



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MARCH 6, 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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A G E N D A

DATE: March 6, 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. October 3, 2022 Heritage Advisory Committee Minutes
 - 7.2. Community Heritage Ontario – Fall 2022 Newsletter



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- 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

8. Reports ≠ 1:05 p.m.

- 8.1. Report – HER-2023-001 - Committee Orientation Training ≠
- 8.2. Report – HER-2023-002 - Committee Goals and Objectives Training ≠
- 8.3. Report – HER-2023-003 – 2021 -2022 Committee Goals and Objectives Review ≠
- 8.4. Report – HER-2023-004 - Alternate Chair Schedule ≠
- 8.5. Report – HER-2023-005 - Demolition Clearance Request 6927 Wellington Rd 34 ≠
- 8.6. Report – HER-2023-006 - Heritage Register Designations ≠
(Circulated under separate cover)

9. Correspondence

10. Announcements

11. Notice of Motion

12. New Business

13. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 3, 2022 HERITAGE COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: October 3, 2022

MEETING: 1:00 P.M.

The October 3, 2022 Heritage Committee Meeting was held on the above date and called to order at 1:00 pm via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

Councillor Matthew Bulmer
John Arnold
John Levak
Mary Tivy
Barb Jefferson

STAFF IN ATTENDANCE:

Courtenay Hoytfox, Municipal Clerk
Justine Brotherston, Communications and Committee Coordinator
Jeff Bunn, Deputy Clerk

3. OPENING REMARKS

Chair John Arnold reviewed the Electronic Meeting Protocol.

4. CONFIRMATION OF THE AGENDA:

Resolution No. 2022-043:

Moved by Mary Tivy and
Seconded by John Levak

That the Committee approves the October 3, 2022 Agenda and Addendum as circulated; and further;

That the Committee approves the additions to the agenda as follows:

10.2 Delegation by Margaret Anderson regarding Application to demolish a property listed on the Heritage Register (82 Queen St)



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10.3 Delegation by Chris Saunders regarding Application to demolish a property listed on the Heritage Register (82 Queen St)

10.4 Written Delegation by Don McKay regarding Application to demolish a property listed on the Heritage Register (82 Queen St)

10.5 Written Delegation by Marjorie Clark regarding Application to demolish a property listed on the Heritage Register (82 Queen St)

10.6 Written Delegation by Forbes Morlock regarding Application to demolish a property listed on the Heritage Register (82 Queen St)

CARRIED

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

None.

6. APPROVAL OF MINUTES

Resolution No. 2022-044:

Moved by Matthew Bulmer and
Seconded by Barb Jefferson

That the minutes of the July 25, 2022 meeting be adopted as written and distributed.

CARRIED

7. BUSINESS ARISING FROM MINUTES

John Arnold noted the information provided by John Levak at the July 25, 2022 Heritage Committee meeting regarding the John Edwards Conference Bursary that were available for Committee members to apply for to potentially cover a portion of the cost to attend the 2022 National Trust Conference.

8. CONSENT AGENDA

- 8.1. Community Heritage Ontario – Summer 2022 Newsletter
- 8.2. Lieutenant Governor's Ontario Heritage Awards



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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Resolution No. 2022-045:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That Consent Agenda items 8.1 and 8.2 be received for information.

CARRIED

9. CORRESPONDENCE:

None.

10. DELEGATIONS:

10.1 Delegation by Don McKay regarding Application to demolish a property listed on Heritage Register (82 Queen St)

Resolution No. 2022-046:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the Delegation by Don McKay regarding the Application to demolish a property listed on Heritage Register (82 Queen St) be received for information.

CARRIED

10.2 Delegation by Margaret Anderson regarding Application to demolish a property listed on Heritage Register (82 Queen St)

Resolution No. 2022-047:

Moved by Mary Tivy and
Seconded by Matthew Bulmer

That the Delegation by Margaret Anderson regarding the Application to demolish a property listed on Heritage Register (82 Queen St) be received for information.

CARRIED

10.3 Delegation by Chris Saunders regarding Application to demolish a property listed on Heritage Register (82 Queen St)

Chris Saunders was not present at the meeting.

10.4 Written Delegation by Don McKay regarding Application to demolish a property listed on Heritage Register (82 Queen St)



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10.5 Written Delegation by Marjorie Clark regarding Application to demolish a property listed on Heritage Register (82 Queen St)

10.6 Written Delegation by Marjorie Clark regarding Application to demolish a property listed on Heritage Register (82 Queen St)

Resolution No. 2022-048:

Moved by Matthew Bulmer and
Seconded by Barb Jefferson

That the Written Delegations by Don McKay, Marjorie Clark and Forbes Morlock regarding the Application to demolish a property listed on Heritage Register (82 Queen St) be received for information.

CARRIED

11. COMMITTEE REPORTS:

11.5. Report - HER-2022-019 - Application to demolish property listed on Heritage Register (82 Queen St)

Resolution No. 2022-049:

Moved by John Levak and
Seconded by Barb Jefferson

That Ravi Sharda be permitted to Delegate regarding the Application to demolish a property listed on Heritage Register (82 Queen St).

CARRIED

Resolution No. 2022-050:

Moved by John Levak and
Seconded by Barb Jefferson

That the Delegation by Ravi Sharda regarding the Application to demolish a property listed on Heritage Register (82 Queen St) be received for information.

CARRIED

Resolution No. 2022-051:

Moved by Mary Tivy and
Seconded by Matthew Bulmer

That the Heritage Committee recommend that the request to demolish 82 Queen St be rejected; and further,

That the Heritage Committee recommend Council proceed with an intention of designation for 82 Queen St.

CARRIED



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11.1 Committee Memo – Signage Suggestions

Resolution No. 2022-052:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the Committee Memo Signage Suggestions be received for information; and further;

That the signage suggestions contained in the Committee Memo be forwarded to the Signage Sub-committee for consideration.

CARRIED

11.2 Committee Memo – National Trust Conference

Resolution No. 2022-053:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That the Committee Memo regarding Attendance at the National Trust Conference be received for information; and further,

That the Heritage Committee Advisory Committee Goals and Objectives Proposal Form and request for additional conference funds be forwarded to Council for their consideration for the proposed 2023 Budget.

CARRIED

11.3. Report - HER-2022-017 - Digital Archive and Interactive Heritage Register Map

Resolution No. 2022-054:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That staff report HER-2022-017 regarding the Digital Archive and Interactive Heritage Register Map be received for information.

CARRIED

11.4. Report - HER-2022-018 - Proposed 2023 Heritage Committee Meeting Schedule

Resolution No. 2022-055:

Moved by Matthew Bulmer and
Seconded by Mary Tivy



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That the Heritage Committee request that Council update the Heritage Committee Terms of reference to include six scheduled meetings each year.

CARRIED

Resolution No. 2022-056:

Moved by Matthew Bulmer and
Seconded by Mary Tivy

That staff report HER-2022-018 regarding the Proposed 2023 Heritage Committee Schedule be received for information; and further,

That the 2023 Heritage Committee Schedule be approved as presented.

CARRIED

11.6. Report – HER-2022-020 – Review Terms of Reference Section 4.1 Composition

Resolution No. 2022-057:

Moved by John Levak and
Seconded by Mary Tivy

That staff report HER-2022-020 regarding the Review Terms of Reference Section 4.1 Composition be received for information; and further,

That the Heritage Committee request that Council approve the following composition for the 2022-2026 Term:

**5 Members of the Public
1 Member of Council**

CARRIED

11.7. Report – HER-2022-021 – Quarterly Review of Committee Goals and Objectives

Resolution No. 2022-058:

Moved by Mary Tivy and
Seconded by Barb Jefferson

That staff report HER-2022-021 regarding Heritage Committee Goals and Objectives 2021-2022 be received for information; and further,

That the Heritage Committee support the development of an Advisory Committee Goals/Objective Proposals for the following:

- Interpretative Signage at Community Parks
- Historic Block Morriston Park Project

CARRIED



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12. NEW BUSINESS

None.

13. ANNOUNCEMENTS

None.

14. ADJOURNMENT

Resolution No. 2022-059:

Moved by Mary Tivy and
Seconded by Matthew Bulmer

That the Heritage Committee hereby adjourns at 3:21 p.m.

CARRIED

Next Meeting: January 16, 2023 @ 1:00 p.m.

HAUNTING RUINS AND HERITAGE BUILDINGS IN COBALT

PAUL R. KING

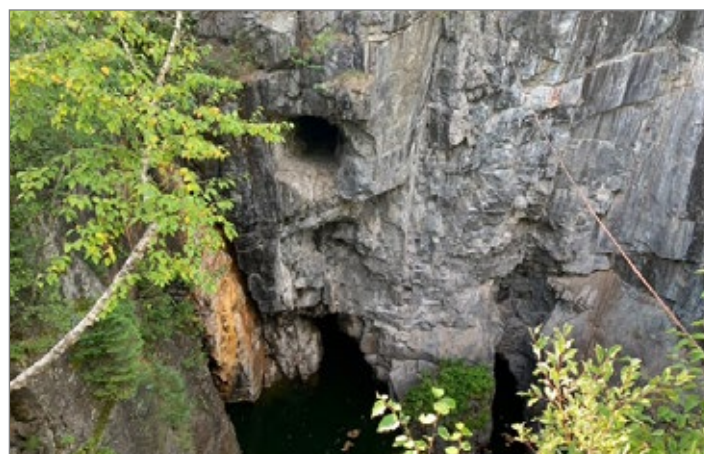
Parks Canada designated the Cobalt Mining District as a National Historic Site. In addition, one of the remaining properties is subject to an Ontario Heritage Trust easement and is designated under Part IV of the *Ontario Heritage Act*. Last August, I visited this Northern Ontario town of Cobalt. If you are unaware of this small town with a current population of less than 1,500 citizens, you might be surprised by the heritage ruins and surviving heritage structures. I was surprised, intrigued and haunted by what I learned while visiting the Cobalt townsite and the trails in the surrounding area.

The mining industry in Canada is known for its boom and bust cycles – boom when minerals are discovered and mined, and bust when the mining operations shut down. Sometimes the cycles repeat. In 1903, silver was discovered in the Cobalt area. The Cobalt boom made this area the fourth largest producer of silver in the world and resulted in this town's population rapidly growing to 10,000. The Cobalt bust occurred in the 1930s when most silver mines ceased operating. There was some renewal of operations in the 1950s but it did not last. What remains today are the haunting remains of the hard rock mining operations that blasted into the bedrock, ripped apart the landscape, and dumped tailings without any environmental concerns or stewardship and without any consent from Indigenous people in the area. Get that silver, no matter the consequences!

