artefacts collected over several generations. Over the years the displays have grown to include slavery relicts, emancipation documentation, Black cultural artwork, clothing and fabrics, many other educational displays of artefacts and information.

The extensive grounds have several wide pathways and interconnected looping trails with outdoor displays and much natural vegetation. Along the trails, a variety of smaller, more rustic buildings illustrate the lifestyle of Black settlers, many of whom would have managed their trade from the

front room of a very small cabin. On your trek along the trails, among the buildings you can visit the barber, a woodworker, the blacksmith or a tailor/dressmaker. The schoolhouse, the church with cemetery and a restored Black-community restaurant also located on the grounds, all contain many artefacts and additional displays of information.

This family-friendly and highly educational museum is located at 241 Clark St, just south of Thornbury. It is open Thursday, Friday, Saturday, mid-May to mid-October. Group visits and private tours can be arranged. Nearby attractions include the scenic harbour on Georgian Bay with its associated sand beach, and many shops & restaurants in the nearby historic village which is dotted with Victorian mansions of Great Lakes Captains and shipping magnates.

Location link : <https://goo.gl/maps/Wt5KSFT7tZbtiuci9>

Website: <https://www.sheffieldparkblackhistory.com/>

*Nancy Matthews is the chair of nearby Heritage Grey Highlands. Information provided in consultation with Carolynn and Sylvia Wilson. Photography by N. Matthews.*



Carolynn Wilson



Outdoor trails with machinery on display and places to sit or have a picnic





James Handy headstone



Slavery artefacts and information



Classroom with many examples of text books and other educational artefacts



Typical display found throughout the many buildings



Dishes and food prep equipment that might be used in a restaurant



## TORONTO'S CAMPBELL HOUSE TURNS 200

GEORGE DUNCAN

On September 22, 2022, I had the pleasure of attending a reception at the Campbell House Museum at 160 Queen Street West. It was a celebration of two significant anniversaries: the 200th anniversary of the completion of the house in 1822, and 50 years since the house was saved from demolition by relocation to its present site.

This fine old residence was originally located at 54 Adelaide Street, just east of Toronto's First Post Office. It was built for Sir William Campbell, Chief Justice of Upper Canada, at a time when Toronto was known as the Town of York. The house is a prime example of late neo-classical domestic architecture; a simple, beautiful, composition of mellow red brick and refined details. The Campbell House, with its quiet dignity, is a rare remnant of the city during the late Georgian period. This residence, along with The Grange at the Art Gallery of Ontario, provides a hint of the lost architectural grandeur of Toronto's past, somewhat akin to how King Tutankhamun's intact tomb hinted at the lost glories of the tombs of the pharaohs of Ancient Egypt.



The 1972 move

The preservation of the Campbell House, orchestrated by the Advocates' Society of Ontario in the early 1970s, occurred prior to the enactment of the Ontario Heritage Act. With no official protection, what a tragedy it would have been if this important early building had been lost. Its significance was identified in classic books on Ontario's heritage

buildings, including The Ancestral Roof and Toronto, No Mean City. I recall reading an article in a weekend edition of the Toronto Star about the efforts to save this landmark of old town Toronto, about a year before its move in 1972. There was some question as to whether the house could withstand the move to its proposed new location in front of the Canada Life Building.



The Campbell House, 1822, a landmark example of late neo-classical domestic architecture, 2021

Happily, the experts decided that the venerable old structure, in spite of some issues stemming from alterations over its long history, could be moved intact. In 1972, I was in Grade 8, and just starting to become interested in old buildings. On the day of the move in early March of that year, my mother and sister and I took the TTC downtown to witness the relocation process. The move seemed to proceed very slowly at times, and at other times, a greater amount of ground was covered. Sometimes the house would pause in one location for an extended period and the crowd was not certain how far it would continue on its journey through the city streets. I had never seen a building moved before, and the relocation and preservation of the Campbell House made quite an impression upon me. I made a model of it out of Bristol board that I brought in to show my class at Highbrook Senior Public School in Scarborough. This was a prelude to a future career in heritage conservation.

Today, Campbell House is both a historic house museum and an event venue, owned by the City of Toronto and operated by the Sir William Campbell Foundation. At the reception, presentations were



made to honour the two anniversaries being celebrated, including a description of the engineering that went into the relocation of the building. In the ballroom upstairs, classical musicians provided an elegant soundtrack to the exhibit of archival photographs that chronicled the history of the house on its original site, as well as the move to the new site. In the basement kitchen, museum volunteers had baked a variety of desserts from historic recipes. Some were even gluten-free. I found myself visiting the array of fruit tarts and other tasty morsels laid out on the large table in front of the cooking fireplace more than once, but the bakers didn't mind. A truly memorable evening was had by all in attendance at this superb example of heritage conservation at its finest.

*George Duncan is a former Senior Heritage Planner with the City of Markham. Images courtesy the Campbell House Museum.*



## ADVERTISE IN CHOnews!

Reach a province-wide readership composed of all Municipal Heritage Committee members, heritage societies, municipal officials, and heritage-conscious individuals!

DISPLAY ADS must be supplied in camera-ready tiff or pdf format.

CLASSIFIED ADS are \$12.00 per column inch.

Location of ads is at the discretion of the Editor.

Cost is per issue:

Full Page	\$300
Half Page	\$150
Third Page	\$100
Quarter Page	\$75
One Sixth Page	\$50
Business Card	\$25

Contact Rick Schofield

416.282.2710

[schofield@communityheritageontario.ca](mailto:schofield@communityheritageontario.ca)

## 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.

## NEWS FROM THE BOARD OF DIRECTORS

RICK SCHOFIELD

**T**he Board of Directors met in Scarborough on the last Sunday of November.

The President summarized a report which included: CHO/PCO response to Bill 23, an update on the insurance study of heritage properties, a Smith Falls workshop and an update on the upcoming conference.

Membership renewals for 2022 totalled 87 MHCs and 13 individuals. Renewal forms for 2023 have been circulated and are slowly trickling in as MHCs begin to meet once again. It appears several MHCs have not met because the pandemic shut down most preservation activities.

Ontario Historical Society's annual Honours and Awards nomination applications were circulated but no recommendations were made up to the November Board meeting.

The Treasurer outlined the status of the annual budget and noted that there were several outstanding issues which affected our budget. The audited financial report for 2022 shows a substantial deficit as disbursements for the archaeological research study were made. The pandemic severely reduced our in-person activities and a surplus was reported in each of the past few years. Those surpluses were reduced

as CHO/PCO began to open up new activities such as the research study. Thankfully, most MHCs continued to support CHO/PCO over the past few years

Planning by the Local Organizing Committee for the 2023 Ontario Heritage Conference to be held in London in June, is moving along well. It was agreed that CHO/PCO would handle the banking responsibilities this year as the London MHC does not have a separate banking account.

Updates on CHOnews included a good compilation of articles in the Fall issue leaving a couple of articles on reserve for the next issue.

A review of Bill 23 revealed that one major concern is the requirement for designating a property by meeting at least two of the criteria categories. Other issues also need to be examined as we try to deal with this unique bill.

As we move into 2023, the Board needs to address: CHO/PCO continuity in a stressful time of heritage challenges, recruitment of new Board members to fill vacancies and possible candidates for upcoming executive positions (President, Vice Presidents, Program Officer, Recording Secretary and next year's Conference Chair). These will be reviewed again at the March meeting of the Board.

A few back issues of CHOnews have been bound, hard cover, into three volumes, 1993-2000, 2001-2010 and 2011-2020. These are available for \$15.00 each, plus shipping. Prepaid orders can also be picked up at the AGM which will be held during the conference in June. Contact the Corporate Secretary for further information.

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

## 2022-2023 BOARD OF DIRECTORS

### EXECUTIVE COMMITTEE

#### President

**Wayne Morgan**

Sutton West 905.722.5398

waynemorgan@communityheritageontario.ca

#### Vice-Presidents

**Ginette Guy Mayer**

Cornwall 514.207.6675

ginetteguy@communityheritageontario.ca

**Regan Hutcheson**

Markham 905.477.7000 Ext. 2080

reganhutcheson@communityheritageontario.ca

#### Chair of Finance

**Terry Fegarty**

Tay 705.538.1585

terryfegarty@communityheritageontario.ca

### DIRECTORS

**Matthew Gregor**

Scarborough 647.204.7719

matthewgregor@communityheritageontario.ca

**Nancy Matthews**

Grey Highlands 519.924.3165

nancymatthews@communityheritageontario.ca

**Wes Kinghorn**

London 519.858.1900

weskinghorn@communityheritageontario.ca

### Corporate Secretary/Treasurer

**Rick Schofield**

Scarborough 416.282.2710

schofield@communityheritageontario.ca

Program Officer **Ginette Guy Mayer**

## DISCLAIMER

The content of CHOnews does not contain nor reflect any opinion, position, or influence of the CHO/PCO Board of Directors or the Editor of CHOnews. Submissions received for publication in CHOnews are changed only for the purposes of legibility and accuracy to the extent that can be readily determined.

## ARTICLE DEADLINES

JANUARY 10

MARCH 10

JUNE 10

OCTOBER 10

**Article submissions are always welcome.**



## **REPORT HER-2023-007**

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TO: Heritage Advisory Committee

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 1, 2023

SUBJECT: Finance and Budget Training

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### **RECOMMENDATIONS**

**That staff report HER-2023-007 entitled Finance and Budget Training be received for information.**

### **Purpose**

The purpose of this report is to provide the Heritage Advisory Committee ("Committee") with information regarding financial items specific to the Committee.

### **Background**

The Township begins its annual budget process in June of each year to obtain Council's objectives regarding the overall direction of the proposed budget including the overall direction of service levels.

As part of the budget process, the Township's Advisory Committees must submit their 2024 budget requests for the year to support their goals and objectives as approved by the Committee as a whole. The Committee's approved budget proposal will be provided to Council for consideration as part of 2024 budget deliberations.

**2023 Approved Capital and Operating Budget**

There were no 2023 approved capital budget items applicable to the Committee.

Attached as Schedule A to this Report is the 2023 approved operating budget applicable to the Committee. The increases or decreases associated with the 2023 approved operating budget in comparison to the 2022 approved operating budget are summarized below:

- The increase in part-time wages and wage related expenses (ie. WSIB, group benefits, etc.) relates to the budgeted expenditures and grant funding for the Heritage Summer Student position. This position was contingent on the approval of grant funding. The Township was recently notified that it was successful in its grant application for this position.
- The increase in office supplies and equipment relates to the base budget increase related to the Doors of Puslinch posters initiative. This initiative is budgeted to result in net revenue of \$2,515 which consists of 2023 poster sales of \$4,248 and 2023 one-time printing expenses of \$1,733. Attached as Schedule B to this Report is the base budget increase form approved by Council and the Advisory Committee Goals and Objectives Proposal Form.
- The increase in mileage, professional development, meals, accommodation and parking relates to the base budget increase related to the National Trust Conference initiative that was approved to be added as a second conference for two Committee Members to attend. Attached as Schedule C to this Report is the base budget increase form approved by Council.
- Council also approved the anticipated statutory advertising costs associated with Heritage designations due to Bill 23. Attached as Schedule D to this Report is the base budget increase form approved by Council.

**2024 Proposed Capital and Operating Budget**

Any new 2024 budget requests must include the following items which must be approved by the Committee as a whole:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

The above two items including the Advisory Committee Goals and Objectives Standard Operating Procedure is attached as Schedule E to this Report.

