



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JUNE 5, 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:** June 5, 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. May 1, 2023 Heritage Advisory Committee Minutes



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**8. Reports ≠**

- 8.1. Report – HER-2023-013 – Proposed 2024 Heritage Advisory Committee Meeting Schedule
- 8.2. Report – HER-2023-014 – 2024 Heritage Advisory Committee Proposed Budget
- 8.3. Report – HER-2023-015 – Heritage Student Update
- 8.4. Report – HER-2023-016 – Goals and Objectives

**9. Correspondence**

**10. Announcements**

**11. Notice of Motion**

**12. New Business**

**13. Adjournment ≠**



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

**MINUTES**

**DATE:** May 1, 2023

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

The May 1, 2023 Heritage Advisory Committee meeting was held on the above date and called to order at 1:02 p.m. via in person participation at the Puslinch Community Centre at 23 Brock Rd S. and via electronic and in-person participation.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**Attendance:**

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

**Absent**

Josh Heller

**Staff in Attendance:**

Courtenay Hoytfox, Municipal Clerk  
Justine Brotherston, Deputy Clerk  
Lisa Madden, Communications and Committee Coordinator

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-011:**

Moved by Chris Saunders  
Seconded by Kristine O'Brien

**That the Heritage Advisory Committee approves the May 1, 2023 Agenda as circulated.**

**CARRIED.**



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**5. DISCLOSURE OF CONFLICT OF INTEREST**

None

**6. DELEGATIONS**

None

**7. CONSENT AGENDA**

7.1 March 6, 2023 Heritage Advisory Committee Minutes

7.2 Community Heritage Ontario – Winter 2023 Newsletter

**Resolution No. 2023-012:**

Moved by Kristine O'Brien

Seconded by Andy Day

**That the Consent Agenda items listed for the May 1, 2023 Heritage Advisory Committee meeting be received for information.**

**CARRIED.**

**8. COMMITTEE AND STAFF REPORTS**

8.1 Report – HER-2023-007 – Finance and Budget Training

**Resolution No. 2023-013:**

Moved by Chris Saunders

Seconded by Andy Day

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

**CARRIED.**

8.2 Report – HER-2023-008 – 39 Brock Road Inquiry

**Resolution No. 2023-014:**

Moved by Andy Day

Seconded by Chris Saunders

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

**CARRIED.**



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8.3 Report – HER-2023-009 – Interactive Heritage Map and Digital Archive Analytics

**Resolution No. 2023-015:**

Moved by Chris Saunders  
Seconded by Kristine O'Brien

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

**CARRIED.**

8.4 Report – HER-2023-010 – 2023 Heritage Conferences

**Resolution No. 2023-016:**

Moved by Andy Day  
Seconded by Chris Saunders

**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);**

- i. Lily Klammer-Tsuji and
- ii. Russell Hurst;

**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;**

- i. Kristine O'Brien and;
- ii. Lily Klammer-Tsuji.

**CARRIED.**

8.5 Report – HER-2023-011 – Heritage Register Designations Update

**Resolution No. 2023-017:**

Moved by Andy Day  
Seconded by Lily Klammer-Tsuji

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

**CARRIED.**



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8.6 Report – HER-2023-012 – Proposed 2022-20226 Goals and Objectives Heritage Register Designations

**Resolution No. 2023-018:**

Moved by Chris Saunders  
Seconded by Andy Day

**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:**

- i. Lily Klammer-Tsuji; and,
- ii. Kristine O'Brien.

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

- i. Chris Saunders; and,
- ii. Councillor Hurst.

**CARRIED.**

**9. CORRESPONDENCE**

None

**10. ANNOUCEMENTS**

Committee Member Chris Saunders advised the Committee that the Puslinch Historical Society will be hosting an Open House on May 27, 2023 at the Puslinch Library from 10:00am to 12:00pm.

Committee Member Chris Saunders provided comments regarding a project canlled heritage Estates in Markham where heritage buildings are being relocated instead of demolished. The Committee member suggested the Committee should consider investigating what opportunities for similar work could be completed within the Township.



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**11. NOTICE OF MOTION**

None

**12. NEW BUSINESS**

**13. ADJOURNMENT**

**Resolution No. 2023-019:**

Moved by Chris Saunders  
Seconded by Kristine O'Brien

**That the Heritage Advisory Committee hereby adjourns at 2:01 p.m.**

**CARRIED.**



## **REPORT HER-2023-013**

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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: June 5, 2023

SUBJECT: Proposed 2024 Heritage Committee Meeting Schedule

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### **RECOMMENDATIONS**

**That staff report HER-2023-013 regarding the Proposed 2024 Heritage Advisory Committee Schedule be received for information; and further,**

**That the 2024 Heritage Advisory Committee Schedule be approved as presented.**

### **Purpose**

The purpose of this report is to provide the Heritage Committee with the proposed 2023 Heritage Advisory Committee Meeting Schedule.

### **Background**

The Committee's Terms of Reference state that the Heritage Advisory Committee meets six (6) times annually on the first Monday of the month at 1:00 p.m., or another time mutually agreed upon by the Committee.