There were devastating fires in 1909 and 1977 which destroyed much heritage but some remarkable heritage buildings remain. In terms of boom and bust cycles,



McKinley-Darragh Mill (above) and,
remains of an open pit mining operation (below)



there is now a renewed interest in cobalt, an important component in the manufacture of batteries for mobile

Continued on page 5.

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PRESIDENT'S MESSAGE



During a recent municipal heritage committee workshop, two issues were raised that all committees should be aware of – preventing demolition by neglect and providing financial assistance to designated property owners. In addition, we are seeking new members to serve on the CHO/PCO Board.

Preventing Demolition by Neglect

Under the *Ontario Heritage Act* (Sections 35.3 and 45.1), a municipal council may pass a by-law to “prescribe minimum standards for the maintenance of the heritage attributes” and that properties which do not comply with the minimum standards “be repaired and maintained to conform with the standards”. Such a by-law would form part of existing property standards by-law enacted under the *Building Code Act* and would apply to both individually designated properties and properties within Heritage Conservation Districts. The heritage standards by-law would enable municipal councils to prevent the deterioration of structures on designated properties. A number of municipalities have adopted such heritage maintenance by-laws which can be used as a guide to preparing a by-law for your municipality.

Financial Assistance to Owners of Designated Properties

Loans or grants - Sections 39 and 45 of the *Ontario Heritage Act* permits a municipality to pass by-laws providing grants or loans to designated property owners “for the whole or any part of the cost of alteration of designated property” under terms established by the municipality. A number of municipalities have such grant programs which are usually for exterior work on a cost shared basis.

Property Tax Relief – Section 365.2 of the *Municipal Act* permits municipalities to provide municipal tax relief (between 10 to 40 percent) to designated property owners subject to any criteria the municipality may establish including the requirement to enter into a Heritage Conservation Agreement.

CHO/PCO hopes to commission a study of the benefits and experience of municipalities in undertaking such financial assistance programs.

Call for New Board Members

Many thanks to Tracy Gayda, who recently retired from the Board, for her years of service. As a result, we are looking for new members to fill this vacancy and others that are anticipated in the near future. If you are interested in volunteering to be on the CHO/PCO Board, please contact any member of the Board or the Secretary/Treasurer. We usually meet four times a year and each Board member serves on at least one committee. Most of our meetings are now conducted virtually, although transportation and accommodation costs are paid when we meet in person.

Wayne Morgan

CHOnews

FALL / AUTOMNE 2022

CHOnews is published quarterly by Community Heritage Ontario.

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Articles are published in the language they are received.



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July 13, 2022

Honourable Neil Lumsden
Minister of Heritage, Tourism, Culture and Sport
6th Floor, 438 University Avenue
Toronto, ON M7A 1N3

Dear Mr. Minister

At the 2022 Ontario Heritage Conference held in Brockville in June 2022, the Conference attendees passed the following two resolutions:

1. That the Ministry of Heritage, Tourism, Culture and Sport update and make publicly available the **Ontario Heritage Toolkit** as soon as possible; and
2. That the Ministry of Heritage, Tourism, Culture and Sport hold training workshops throughout the province to educate municipal heritage committee members and municipal heritage staff on the implementation of the amendments to the **Ontario Heritage Act** that came into effect on July 1, 2021.

The first resolution deals with a publication that has proved important to both heritage committee members and municipal staff in working with the Act. However, it needs to be updated to deal with amendments to the Act which came into effect July 1, 2021.

The second resolution seeks training sessions on the same amendments to the Act. Such training workshops would enable participants to interact with workshop facilitators in understanding the ways in which the amendments are to be implemented.

Your assistance in addressing these resolutions would be greatly appreciated.

Respectfully submitted

Wayne Morgan
President, Community Heritage Ontario

**Ministry of Tourism,
Culture and Sport**

Minister

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391-2022-447

Mr. Wayne Morgan
President
Community Heritage Ontario
wayne.morgan@sympatico.ca

Dear Mr. Morgan:

Congratulations on a successful 2022 Ontario Heritage Conference. I appreciate you sharing the conference resolutions with me.

Heritage conservation has economic, social, and environmental benefits for local communities. It revitalizes older properties and historic neighbourhoods, enhances tourism, attracts businesses, supports local skilled jobs, and reduces waste going to landfills.

The *Ontario Heritage Act* (OHA) is the cornerstone of Ontario's framework for conserving cultural heritage resources.

I understand that ministry staff provided training sessions on the OHA amendments in June 2021. These sessions reached nearly 600 people across the heritage sector, including heritage committee members. Training was also provided to municipal heritage committees at their request.

Ministry staff are available to answer any questions relating to the OHA. If a municipal heritage committee member or municipality has any questions about the OHA amendments or the new regulation, they can contact Chris Lawless at chris.lawless@ontario.ca or Jim Sherratt at jim.sherratt@ontario.ca.

Thank you again for writing to me. I hope you find this information helpful.

Sincerely,

The Honourable Neil Lumsden
Minister of Tourism, Culture and Sport

Continued from page 1.

devices and electric vehicles. (Are EVs really effective in fighting climate change when taking into account the origin of EV components? I do not know the answer – I just pose the question.)



Ruins of a hoist from the Cobalt Lake Mine & Hellens Mill

The Directory of Federal Heritage Designations portion of Parks Canada's website describes the importance of the Cobalt Mining District as follows: (i) *it is a rare cultural landscape consisting of vestiges and buildings associated with the evolution of hard rock mining in Canada; and (ii) it reflects an important period of hard rock mining in Canada, between 1903 and the late 1920s, that established a more secure investment environment for mining speculation and created financial capital for large-scale Canadian mining development in the first half of the 20th century.*¹ Some of the character-defining elements are:

- ♦ *the geological setting with its numerous veins of native silver located amid a rolling topography of the glaciated Canadian Shield with its abundant lakes;*
- ♦ *the principal mine and milling sites from the pre-1930 era, including some nine headframes, capped mine shafts with shaft houses, open cuts, adits, tailings, waste rock piles, roads, trails, vestiges of compressed air pipelines, systematic trenching, deforestation, overburden removal, and footing of aerial tramways, four lake beds partly filled with tailings and the completely*

filled Cart Lake;

- ♦ *the location of former milling and processing plants on hillsides to allow for gravity feed;*
- ♦ *surviving vestiges, including right-of-way, raised bed, rock cuts, and station related to the former Kerr Lake streetcar line;*
- ♦ *surviving in-situ mining-related machinery in its materials, form and location;*
- ♦ *the unplanned, frontier character of the pre-1930 townsite of Cobalt with its commercial buildings clustered near the railway station at the intersection of Prospect and Silver streets, its residential area with its mix of housing types ranging along narrow streets and laneways, and its three former mine sites;*
- ♦ *the location and route of the Timiskaming and Northern Ontario Railway line;*
- ♦ *the distinctive mining architecture, notably the form and timber-frame, wood and corrugated sheet-metal materials of the rockhouses, headframes, and support buildings;*
- ♦ *the pre-1930 commercial and financial buildings in their location, form and materials, notably the poured-in-place concrete three-storey former Royal Exchange Building, the prefabricated form and materials of the former Imperial Bank of Canada building (now Township of Coleman Office), and the T&NO Railway Station;*



Cobalt headframe

¹ https://www.pc.gc.ca/apps/dfhd/page_nhs_eng.aspx?i=73665&id=1975

- ♦ the pre-1930s residences in their location, form and materials, including two mine managers' and four miners' houses in town and houses at mine sites including the O'Brien Mine Manager's House and three houses at Kerr Lake; and
- ♦ the underground mining works, notably the network of excavations under the district in the distribution, form and materials.²

I include a number of photos that I took in August. I am particularly enamored with the Cobalt railway station, which by the way, is currently for sale. The description of this station on the Canada's Historic Places website, includes the following:

The Timiskaming and Northern Ontario Railway (T. & N.O.) station is one of the finest railway stations in Northern Ontario. Designed in the Edwardian Classical style by Toronto architect, John M. Lyle (1872 - 1945) and constructed of red brick, with a slate roof and stone detailing, the quality of the Cobalt station contrasted sharply with most of the other modest, wood-frame, T. and N.O. depots. Inspired by the great halls of English domestic architecture, the structure's interior features a lofty waiting room with a timber-truss roof and clerestory windows. The exterior features distinctively curved gables, characteristic of English Renaissance architecture, with round headed windows, combined with typical railway architectural features such as broad, flared



Timiskaming & Northern Ontario Railway Station (c. 1905)

eaves with heavy timber braces. Indicative of its original function, numerous doorways for passenger flow and freight and baggage handling punctuate the building.³

This T. & N.O. Station is subject to an Ontario Heritage Trust conservation easement and the property is designated by the Town of Cobalt under Part IV of the *Ontario Heritage Act*.

Do not under-estimate what you can learn from unique attractions in Ontario. I highly recommend visiting the Cobalt Mining District.

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

² https://www.pc.gc.ca/apps/dfhd/page_nhs_eng.aspx?i=73665&id=1975

³ <https://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=10423&pid=0>

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Ginette Guy Mayer, Program Officer

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DEMOLITION THREATENS STRATFORD'S FIRST PUBLIC HOSPITAL

HOWARD SHUBERT

A new group – SAVE AVON CREST! – was formed in Stratford in July 2022 to protect Stratford's first public hospital from demolition. The Huron Perth Healthcare Alliance intends to demolish the building in Spring 2023. Avon Crest (1891) is located at 86 & 90 John Street South. SAVE AVON CREST! believes the building can and should be repurposed and redeveloped, to protect its heritage and to avoid economic and environmental waste. SAVE AVON CREST! was formed when Stratford City Council ignored a Heritage Stratford proposal to designate the 130-year-old landmark and brushed aside their own staff, who also recommended that the building be designated under Part IV, Section 29 of the *Ontario Heritage Act*.

In 1887 Mayor J.C. MacGregor urged the establishment of a hospital in Stratford. Citing the increasing number of industrial accidents, he recalled sending an injured man to jail, the only place then available for the purpose. A determined group of women responded, organizing a public meeting in November 1888, which resulted in the creation of the City of Stratford General Hospital Trust. Within a month over \$7,000 had been raised, enough to construct a wing and tower of what would be a building capable of expansion. But there was no need for such half-measures. According to Nancy Z. Tausky and Lynn D. DiStefano, "So efficient were the money-raising efforts, complete with bazaars and amateur theatricals, that the \$13,361 structure opened debt-free in 1891." Stratford citizens contributed 75% of those construction costs and the city council granted the five acres of land upon which the building now stands.



Avon Crest

Designed in the High Victorian Queen Anne Style, the yellow-brick, symmetrical building presents a picturesque appearance on John Street and an imposing sight when viewed from the T. J. Dolan parkland below. Avon Crest is among Stratford's most important architectural landmarks.