As of the date of publishing this report, no 2024 budget requests have been received.

Below is a chart the Committee may use to facilitate 2024 budget requests during the June 5, 2023 Committee Meeting for the Committee's approval. Supporting documents including a completed Committee Memo and completed Advisory Committee Goals and Objectives Proposal Form will be required to be submitted to the Committee Secretary for review with the Municipal Clerk and Director of Finance/Treasurer prior to presenting this information to Council for approval as part of 2024 budget deliberations. If there is a budget item that is not connected to a current goal or objective this is also an opportunity for the Committee to add to its goals and objectives for Council's endorsement.

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

The Department Head or its designate is responsible for preparing base budget increase requests (as applicable) or capital budget sheets (as applicable) pertaining to the new request that has been approved by the Committee as a whole.

### **Summary of Budget Development and Control Policy**

The Township adopted a Budget Development and Control Policy on October 27, 2021 to serve as a guideline for the development and control of the Township's annual budgets. The Budget Development and Control Policy and information on current year and previous year approved budgets is located on the Township's website at [Puslinch.ca/budget](https://puslinch.ca/budget).

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Ten Year Capital Budget and Forecast which may be applicable to the Committee for any new 2024 budget requests:

- Capital budget sheets are prepared by Department Heads for current year proposed projects and include a brief description of the project, explanation of the need for the project, operating cost impacts, and any link to the Asset Management Plan, other master plans, studies, inspections, etc.

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Operating Budget Methodology which may be applicable to the Committee:

- The base operating budget is prepared using the following methodology with focus on the Township's key initiatives as previously approved by Council:
  - 2-years of historical data, current year to date data, and prior year approved budget is reviewed when developing the proposed base operating budget.
  - Consumer Price Index (CPI) adjustments for volatile commodity price shifts (ie. fuel, natural gas, etc.).
  - Unavoidable price changes as per contractual obligations (ie. insurance, etc.).
  - Provincial or Federal funding announcements.
  - Efficiencies and cost savings achieved through new innovative approaches to delivering services.
  - Revenue and recovery amounts based on the approved User Fees and Charges By-law.
- User fees and charges shall be automatically adjusted annually based on the CPI for Ontario from May to May. When recommending a new user fee and charge or where the pressure on user fees and charges indicates an alternate rate change over and above the CPI inflation rate to ensure tax subsidization does not increase, the Township will consider changes to the user fees and charges that closely reflect the actual cost for providing the service while keeping in line with comparator municipalities.
- The Director of Finance/Treasurer or designate will determine and incorporate in the base operating budget a cost of living adjustment for Council's approval.
- Base budget increase requests are provided separately via a Base Budget Increase form and require approval from the Chief Administrative Officer and Director of Finance/Treasurer prior to being presented to Council. Base budget increase requests are required if an operating line item expenditure is increasing due to a proposed new project/initiative/service level/governing legislation. These requests are not incorporated in the base operating budget. The Department Head must indicate whether the base budget increase request is one-time or recurring.

#### **Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy**

Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy including the Expense Report form and Conference Expense Guide are attached as Schedule F to this Report.

#### **Summary of the Township's Community Improvement Plan (CIP)**

The Township's CIP supports the revitalization, beautification, renewal and economic activity in the Township's urban corridor. Referred to in the plan as "Our Corridor" the CIP includes the

Aberfoyle and Morriston corridor, as well as the Brock Road mixed-use industrial area. Adopted in 2016, the CIP is intended to serve as a long-term framework that will be implemented over the next 15 years. Specifically, during this time it is anticipated the CIP will:

- Stimulate investment in privately owned land and building by providing financial assistance to property owners and tenants; and,
- focus municipal resources on programs, studies, and other initiatives that will contribute to the overall improvement of Our Corridor.

Property owners may be eligible to apply for grant funding for development projects within this corridor. The Township CIP and financial incentive application forms is located on the Township's website at [Puslinch.ca/CIP](https://puslinch.ca/CIP). The County of Wellington's CIP is located at [Wellington.ca/CIP](https://wellington.ca/CIP).

Outlined below is a high-level summary of information within the Township's CIP which relate to heritage:

- One of the seven goals for the CIP are to celebrate and restore local built and cultural heritage.
- In order to be eligible for any of the financial incentive programs that may be offered under the CIP, the proposed works must conform with heritage matters.
- One of the measures to be evaluated in the monitoring of the CIP is the celebrating and restoration of local built and cultural heritage including the following:
  - Number of improvements to buildings where original/heritage features are being restored, as a result of funding through the CIP.
  - Number of improvements to buildings that are listed on the Township's Heritage Inventory, as a result of funding through the CIP.
  - Number of projects involving the adaptive reuse of buildings that are listed on the Township's Heritage Inventory, as a result of funding through the CIP.
  - Number of properties designated under the Ontario Heritage Act.

The Township has received two eligible applications for the CIP since its adoption in 2016. Council authorized the entering into a Financial Assistance Agreement with these eligible applicants in 2021 for the Morriston Medical Centre at 9 Currie Drive and in 2022 for Crepe Company Inc. at 42 Queen Street. As 42 Queen Street is listed on the Township's Heritage Register, this application was circulated as a consent item to the Heritage Committee in 2022. The Heritage Committee provided comments on the application.

**Financial Implications**

Any new 2024 budget requests must include the following items which are to be approved by the Committee as a whole prior to being provided to Council for consideration as part of 2024 budget deliberations:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

The Department Head or its designate is responsible for preparing base budget increase requests (as applicable) or capital budget sheets (as applicable) pertaining to the new request that has been approved by the Committee as a whole.

**Applicable Legislation and Requirements**

Municipal Act, 2001

**Attachments**

Schedule A - 2023 Approved Operating Budget

Schedule B – 2023 Approved Doors of Puslinch Initiative

Schedule C – 2023 Approved National Trust Conference

Schedule D - 2023 Approved Anticipated Statutory Advertising - Heritage Designations - Bill 23

Schedule E – Advisory Committee Goals and Objectives Standard Operating Procedure, Committee Memo, and Advisory Committee Goals and Objectives Proposal Form

Schedule F - Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy including the Expense Report form and Conference Expense Guide



Department	Account Type	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Heritage Advisory Committee							
	<b>Expenditures</b>						
		PT Wages	\$1,083	\$2,262	\$8,379	\$1,634	\$9,766
		PT Wage Related Expenses	\$0	\$0	\$600	\$0	\$1,283
		WSIB	\$0	\$0	-\$13	\$0	\$219
		Office Supplies & Equipment	\$47	\$1,801	\$0	\$100	\$1,833
		Mileage	\$0	\$0	\$298	\$250	\$760
		Professional Development	\$0	\$0	\$330	\$500	\$1,490
		Membership and Subscription Fees	\$0	\$110	\$75	\$212	\$177
		Travel - Meals	\$0	\$0	\$36	\$50	\$150
		Travel - Accomodations & Parking	\$0	\$0	\$305	\$500	\$2,260
		Group Benefits	\$0	\$0	\$0	\$0	\$38
	<b>Expenditures Total</b>		<b>\$1,130</b>	<b>\$4,173</b>	<b>\$10,008</b>	<b>\$3,246</b>	<b>\$17,977</b>
	<b>Revenues</b>						
		Federal Young Canada Works Operating Grant	\$0	\$0	-\$5,700	\$0	-\$5,700
		Doors of Puslinch Posters	\$0	\$0	\$0	\$0	-\$4,248
	<b>Revenues Total</b>		<b>\$0</b>	<b>\$0</b>	<b>-\$5,700</b>	<b>\$0</b>	<b>-\$9,948</b>

[Back](#) **TOWNSHIP OF PUSLINCH  
2023 OPERATING BUDGET**

**2023 REQUESTED BASE BUDGET INCREASES**

Department Heritage Advisory  
Committee

**1 - Purpose of Expenditure**

To print approximately 1,500 Doors of Puslinch posters to sell and provide modest funding for the continued development of heritage and historical education within the Township and surrounding areas.

**2 - Need**

Refer to the Advisory Committee Goals and Objectives Proposal Form completed by Committee Members (John Arnold and John Levak).

**3 - Benefit of the Investment**

Refer to the Advisory Committee Goals and Objectives Proposal Form completed by Committee Members (John Arnold and John Levak).

**4 - Risk Assessment**

None

**5 - Financial Impact**

One-time request for 2023 Budget only?

the expenditure related to the printing costs for the poster is a one-time request for 2023 only

**Revenues Earned/Reserves Utilized**

	Revenues	Reserves	Balance in Reserves (as applicable)
2023 Poster Sales	\$4,248	N/A	N/A
<b>Total Revenues/Reserves</b>	<b>\$4,248</b>	<b>\$0</b>	<b>\$0</b>

**Expenses Incurred**

Printing Expenses	\$1,733
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**Total Expenses** **\$1,733**

**Net Expense/(Revenue)** **(\$2,515)**

Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No



**Township of Puslinch**  
**Advisory Committee Goals and Objectives Proposal Form**

Name of Goal/Objective:

**Reproduction and sale of Doors of Puslinch poster**

Description of Goal/Objective:

To take existing digitized printing disks of the Doors of Puslinch which had been printed and sold in past years and have additional posters of the Doors of Puslinch printed and sold to provide modest funding for the continued development of heritage and historical education within the Township and surrounding areas. This would include heritage and history of Indigenous peoples (First Nations) who were then followed by European settlers, and lastly immigrants from around the world who are creating heritage for the future generations.

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

☐ Yes

☐ No

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

The original Doors of Puslinch poster sold out quickly and is now out of print. One of the distribution points was the Puslinch Library and discussions with the staff, several of whom were employed at that time, indicated that the posters sold very well. An original poster hangs in the library and staff reports that there are continual requests as it its availability.

Anecdotally, the writer has been asked on numerous occasions if copies of the original poster are available.

Posters of this type are a collectible item for many people as they are inexpensive frame-able works that serve as reminders of people's travels and the history that they have discovered. The poster of the doors gracing historically significant structures serve as a visual reminder of the skill and craftsmanship of the builders who created our community.

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:

The Township has permission and copyright to publish pictures of individual doors that was obtained for the first printing.



**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?)

It is requested that the Township fund the printing of the poster and that funds be recovered from the sale of a portion of the posters.

The Township offices will be asked to act as a point of sale for the posters. Posters would be available for purchase at the municipal office and on the Township's website (all posters will be picked up in-person).

Staff will be asked to track all revenue from the sale of the posters.

Staff will be asked to post the availability of the poster on the Township website and social media sites as well as to provide directions as to where the posters can be physically picked up. Access to a payment portal should be provided as well.

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

Cost of printing approximately 1,500 posters is estimated at \$1,732.97.

The cost per unit decreases as the total number of posters increases. Therefore bulk purchasing is recommended to maximize net revenues.

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.

Verbal indications of pricing have been received and compared from several printing establishments. Due to the modest size of the project, calls for tenders have not been made and the proponent is relying on prior successful personal dealings with the printers for estimates of costs. The Township has request a quote from two vendors offering printing services. The quantity of posters to be printed will be adjusted to accommodate the budget.

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.)

If the project is approved, advertising the sale of the posters will occur on the Township website, EngagePuslinch.ca, and social media accounts. The posters would available at the Municipal Office and at County events that the Heritage Committee traditionally attends.

In addition to the sale of posters, it is suggested that framed copies of the poster might be used as mementos to individuals who have performed meritorious services for the Township.