### **Comments**

Below are the proposed dates for the 2024 Heritage Advisory Committee Meetings:

<b>2024 Meeting Dates</b>
January 15, 2024 (Moved for holiday)
March 4, 2024
May 6, 2024
September 9, 2024 (Moved for holiday)
November 4, 2024
December 2, 2024



**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Attachments**

None



## **REPORT HER-2023-014**

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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: June 5, 2023

SUBJECT: Heritage Advisory Committee 2024 Proposed Budget

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### **RECOMMENDATION**

**That staff report HER-2023-014 regarding the Heritage Advisory Committee 2024 Proposed Budget be received for information.**

### **Purpose**

The purpose of this report is to provide the Heritage Advisory Committee with the proposed 2024 budget.

### **Background**

The Township of Puslinch begins its annual budget process in August of each year. In anticipation for the process the Heritage Advisory Committee must approve their budget at the June meeting, as the next meeting will be held in September.

As part of the budget process, Advisory Committees must submit any budget requests for the year to support the Committee's Goals and Objectives. The Committee's approved budget proposal will be sent to Council for consideration with the proposed 2024 Budget.

### **Comments**

The approved budget for 2023 and the proposed 2024 budget are listed in the table below.

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

<b>Expenditures</b>	<b>2023 Budget</b>	<b>Proposed for 2024 Budget</b>
Office Supplies & Equipment	\$1833	\$100
Mileage	\$760	\$760

Professional Development	\$1490	\$1490
Meals	\$150	\$150
Accommodations	\$2260	\$2260

**Financial Implications**

The Heritage Advisory Committee did not have any budget request for the proposed 2024 Corporate Budget therefore the Committee's base budget amounts will be considered by Council for the proposed 2024 Corporate Budget.

**Applicable Legislation and Requirements**

None

**Attachments**

None



## **REPORT HER-2023-015**

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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: June 5, 2023

SUBJECT: Heritage Student Update

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### **RECOMMENDATIONS**

**That Staff Report HER-2023-015 regarding the heritage student update be received.**

#### **Purpose**

The purpose of this report is to provide the Heritage Committee with an update regarding the hiring of a heritage summer student.

#### **Background**

The Township submitted an application with Young Canada Works to apply for grant funding for a heritage summer student. The Township was informed in April that the funding request was approved. The Township has hired a heritage summer student who is expected to start June 5, 2023.

The summer student will undertake two main projects:

- 1) Supporting the enhanced documentation of heritage properties; and
- 2) Supporting the expansion of the Digital Archive and Interactive Heritage Register Map.

#### **Financial Implications**

None

#### **Attachments**

None



## **REPORT HER-2023-016**

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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: June 5, 2023

SUBJECT: 2022 – 2026 Goals and Objectives Update

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### **RECOMMENDATION**

**That staff report HER-2023-016 entitled 2022-2026 Goals and Objectives Update be received for information.**

### **Purpose**

The purpose of this report is provide the Heritage Advisory Committee an update on the Committee's goals and objectives.

### **Background**

The Heritage Advisory Committee has created a list of Goals and Objectives that they would like to achieve for the 2022-2026 term. Each goal/objective has a timeline and sub-committees have been established for some of the projects. Additionally, new projects may be identified over the remainder of the term and staff will bring forward these updates for Council's information and endorsement.

### **Comments**

With Council's approval of the Heritage Advisory Committee's Goals and Objectives the next steps are to complete a comprehensive project proposal for the remaining projects, and begin work within the assigned sub-committees.

### **Regular Reporting to Council:**

A report will be brought to the June 13, 2023 Council Meeting for Council's approval and endorsement of the Heritage Advisory Committee's 2022-2026 Goals and Objectives.

### **Heritage Register and Bill 23:**

Sub-Committees have been assigned and are to be working through the properties listed for each group.

The Sub-committees should be prepared to provide their completed Statements of Cultural Value/Interest to staff no later than July 7, 2023.

**Doors of Puslinch:**

A sub-committee has been assigned and at the time of agenda publishing, is scheduled to meet to discuss next steps.

**Engagement Opportunities:**

A sub-committee has been assigned and at the time of agenda publishing, is scheduled to meet to discuss avenues to raise more awareness of heritage initiatives within the Township. Past three engagement opportunities discussed include:

1. Exploring use of social media,
2. In-person engagement opportunities,
3. Expand Engage Puslinch Heritage page

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Attachments**

Schedule A – 2022-2026 Heritage Advisory Committee Goals and Objectives

## Schedule A

## 2022-2023 Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Regular Reporting To Council	N	N	<b>Committee Coordinator to draft reports on behalf of the Committee regarding their Goals and Objectives</b>	Spring Report - Annual review of proposed Goals/Objectives.  Fall Report - Annual progress update of approved Goals/Objectives.
Doors of Puslinch Poster	Y	Y	<b>Sub-Committee to implement Doors of Puslinch Poster program</b>	Sub-committee to meet regarding next steps.
Heritage Register and Bill 23	N	Y	<b>Committee Coordinator to advise committee of conference registration for Community Heritage Ontario Conference and National Trust Conference</b>	Sub-committees to prepare Statements of Cultural Value/Interest no later than July 7, 2023.
Engagement Opportunities	Y	N	<b>Sub-Committee to looking for opportunities to increase awareness of heritage initiatives and education</b>	Sub-committee to develop plan for committee's approval.