Its architect, George F. Durand (1850-1889), also designed: the old Pumphouse (1883, now Gallery Stratford), the Perth County Court House (1887), and the Jail (1886).

Avon Crest was constructed as part of a larger push across the country in the 19th century to build lay general hospitals in Canada's growing cities, often sited at some distance from the city centre, for the protection of both the patients and the healthy population. According to Annemarie Adams:

From roughly the Crimean War to World War I, hospitals looked like other reform institutions that featured big, open wards. This is the hospital of Florence Nightingale, where 30-some patients lay in parallel rows of narrow beds. Ventilation, ventilation and ventilation were the three main planning ideas driving the form of this largely philanthropic institution, often called the pavilion plan because the buildings were surrounded by fresh air.²

Stratford's first public hospital commemorates the contributions of health professionals over the past 130 years and is one of only a handful of surviving 19th-century hospital buildings in Canada. When it opened in May 1891, Stratford Hospital was a symbol of progress in science and technology, one that represented Stratfordites' belief in the welfare of all its citizens. Today it is a repository of personal memory and collective social meaning, a place intimately associated with birth, illness and death within the community.

Unnecessarily demolishing Avon Crest is irresponsible, both economically and environmentally. Architects, environmentalists and governments now recognize the damaging impact of needless demolition. We now understand that demolishing an existing building, with its footprint of embodied carbon, is a staggering act of conspicuous consumption. "The greenest building is one that is already built," says Carl Elefante of the Climate Heritage Network (<https://climateheritage.org/>). Mark Thompson Brandt of MTBA Associates in Ottawa says, "Heritage conservation is environmental conservation. They're one and the same thing."

SAVE AVON CREST! is planning to commission a feasibility study to fully explore realizable options for a repurposed Avon Crest. One proposal that we will be actively considering involves working with United Way – Perth Huron who want to build housing for the approximately 170 homeless people in our region.

To learn more about Avon Crest and efforts to preserve it, go to <https://saveavoncrest.ca/>.

Howard Shubert is a member of the group Save Avon Crest!

1 Tausky, Nancy Z. and Lynn D. DiStefano. *Victorian Architecture in London and Southwestern Ontario: Symbols of Aspiration* (Toronto, University of Toronto Press, 1986).
2 Annemarie Adams. "Canadian hospital architecture: how we got here," CMAJ March 15, 2016 188 (5). (<https://www.cmaj.ca/content/188/5/370>).

FORMER RAILWAY LINE HOLDS HISTORIC DISTINCTION

C. SCOTT HOLLAND

Like other small Ontario communities during the 1800s, Leamington was an isolated town until railways began connecting the province and the country. Its first railway line had the distinction of receiving a federal grant without meeting the required criteria, which was to connect adjoining counties.

This unique story surrounding Sir John A. MacDonald's railway plan, occurred in 1885, when Essex-South MP Lewis Wigle petitioned the Prime Minister and parliament for funds to build a railway line. At the time, the federal government offered grants to adjoining counties to build railway lines between them so that eventually the entire country would be connected.

The Prime Minister was aware of Essex-South's long growing season and that with such a grant, agricultural products from the region would be more readily available. But Wigle's proposed line did not inter-connect Essex with its neighbour Kent County. Despite this, a grant of \$3,200 per mile was given to the Essex South riding to cover the approximate 14-mile railway.

The Leamington and Lake St. Clair Railway (later owned by the Michigan Central Railway, New York and Penn Central Railways, and CN Railway) had been conceived and was ready for construction in the early 1870s but lacked the necessary funds. In 1877, the Ontario Legislature gave the railway company its charter but everything remained on hold until 1884, when its plans were revived. Petition for a government grant was considered but never given in both 1884 and 1885.

The Federal government had stalled on its promise to render a subsidy for two years after it was first debated; MP Lewis Wigle revisited the issue during the 4th Session of the 5th Parliament (Apr. 20 to June 2, 1886). The Prime Minister conceded the rail line would be valuable for Essex-South and the country, after MP Wigle had pleaded that "everything is arranged to commence within a week to build a railroad from Leamington North to the Canada Southern (and connect to) the Grand Trunk." The grant was approved during a Parliamentary session in 1886.

Starting in April 1887, work began on the new line. It would run as far as Comber and not connect with the neighboring county of Kent, contrary to the government's guidelines for giving such capital. It became the only railway line to secure federal funds (\$50,000) for a venture which cost \$75,000 in total.

The foundations for Leamington's first railway station were started in October 1886 and on June 3, 1887, the line's first iron tracks were laid. The line opened on September 9, 1887, with terminals in place at both Leamington and 15 miles

north, at Comber. Surprisingly, both those board and batten structures still exist today although there is no railway line connecting the two.

Eventually the railway would serve the H. J. Heinz Company and whisk passengers to the splendor of Seacliff Park near the town's Lake Erie shoreline. During its first 50-year span it served the region delivering mail, freight and passengers, and formed a connection to the east and west via the Grand Trunk Railway.



A view of the station which sat just to the east of Lewis Wigle's home which he donated to be used as a high school in 1895. This photo was taken circa the 1960s.

At its peak during WW1, over 100,000 passengers traveled on it yearly. By the late 1930s its sole purpose was delivering freight to and from Leamington. It remained a primary carrier of materials and products for and by Heinz until 1990.

Leamington's MCR station's unusual history like its current, deteriorating condition, is fading. Over 125 years have passed since its opening glory but its future as a stopping point along Leamington's trailway (the former railway line) is in jeopardy. Its history is an important part of our heritage and future generations should merit a glimpse at how things



The backside (south side) of the station as seen in the 1940s.



Leamington's MCR station as it looked in 1996 when it was shuttered and closed. A fire would destroy the ticket booth which jutted out on its west side a few years later.

were over a century ago.

The site has deteriorated but does hold a Heritage designation. It has been owned by the town since 2000 with the Leamington and Mersea Historical Society being its caretakers, 'to oversee any possible renovations.' However, the Society itself does not have the funds to start such a project and despite past urgings for the community to help save the landmark, interest and funds are lacking.

If one wishes to help in any way with the project the Leamington and Mersea Historical Society can be reached at leammerseahs@gmail.com.

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

ONTARIO HERITAGE ACT RESPONSIBILITIES ASSIGNED TO A NEW MINISTRY

Please note that effective October 17, 2022, units responsible for cultural heritage matters have been transferred from the Ministry of Tourism, Culture and Sport (MTCS) to the Ministry of Citizenship and Multiculturalism (MCM). Responsibility for the *Ontario Heritage Act* and associated matters is now held by MCM under minister Michael Ford. Responsibility for museums, libraries and arts will remain with the Minister of Tourism, Culture and Sport.

CHO/PCO looks forward to having more detailed information about the changeover for the winter edition. Meantime, we are assured that Individual staff roles and contact information remain unchanged so if needs be, MHCs should continue to contact Jim Sherratt or Chris Lawless for guidance or support on matters related to the OHA.

You can reach Jim Sherratt by phone: 519-955-0734 or
by email: jim.sherratt@ontario.ca

You can reach Chris Lawless by phone: 437-243-2539 or
by email: chris.lawless@ontario.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.

Does your community have any one-of-a-kind heritage buildings? A local landmark with a unique design? Toronto has the flat-iron building, so often featured in photographs of the city. The village of Sharon, in East Gwillimbury, has the Temple of the Children of Peace, which looks like a wedding cake. Hamilton has stately Dundurn Castle perched on its “mountain.” Some one-of-a-kind buildings were designed and built at one time, and others evolved into what they are over time. Some are strikingly beautiful; some are exceptionally well crafted; some are simply odd. All are noteworthy.

In Markham, we have the Miller-Mason house at 180 Main Street North as a one-of-a-kind heritage building. It began as a one storey brick residence in the northern section of Markham Village, built for one John Miller about 1855. We don't know much about John Miller, but the building he was responsible for creating represents an enduring legacy. From 1862 to 1872, this was the home and office of Dr. John McCausland, one of several doctors to serve the community in the nineteenth century. The house must have been adequate for Dr. McCausland's needs because it did not change from its simple, symmetrical form during his period of ownership. A classic Greek Revival doorcase with a one-panelled door was the most impressive feature of its earliest phase.



The Miller-Mason House, in the Markham Village Heritage Conservation District, is an architectural oddity that defies being assigned to any specific stylistic category. (2021)

The next owner was William Mason, who purchased the property from Dr. McCausland in 1872. His son, Reuben Arthur Mason, became a successful druggist in the village,

with a business that lasted from 1882 to 1931. The Mason drug store still stands at 114 Main Street North. The family evidently prospered, which allowed them to expand and improve their residence in the highly decorative style of building that was in vogue during the last quarter of the nineteenth century. Locally, in the 1880s a number of large, two-storey houses were built in brick for the business elite of the village. These impressive houses were designed in the Queen Anne Revival style, with irregular plans, large windows with leaded glass transom lights, and exuberant wood decoration in their gables. The Mason family raised the one storey dwelling to two storeys circa 1885. They kept the block-like plan outline of the original building but added architectural details of the Queen Anne Revival style as seen in the new houses of the most successful business owners that were their neighbours.

A later generation of the Mason family added an Edwardian Classical verandah in the early twentieth century. It is fairly typical in its design with heavy Tuscan columns resting on brick pedestals, but unusual for a second-storey sunroom capped with a closed gable containing a nineteenth century style Gothic Revival window. The massive columns of the main floor verandah extended to support the roof of the sunroom. Was the gable an earlier feature that was brought forward from the main roofline of the house when the sunroom was created? It seems somehow out-of-place.

It is interesting that each period of development of the Miller-Mason House can be read in its architectural features. For decades, the brickwork was painted over, disguising the difference in the brickwork between the first and second storeys. When the paint was removed a few years ago, the colour difference became evident, and the owner at the time had the brick tinted to create a harmonious effect. In terms of style, for those who enjoy classifying heritage buildings in this way, the Miller-Mason House, with all of its idiosyncrasies, presents a challenge. As it stands today, it is difficult to label this house anything but Ontario Vernacular, given its mix of stylistic features. One-of-a-kind.

George Duncan is a former Senior Heritage Planner with the City of Markham.



ONTARIO HERITAGE WEEK 2022 IN THE TOWNSHIP OF SPRINGWATER

JENNIFER MARSHALL

In celebration of Ontario Heritage Week, the Township of Springwater's Heritage Advisory Committee presented a virtual tour of several local heritage properties. The series, named "Heritage at Home", was intended to help the Springwater community learn more about its history as well as the Township's process for heritage designation.