No costs are anticipated for the advertising of this initiative.

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)

Staff will create recurring social media posts advertising the availability of the posters. The initial work for the creation of the advertisements is estimated to take 1 hour. The advertisements will be reused for the duration of the sale of the posters.

It's anticipated that during a week where sales occur, an additional 1 hour will be required to make the sale, record the transaction, and process the payment internally.

Biannual reporting to the Committee on the status of the sales will also require 1 hour of time to generate financial statements and prepare a draft report.



## 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.

Revenues will be received until all posters are sold. A modest sale of 20 posters per month would put the duration of the sale as 6.25 years.

**Revenue Breakdown:**

Proposed price of each posters: \$20.00  
 Less applicable taxes (HST): \$-2.30  
 Less printing costs: \$-1.16  
 Less cost-recovery of staff resources: \$-6.54  
 Net Revenue: \$10.00

\*Note the convenience fee for payments made on-line is 1.75% of the transaction and is paid above-and-beyond the fee of the poster.

Total Yearly Anticipated Net Revenue:  
 Years 1-6: \$2,400.00  
 Year 7 (3 months): \$600.00

Total Anticipated Net Revenue: \$15,000

The net revenue is proposed to be used for education about heritage and historical matters within the Township, and to contribute to the costs of having heritage committee members attend various heritage conferences and events in the future.

[Back](#) **TOWNSHIP OF PUSLINCH  
2023 OPERATING BUDGET**

**2023 REQUESTED BASE BUDGET INCREASES**

<b>Department</b>	<b>Heritage Advisory Committee</b>
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**1 - Purpose of Expenditure**

To add the National Trust Conference as the second approved conference for Heritage Committee Members to attend.

The amounts budgeted in the Heritage Committee cost centre for training in 2022 is consistent with other Committees' training budgets (ie. Recreation Advisory Committee and Planning and Development Advisory Committee). Typically, the actuals have been below budget for all committees as only 1 to 2 Committee members typically attend these conferences. The 2022 approved budget of \$1,300 for training related matters for the Heritage Committee is outlined below. The actuals provided below relate to 2019 and 2022 actuals for attendance at the Ontario Heritage Conference (ie. in non-COVID circumstances).

- 1.) Training - Budget of \$500.00 - (2019 actuals - \$305; 2022 actuals - \$330)
  - 2.) Meals - Budget of \$50 - (2019 actuals - \$0; 2022 actuals - \$36)
  - 3.) Accommodations - Budget of \$500 - (2019 actuals - \$390; 2022 actuals - \$305)
  - 4.) Mileage - Budget of \$250 - (2019 actuals - \$201; 2022 actuals - \$298)
-



The Council, Committees and Other Appointments - Compensation, Benefits and Expense Policy indicates the following in Clause 6.3:

Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.

Should Council approve a second conference (ie. National Trust Conference) for Heritage Committee members to attend, it is recommended that the budget for the second conference be for 2 Committee Members given only 1 to 2 Committee Members typically attend any given training/conference based on previous year actuals in the financial system. If more Committee Members attend then what was budgeted, then the future year budget would be adjusted to account for this increase based on an average of previous year actuals.

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**2 - Need**

The Heritage Subcommittee produced a proposal form regarding this initiative that was reviewed and approved by the Heritage Committee at their October 3, 2022 committee meeting.

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**3 - Benefit of the Investment**

The Heritage Subcommittee produced a proposal form regarding this initiative that was reviewed and approved by the Heritage Committee at their October 3, 2022 committee meeting.

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**4 - Risk Assessment**

None

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**5 - Financial Impact**

One-time request for 2023 Budget only?

No

**Revenues Earned/Reserves Utilized**

	<b>Revenues</b>	<b>Reserves</b>	<b>Balance in Reserves (as applicable)</b>
		N/A	N/A
<b>Total Revenues/Reserves</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Expenses Incurred**

Registration	\$990	\$495.00 Early Bird Rate Per Attendee Non-member rate based on 2022 rates
Mileage/Travel	\$460	\$0.50/km for approximately 920 KM Round Trip assuming car pooling to Ottawa
Accommodation	\$1,760	\$220.00 Estimated Conference Rate for 1 Night (3 Night conference + 1 travel night)
Meals	\$100	Most meals are provided by Conference

**Total Expenses** **\$3,310**

**Net Expense/(Revenue)** **\$3,310**

Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No

[Back](#) **TOWNSHIP OF PUSLINCH  
2023 OPERATING BUDGET**

**2023 REQUESTED BASE BUDGET INCREASES**

**Department                      Administration**

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**1 - Purpose of Expenditure**

Anticipated statutory advertising costs associated with Heritage designations due to Bill 23.

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**2 - Need**

Section 29.3b of the Ontario Heritage Act states that the notice of intention to designate shall be published in a newspaper having general circulation in the municipality. The average cost per advertisement is approximately \$550 in the Wellington Advertiser.

There are 109 properties with non-designated status on the Township's heritage register. It is recommended that public structures such as churches and school houses be prioritized in 2023. This is a recommendation that the Heritage Committee supported. There are approximately 20 of these properties on the heritage register. Staff recommend that these 20 properties be designated in 2023. The advertising costs associated with this are estimated at \$11K. Staff are seeking Council's direction on how to prioritize the other 89 properties. An option for Council's consideration is to hire an external consultant to assist the Township and the Heritage Committee in this initiative in 2023/2024.

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**3 - Benefit of the Investment**

See above

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**4 - Risk Assessment**

If the Township does not give notice of intention to designate a property that has non-designated status (ie. listed properties) on the heritage register, within 2 years, Council is required to remove that property from the register and it cannot be re-added to the register for a period of 5 years.

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5 - Financial Impact

One-time request for 2023 Budget only? 

no

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
		N/A	N/A
Total Revenues/Reserves	\$0	\$0	\$0

Expenses Incurred

	Advertising	\$11,000
Total Expenses		\$11,000
Net Expense/(Revenue)		\$11,000

Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No



**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.

## **COMMITTEE MEMO**

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TO: COMMITTEE NAME

FROM: COMMITTEE MEMBER NAME

MEETING DATE: MONTH DAY, YEAR

SUBJECT: NAME OF MEMO (e.g. Training Opportunities)

---

### **RECOMMENDATIONS**

To be written by Staff if required and approved by Committee Member submitting memo.

#### **Purpose**

Indicate the purpose of the memo. Why is this subject being brought to the committee for consideration.

#### **Background**

Provide context to the memo. What events led to this subject being presented to the committee.

#### **Comments**

Provide any analysis of the subject or action items that are to be considered by the committee.

#### **Financial Implications**

Indicate if there is a financial implication related to the subject. It is recommended that committee member's consult the Committee Secretary if there is a financial implication associated with the topic of the memo.

#### **Attachments**

Indicate if there are any supporting materials to the memo such as presentations, pictures, applications, etc.

**Note: Memo's must be provided to the Committee Secretary at least 48 hours prior to the agenda being published for review by staff. Agenda's are posted one week before the meeting date.**



**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.



**Title:** Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

**Date:** December 16, 2020 through By-law No. 058-2020

**Subject:** Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy  
File No. A09 EXP  
File No. C01 REM

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**Policy Statement:**

The Township of Puslinch (“Township”) shall provide all Members of Council, Committee Members, and Other Appointments reasonable compensation, benefits (if applicable) and permitted expense reimbursement for carrying out their respective roles and responsibilities.

**Scope:**

This policy applies to all Members of Council, Committee Members, and other Appointments.

**Purpose:**

The policy outlined below addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments for the carrying out of their respective roles and responsibilities.

**1. Compensation**

1.1. The following compensation amounts shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Per meeting compensation of \$108.28 provided to Committee Chairs (excluding Members of Council) effective January 1, 2020.
- Per meeting compensation of \$94.82 provided to Committee Members (excluding Members of Council) effective January 1, 2020.
- Per call compensation of \$104.92 provided to Other Appointments effective January 1, 2020.

1.2. The following annual compensation amounts to the Mayor and each Councillor are effective January 1, 2020 and shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Annual compensation of \$27,383 provided to the Mayor
- Annual compensation of \$18,450 provided to each Councillor

## **2. Benefits (applicable to Members of Council, Excluding the Mayor)**

2.1. Township Councillors shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms which are made available to the staff of the Township, including Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, and Out of Province Coverage. These benefits are provided until the end of the month in which the Member of Council attains the age of 75 or upon the date of leaving office.

2.2. The Mayor is covered by the County of Wellington's benefit program.

2.3. When a Member of Council (excluding the Mayor) attains the age of 75, the premium that would be paid by the Township for benefit coverage shall be paid directly to the member of Council for the purpose of obtaining coverage and shall be treated as a taxable benefit.

## **3. Expenses**

3.1. Members of Council shall request the completion of a T2200 – Declaration of Conditions of Employment Form after providing a draft, completed T2200 form to the Director of Finance/Treasurer for approval and signature, together with a brief statement outlining the types of expenses incurred and the basis for requesting the form T2200 (Template form provided by Finance).

3.2. The Township acknowledges and supports that all Members of Council, Committee Members, and Other Appointments incur various expenses when conducting Township business. The Township will reimburse the following permitted expenses:



#### **4. Equipment, Services, and Supplies (applicable to Members of Council)**

- 4.1. At the commencement of each Term of Council, each member of Council will be provided with the equipment, services, and supplies as outlined below:
- A laptop computer with a carrying case, one pointing device (mouse) and Township supported software
  - Township email account
  - Business cards that meet the Township's approved standards
- 4.2. Township equipment requiring replacement and/or service must be brought into the Township office.
- 4.3. The technology equipment/software provided to Council can be purchased by a Member of Council at the end of his or her term provided that the technology equipment/software is removed from all Township networks and shared drives.

#### **5. Mileage**

- 5.1. Members of Council will be reimbursed for mileage outside the Township boundaries at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of Council.
- 5.2. Committee Members and Other Appointments will be reimbursed for mileage at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of each Committee or the applicable cost centre.
- 5.3. The following mileage expenses will not be reimbursed:
- Meetings held within the Township's municipal facilities.
  - Attendance at social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)
  - Mileage for Township business conducted within the boundaries of the Township (applicable to Members of Council).
- 5.4. The rate per kilometre will be set as follows:

- An annual review of mileage rates shall be undertaken each year utilizing the Canada Revenue Agency (CRA) per kilometre rates that are set at the end of each year.
- The mileage reimbursement rate be set at \$0.50 per kilometer unless an adjustment to the rate is approved by Council through a report from the Director of Finance/Treasurer or designate.

5.5. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.

5.6. Mileage shall be calculated based on the kilometres from the individual's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the individual's normal work site to home or vice versa.

5.7. When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.

## **6. Expenses Related to Conference/Seminar/Training Sessions**

6.1. Conference, seminar, or training expenses for Members of Council and Committee Members are reimbursable and shall be itemized in the annual budget of Council and the Committee. Members of Council and Committee Members shall present at the time of budget the conference, seminar, or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Council Meeting regarding the key takeaways from the session(s) attended.

6.2. The reimbursable costs are outlined below:

- Actual cost of registration fees.
- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare to determine the most cost effective means of travel.
- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare

(if available) or the economy air fare which was generally available at the time when travel arrangements were made.

- Ground transportation to and from the airport.
- Car rental use will only be reimbursed should there be no other alternative.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate.
- Meals while attending a conference, seminar, or training session will be reimbursed only if they are not included in the registration fees.