Staff reached out to the owners of designated heritage properties to pitch the idea. Interested participants were given a series of questions about their home in advance, and staff met with the homeowners on-site to take photos and record video interviews. Homeowners were required to sign a release form giving the Township permission to post the photos/videos and information regarding their property to a special platform created on the municipality's website. If uncomfortable on video, homeowners were given the option to provide a written submission instead.

A social media campaign with daily posts was conducted during Ontario Heritage Week to promote the Heritage at Home (<https://springwater.ca>) platform. The series was well received by the public, with over 800 virtual visitors, a great deal of engagement, and many positive comments. The webpage was one of the top five most visited pages in February.

Jennifer Marshall, AMP, is the Deputy Clerk for the Township of Springwater.



Martingrove House



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Contact Rick Schofield at 416.282.2710 or schofield@communityheritageontario.ca

NEWS FROM THE BOARD OF DIRECTORS

RICK SCHOFIELD

The Board of Directors met in Scarborough on Sunday, September 25th to discuss the regular business of the Corporation. Following approval of the minutes of the previous meeting, the President, Wayne Morgan,

reported on his workshop presentation in Tiny Township, correspondence to the Minister of Tourism, Culture and Sport regarding updating the Heritage Tool Kit, as well as Ministry workshops for MHCs. He also mentioned issues

establishing a MHC in Lanark Highlands. Wayne notified the Board that having served as President for the past eight years, he would not be standing for re-election following the London Conference but will remain active on the Board.

The Executive Secretary/Treasurer reported difficulty in establishing renewal communications with several MHC who were not active during the pandemic. With renewals slow to come in but expenses continuing, CHO/PCO is facing a higher than usual deficit which will need to be addressed toward the end of the year.

Ginette Guy Mayer, who is chairing the Conference Committee until the end of the upcoming London conference, advised the Board that everything is moving smoothly for 2023 and she is now looking for a municipality to step forward to host in 2024. The recent conference closed with a small surplus thanks to the support of the many attendees who came out so soon after pandemic mandates

were relaxed. The committee is also looking into the costs related to video taping selected sessions.

The Board has initiated a property insurance study relating to heritage properties but there is much detail still to be worked out, as property owners' rights and privacy must be a priority.

The Nominating Committee is looking to fill a vacancy as a result of the retirement of Tracy Gayda. Four members elected at the AGM in Brockville have one year remaining and the Board would be interested in hearing from anyone wanting to volunteer for the term running from June 2023 to June 2025. The Board meets four times annually, one in-person meeting in Scarborough and three Zoom meetings during the rest of the year.

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

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ARTICLE DEADLINES

JANUARY 10

MARCH 10

JUNE 10

OCTOBER 10

Article submissions are always welcome.



CHO - PCO
Community Heritage Ontario
Patrimoine communautaire de l'Ontario

Bill 23, the More Homes Built Faster Act Proposed Changes Affecting the Conservation of Ontario's Cultural Heritage Resources

Response from Community Heritage Ontario

Community Heritage Ontario (CHO) is the province-wide, non-profit umbrella organization of municipally appointed heritage committees (MHC). There are currently over 150 MHCs in the Province comprised of more than one thousand volunteers responsible for providing advice and recommendations to Councils on local heritage matters. CHO's mission is to advocate for heritage in Ontario; support the development of MHCs; and to further the identification, preservation, interpretation and wise use of community heritage, locally, provincially and nationally.

Although CHO supports some of the proposed changes, there are a number of proposals which will have adverse impacts on heritage conservation in Ontario. These concerns are summarized below, while the following pages detail our response to each specific proposal affecting heritage conservation.

Key Concerns

General Comments

- Overall, the previous and proposed changes to the Ontario Heritage Act have made this a very complex and difficult to understand piece of legislation especially given the reliance on volunteer members of the community to implement it in many parts of the province.
- The time period allotted for review of the current changes and the timing of the release of the proposed legislation has been extremely challenging and should be extended to allow proper consultation.
- The conservation of heritage resources is not an impediment to expanding the supply of housing in the province; in fact, there are numerous examples where the conservation of heritage resources has resulted in an increase in the supply of housing.
- The effect of a number of the proposed changes would in effect impede the protection of Ontario's cultural heritage resources.

Ontario Heritage Act

- The ability to allow property owners of all existing listed properties to object years after they have been listed in the heritage Register
- The removal of all existing listed properties from the Register after two years from proclamation if they have not been designated and not allowing them to be re-listed for an additional five years
- Unspecified evaluation criteria for including a property on the Register, and
- Increasing the threshold criteria for evaluation for individual property designation and for creating heritage conservation districts.

Planning Act

- Removal of Site Plan Control for developments with less than 10 residential units
- Limit site plan control by removing the ability for municipalities to regulate exterior architectural details and landscape design
- No longer require public meetings for plans of subdivision

Detailed comments on following pages

Detailed Comments on Specific Proposals

Ontario Heritage Act – Schedule 6

<p>Proposal: Section 27 - Accessible Register on Website</p> <p>The proposal requires the clerk of the municipality to ensure that the information included in the register is accessible to the public on the municipality's website.</p>	
<p>Commentary:</p> <ul style="list-style-type: none"> Many municipalities already have their Registers publicly available on their website. However, some municipalities will require additional time and resources to introduce this requirement, and this should be reflected in the legislation 	<p>Recommendation:</p> <p>CHO supports the proposed change subject to an appropriate period to allow the requirement to be phased-in.</p>
<p>Proposal: Section 27 – Listing Criteria for Register</p> <p>Subsection 27 (3) would require that non-designated property must meet the criteria for determining whether property is of cultural heritage value or interest, if such criteria are prescribed. The Ministry is proposing that this requirement would apply only to those non-designated properties added to the municipal register on or after the date the legislative and regulatory amendments come into force.</p>	
<p>Commentary:</p> <ul style="list-style-type: none"> Many municipalities already use the criteria from Regulation 9/06 to assist when listing properties Criteria would assist in determining a degree of cultural heritage value or interest and would all for objective assessments It is unclear if the new prescribed criteria will be the same as 9/06 <p>This should only apply to new listings and not be retroactive to all existing listed properties which would be a considerable workload undertaking</p>	<p>Recommendation:</p> <p>CHO supports the concept of prescribed criteria for listed properties but would appreciate having input on the type and scope of the criteria (if Reg. 9/06 is not used)</p> <p>CHO agrees that the requirement should only apply to new listed properties and not be retroactive to existing listed properties as this would be a considerable undertaking for many municipalities and their MHCs.</p>
<p>Proposal: Section 27 – Expanded Objections</p> <p>Subsection 27 (13) would provide that, in addition to applying to properties included in the register on and after July 1, 2021, the objection process set out in subsections 27 (7) and (8) would now apply to all non-designated properties on the register.</p>	
<p>Commentary:</p> <ul style="list-style-type: none"> This change would allow all owners of properties <u>listed prior to July 1, 2021</u> the ability to object to their inclusion on the Register for any reason. Creates an unnecessary redundancy in appeal rights as municipalities have no mechanism to prevent alterations or 	<p>Recommendation:</p> <p>CHO does not support introducing the ability to object to a listing retroactively to previous property listings.</p> <p>CHO suggests amending the legislation to require any objection to relate to the property's cultural heritage value and to limit number of times an</p>

<p>demolition of a listed property once notice or a permit has been submitted except through designation under Part IV of the Act. The property owner has the right to object as part of the designation process, and the ruling of the OLT is binding on Council. The logic for this change is unclear as it relates to housing affordability.</p> <ul style="list-style-type: none"> • May increase municipal staff workload beyond current capacity to address enquiries as well as reports to Council on any objections. 	<p>objection can be submitted or set a minimum time period between objections.</p>
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Proposal: Section 27 – Two Year Maximum Timeframe for Listed Properties

New subsections 27 (14), (15) and (16) specify circumstances that require the removal of non-designated property from the register. New subsection 27 (18) prevents a council from including such non-designated property in the register again for five years.

Consultation is not required with the heritage advisory committee when properties are removed from the Register under these circumstances

Commentary:

- Heritage property registers are the backbone of heritage planning programs throughout the world.
- Up to this point, the Province of Ontario has been advocating the development of municipal heritage registers as a means to document these resources in the community, to be transparent with property owners and allow protection to be introduced (if deemed appropriate) when the property is threatened with demolition.
- According to **the Provincial Heritage Tool Kit**, a register:
 - Recognizes properties of cultural heritage value in a community
 - Fosters civic identity and pride by drawing attention to the heritage and development of a community
 - Promotes knowledge and enhances an understanding of a community's cultural heritage
 - Provides easily accessible information about cultural heritage value for land-use planners, property owners, developers, the tourism industry, educators and

Recommendation:

CHO strongly objects to this proposal as it would have a major adverse impact on heritage conservation in Ontario and the efforts of municipalities to protect their heritage resources while serving no useful purpose in improving the supply and affordability of housing in Ontario.

The requirement to remove properties from the Register if not designated within two years of legislation approval is ill-conceived, contrary to universally accepted heritage protocols and should be abandoned (including the five year limit on returning properties to the Register) so as to prevent the loss of significant cultural heritage resources that are not yet designated.

<p>the general public</p> <ul style="list-style-type: none"> ○ Is a central element of a municipal cultural plan that begins with mapping local cultural resources and then leverages these resources for economic development and community building • Removal from the Register would be required if Council passes an Intention to Designate, but the by-law is not passed within the prescribed timeframe or is withdrawn by Council – there may be legitimate reasons for the above actions and should not result in automatic removal from the Register. • Listed Properties that are not designated within the two year timeframe (from when they are added to the Register or, for existing listings, from the date the Act comes into force) are <u>automatically removed from the Register</u> and cannot be placed back on the Register for <u>five years</u>. What purpose does this serve? Who does this benefit? Why was two years selected? Why was five years chosen? - the cultural heritage resource is still a cultural heritage resource even after these arbitrary dates have occurred. • This change does not take into account the number of listed properties in the municipality, the municipal resource implications (financial, workload, volunteer commitment) that would be required to research/review and prepare designation reports. • Designating properties where there is no threat of loss is counter- productive and may lead to an excessive number of appeals to the Ontario Land Tribunal further burdening the system. Most municipalities have designated properties only if there is a threat of loss through demolition or the property is part of a development application. And this has been a very successful approach. • Provincial properties which are listed and cannot be designated, would also be removed from the municipality's register after two years. 	
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Proposal: Section 29 – Designation Criteria

Although not addressed in the Act*, the Ministry is proposing to provide further rigour in the designation process by increasing the threshold by requiring that a property meet two or more of the criteria prescribed in regulation. This requirement would apply only to properties where the notice of intention to designate (NOID) is published on or after the date the regulatory amendment comes into force.

* This change would be achieved through a regulatory amendment to O. Reg. 9/06 Criteria for determining cultural heritage value or interest.

Commentary:

- Raising the bar to require two or more criteria to be met could exclude a number of simple/local heritage resources that help tell the story of a community and deserve to be protected for future generations.
- Making it harder for communities to preserve valued places is problematic, cannot solve the housing crisis but will certainly lead to loss of heritage valued by the local community
- Designation should reflect what is important to the local community from a heritage perspective and this may be different across Ontario
- It is unclear if the regulation criteria is planned to be modified in any manner which would require extensive consultation with the heritage community.

Recommendation:

CHO does not support requiring a property to meet two or more criteria. A property should need to only **meet one or more** of the criteria prescribed in Regulation 9/06 as the objective is to demonstrate that some aspect of cultural value or interest is reflected in the property (often a significant property may only meet one criteria)

In addition CHO recommends that previously approved designation by-laws should not be affected by any change to meet an enhanced threshold for designation, **including if the designation by-law is merely being amended to modify a specific attribute or correct the legal description of the property.**

Proposal: Section 29 – Property Must be Listed Prior to a Prescribed Event

Currently, the Act provides that, if a prescribed event occurs (OPA, ZBA, Subdivision application), a notice of intention to designate a property under that section may not be given after 90 days have elapsed from the prescribed event, subject to such exceptions as may be prescribed.

The proposal would also provide that the municipality may give a notice of intention to designate the property **only if the property was included in the register under subsection 27 (3) as of the date of the prescribed event**

Commentary:

- The Act has never required listing a property on the Register to qualify a property for designation. To be designated, it only had to meet the criteria Reg. 9/06
- Not all properties are inventoried and included on Registers in Ontario – this amendment would require a municipality to undertake a complete inventory and place all properties on the Register (only to see them be removed in two years if not

Recommendation:

CHO does not support the requirement that a property must be listed on the register prior to a prescribed event (OPA, ZBA, Subdivision application) given that due to available municipal resources and staffing/volunteers, not all cultural heritage resources are included on municipal registers and in some cases are only identified when a development application is submitted.

<p>designated)</p> <ul style="list-style-type: none"> Requiring listing prior to the prescribed event also eliminates the possibility of preventing the demolition of cultural heritage resources on the subject properties using Part IV designation unless the property is listed. 	
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Proposal: Section 41 – Heritage Districts

Subsection 41 (1) of the Act currently permits a council of a municipality to designate, by by-law, the municipality or any defined area of it as a heritage conservation district, if there is in effect in the municipality an official plan that contains provisions relating to the establishment of a heritage conservation district. The proposal would also require the identified heritage district to meet criteria for determining whether they are of cultural heritage value or interest, if such criteria are prescribed.

Commentary:

- This proposal is unnecessary given that the Act already requires that the heritage conservation district plan must provide a statement explaining the cultural heritage value or interest of the district.
- Appears to wish to make district designation more demanding
- The criteria (specific to district designation) have not been developed or shared so it is difficult to provide any comment

Recommendation:

Given that the criteria have not been released for comment, CHO suggests this section of the legislation not be approved at this time. CHO would like to review any proposed criteria.

Proposal: Section 41 – Amending a Heritage District Plan

New subsections 41 (10.2) and (10.3) require a council of a municipality wishing to amend or repeal a by-law made under the section to do so in accordance with such process as may be prescribed; similar rules are added to section 41.1. (which deals specifically with the heritage conservation district plan)

Commentary:

- The change is welcomed as the Act was silent on how a heritage conservation district was to be amended or repealed.
- This would include any boundary changes or changes to the heritage conservation district plan (including the repeal of an existing plan and introduction of a new plan).

Recommendation:

CHO supports the proposed changes outlining that a heritage conservation district by-law can be amended or repealed subject to a public review and comment on the prescribed process.

Proposal: Provincially Owned Heritage Properties

Section 25.2 of the Act currently permits the Minister to prepare heritage standards and guidelines for the identification, protection, maintenance, use and disposal of property that is owned by the Crown or occupied

by a ministry or prescribed public body and that has cultural heritage value or interest.

The new proposal - 25.2 (3.1) provides that the process for identifying such properties, as set out in the heritage standards and guidelines, **may permit the Minister to review determinations made by a ministry or prescribed public body.**

Further proposed changes in 25.2 (7) would exempt the Crown, a ministry or a prescribed public body from having to comply with the heritage standards and guidelines in respect of a particular property, if the Lieutenant Governor in Council is of the opinion that such exemption could potentially advance one or more provincial priorities, as specified.

Commentary:

- This change could impact the protection and conservation of provincially owned cultural heritage resources in local communities if the Minister believes the heritage resource is affecting other provincial priorities which are identified as
 - 1. Transit.
 - 2. Housing.
 - 3. Health and Long-Term Care.
 - 4. Other infrastructure.
 - 5. Such other priorities as may be prescribed.

Recommendation:

CHO notes that the Province should protect, conserve and maintain cultural heritage resources in its ownership (which are often also of heritage value to a local community), abide by the Standards and Guidelines and consider the conservation of heritage resources as a provincial priority. At minimum, if the government proposes to not comply with the heritage standards and guidelines, it should commit to consultation with the local municipality in which the resource resides to further assess the value/significance and possible options for conservation.

Planning Act Schedule 9 of Bill 23

(Proposed changes that could affect cultural heritage resource conservation)

Proposal: Changes to Site Plan Approval

To limit the scope of site plan control by removing the ability to regulate architectural details and landscape design aesthetics

Commentary:

- If the property is within a heritage conservation district, design and architectural details/materials can be influenced using Ontario Heritage Act tools such as policies and guidelines in a such heritage conservation district plan
- However, the inability to use site plan control to regulate design and architectural details may require the introduction or enhancement of design policies in heritage district plans.
- Outside of heritage districts, this change could impact the conservation of cultural

Recommendation:

From a heritage perspective, CHO supports the retention of the ability to regulate architectural details and landscape design as part of Site Plan Control as it provides a valuable mechanism to enhance Ontario's urban environment and create a high-quality built environment. **At minimum, these features should be retained if the development involves the incorporation of a cultural heritage resource.**

CHO recommends an exception be added to Section 41 (4.1.1) for when it would be appropriate to regulate architectural details and landscape design aesthetics – "...or the development involves

heritage resources where the resource is being retained in conjunction with new development where the proposed architectural details or materials negatively affect the resource.	the incorporation of a cultural heritage resource”.
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Proposal: Changes to Site Plan Approval The proposed change would restrict a municipality’s ability to apply site plan control for developments of up to 10 residential units anywhere in the municipality (except for land lease communities)	
Commentary: <ul style="list-style-type: none"> Some municipalities use Site Plan Control for single detached and other small scale residential projects in heritage conservation districts (in combination with Heritage Act approvals) - this allows tree protection and servicing/grading to be addressed and securing a financial security and Agreement to ensure compliance. Municipalities have also used Site Plan Control to ensure heritage buildings are appropriately addressed in new plans of subdivision (as a condition of approval) including when a heritage building is relocated (to ensure proper siting and placement of lot features) 	Recommendation: Municipalities should have the ability to utilize Site Plan Approval for low rise residential development in heritage conservation districts and in special circumstances (such as when a cultural heritage resource is being conserved outside of a heritage conservation district). This allows the heritage resource or new infill unit to be suitably sited on the property given its immediate context as well as address, tree conservation, servicing, and driveway and garage placement.

Proposal: Changes to Plan of Subdivision The proposal would remove public meeting requirement for draft plans of subdivision	
Commentary: <ul style="list-style-type: none"> Would deprive members of the public/heritage advocates the ability to express their concern in person if a cultural heritage resource was not being included in the plan or was being incorporated in a manner that was not appropriate from a heritage perspective. A municipality could still choose to hold a public meeting (but it would not be mandatory) 	Recommendation: CHO suggests public meetings should be required if the plan of subdivision involves property on which a cultural heritage resource is located to demonstrate how the resource is being addressed.

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November 17, 2022

RE: 9.3.3 Report ADM-2022-065 Bill 23 Proposed Changes

Please be advised that Township of Puslinch Council, at its meeting held on November 9, 2022 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2022-366: **Moved by Councillor Sepulis and
Seconded by Councillor Bailey**

That Report ADM-2022-065 entitled Bill 23 Proposed Changes and Consent items 6.6 and 6.15 and Correspondence Item 10.4 be received; and

Whereas the Township of Puslinch has received correspondence dated Oct. 25, 2022 from Minister Clark regarding the More Homes Built Faster Act, 2022 (Bill 23); and

Whereas the Township of Puslinch Council recognizes that there is a housing affordability concern in Ontario;

Be it resolved that the Township of Puslinch Council advise the Province that it has significant concerns about the actions contained therein to:

1. Essentially remove meaningful public participation from the land use planning process;
2. Reduce the protection of natural heritage features/natural hazards, and the resulting impact on public health, public safety, and climate change objectives;
3. Reduce the important role of Conservation Authorities in the review of development applications (a loss of technical expertise critical to rural municipalities);



4. Eliminate the long-established regional planning framework in the Province;
5. Streamlining aggregate applications by permitting Ministry staff to make decisions until such time that more information is provided;
6. Financial implications of all of the impacts of Bill 23, by eliminating the long accepted concept of growth paying for growth, and shifting that burden to the tax payer through property taxes;
7. Proposed Heritage Act changes related to timelines to designate properties listed on the Registry with undesignated status undermines the ability of the community to save these structures through community engagement and goodwill; and

Whereas the Township of Puslinch received the presentation from the Mill Creek Stewards;

Be it Resolved, that Puslinch Council request that the Ministry review the presentation by the Mill Creek Stewards; and

Whereas the Township of Puslinch received the Hamilton Conservation Authority Board Resolution and the Halton Conservation Authority correspondence addressed to the Province;

Be it Resolved, that Puslinch Council supports the comments contained therein; and

That the presentation and the Council Resolution be forwarded to Premier Ford, Minister Clark, Speaker Arnott, County of Wellington, AMO, ROMA, Grand River Conservation Authority, Conservation Halton, Hamilton Conservation Authority and all Ontario municipalities.