6.3. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

6.4. Conference, seminar, or training attendance is limited to the following for Members of Council:

- Two (2) municipal conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) municipal training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of Council.

6.5. Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.

6.6. Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card.

6.7. Third party billing is not permitted.

## **7. Other Expenses**

7.1. The following are reimbursable expenses (must be supported by original receipts) and shall be included in the annual budget of Council and the Committee:

- Corporate Business Meal \* (applicable to Council Members)
- Food or beverage items available to all invitees for Appreciation Night, Beef on a Bun Event, and the Staff Barbeque event.
- Gratuities (within reason and no greater than fifteen percent)
- Parking fees for your vehicle while engaged in Township business
- Taxi, bus and train fares

- 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.
- \* A Corporate Business Meal must be pre-approved by Council. A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s) or a Member of Council. A Corporate Business Meal may include a luncheon or dinner event.

7.2. The Township is an inclusive employer and will reimburse accessibility related expenses required to carry out the responsibilities of the job.

## **8. Expense Approval – General**

8.1. An Expense Report (Template form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

8.2. The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

8.3. The above list is a guideline and may not cover all possibilities of non-reimbursable items.

- 8.4. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.
- 8.5. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.
- 8.6. For the purpose of this policy, the signing authority shall be:

Individual Incurring Expense	Signing Authority
Member of Council	Director of Finance/Treasurer or CAO/Clerk
Committee Member	Deputy Clerk or Designate
Other Appointee	Deputy Clerk or Designate

- 8.7. An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

## **9. Accountability**

- 9.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:
- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
  - Where a matter cannot be resolved, the Director of Finance/Treasurer or designate shall prepare a report to Council for its consideration.
- 9.2. The Director of Finance/Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the annual Remuneration and Expense reports and monthly expense reports for Members of Council are posted on the Township website.



- 9.3. Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Township business and are eligible in accordance with this policy.
- 9.4. The Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy will be reviewed every five (5) years in accordance with the Township’s policy review schedule.

From (dd/mm/yy)	To (dd/mm/yy)

Name of Claimant: Surname, First Name

I warrant that I have a valid

driver's licence and  
vehicle insurance  
coverage.

Claimant's Signature

Date (DD/MM/YY)

☐ Check if the above  
is not applicable

Approval

Date (DD/MM/YY)

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1						
2						
3						
4						
5						
6						
7						
Total Kilometers			-			
Rate/km			\$ 0.50			
Total Mileage			\$ -			

Business Expense Detail (Attach all original and itemized invoices/receipts)				
Item No.	Date (dd/mm/yy)	Item Description	Total Expenses (including taxes)	General Ledger Account Code
1				
2				
3				
4				
5				
6				
7				
Totals			\$ -	

Total \$ Amount Due	\$ -
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## Township of Puslinch Conference Expense Guide for Advisory Committees

### Conference Approval Process

Conference, seminar or training attendance must be pre-approved through the budget process by Council. Committee Members shall present at the time of budget the conference, seminar or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Committee Meeting regarding the key takeaways from the session(s) attended.

If a Committee wants to amend the Approved Conferences for Committees as outlined below, the Committee must complete an Advisory Committee Goals and Objectives Proposal Form for Council's approval through the annual budget process.

### Approved Conferences for Advisory Committees

#### Heritage Advisory Committee

1. Ontario Heritage Conference (Any Member)
2. National Trust Conference (2 Members)

#### Recreation Advisory Committee

1. Parks and Recreation Ontario Conference or Ontario Parks Association Annual Parks Education Forum (Any Member)

#### Planning and Development Advisory Committee

No conferences have been requested for approval at this time.

### Conference Registration, Accommodation and Travel Arrangements

Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

Registration, accommodations (at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate), and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card. Third party billing is not permitted.

#### Conference Travel

- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare, bus fare, or train fare to determine the most cost effective means of travel.
  - Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.



## Township of Puslinch

### Conference Expense Guide for Advisory Committees

- Parking fees for your vehicle while engaged in Township business are reimbursable, as required.
  - 407 ETR trip toll charges are reimbursable, as required. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.
  - When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.
- If a personal vehicle is not the most cost effective means of travel, ground transportation via taxi, bus or train fare is reimbursable.

### Other Conference Expenses

The following are reimbursable expenses and must be supported by original detailed receipts and shall be included in the annual budget of the Committee:

- Meals while attending a conference, seminar or training session will be reimbursed only if they are not included in the registration fees.
- Gratuities (within reason and no greater than fifteen percent).

The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

The above list is a guideline and may not cover all possibilities of non-reimbursable items.

### Expense Approval

An Expense Report and a detailed receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be process. The receipt must include date, description of goods/services and a breakdown of all costs. **A credit card slip for an expense will not be accepted in place of a vendor's receipt.**



## **Township of Puslinch** **PUSLINCH** Conference Expense Guide for Advisory Committees

Expense reports and detailed receipts should be submitted to the appropriate support staff. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.

The Expense Report is to be submitted to the appropriate support staff by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

Upon submission of a signed Expense Report including all original receipts, Committee Members warrant all claims are related to Township business and are eligible in accordance with the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy





## **REPORT HER-2023-008**

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TO: Heritage Advisory Committee

PREPARED BY: Lisa Madden, Communications and Committee Coordinator

PRESENTED BY: Lisa Madden, Communications and Committee Coordinator

MEETING DATE: May 1, 2023

SUBJECT: 39 Brock Road S Inquiry

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### **RECOMMENDATIONS**

**That report HER-2023-008 entitled 39 Brock Road S Inquiry be received for information.**

### **Purpose**

The purpose of this report is to provide the Heritage Advisory Committee with information regarding an inquiry related to a property to be considered for inclusion on the Heritage Register.

### **Background**

On March 22, 2023 staff received correspondence from a member of the public inquiring about a property being included in the Heritage Register.

### **Comments**

The inquiry, attached as **Schedule A**, is related to 39 Brock Rd S.

The answers to the two questions in the inquiry are listed below:

*As other churches have made it to the list, I'm wondering if one still needs to be an active congregation?*

There is no requirement to have an active congregation to be included on the Heritage Register. Listing criteria is related to physical criteria on the exterior of the structure.

*There may well have been too many renovations done to qualify as heritage?*

The property was reviewed as part of the non-designated Heritage Register listing project and based on the criteria for determining Cultural Heritage Value or Interest, was placed on a list of Properties of Interest.

The inquiry also references features in the interior of the former church. Designated or non-designated property protection under Part IV of the *Ontario Heritage Act* does not include characteristics to the interior of a structure.

At this time Staff do not recommend including the property in the Heritage Register as a designated or non-designated property, however it will continue to be included on the list of Properties of Interest.

### **Financial Implications**

There are no financial implications associated with this report.

### **Applicable Legislation and Requirements**

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

### **Attachments**

**Schedule A** – Correspondence regarding 39 Brock Road S Inquiry

**From:** LOIS HOWLETT <[REDACTED]>  
**Sent:** Wednesday, March 22, 2023 11:57 AM  
**To:** Justine Brotherston  
**Subject:** Re: Heritage Committee

11:54

◀ Google



Google

© 2023 Google



Hope this helps, Lois.

Sent from my iPhone

On Mar 22, 2023, at 11:47 AM, Justine Brotherston [REDACTED] wrote:

morning Ms. Howlett,

Thank you for your inquiry. Could you please provide me with the address of the property you are referring to below?

Kind regards,

<image001.png>

-----Original Message-----

From: LOIS HOWLETT [REDACTED]

Sent: Wednesday, March 22, 2023 11:34 AM

To: Justine Brotherston [REDACTED]

Subject: Heritage Committee

Good morning, Justine

I've had a chance to see the listed heritage designations in Puslinch.

I was curious as to why the previous Methodist/United church in Aberfoyle was not on the list. It has since been a residence, mid 1980's and of late multiple businesses.

As other churches have made it to the list, I'm wondering if one still needs to be an active congregation.

OR

There may well have been too many renovations done to qualify as heritage?

Unique is the curved wall to the back of the building where the communion table had sat on the main level.

As the church in Aberfoyle amalgamated with Morriston (1970's), the United Church property had been sold.

Pews from the church now form the choir loft at Mt. Carmel-Zion Church in Morriston.

Thank you for reviewing this additional email.

Lois Howlett

Sent from my iPhone



## **REPORT HER-2023-009**

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TO: Heritage Advisory Committee

PREPARED BY: Lisa Madden, Communications and Committee Coordinator

PRESENTED BY: Lisa Madden, Communications and Committee Coordinator

MEETING DATE: May 1, 2023

SUBJECT: Interactive Heritage Map and Digital Archive Analytics

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### **RECOMMENDATION**

**That report HER-2023-009 entitled Interactive Heritage Map and Digital Archive Analytics be received for information.**

### **Purpose**

The purpose of this report is to provide the Heritage Advisory Committee with an update regarding the analytics for the Interactive Heritage Map and Digital Archive.

### **Background**

In support the Heritage Advisory Committee's Public Engagement 2021-2022 Goals and Objectives a Young Canada Works Grant was applied for to hire a Heritage Summer Student to develop a Digital Archive and Interactive Heritage Register Map.

The purpose of the Digital Archive and Interactive Heritage Register Map were developed to highlight built heritage within the Township of Puslinch.

In June 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 Interactive Heritage Map. The Digital Archive and Interactive Heritage Register Map was launched in October of 2022. The Digital Archive is available on the Township's website at [Puslinch.ca/DigitalArchive](https://puslinch.ca/DigitalArchive) and the Interactive Heritage Map is available at [EngagePuslinch.ca](https://EngagePuslinch.ca).

Property owners with properties on the Township's Heritage Register may opt-in to including their properties on the Digital Archive and Interactive Heritage Register Map by submitting a



consent form to the Township. A consent form is available on the Township's Heritage webpage.

### **Comments**

In the first six (6) months since the launch of the Digital Archive, the archive has been viewed 56 times. The last three months has accounted for approximately 62.5%% of views.

In the first six (6) months since the launch of the Interactive Heritage Register Map on the EngagePuslinch Heritage Project, the Heritage Project was visited 81 times with 32 of those visitors viewing the Interactive Heritage Register Map.

The Township currently promotes the Digital Archive and Interactive Heritage Register Map on the Township's Social Media Platforms. The Public Engagement Sub-Committee may consider additional avenues to share this information and other education information relating to Puslinch's Heritage such as requesting a booth at the Aberfoyle Farmer's Market.

The Digital Archive and Interactive Heritage Register Map Analytics will be reported to the Heritage Advisory Committee annually.

### **Financial Implications**

None

### **Applicable Legislation and Requirements**

None

### **Attachments**

None



## **REPORT HER-2023-010**

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TO: Heritage Advisory Committee

PREPARED BY: Lisa Madden, Communications and Committee Coordinator

PRESENTED BY: Lisa Madden, Communications and Committee Coordinator

MEETING DATE: May 1, 2023

SUBJECT: 2023 Heritage Conferences

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### **RECOMMENDATION**

**That report HER-2023-010 entitled 2023 Heritage Conferences be received for information; and,**

**That the following Committee members be approved to attend the Community Heritage Ontario Conference (OHC);**

\_\_\_\_\_ and;

\_\_\_\_\_ and;

**That Staff be directed to register the approved Committee members for the OHC prior to May 16, 2023 in order to be eligible for the early bird conference rate; and further,**

**That the following Committee members be approved to attend the National Trust Conference**

\_\_\_\_\_ and;

\_\_\_\_\_.