CARRIED



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

Sincerely,
Courtenay Hoytfox
Municipal Clerk

CC:

The Honourable Steve Clark, Minister of Municipal Affairs and Housing steve.clark@pc.ola.org

The Honourable Ted Arnott, MPP Wellington-Halton Hills ted.arnottco@pc.ola.org

The County of Wellington donnab@wellington.ca

Association of Municipalities of Ontario (AMO) amo@amo.on.ca

Rural Ontario Municipal Association (ROMA) romachair@roma.on.ca

Grand River Conservation Authority planning@grandriver.ca

Conservation Halton cpriddle@hrca.on.ca

Hamilton Conservation Authority ereimer@conservationhamilton.ca

All Ontario Municipalities

Mill Creek Steward's Comments On

Bill 23

Building Homes Faster Action Plan



Mr Mayor, Councillors

May we begin with our deepest sympathies, no I'm kidding, congratulations to you all on your recent election/acclamation. The Mill Creek Stewards believe you're going to have an especially significant and challenging term in office as municipalities try to define their role in the provincial-municipal relationship.

That relationship brings us to the "More Homes Built Faster Action Plan" proposed by the Ontario government and presented to you as Item 6.6 on today's Agenda.

The provincial government is trying to sell this Plan as a means of building homes faster and cheaper by empowering municipalities.

It does neither. This bill is a wolf in a sheepskin.

If we start with those innocent looking sheepskins. This plan supports:

- 1) Eliminating/reducing regional planning to allow more local input.
- 2) Streamlining and reducing the costs of development applications.
- 3) "As of right" Additional Residential Units ARUs
- 4) Building more homes near transit corridors.
- 5) Housing targets and helping homebuyers
- 6) Improving the Ontario Land Tribunal.

At least some are creditable goals!

We can't argue with those goals but if we look underneath we see wolves.

- 1) Eliminating regional planning. Does allow more local input but at significantly more local costs. At the same time, by stripping input from Conservation Authorities, the result is no cross-jurisdictional planning, a critical aspect of water, land and environment planning recognized and instituted decades ago and applauded internationally. To add insult to injury this plan requires CAs to define CA land suitable for housing development and removes barriers to their sale.
- 2) Streamlining and reducing application costs. Does allow for faster application approvals but is that the problem? The provincial government's own Housing Task Force in the spring of 2022 identified land availability and development applications as non-issues. Their maps showed the lands adjacent to communities, and still available for development, serve the province's needs for the next 30 years with minimal new lands and no greenbelt land. As well, lands proposed for removal from the greenbelt are farther from infrastructure and would cost municipalities significantly more to develop. It should be noted that there is a shortage associated with housing but its not land. The average house and lot size has doubled in the last twenty years, doubling resource consumption and creating a resource not housing shortage, which explains why so much approved-land sits undeveloped. While reducing application and development costs compromises the generation of critical municipal revenue necessary for essential housing infrastructure development, especially extended development. The province offers no offsets to cover municipality's significant losses in revenue, while at the same time downsizing CAs and regional governments, further increasing the administration costs of local municipalities.
- 3) "As of right" ARUs. A true sheep with no wolf but unnecessary as municipalities like Puslinch have already implemented this aspect in everything but name.
- 4) Building near transit corridors. Again a true sheep but very small compared to the wolves.
- 5) Housing targets and assisting homebuyers. Does help homebuyers through attainable housing targets and development fee exemptions but leaves large loopholes in who can buy attainable housing and especially resell, while fee exemptions include no provincial offsets, once again leaving the tax base of local municipalities to bear the costs.
- 6) Improving the OLT. Does sound positive but it's limited to eliminating third party i.e. community groups like ours from appealing any Official Plan or Zoning bylaw amendments while permitting industry to appeal. This is at the same time as the province has removed regional planning and the right of appeal from regional governments and right of input from CAs.

And sadly the province already has specific targets for these wolves:

Pitting its wolves against two Greenland agreements covering the Golden Horseshoe. The province seeks to reverse both agreements. In the case of both agreements, the means for amendments already exist. Its just criteria that protect critical aspects of the broader community need to be met first. The province claims these criteria that protect the environment, natural features and farmland are too slow but slower is not slow and slower is the way that democracy, government by the people, works to balance risk for the broad community.

Pitting wolves against the Greenbelt itself, where the province is seeking to remove large swaths of protected land, while promising to offset it with land elsewhere. No belt can do its job if its chewed in pieces and the Greenbelt is no different, especially when the offset lands are distant, less than presented and being recycled as they were trumpeted months ago. As stated previously, these lands are not even needed and the province was very clear prior to the election that the no land would be removed from the Greenbelt. At the same time the substitute restricted development lands are being passed to distant municipalities like Puslinch at no gain.

Pitting its wolves against two specific higher tier municipalities, Hamilton and Kitchener-Waterloo, whose land planning guided by referendums met provincial targets but ran counter to provincial wishes. In this case the province promises low tier municipalities the power to ignore higher tier planning. One of the most significant problems resulting from this Bill is the elimination of cross-jurisdictional planning associated with regional governments (higher tier) and our unique conservation authorities (watersheds).

Pitting its wolves against wetlands, farmland and natural heritage features is of particular concern to our group. The province has supplied little wolf detail in its Action Plan except in the case of wetlands through its "Proposed Changes to OWES". These changes are a preview of what we can expect with respect to all other areas of planning. The core of this proposal is reducing bureaucracy and its costs by eliminating provincial oversight. I refer you to the paper appendix where original text is in black and removed or added text is blue. Removed text has a line through it, which is most of the text. In essence little has been added and much taken away in the name of streamlining. This reduction doesn't empower municipalities. It is a crass means of cutting provincial costs, downloading research on municipalities and minimizing the effectiveness of land planning oversight: all while appearing to substitute municipal oversight, i.e. empowerment. Municipalities will either face significant additional planning staff costs or face approving by default, all applications for development.

Specifically the province proposes to almost totally eradicate Ministry input into land planning when it comes to evaluating farmland, water courses, natural heritage features, wetlands and endangered species. Unfortunately as a replacement it only offers municipalities one option: subjective evaluations done without the benefit of objective report frameworks (page 1), significantly reduced detail including references (page 2,3), potentially done by unskilled workers supervised at a distance, done without the benefit of experienced Conservation Authority and Ministry personnel and considered complete when presented to the appropriate planner regardless of comprehensiveness (page 4).

This is not municipal empowerment, just a means to chaos, chaos that disempowers municipalities in every case where the municipalities and province disagree.

Finally in finishing our review, we must comment on the cynical use throughout both Bill 23 and the OWES Plan, of the "offsets" concept. This offset concept sounds innocent but in effect it eliminates any protection municipalities may have still hoped to extend to their water sources, farmlands, wetlands, natural heritage

features, species habitats and greenlands. Worst is the offset fund aspect, which allows developers to circumvent substitution and simply pay for destruction. When destruction engenders millions of dollars, a few thousand dollars is a small price for developers to pay.

Bill 23 is not municipal empowerment but nuclear disempowerment. It won't build homes faster or cheaper but will have catastrophic effects on our environment including our Mill Creek.

We have no doubt the Township's staff have prepared a comprehensive review of this Plan but we felt given this Action Plan's massive and immediate impact even as far as the Provincial Policy Statement, required we add our voice in person.

We are especially concerned by its plan to deny community groups like ours the right to participate in planning decisions and further the right to appeal planning decisions if we somehow manage to learn about them.

Please consider a strong response to the province's request for input on this proposed Plan. Thank you for your time and attention.

Note this legislation while eliminating the right of community groups like ours to appeal municipal decisions, doesn't eliminate the right of industry (aggregate, housing etc.)

Note this legislation tries to distract from municipalities that are already resolving housing shortages with densification at much lower cost and speedier resolution.

Note the extremely short timeline for comment on this Bill as well as the shortened timelines on all ERO comment periods, reflects a provincial agenda while significantly stressing our municipal staff.

Note greenbelt lands and wetlands have already been bought cheaply by speculators anticipating government proposed changes, meaning the whole concept of greenbelt, i.e. its permanency, is being destabilized.

Note this legislation not only eliminates the requirement for CA input for development applications but forbids it, i.e. a gag order. "Required to look at watershed protection only without reference to development".

Note this legislation put the existence of the Provincial Policy Statement, the foundation of lower tier government planning, in question, as it over-rides the PPS on farmland, wetlands, natural heritage sites, species protection etc.



A Healthy Watershed for Everyone

Via Email: gschwendinger@puslinch.ca

November 7, 2022

Glenn Schwendinger, CAO/Clerk
Office of the CAO/Clerk
Township of Puslinch Office
7404 Wellington Road 34
Puslinch, Ontario
N0B 2J0

Re: Hamilton Conservation Authority Board Resolution re. Ministry of Natural Resources and Forestry proposals in support of Bill 23 More Homes Built Faster: Ontario's Housing Supply Action Plan 2022-23

Dear Mr. Schwendinger,

On November 3, 2022, the Hamilton Conservation Authority (HCA) Board of Directors passed the following unanimous resolution:

BD12, 3113

**MOVED BY: Jim Cimba
SECONDED BY: Brad Clark**

THAT the following key points regarding the Ministry of Natural Resources and Forestry proposals in support of Bill 23 More Homes Built Faster: Ontario's Housing Supply Action Plan 2022-23 be sent to HCA's member municipalities:

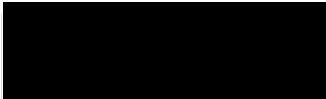
- **Proposed changes should take into account a watershed-based approach to balance growth with the environment and public health and safety.**
- **CAs should continue with the ability to review and comment on natural heritage in permitting and planning applications and retain responsibility for**

Natural Hazard approvals to ensure safe development.

- **We request continued collaboration with the Province in regard to the proposed changes and support Conservation Ontario's call to engage with the established multi-stakeholder Conservation Authorities Working Group (CAWG) that helped guide the Province in its implementation of the last round of changes to the CA Act.**
- **Municipalities should retain the option to enter into MOUs with CAs for municipally requested advisory services.**
- **Permit CAs to work towards cost recovery targets so that development pays for development.**
- **The Province should recognize the importance of CA lands and ensure clear policies to protect them.**

CARRIED

Sincerely,



Lisa Burnside
CAO, Hamilton Conservation Authority

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON, M7A 1A1
premier@ontario.ca

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
College Park 17th Floor, 777 Bay St,
Toronto, ON M7A 2J3
steve.clark@pc.ola.org

The Honourable Graydon Smith
Minister of Natural Resources and Forestry
Whitney Block, 99 Wellesley St W,
Toronto, ON M7A 1W3
minister.mnrf@ontario.ca

The Honourable David Piccini
Minister of the Environment, Conservation and Parks
College Park 5th Floor, 777 Bay St,
Toronto, ON M7A 2J3
david.piccinico@pc.ola.org

October 31st, 2022

Dear Premier Ford, Minister Clark, Minister Smith and Minister Piccini,

We are writing to you in response to Bill 23, the *More Homes Built Faster Act*, which was announced on Tuesday, October 25th, 2022, specifically regarding Schedule 2.