### **Purpose**

The purpose of this report is to provide the Heritage Advisory Committee with budget and registration information for the two conferences Committee members are eligible to attend in 2023.

### **Background**

In accordance with the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy, committees must request conference, seminar or training expenses in the annual budget.

A request was made for the 2023 Budget to add the National Trust Conference to the Committee's list of eligible conferences. The 2023 Budget was approved on February 8, 2023 including the Committee's request regarding the addition of the National Trust Conference.

Members of the Heritage Advisory Committee are eligible to attend two conferences in 2023:

- Ontario Heritage Conference (OHC) - London, Ontario on June 15-17, 2023; and
- National Trust Conference 2023 – Transforming Heritage - Ottawa, Ontario on October 26-28, 2023.

### **Comments**

Staff will register any Heritage Advisory Committee member approved by the Committee to attend. All Committee members are eligible to attend the OHC should they wish to do so. Two members of the Committee are eligible to attend the National Trust Conference.

The More information regarding the OHC can be found here:

<https://www.ontarioheritageconference.ca/>

More information regarding the National Trust Conference can be found here:

<https://nationaltrustcanada.ca/what-we-offer/national-conference>

In accordance with the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy (Schedule A) any committee member who attends a conference is required to provide a written report at a subsequent Committee Meeting regarding the key takeaways from the session(s) attended.

Further, as notes above staff will facilitate conference registration, accommodations and travel arrangements and pay these expenses with the Township credit card. Any other expenses as detailed under Section 7.1 of the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy must be tracked by the Committee Member. Following the conference the Committee member will complete an Expense Report and any reported expenses must be supported by the original detailed receipt. Schedule B of this report includes a Conference Expense Guide for Advisory Committees.

### **Financial Implications**

Registration for the Ontario Heritage Conference opened on March 16. The cost of the registration for the full conference is \$275 if booked before May 16. This cost includes the following: Thursday Welcome Reception, Friday & Saturday sessions, Friday & Saturday Refreshment Breaks and Lunches and Friday Gala Dinner.

Registration for the National Trust Conference has not yet opened. The 2022 cost for the conference was \$495.00.

Below is the approved budget for the Heritage Advisory Committee conference expenses for 2023:

Expenditures	2023 Budget	Notes
Mileage	\$760	
Professional Development	\$1,490	Includes 2 Members to attend National Trust Conference and attendance at Community Heritage Ontario Conference
Meals	\$150	
Accommodations	\$2260	

**Applicable Legislation and Requirements**

None

**Attachments**

Schedule A: Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

Schedule B: Conference Expense Guide for Advisory Committees



**Title:** Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

**Date:** December 16, 2020 through By-law No. 058-2020

**Subject:** Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy  
File No. A09 EXP  
File No. C01 REM

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**Policy Statement:**

The Township of Puslinch (“Township”) shall provide all Members of Council, Committee Members, and Other Appointments reasonable compensation, benefits (if applicable) and permitted expense reimbursement for carrying out their respective roles and responsibilities.

**Scope:**

This policy applies to all Members of Council, Committee Members, and other Appointments.

**Purpose:**

The policy outlined below addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments for the carrying out of their respective roles and responsibilities.

**1. Compensation**

1.1. The following compensation amounts shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Per meeting compensation of \$108.28 provided to Committee Chairs (excluding Members of Council) effective January 1, 2020.
- Per meeting compensation of \$94.82 provided to Committee Members (excluding Members of Council) effective January 1, 2020.
- Per call compensation of \$104.92 provided to Other Appointments effective January 1, 2020.

1.2. The following annual compensation amounts to the Mayor and each Councillor are effective January 1, 2020 and shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Annual compensation of \$27,383 provided to the Mayor
- Annual compensation of \$18,450 provided to each Councillor

## **2. Benefits (applicable to Members of Council, Excluding the Mayor)**

2.1. Township Councillors shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms which are made available to the staff of the Township, including Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, and Out of Province Coverage. These benefits are provided until the end of the month in which the Member of Council attains the age of 75 or upon the date of leaving office.

2.2. The Mayor is covered by the County of Wellington's benefit program.

2.3. When a Member of Council (excluding the Mayor) attains the age of 75, the premium that would be paid by the Township for benefit coverage shall be paid directly to the member of Council for the purpose of obtaining coverage and shall be treated as a taxable benefit.

## **3. Expenses**

3.1. Members of Council shall request the completion of a T2200 – Declaration of Conditions of Employment Form after providing a draft, completed T2200 form to the Director of Finance/Treasurer for approval and signature, together with a brief statement outlining the types of expenses incurred and the basis for requesting the form T2200 (Template form provided by Finance).

3.2. The Township acknowledges and supports that all Members of Council, Committee Members, and Other Appointments incur various expenses when conducting Township business. The Township will reimburse the following permitted expenses:

**4. Equipment, Services, and Supplies (applicable to Members of Council)**

- 4.1. At the commencement of each Term of Council, each member of Council will be provided with the equipment, services, and supplies as outlined below:
- A laptop computer with a carrying case, one pointing device (mouse) and Township supported software
  - Township email account
  - Business cards that meet the Township's approved standards
- 4.2. Township equipment requiring replacement and/or service must be brought into the Township office.
- 4.3. The technology equipment/software provided to Council can be purchased by a Member of Council at the end of his or her term provided that the technology equipment/software is removed from all Township networks and shared drives.

**5. Mileage**

- 5.1. Members of Council will be reimbursed for mileage outside the Township boundaries at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of Council.
- 5.2. Committee Members and Other Appointments will be reimbursed for mileage at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of each Committee or the applicable cost centre.
- 5.3. The following mileage expenses will not be reimbursed:
- Meetings held within the Township's municipal facilities.
  - Attendance at social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)
  - Mileage for Township business conducted within the boundaries of the Township (applicable to Members of Council).
- 5.4. The rate per kilometre will be set as follows:



- An annual review of mileage rates shall be undertaken each year utilizing the Canada Revenue Agency (CRA) per kilometre rates that are set at the end of each year.
- The mileage reimbursement rate be set at \$0.50 per kilometer unless an adjustment to the rate is approved by Council through a report from the Director of Finance/Treasurer or designate.

5.5. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.

5.6. Mileage shall be calculated based on the kilometres from the individual's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the individual's normal work site to home or vice versa.

5.7. When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.

## **6. Expenses Related to Conference/Seminar/Training Sessions**

6.1. Conference, seminar, or training expenses for Members of Council and Committee Members are reimbursable and shall be itemized in the annual budget of Council and the Committee. Members of Council and Committee Members shall present at the time of budget the conference, seminar, or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Council Meeting regarding the key takeaways from the session(s) attended.

6.2. The reimbursable costs are outlined below:

- Actual cost of registration fees.
- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare to determine the most cost effective means of travel.
- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare

(if available) or the economy air fare which was generally available at the time when travel arrangements were made.

- Ground transportation to and from the airport.
- Car rental use will only be reimbursed should there be no other alternative.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate.
- Meals while attending a conference, seminar, or training session will be reimbursed only if they are not included in the registration fees.

6.3. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

6.4. Conference, seminar, or training attendance is limited to the following for Members of Council:

- Two (2) municipal conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) municipal training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of Council.

6.5. Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.

6.6. Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card.

6.7. Third party billing is not permitted.

## **7. Other Expenses**

7.1. The following are reimbursable expenses (must be supported by original receipts) and shall be included in the annual budget of Council and the Committee:

- Corporate Business Meal \* (applicable to Council Members)
- Food or beverage items available to all invitees for Appreciation Night, Beef on a Bun Event, and the Staff Barbeque event.
- Gratuities (within reason and no greater than fifteen percent)
- Parking fees for your vehicle while engaged in Township business
- Taxi, bus and train fares

- 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.
- \* A Corporate Business Meal must be pre-approved by Council. A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s) or a Member of Council. A Corporate Business Meal may include a luncheon or dinner event.

7.2. The Township is an inclusive employer and will reimburse accessibility related expenses required to carry out the responsibilities of the job.

## **8. Expense Approval – General**

8.1. An Expense Report (Template form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

8.2. The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

8.3. The above list is a guideline and may not cover all possibilities of non-reimbursable items.

- 8.4. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.
- 8.5. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.
- 8.6. For the purpose of this policy, the signing authority shall be:

Individual Incurring Expense	Signing Authority
Member of Council	Director of Finance/Treasurer or CAO/Clerk
Committee Member	Deputy Clerk or Designate
Other Appointee	Deputy Clerk or Designate

- 8.7. An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

## **9. Accountability**

- 9.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:
- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
  - Where a matter cannot be resolved, the Director of Finance/Treasurer or designate shall prepare a report to Council for its consideration.
- 9.2. The Director of Finance/Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the annual Remuneration and Expense reports and monthly expense reports for Members of Council are posted on the Township website.

- 9.3. Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Township business and are eligible in accordance with this policy.
- 9.4. The Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy will be reviewed every five (5) years in accordance with the Township’s policy review schedule.



## Township of Puslinch Conference Expense Guide for Advisory Committees

### Conference Approval Process

Conference, seminar or training attendance must be pre-approved through the budget process by Council. Committee Members shall present at the time of budget the conference, seminar or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Committee Meeting regarding the key takeaways from the session(s) attended.

If a Committee wants to amend the Approved Conferences for Committees as outlined below, the Committee must complete an Advisory Committee Goals and Objectives Proposal Form for Council's approval through the annual budget process.

### Approved Conferences for Advisory Committees

#### Heritage Advisory Committee

1. Ontario Heritage Conference (Any Member)
2. National Trust Conference (2 Members)

#### Recreation Advisory Committee

1. Parks and Recreation Ontario Conference or Ontario Parks Association Annual Parks Education Forum (Any Member)

#### Planning and Development Advisory Committee

No conferences have been requested for approval at this time.

### Conference Registration, Accommodation and Travel Arrangements

Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

Registration, accommodations (at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate), and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card. Third party billing is not permitted.

#### Conference Travel

- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare, bus fare, or train fare to determine the most cost effective means of travel.
  - Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.



## Township of Puslinch

### Conference Expense Guide for Advisory Committees

- Parking fees for your vehicle while engaged in Township business are reimbursable, as required.
  - 407 ETR trip toll charges are reimbursable, as required. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.
  - When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.
- 
- If a personal vehicle is not the most cost effective means of travel, ground transportation via taxi, bus or train fare is reimbursable.

### Other Conference Expenses

The following are reimbursable expenses and must be supported by original detailed receipts and shall be included in the annual budget of the Committee:

- Meals while attending a conference, seminar or training session will be reimbursed only if they are not included in the registration fees.
- Gratuities (within reason and no greater than fifteen percent).

The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

The above list is a guideline and may not cover all possibilities of non-reimbursable items.

### Expense Approval

An Expense Report and a detailed receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be process. The receipt must include date, description of goods/services and a breakdown of all costs. **A credit card slip for an expense will not be accepted in place of a vendor's receipt.**





**Township of Puslinch**  
**PUSLINCH** Conference Expense Guide for Advisory Committees

Expense reports and detailed receipts should be submitted to the appropriate support staff. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.

The Expense Report is to be submitted to the appropriate support staff by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

Upon submission of a signed Expense Report including all original receipts, Committee Members warrant all claims are related to Township business and are eligible in accordance with the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy



## **REPORT HER-2023-011**

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TO: Heritage Advisory Committee

PREPARED BY: Lisa Madden, Communications and Committee Coordinator

PRESENTED BY: Lisa Madden, Communications and Committee Coordinator

MEETING DATE: May 1, 2023

SUBJECT: Heritage Register Designations Update

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### **RECOMMENDATION**

**That report HER-2023-011 entitled Heritage Register Designation Update be received for information.**

### **Purpose**

The purpose of this report is to provide the Heritage Advisory Committee with an update on the Heritage Register Designation initiative in response to Bill 23 legislative changes to the *Ontario Heritage Act*.

### **Background**

At the March 6, 2023 Heritage Advisory Committee meeting, discussed the aforementioned topic and subsequent to discussion, the following was resolved:

#### **Resolution No. 2023-009:**

Moved by Kristine O'Brien

Seconded by Josh Heller

**That staff report HER-2023-006 regarding Heritage Register Designations be received for information; and,**

**That the Committee supports the recommendation action plan as outlined in this report; and,**

**That Sub-Committees be appointed to review the draft Statements of Cultural Heritage Value or Interest detailed in this report and report back to the Heritage Advisory Committee at a future meeting as follows:**

**Morlock & Commercial Sub-Committee Members: Josh Heller, Councillor Hurst**

- 78 Queen St.
- 80 Queen St.
- 84 Queen St.
- 42 Queen St.
- 46 Queen St.
- Puslinch Lake Hotel
- 80 Brock Road

**Church Sub-Committee Members: Andy Day, Chris Saunders**

- 600 Arkell Road
- 319 Brock Road S.
- 22 Victoria St.
- 7156 Concession 1
- 6705 Ellis Road

**School House Sub-Committee Members: Kristine O'Brien, Lily Klammer-Tuji**

- 6690 Wellington Road 34
- 4614 Wellington Road 34
- 32 Brock Road S.
- 4217-4223 Watson Road S
- 4492 Watson Road S.
- 843 Watson Road S.

**CARRIED.**

At the March 22, 2023 Council Meeting, Council approved the Committee's proposed action plan as presented (Schedule A).

The Council endorsed the action plan is as follows:

1. That three sub-committees be established to review the draft statements of cultural heritage value or interest for completeness; and

2. That the sub-committees contact the Puslinch Historical Society and Wellington County Museum and Archives for additional information and collaboration on this initiative; and
3. That staff prepare a letter to each property owner on the prioritized list of properties to determine whether the owner supports or objects to the designation. In addition, staff will engage with the property owners to ensure there is adequate understanding of the designation process and seek assistance from the property owner in documenting the historical value of the property. Collaboration with the property owners will be essential as designations are subject to appeal through the Ontario Land Tribunal.

### **Comments**

#### **Heritage Designation Priority Properties**

Based on Council's endorsement of the action plan sub-committees may commence work on the development of draft Statements of Cultural Heritage Value or Interest for the priority properties identified above. To facilitate the research of the properties, the sub-committees will be provided with the information that the Township has collected thus far for the properties through USB Sticks. Further, the sub-committees are encouraged to begin reaching out to contacts at the Wellington Museum and Archives and Puslinch Historical Society, as well as seek additional research opportunities to collect information related to these properties.

Upon completion of the draft Statements of Cultural Heritage Value or Interest, all information collected by the sub-committees will be provided to Township Staff for consolidation.

The next step following receipt of the draft Statements of Cultural Heritage Value or Interest will be to have the Township's consultant perform a review.

#### **Heritage Designation Open House**

In accordance with the third action item, staff have prepared and distributed a letter (Schedule B) to non-designated property owners (108) advising of a Heritage Designation Open House on May 31, 2023.

The May 31, 2023 Heritage Designation Open House will begin at 6:00 p.m. with a staff presentation regarding the Heritage Designation Process. This presentation will be streamed live on Zoom and then uploaded to the Township's YouTube page. Following the formal presentation staff will be available to answer questions from members of the public. Comment forms will be available for the public to leave feedback for staff.

The next step following the open house will be to send a letter to the owners of priority properties, as determined by Council, regarding the Township's interest in pursuing designation

and to solicit their feedback. Staff will also prepare a letter to be sent to the remaining property owners to gauge their interest in having their property considered for designation.

**Financial Implications**

None

**Applicable Legislation and Requirements**

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

**Attachments**

Schedule A – Resolution No. 2023-097 - Bill 23 Heritage Act Designations

Schedule B – Heritage Designation Open House Letter



Justine Brotherston  
Deputy Clerk  
7404 Wellington Rd 34  
Puslinch, ON N0B 2J0  
VIA EMAIL:  
[jbrotherston@puslinch.ca](mailto:jbrotherston@puslinch.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

March 30, 2023

RE: 9.3.3 Report ADM-2023-015 – Bill 23 Heritage Act Designations

Please be advised that Township of Puslinch Council, at its meeting held on March 22, 2023 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2023-097:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

That Report ADM-2023-015 entitled Bill 23 Heritage Act Designations be received; and

That Council approves the recommended action plan as outlined in this report including sending an information letter to all property owners listed on the Township Heritage Register.

**CARRIED**

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

Sincerely,

Courtenay Hoytfox  
Municipal Clerk



## **REPORT ADM-2023-015**

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TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Municipal Clerk

PRESENTED BY: Courtenay Hoytfox, Municipal Clerk

MEETING DATE: March 22, 2023

SUBJECT: Bill 23 Heritage Act Designations

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### **RECOMMENDATION**

**That Report ADM-2023-015 entitled Bill 23 Heritage Act Designations be received; and**

**That Council approves the recommended action plan as outlined in this report including sending an information letter to all property owners listed on the Township Heritage Register.**

### **Purpose**

The purpose of this report is to provide Council with information following the Heritage Committee meeting on March 6, 2023 and to seek Council direction on next steps as outlined in this report.

### **Background**

Council received information relating to the new legislation approved through Bill 23 and the impacts on the Heritage Act at the December 7, 2023 Council meeting. At that meeting, Council resolved as follows:

#### **Resolution No. 2022-390:**

Moved by Councillor Goyda and  
Seconded by Councillor Hurst

**Whereas Council has concerns regarding Bill 23 and the changes to the Heritage Act;  
That Council direct staff to work with the Heritage Committee in regards with the Register and the legislative changes imposed by Bill 23.**

**CARRIED**



Staff prepared a report for the Heritage Committee for consideration at the March 6, 2023 meeting. The report outlined the key changes being implemented through Bill 23, the impacts to the Puslinch Heritage Register, list of priority properties for designation, and an action plan.

The below list of 18 priority properties consist of primarily churches, cemeteries and school houses, commercial buildings and specified residential buildings. These properties are being prioritized based on the previous Heritage Advisory Committee term discussions. In addition, staff prepared draft statements of cultural heritage value or interest based on the information available in the Township's records. The draft statements are attached to this report as Schedule "A".

1. 6705 Ellis RD
2. 6690 Wellington RD 34
3. 4614 Wellington RD 32
4. Puslinch Lake Hotel (McClintock Drive)
5. 7156 Concession 1
6. 42 Queen St.
7. 46 Queen St.
8. 22 Victoria St.
9. 80 Brock RD S.
10. 319 Brock RD S.
11. 32 Brock RD N.
12. 4217-4223 Watson RD S.
13. 4492 Watson RD S.
14. 843 Watson RD S.
15. 600 Arkell RD
16. 78 Queen St.
17. 80 Queen St.
18. 84 Queen St.

### **Recommended Action Plan**

Staff recommend the following:

1. That three sub-committees be established to review the draft statements of cultural heritage value or interest for completeness;

2. That the sub-committees contact the Puslinch Historical Society and Wellington County Archives for additional information and collaboration on this initiative;
3. That staff prepare a letter to each property owner on the prioritized list of properties to determine whether the owner supports or objects to the designation. In addition, staff will engage with the property owners to ensure there is adequate understanding of the designation process and seek assistance from the property owner in documenting the historical value of the property. Collaboration with the property owners will be essential as designations are subject to appeal through the Ontario Land Tribunal.

The Heritage Committee had an in depth discussion regarding the report and resolved as follows:

**Resolution No. 2023-009:**

Moved by Kristine O'Brien

Seconded by Josh Heller

**That staff report HER-2023-006 regarding Heritage Register Designations be received for information; and,**

**That the Committee supports the recommendation action plan as outlined in this report; and,**

**That Sub-Committees be appointed to review the draft Statements of Cultural Heritage Value or Interest detailed in this report and report back to the Heritage Advisory Committee at a future meeting as follows:**

**Morlock & Commercial Sub-Committee Members: Josh Heller, Councillor Hurst**

- 78 Queen St.
- 80 Queen St.
- 84 Queen St.
- 42 Queen St.
- 46 Queen St.
- Puslinch Lake Hotel
- 80 Brock Road

**Church Sub-Committee Members: Andy Day, Chris Saunders**

- 600 Arkeil Road
- 319 Brock Road S.
- 22 Victoria St.
- 7156 Concession 1

- 6705 Ellis Road

**School House Sub-Committee Members: Kristine O'Brien, Lily Klammer-Tuji**

- 6690 Wellington Road 34
- 4614 Wellington Road 34
- 32 Brock Road S.
- 4217-4223 Watson Road S
- 4492 Watson Road S.
- 843 Watson Road S.

**CARRIED.**

In addition, staff recommend that all other property owners on the Township Heritage Register be contacted regarding the potential to designate their properties. This will be valuable information as we continue with this initiative into the future. It is also beneficial to engage with property owners early on in the process. The Heritage Committee made the comment that many property owners may support the process and be keen to protect and preserve Township heritage. It will be beneficial for Council to be aware of support or objections in advance when making decisions on how to proceed with designations.

### **Financial Implications**

The cost for advertisements as required by the *Ontario Heritage Act, R.S.O. 1990, c. O.18* were approved as part of the Township's 2023 Budget on February 8, 2023.

### **Applicable Legislation and Requirements**

*Ontario Heritage Act, R.S.O. 1990, c. O.18*  
*Bill 23, More Homes Built Faster Act, 2022*

### **Engagement Opportunities**

Print Notices

### **Attachments**

Schedule :A" – Draft Statements of Cultural Heritage Value or Interest for the prioritized properties

**Respectfully submitted,**

**Reviewed by:**

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**Courtenay Hoytfox,  
Municipal Clerk**

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**Glenn Schwendinger,  
CAO**

## **Short Statement of Cultural Heritage Value or Interest**

The property at 6705 Ellis Road, Puslinch, has cultural heritage value due to its unique gothic style chapel. The chapel was built in 1861 and is considered a random-faced fieldstone construction. The chapel includes a unique feature being a Grecian-style framed outline behind the pulpit area. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

The property is an excellent example of a one half-storey chapel built by the surrounding community in 1861. Exterior elements include random-faced fieldstone walls and the original gothic style windows.

### *Historical/Associative Value*

This property was built as the Wesleyan Methodist Church on land donated by Edward and Mary Ellis. Built in 1861 by the surrounding community, this random-faced fieldstone chapel is currently non-denominational. The carpenters were Edward and Thomas Ellis and Peter Lamont. Edward Ellis was also responsible for the construction of the gothic windows. The Grecian-style framed outline behind the pulpit area is a unique feature.

The chapel was restored in 1962-1963 and was plaqued by the Archeological and Historical Sites Board of Ontario, at a service in August 1963. A steeple was added in the renovations but blew off in a storm years later.