We agree that there is a housing supply and affordability issue in Ontario that needs to be pragmatically addressed. We support the government's commitment to reducing unnecessary barriers to development and streamlining processes. We share this commitment and publicly report on the standards of service delivery to illustrate our goal of providing the best customer service to the municipalities, communities, residents and developers we serve.

We will do our part to help the Province meet its goal of building 1.5 million homes in Ontario over the next ten years. We think your stated outcomes are important but are concerned that your proposed legislative changes may have unintentional, negative consequences. Rather than creating the conditions for efficient housing development, these changes may jeopardize the Province's stated goals by increasing risks to life and property for Ontario residents.

1. Potential sweeping exemptions to transfer CA regulatory responsibilities to municipalities

Conservation Halton would like to understand the government's intentions with this proposed exemption. It is unclear whether it will be limited to certain types of low-risk development and hazards, or if the purpose is to transfer Conservation Authorities (CA) responsibilities to municipalities on a much broader scale. While the government wants to focus CAs on their core mandate, this proposed sweeping exemption signals the exact opposite. As proposed in the legislation, the CA exclusions will nullify the core functions of CAs and open up significant holes in the delivery of our natural hazard roles, rendering them ineffective. This will negatively

impact our ability to protect people and property from natural hazards, which seem to be more and more prevalent with extreme weather events.

Without limitations or further scoping, these proposed changes signal the likelihood of future delegation of CA permitting roles to municipalities that have neither capacity nor expertise in water resources engineering, environmental planning and regulatory compliance. This will result in longer response times and increased costs and impede the government's goal of making life more affordable.

Municipalities will also assume sole liability for the impact of development on natural hazards within municipal boundaries and on neighbouring upstream and downstream communities, which is a significant and new responsibility that they have never had to manage.

Key Recommendations:

- Address this risk expressly – keep all hazard-related responsibilities with CAs.
- Engage with the existing multi-stakeholder Conservation Authorities Working Group (CAWG) to ensure there is a streamlined, consistent and scoped process for CAs to help the Province achieve its housing goals while ensuring costs are low, the process is fast and Ontario taxpayers are protected.

2. Proposed change that would prohibit CAs from entering into MOUs with municipalities for other services (e.g., natural heritage reviews, select aspects of stormwater management reviews, etc.)

Conservation Halton has demonstrated that we can deliver these services efficiently without lengthening the approvals process. There is no evidence that municipalities can do this faster or cheaper. Bill 23 as currently written, precludes municipalities from entering into agreements with CAs to provide advice on environmental and natural heritage matters. They will have to coordinate with neighbouring municipalities and the Province on a watershed basis, rather than taking advantage of expertise already available within many CAs.

Key Recommendations:

- Municipalities should retain the option to enter into MOUs with CAs, with clearly defined terms, timelines and performance measures, as allowed under Section 21.1.1 (1) of the CA Act.
- Work with the CAWG to develop guidance for commenting and exploring the option of limiting CAs from commenting beyond natural hazards risks except where a CA has entered into an agreement or MOU.

3. Proposed change to freeze CA fees

This proposal has no guidelines on the timing or permanence of the fee freeze. Conservation Halton has already undertaken an extensive cost-based analysis that has been benchmarked against other development review fees to ensure our fees do not exceed the cost to deliver the service. We meet regularly with developer groups and municipalities to ensure our fees, processes and service standards are transparent, consistent and fair. We hope that you will be guided by your already approved fee policy that Conservation Halton supports, otherwise this change will impose additional costs on municipalities.

Key Recommendation:

- Require CAs to demonstrate to the Province that permit and planning fees do not exceed the cost to deliver the program or service and only consider freezing fees if CAs are exceeding 100% cost recovery.

4. Wetland Offsetting

Wetlands play a critical role in mitigating floods. Further wetland loss may result in serious flooding, putting the safety of communities at risk. Wetlands are a cost-effective strategy for protecting downstream properties. The

government must be prudent when considering changes like offsetting, which could negatively affect the ability of wetlands to reduce flooding and confuse roles in wetland management and protection between municipalities and CAs.

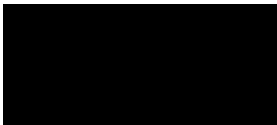
Conservation Halton is disciplined and focused on providing mandatory programs and services related to natural hazards. We have a transparent and proven track record of providing regulatory services that are streamlined, accountable and centred on rigorous service delivery standards. Our commitment focuses on stakeholder engagement, from meeting homeowners on-site to engaging with the development community to better understand perceived barriers. This approach helps us find innovative solutions for continued and safe growth in the municipalities we serve.

To ensure the most effective implementation of this Bill, we believe it is critical that the government presses pause on the proposed changes we have highlighted and meet with us to clarify and consider more effective alternatives. It is our hope that we can work with you again to safeguard the best possible outcomes for the people of Ontario.

You had such great success through the multi-stakeholder CA Working Group, which your Progressive Conservative government created and which Hassaan Basit, President and CEO of Conservation Halton, chaired. We strongly suggest continuing this engagement and we stand ready to help.

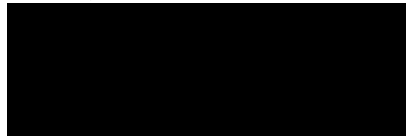
Sincerely,

Gerry Smallegange



Chair
Conservation Halton Board of Directors

Mayor Gordon Krantz



Town of Milton
Conservation Halton Board member

Mayor Rob Burton, BA, MS



Town of Oakville
Conservation Halton Board member

Mayor Marianne Meed Ward



City of Burlington
Conservation Halton Board member

cc:

MPP Ted Arnott
MPP Parm Gill
MPP Stephen Crawford
MPP Effie Triantafilopoulos
MPP Natalie Pierre
MPP Donna Skelly
MPP Deepak Anand
MPP Peter Tabuns



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
Jameson Pickard, Senior Policy Planner
Date: Thursday, November 10, 2022
Subject: **Bill 23 – More Homes Built Faster Act, 2022**

1.0 Purpose

The purpose of this report is to provide an overview of proposed changes recently introduced by the Minister of Municipal Affairs and Housing through the “More Homes Built Faster Act, 2022” (Bill 23) aimed at increasing housing supply in Ontario.

This report comments on parts of the amendments related to the land use planning and development approvals process and also highlights other changes under consideration that have impacts across County Departments, Member Municipalities and Conservation Authorities. The Treasury Department will report separately to the Administration, Finance and Human Resources Committee on the potential impacts related to development charges.

2.0 Background

The Provincial Government has proposed sweeping changes to multiple statutes, regulations, policies and other matters to help achieve the goal of building 1.5 million homes in Ontario over the next 10 years. Bill 23 impacts nine statutes, including major changes to the Planning Act, Development Charges Act and Conservation Authorities Act. The Government is moving fast and the changes are far reaching.

3.0 Major Themes

The proposed changes focus on the following major themes:

- building more homes;
- streamlining processes; and
- reducing costs and fees to build houses.

The Government has posted material for comment on the Environment Registry of Ontario and the Ontario Regulatory Registry about the proposed legislative and regulatory changes (see Appendix A for list). Planning staff have reviewed and summarized information to assist the County and Member Municipalities in their review of the material (Appendix B) but encourage those interested to review the proposed changes in their entirety.

Key changes are listed below.

3.1 Building More Homes

In an effort to build more homes, the Province has proposed the following changes:

Additional Residential Units (ARUs)	<ul style="list-style-type: none">• allow landowners to have up to 3 residential units per lot without the need for a zoning by-law amendment in municipally-serviced urban residential areas• would permit 3 units in the main dwelling (including 2 ARUs) or a combination of 2 units in the main dwelling (including 1 ARU) and another ARU in an ancillary building• zoning by-laws cannot set a minimum unit size or require more than one parking space per unit, but other zoning rules would apply
Housing targets to 2031	<ul style="list-style-type: none">• set housing targets to 2031 for 29 “large and fast-growing” municipalities in Southern Ontario (not applicable to Wellington County)
Major transit stations	<ul style="list-style-type: none">• build more homes near major transit stations (not applicable to Wellington County)
Conservation Authorities	<ul style="list-style-type: none">• identification of Conservation Authority lands suitable for housing

3.2 Streamlining

The Provincial Government is looking to streamline a wide range of policies and procedures to reduce the time it takes for new housing to be built.

Public Involvement	<ul style="list-style-type: none">• remove “third party” appeal rights for all planning applications (this would include appeals by the public)• remove the public meeting requirement for draft plan of subdivision approvals
Conservation Authorities (CAs)	<ul style="list-style-type: none">• remove Conservation Authority appeal rights for planning applications, except where the appeal would relate to natural hazards policies• limit Conservation Authority responsibilities to review and comment on planning applications (either on behalf of a municipality or on their own) to focus on natural hazards and flooding• change the Provincial wetland evaluation system, including shifting responsibility for wetland evaluation to local municipalities• establish one regulation for all 36 CAs in Ontario

New Provincial Planning Document	<ul style="list-style-type: none"> eliminate duplication between the Provincial Policy Statement (PPS) and A Place to Grow (Growth Plan), by combining them into one document and providing a more flexible approach to growth management
Planning Responsibilities	<ul style="list-style-type: none"> shift planning responsibilities from some upper-tier municipalities to lower-tier municipalities (not applicable to Wellington County)
Site Plans	<ul style="list-style-type: none"> exclude projects with 10 or fewer residential units from site plan control exclude exterior design of buildings from site plan control
Heritage	<ul style="list-style-type: none"> add more stringent requirements related to municipal heritage registers and timing of designation
Rental Unit Demolition and Conversion	<ul style="list-style-type: none"> impose limits and conditions on the powers of a local municipality to prohibit and regulate the demolition and conversion of residential rental properties

3.3 Reducing Costs and Fees

Reductions in costs and fees are mainly focused in the following areas:

Development Charges and Parkland Dedication	<ul style="list-style-type: none"> exempt non-profit housing developments, inclusionary zoning residential units (not applicable to Wellington County), and affordable, additional and attainable housing units from development charges and parkland dedication discount development charges for purpose-built rentals remove costs of certain studies from development charges reduce alternative parkland dedication requirements
Conservation Authorities	<ul style="list-style-type: none"> a temporary freeze on CA fees for development permits and proposals
Other	<ul style="list-style-type: none"> review of other fees charged by Provincial ministries, boards, agencies and commissions

3.4 Additional Matters

Beyond the proposed land use planning changes, other key changes include to:

- enable the Ontario Land Tribunal (OLT) to speed up processing of appeals
- provide the OLT with discretionary power to order the unsuccessful party at a hearing to pay the successful party's costs

- provide a potential rent-to-own financing model
- increase penalties under the New Homes Construction Licensing Act of up to \$50,000

4.0 Conclusion

Ontario is in the midst of a housing crisis. While there are no simple solutions to the problem, action is required. Several of the Government's initiatives support recommendations of the County's Attainable Housing Strategy such as:

- streamlining the land use planning approval process;
- reducing/exempting certain development charges and parkland dedication requirements;
- introducing an attainable housing category; and
- considering a potential rent-to-own financing model.