There was a small cemetery on the Ellis Chapel which was rededicated after the stones were grouped on a memorial stone cairn in 1965.

### *Contextual Value*

The Ellis Chapel was erected on a one acre parcel of land donated to the Trustees of the Sterling Congregation of the Wesleyan Methodist Church by Edward Ellis who settled in Puslinch in 1839.

## **Description of Heritage Attributes**

Key heritage attributes associated with 6705 Ellis Road include:

- All original doors and windows.
- Original stone foundation
- Exterior random-faced fieldstone walls


It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.

DRAFT









GLOVER  
MASON  
MCGREGOR  
PADDOCK

1840-1900

1840-1900

1840-1900

1840-1900

1840-1900

PLANT  
SCOTT  
SIMMONS  
SMITH



## **Short Statement of Cultural Heritage Value or Interest**

The property at 6690 Wellington Road 34, Puslinch, has cultural heritage value as it includes a school house built in 1868. The structure is a stone construction, one-room schoolhouse, known as "The Third." Historically and contextually associated with education in Puslinch, and the farming community known as "The Third." Built on land donated by Alexander McKay. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

The property is an excellent example of red brick front-gabled schoolhouse-style architecture.

### *Historical/Associative Value*

The property includes a schoolhouse, more commonly known as 'the Third', which was built of fieldstone in 1868. The property is one of the two schoolhouses which is not part of a village or hamlet. The original entry door to the fieldstone schoolhouse was facing the road.

Over the years, there have been changes to the front entrance area. An addition of concrete block was added to the front in the mid 19<sup>th</sup> century to house washrooms, significantly altering its heritage style. The entrance was moved to the east side of the structure when it became a private home after the school closed in 1965. The school's woodshed was moved to the back on the property and was converted to a workshop at that time.

In 2010, the property owners renovated the schoolhouse sympathetically, reinstalling a cedar shake roof, restoring the belfry and covering the cement blocks at the front with horizontal wood siding. The property received a heritage plaque from the Township Heritage Committee in 2012.

### *Contextual Value*

The property is historically and contextually associated with education in Puslinch, and the farming community known as "The Third." The school house is built on land donated by Alexander McKay.

## **Description of Heritage Attributes**

Key heritage attributes associated with 4614 Wellington Road 32 include:

- All original doors and windows.
- Original stone foundation

- Exterior fieldstone walls
- Belfry
- Original workshop

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.

DRAFT











S.S. #5  
PUSLINCH

## **Short Statement of Cultural Heritage Value or Interest**

The property at 4614 Wellington Road 32, Puslinch, has cultural heritage value due to its representation of 19th century rural churches. The church was built in 1874 and has significant religious history in Township. The property is historically and contextually associated with Mennonite settlement and religious practice in Puslinch and with Penn-German dialect. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

The property is an excellent example of red brick front-gabled schoolhouse-style architecture.

### *Historical/Associative Value*

The property includes the Puslinch Mennonite/United Brethren Church, and cemetery. The church was built in 1874 and is a red brick front-gabled schoolhouse-style architecture. The property is historically and contextually associated with a Mennonite settlement and religious practice in Puslinch and with Penn-German dialect.

### *Contextual Value*

It is unknown when the cemetery on this property was first opened. Many different denominations and groups have used this site for burials. The first recorded burial was in 1867. Today, a few gravestones remain to the west of the church.

## **Description of Heritage Attributes**

Key heritage attributes associated with 4614 Wellington Road 32 include:

- All original doors and windows.
- Original stone foundation
- Exterior decorative brickwork

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.





4614  
Washington RD 23







## **Short Statement of Cultural Heritage Value or Interest**

The property located on Puslinch Lake with the legal description of Lot 4, Rear Concession 1, Puslinch, has cultural heritage value as it includes the Puslinch Lake Hotel built in 1880. The hotel is an excellent example of Puslinch Lake History and recreation in the Township. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

The property includes the original two (2) storey hotel built in 1880 and is an excellent example of hipped red resort / hotel architecture.

### *Historical/Associative Value*

The property includes the Puslinch Lake Hotel. The original owner of this hotel was George Sleeman and John Davidson. This frame hotel was built on Puslinch Lake in 1880. Puslinch Lake was a popular vacation spot with the surrounding community, especially Guelph. School picnic and many summer activities were held at Puslinch Lake.

The Puslinch Lake Hotel is the only hotel, of the many which once surrounded the lake that has survived. The property received a heritage plaque from the Township Heritage Committee in 2000.

### *Contextual Value*

The property is historically and contextually associated with recreation in Puslinch, and was commonly visited by the local and surrounding communities.

## **Description of Heritage Attributes**

Key heritage attributes associated with the property located on Puslinch Lake with the legal description of Lot 4, Rear Concession 1, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior balconies

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.









## **Short Statement of Cultural Heritage Value or Interest**

The property 7156 Concession 1, Puslinch, has cultural heritage value as it includes the Knox Presbyterian Church and Crieff Cemetery built in 1882. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

The property includes a one (1) storey yellow brick church built in 1882 and the Crieff Cemetery established in 1854.

### *Historical/Associative Value*

The property includes the Puslinch Lake Hotel. The original owner of this hotel was George Sleeman and John Davidson. The original A frame church once stood on this site, from 1854 to 1882. In 1862 a manse was built on lot 25. All this land originally belonged to Alexander Fraser. The present yellow brick church was built in 1882. The cemetery was originally started to the east of Knox Church, but today it surrounds it. The cemetery opened in 1854.

The property received a heritage plaque from the Township Heritage Committee in 2000.

### *Contextual Value*

The property is historically and contextually associated with religious significance in Puslinch, and was built by Duncan McPherson and William McDonald. The original owner was Alexander Fraser.

## **Description of Heritage Attributes**

Key heritage attributes associated with the property 7156 Concession 1, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior yellow brick

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.











**Statement of Cultural Heritage Value or Interest**

The property 22 Victoria St., Puslinch, has cultural heritage value as this Italianate red brick church was built in 1856 by the German community in Morriston area and was known simply as “The Morriston Church”. In 1880 the church was enlarged. The manse was built next door in 1894, to replace the original frame parsonage which was built onto the rear of the church. The manse is also red brick, and has the interesting Italianate style of architecture favoured in the late 1800s.

DRAFT



## **Short Statement of Cultural Heritage Value or Interest**

The property 42 Queen Street, Puslinch, commonly known as the “Bank Building” is a landmark in the Morriston and once housed the local Toronto-Dominion bank branch. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

The property includes a two and a half (2 ½) storey yellow brick commercial building built in 1860. The large decorated second-floor windows, the row of small round windows on the highest floor, and the elaborate roof brackets make this building unique and an interesting landmark.

### *Historical/Associative Value*

The property includes a two and a half (2 ½) storey commercial building. The exterior is yellow brick from the Morriston Brickyard.

The property received a heritage plaque from the Township Heritage Committee in 2000. At the time of plaquing, the building housed Enver’s Restaurant and Unicorn Gifts.

### *Contextual Value*

The property is historically and contextually significant in Puslinch as it represents an important landmark.

## **Description of Heritage Attributes**

Key heritage attributes associated with the property 42 Queen Street, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior yellow brick

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.







## **Short Statement of Cultural Heritage Value or Interest**

The property 46 Queen Street, Puslinch, commonly known as the “The Morriston Hotel” is a landmark in the Morriston. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

The property includes a substantial two (2) storey stone and frame building. Renovations were made to the structure including a new roof plus storm windows and doors. The balcony with railing that ran across the front of the second storey has been replaced by several smaller wrought-iron railings, Original doors with transoms have been preserved behind the new storms.

### *Historical/Associative Value*

The property includes a two (2) storey commercial building used as a hotel and considered a landmark in Puslinch. The property received a heritage plaque from the Township Heritage Committee in 2011.

### *Contextual Value*

The property is historically and contextually significant landmark built in 1860. Alex Ochs built the stone and frame hotel which was purchased by the Puslinch McPherson family before 1860. Donald McPherson built this stone hotel after fire destroyed the earlier one on the site in 1860. A combined woodshed and ice house were built in the rear of the property. Blocks of ice would be cut from Morriston Pond in the winter and stored in the ice house to help the hotel kitchen and the bar keep items chilled through the warmer months.

In 1904 the hotel was purchased by John Vogt, a native of Copenhagen, Denmark, and it was John Vogt who named it the Morriston Hotel.

Now a private home, the owner at the time the property was plaqued (2011), whose business, The Great Wall Restaurant, is adjacent to the old hotel to the south. The former Westlake store was demolished for the restaurant.

### **Description of Heritage Attributes**

Key heritage attributes associated with the property 46 Queen Street, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior stone walls

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.









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## **Statement of Cultural Heritage Value or Interest**

The property at 78 Queen Street, Puslinch, has cultural heritage value due to its early example of a stone cottage. The cottage was built in 1854 and is considered a fieldstone cottage. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

This property is an excellent example of a one and a half-storey fieldstone cottage built by Morriston mason Karl Beese and his son William. Exterior elements include

### *Historical/Associative Value*

John Morlock was the original owner who had the stone cottage built on the Morlock farm in 1854. Christian Morlock who built a large stone farmhouse to its south in 1882 was the son of John. The John Morlock cottage was built for John and his wife Eva, nee Rowe to retire. After John's death in 1884 and Eva's death in 1880 the cottage became accommodation for hired men on the Morlock farm.

### *Contextual Value*

78 Queen Street forms part of a streetscape of four adjacent Morlock family built homes built between 1851 and 1910 on the original lot settled by John Christian Morlock. This extant built heritage family streetscape is unique to the Township. It is positioned between Lots 31 and 33 of the other two founding families. The intact Paul Winer family homestead is to the south on Lot 33 and the remains of the Johannes Calfas family homestead are to the north on Lot 31.

## **Description of Heritage Attributes**

Key heritage attributes associated with 78 Queen Street include:

- Exterior fieldstone walls
- Original stone foundation

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.







## **Statement of Cultural Heritage Value or Interest**

The property at 80 Queen Street, Puslinch, has cultural heritage value due to its unique Queen Anne Revival Style Architecture residence. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

The property is an excellent example of Queen Anne Revival Style Architecture. This two and a half storey brick house built in 1909. Exterior elements of the Queen Anne Revival architecture features include the hipped roof with projecting sides and front bays, the double hung wood veranda, stained glass window at the entrance and wood spandrels at corners at corners of the bay projections. The Romaneque windows on the first floor of each bay projection and the highlight of brick segmented arches on all windows with a contracting top end row of dark bricks are of special note. The main door with transom also appears to be original.

### *Historical/Associative Value*

The Morlock family was originally from Germany and settled Lot 32 Concession 8 in the 1830s. John Christian Morlock built this house at the time of his retirement from farming in 1909. John Christian's brother Peter Morlock was also responsible for building the neighbouring 82 Queen St., white (buff) brick house in 1910.

### *Contextual Value*

80 Queen Street forms part of a streetscape of four adjacent Morlock family built homes built between 1851 and 1910 on the original lot settled by John Christian Morlock. This extant built heritage family streetscape is unique to the Township. It is positioned between Lots 31 and 33 of the other two founding families. The intact Paul Winer family homestead is to the south on Lot 33 and the remains of the Johannes Calfas family homestead are to the north on Lot 31.

## **Description of Heritage Attributes**

Key heritage attributes associated with 80 Queen Street include:

- Massing
- Stained glass window at entrance
- Exterior Red Brick
- Hipped roof
- Double hung wood veranda
- Main entrance door with transom

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.















## **Statement of Cultural Heritage Value or Interest**

The property at 84 Queen St., Puslinch, has cultural value due to its unique Ontario House Architectural Style.

### *Design Value*

The property is an excellent example of an Ontario House Architectural Style. Exterior elements include gothic window, cut limestone exterior from Guelph, decorative vergeboards and datestone.

### *Historical/Associative Value*

John and Eva Morlock's son Chirstrain built the second stone house on the Morlock property known as "Stoneleigh" in 1882. The house was built by Otto Rappolt a talented mason in the area.

### *Contextual Value*

84 Queen Street forms part of a streetscape of four adjacent Morlock family built homes built between 1851 and 1910 on the original lot settled by John Christian Morlock. This extant built heritage family streetscape is unique to the Township. It is positioned between Lots 31 and 33 of the other two founding families. The intact Paul Winer family homestead is to the south on Lot 33 and the remains of the Johannes Calfas family homestead are to the north on Lot 31.

## **Description of Heritage Attributes**

Key heritage attributes associated with 6705 Ellis Road include:

- All original doors and windows
- Original stone foundation
- Exterior limestone walls
- Massing
- Decorative vergeboards
- Datestone

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.















### **Statement of Cultural Heritage Value or Interest**

The property 80 Brock Rd S., also known as the Aberfoyle Mill is of cultural heritage value as it was one of the first mills in Puslinch. Built in 1859 it is a two and a half storey structure made of yellow brick. In 1867, the mill won a gold medal for its oatmeal at the World Fair in Paris, France. Originally, it was a gristmill, powered by a dam built by Patrick Mahon.

DRAFT







**Statement of Cultural Heritage Value or Interest**

The property 319 Brock Rd S. is of cultural heritage value as the stone church was built in 1854 of Guelph dolomite. The church was named after Dr. Alexander Duff<sup>2</sup>, a pioneer missionary who spoke at the church. The church underwent major renovations in 1903, which were done by John Hingleman a stonemason from Morriston. A Norman-style tower was built onto the original stone structure's entrance.

DRAFT







**Statement of Cultural Heritage Value or Interest**

The property 32 Brock Rd S. is of cultural heritage value as it is a stone schoolhouse that was built in 1872 by master stonemason Robert Little. The schoolhouse is the third building to house S.S. #4, the first two being log (1832) and frame (1846) structures. Architecturally, the stone school-house has unique arched windows not common on schoolhouses of the time. The sills voussiors and window trim are made of Guelph dolomite.

DRAFT







**Statement of Cultural Heritage Value or Interest**

The property 4217-4223 Watson Road S. is of cultural heritage value as the schoolhouse is one of the later stone schoolhouses constructed. Built in 1889, of cut limestone. Due to its later building date, it is possible to see the Italianate style in the roof brackets. The architectural style became popular in the late 1800s.

DRAFT











**Statement of Cultural Heritage Value or Interest**

The property 4492 Watson Rd S. is of cultural heritage value as William Stratton built the stone schoolhouse in 1885. The land originally belonged to Mr. John Laing.

DRAFT











**Statement of Cultural Heritage Value or Interest**

The property 843 Watson Rd S. is of cultural heritage value as the stone schoolhouse was built in 1862. The school was previously housed in a log structure built circa 1839 and followed by a second log schoolhouse built in 1850. S.S. #1 is one of the few schoolhouses that possesses its original bell, which is housed in the belfry reconstructed in 1962.

DRAFT







## **Short Statement of Cultural Heritage Value or Interest**

The property 600 Arkell Road, Puslinch, is a representative of a small rural church and an important landmark in Puslinch. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

### *Design Value*

The property includes a one (1) storey yellow brick church built in 1877. A log church was originally built on the land belonging to Charles Willoughby in 1838. It has had an addition put on the front and side in this century, but still retains its former character.

### *Historical/Associative Value*

The property includes a one (1) storey yellow brick church. The property received a heritage plaque from the Township Heritage Committee in 2011.

A cemetery was opened the same year the log church was built, 1883, and was located behind the church. No records exist of the burials until 1851. Harriet Thomas is the first person whose burial is recorded in the Arkell Cemetery. The date was April 11, 1851.

### *Contextual Value*

A cemetery was opened the same year the log church was built, 1883, and was located behind the church. No records exist of the burials until 1851. Harriet Thomas is the first person whose burial is recorded in the Arkell Cemetery. The date was April 11, 1851.

## **Description of Heritage Attributes**

Key heritage attributes associated with the property 600 Arkell Road, Puslinch, include:

- All original doors and windows.
- Original foundation
- Exterior stone walls

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.













*We recognize that when the first Euro-Canadian settlers arrived in what is now Puslinch Township, the Anishinaabe ancestors of the Mississaugas of the Credit First Nation had long established hunt camps in the area. Through written and verbal accounts we understand that the Anishinaabe interacted with the settlers in a friendly and cooperative manner. It is acknowledged that the development of the Township encroached upon their traditional way of life resulting in their displacement.*

April 28, 2023

Dear Property Owner,

Township of Puslinch Council is seeking to preserve and protect built heritage within the community. There are many tools available to do so, the most valuable being a heritage designation under the *Ontario Heritage Act*.

You are invited to an Open House Information Night on **May 31, 2023 at 6PM**. You can attend in person at the Puslinch Community Centre at 23 Brock Road S. The presentation component of the Open House will be live streamed via Zoom and recorded to the Township's YouTube account. Registration to watch the presentation virtually can be completed through this link: [https://us02web.zoom.us/webinar/register/WN\\_j0uDGtm\\_R9mMHHpCuLKIMA](https://us02web.zoom.us/webinar/register/WN_j0uDGtm_R9mMHHpCuLKIMA)

The purpose of the Open House is to provide information regarding *Ontario Heritage Act* designations to property owners with properties currently listed on the Heritage Register.

Property owner feedback is valued and integral in the process. Through collaboration and participation, we can protect the heritage and history of our community. Your attendance at this Open House is an opportunity to engage with Municipal Staff to provide feedback and learn more about the Heritage Designation process.

More information about the Heritage Register is included on the next page and is available at [Puslinch.ca/HeritageDesignation](https://puslinch.ca/HeritageDesignation).

For inquiries about the Heritage Register or the Open House, please contact the Heritage Committee Secretary:

Heritage Committee Secretary  
Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[admin@puslinch.ca](mailto:admin@puslinch.ca)  
519-763-1226 x4





# Guide to Heritage Designation

## Why am I receiving this and what are the next steps?

### WHY AM I RECEIVING THIS LETTER?



You are receiving this letter as you are invited to a public open house to learn more about heritage designations. Your property is currently listed on the Township Heritage Register with non-designated status. The Township is seeking your feedback on proposed changes to the Heritage Register in order to comply with recent legislated changes made by the province.

### DESIGNATED VS. NON-DESIGNATED STATUS



Your property currently is included on the Township's Heritage Register with non-designated status. This provides interim protection from demolition for 60 days once notice of intention to demolish has been received by the Township. Designated status on the Township Register differs as it provides greater protection to those attributes with heritage and cultural significance.

### WHAT DOES DESIGNATION MEAN FOR MY PROPERTY?



Each property that is designated has an associated by-law that helps to guide future alterations to the structure(s) identified in the by-law by clearly identifying the heritage attributes that are to be protected and conserved.

### CAN I RENOVATE/ALTER STRUCTURES ON A PROPERTY THAT HAS BEEN DESIGNATED?



It is common to see renovations/alterations to structures on a designated property. These changes are reviewed through the building permit process and may require additional information if the renovations/alterations relate to the identified heritage attributes.

### HOW CAN I GET INVOLVED?

There are options to provide feedback.

- In-person at the Open House Meeting.
- Send written comments/questions to [admin@puslinch.ca](mailto:admin@puslinch.ca).
- Pick-up information from the Township Office following the open house.



### QUESTIONS? CONTACT US!

For more information regarding the heritage designation process visit [Puslinch.ca/](http://Puslinch.ca/)

Have questions regarding the process contact us at [admin@puslinch.ca](mailto:admin@puslinch.ca) or 519-763-1226 ext. 4.







## **REPORT HER-2023-012**

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TO: Heritage Advisory Committee

PREPARED BY: Lisa Madden, Communications and Committee Coordinator

PRESENTED BY: Lisa Madden, Communications and Committee Coordinator

MEETING DATE: May 1, 2023

SUBJECT: 2022 – 2026 Goals and Objectives

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### **RECOMMENDATION**

**That report HER-2023-012 entitled 2022-2026 Goals and Objectives be received for information; and,**

**That the Committee approves the 2022-2026 Heritage Advisory Committee Goals/Objectives as presented for Council's endorsement at a future Council meeting; and,**

**That the following Committee Members be appointed to the Doors of Puslinch Poster Sub-Committee:**

\_\_\_\_\_ ; and,

\_\_\_\_\_.

**That the following Committee Members be appointed to the Engagement Opportunities Sub-Committee:**

\_\_\_\_\_ ; and,

\_\_\_\_\_.

### **Purpose**

The purpose of this report is to review the review goals and objectives that will be carried forward into the 2022-2026 Term.

### **Background**

The 2021-2022 Heritage Advisory Committee Goals and Objectives were reviewed at the March 6, 2023 Committee meeting. Staff requested that Committee members provide any additional Goals and Objectives to be considered for addition to the 2022-2026 term to Staff by April 17, 2023.



**Comments**

No additional goals or objectives were provided to staff at the time this report was written.

Below is the list of goals and objectives for the Heritage Advisory Committee 2022-2026 Council term and will be sent to Council for approval and endorsement.

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Regular Reporting to Council on Heritage initiatives and progress	N	N	<b>Secretary of the Committee</b>	Provide two annual reports to Council each year 1) Approval of Committee Goals and Objectives 2) Progress reports of Committee Goals and Objectives
Heritage Register and Bill 23	Y	Y	<b>Sub-Committees &amp; Secretary of the Committee</b>	At the December 7, 2022 Council Meeting, Council directed staff to work with the Heritage Advisory Committee regarding the legislative changes imposed by Bill 23
Doors of Puslinch Poster	Y	Y	<b>Establish Sub-Committee</b>	Establish Sub-Committee at meeting following Council's approval of Committee Goals and Objectives to begin work on the Doors of Puslinch Poster Goal/Objective. Funding for this Goal/Objective was approved as part of the 2023 Budget.



Engagement Opportunities	Y	N	<b>Establish Sub-Committee</b>	Establish Sub-Committee at meeting following Council's approval of Committee Goals and Objectives to identify and execute engagement opportunities relations to the Committee's mandate
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### **Financial Implications**

Below is the approved budget for the Heritage Advisory Committee for 2023. Training regarding the Heritage Advisory Committee's 2024 budget requests will be provided at the Heritage Advisory Committee's May 1, 2023 meeting. The Heritage Advisory Committee's budget meeting will be June 5, 2023.

<b>Expenditures</b>	<b>2023 Budget</b>	<b>Notes</b>
Office Supplies & Equipment	\$1,833	Includes Doors of Puslinch Printing Costs
Mileage	\$760	
Professional Development	\$1,490	Includes 2 Members to attend National Trust Conference and attendance at Community Heritage Ontario Conference
Meals	\$150	
Accommodations	\$2260	

### **Applicable Legislation and Requirements**

None

### **Attachments**

None