While the above proposals will likely increase the supply of housing, more information is needed to better understand how related cost reductions will be passed on to potential home buyers.

The County has previously commented to the Province about duplication between the Provincial Policy Statement and the Provincial Growth Plan for the Greater Golden Horseshoe Area and welcome the creation of one streamlined Provincial Planning document and a simplified process for comprehensive growth reviews. Planning staff do, however, have concerns about how this might impact the municipal comprehensive review (MCR) work completed to date.

We have significant concerns about actions to:

- essentially remove meaningful public participation from the land use planning process;
- reduce the protection of natural heritage features/natural hazards, and the resulting impact on public health, public safety, and climate change objectives;
- reduce the important role of Conservation Authorities in the review of development applications (a loss of technical expertise critical to rural municipalities); and
- eliminate the long-established regional planning framework in the Province.

Staff note that there is a substantial amount of material posted for consultation and little time to respond (most comments are due late November or early December). Unfortunately, this timeframe does not allow for many newly elected Councils (including Wellington County) to meet and discuss their comments. We understand that more information is to follow as Bill 23 also introduces the potential for additional policies and regulations. Therefore, the full impact of the proposed amendments is unknown.

5.0 Next Steps

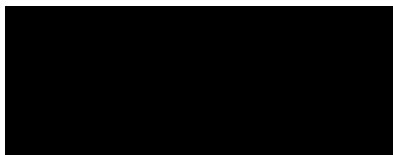
At the time of writing this report, the Bill has passed second reading and is at the Committee stage in the Legislature. Staff will continue to monitor the proposed legislation as it moves through the legislative process. Staff will engage with AMO and other organizations to provide input and will report at a later date when the legislation comes into effect and/or additional policies and regulations are made available.

Recommendations

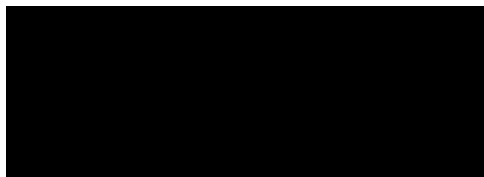
That the report “Bill 23 – More Homes Built Faster Act, 2022” be received for information.

That this report be forwarded to the Ministry of Municipal Affairs and Housing on behalf of the County of Wellington and circulated to member municipalities for their consideration prior to Environmental and Regulatory Registry Provincial comment deadlines.

Respectfully submitted,



Sarah Wilhelm, BES, MCIP, RPP
Manager of Policy Planning



Jameson Pickard, B. URPL, RPP, MCIP
Senior Policy Planner



REPORT HER-2023-001

TO: Heritage Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Courtenay Hoytfox, Clerk
Justine Brotherston, Deputy Clerk

MEETING DATE: March 6, 2023

SUBJECT: Committee Orientation Training

RECOMMENDATIONS

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

Purpose

The purpose of this report is to provide the Heritage Advisory Committee with training on the Township's Procedural By-law and the Heritage Advisory Committee's Terms of Reference.

Background

Procedural By-law

The Township's Procedural By-law establishes the procedure for meeting of Council and the Committees. Staff will provide a presentation regarding the Township's Procedural by-law at this meeting. Attachment 1 is a copy of the Township's Procedural By-law.

Heritage Advisory Committee Terms of Reference

The Heritage Advisory Committee Terms of Reference is the Committee's guiding document as to its purpose, scope, composition, responsibilities and reporting. Staff will provide a presentation regarding the Heritage Advisory Committee's Terms of Reference at this meeting. Attachment 2 is a copy of the Heritage Advisory Committee's Terms of Reference.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

Attachment 1 – BL2022-046-Township's Procedural By-law

Attachment 2 – Heritage Advisory Committee's Terms of Reference

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER **2022-046**

Being a By-Law to establish the Procedure for
Meetings of Council and Committees and to repeal
By-Law No. 59/08, as amended.

WHEREAS the *Municipal Act, 2001, S.O. 2001, Chapter 25, Section 238* requires that every municipality and local Board shall pass a procedure By-Law for governing the calling, place and proceedings of meetings, for public notice of meetings and for electronic participation in meetings;

AND WHEREAS it is deemed expedient to pass such a By-Law and to repeal By-Law No. 59/08, as amended;

THEREFORE the Corporation of the Township of Puslinch by the Council hereby enacts as follows:

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1. GENERAL

1.1 Application and Interpretation

- (a) This By-law establishes the rules of order for meetings of Council and Committee.
- (b) A word in this By-law expressed in the singular has a corresponding meaning when used in the plural.
- (c) Any future amendment(s) to the *Municipal Act, 2001* or other legislation as noted in this By-law may alter the provisions of the legislation referenced but shall not affect the validity of this By-law or any part thereof.
- (d) In an event of conflict between this By-law and any superior legislation, the provisions of the superior legislation prevail.
- (e) A specific statement or rule in this By-law has greater authority than a general statement or rule.
- (f) Any reference to a provision of this By-law may be referred to as "Section" notwithstanding that it may be a section, subsection, clause or paragraph.
- (g) If there is a conflict between two or more rules in this By-law, or if there is no specific rule on a matter, the Chair will rule and, in making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices or refer to Robert's Rules of Order and the Chair shall submit the ruling without debate.
- (h) The rules and regulations hereinafter provided shall govern the proceedings of the Council and the Committees thereof. Any part or parts of this By-Law may be suspended if agreed upon by a majority of the members present unless the part or parts is prescribed by statute or law.

1.2 Principles of this By-law

The principles of parliamentary law governing Meetings includes:

- (a) The Majority of Members have the right to decide.
- (b) The minority of Members have the right to be heard.
- (c) All Members have the right to information to help make decisions, unless otherwise prevented by law.
- (d) All Members have the right to an efficient Meeting.
- (e) All Members, Township staff and delegations have the right to be treated with respect and courtesy.
- (f) All Members have equal rights, privileges and obligations.

1.3 Suspension of Rules

Rules of Order provided for in this By-law may be suspended by a Two-Thirds vote of those Council or Committee Members present, with the exception of the following circumstances:

- (a) where required by law;
- (b) in any contract or agreement binding the Township;
- (c) amending this By-law;
- (d) requirements for Quorum.

1.4 Administrative Authority of Clerk

The Clerk is authorized to revise or correct by-laws, minutes and other records or documents relating to Council and Committee for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings and general housekeeping.

2. DEFINITIONS

2.1 Definitions in this By-law

- (a) "ACT" refers to any statute of Law that governs the decision of the Council.
- (b) "ACTING MAYOR" shall mean a member of Council appointed to the Council to act in place instead of the Head when the Head is absent or refuses to act or the position becomes vacant their so acting has and may exercise all of the rights, powers and authority of the Head of Council.
- (c) "ADVISORY COMMITTEE" means a Committee created by Council with a defined set of responsibilities and provides advice and recommendations to Council.
- (d) "BY-LAW" means this By-law to Govern the Procedures of Council and Committee Meetings.
- (e) "CAO" shall mean the Chief Administrative Officer of the Corporation of the Township of Puslinch or his/her designate who shall have all the powers and duties of the CAO under the *Municipal Act* and every other Act.
- (f) "CHAIR" means the presiding officer at a Meeting.
- (g) "CLERK" shall mean the Clerk of the Corporation of the Township of Puslinch or his/her formal designate who shall have all the powers and duties of the Clerk under the *Municipal Act* and every other Act.

- (h) "CLOSED SESSION" (IN CAMERA) shall mean closed to the public as permitted by the *Municipal Act, 2001*.
- (i) "COMMITTEE" means any advisory or other committee, subcommittee or similar entity composed of members of the Township of Puslinch Council alone or together with members of another official body or the public, or a committee composed of solely members of the public appointed by the Council.
- (j) "COMMITTEE CHAIR" means the Chairperson of any committee and the Committee Chair shall have the same powers during a Committee Meeting of Council as Head of Council during Council Meetings whether or not the Chair is a voting member, other than those powers specifically provided to the Head of Council by legislation.
- (k) "CONFLICT OF INTEREST" means a pecuniary interest as defined in the *Municipal Conflict of Interest Act, R.S.O. 1990 Chapter M.50*, as amended or a conflict as defined in the Township's Code of Conduct which may be amended from time to time.
- (l) "COUNCIL" means the elected and sworn members of the Council of the Township of Puslinch.
- (m) "COUNCILLOR" means any Member of Council, other than the Mayor.
- (n) "DEPARTMENT HEAD" shall be defined as those persons responsible for the operation of a specific Township department, as established by the Township Council from time to time and shall report directly to the CAO.
- (o) "DELEGATION" means any person, group of persons to a maximum of two (2) persons, or organization, who is not addressing Council in their official capacity as a Member of Committee or Council or an appointed official of the Township and who is speaking to Committee or Council.
- (a) "ELECTRONIC MEETING" means any open or Closed Meeting where Council or Committee, as a whole participates remotely or virtually via electronic means, and Members have the same rights and responsibilities as if they were in physical attendance including the right to vote, and shall count towards a Quorum.
- (b) "ELECTRONIC PARTICIPATION" means participation in a Meeting from a remote location by such electronic means or service as determined and provided by the Clerk.
- (c) "EMERGENCY COUNCIL MEETING" means any meeting of Township Council under Section 4.5.
- (d) "FRIENDLY AMENDMENT" means the Motion under debate is amended with the consent of the mover and seconder, is keeping with the general intent and without the requirement for an amending Motion to be made.

- (e) "GENERAL INTEREST DELEGATION" means delegations on matters that do not directly relate to an item on the Agenda.
- (f) "HEAD OF COUNCIL" means the Mayor of the Corporation of the Township of Puslinch.
- (g) "HOLIDAY" means those listed as holidays in the *Legislation Act S.O. 2006 Chapter 21 Schedule F* as amended from time to time.
- (h) "LOCAL BOARD" means a local board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25*.
- (i) "MAJORITY" means for the purpose of voting, unless otherwise specified, fifty percent (50%) of the total number plus one of the Members of Council or Committee present at the vote and not prohibited by statute from voting.
- (j) "MAJORITY VOTE" means fifty percent (50%) of the total number plus one of the votes cast by Members present.
- (k) "MAYOR" means the Mayor of the Township.
- (l) "MEETING" means a Meeting of Council or Committee where a Quorum is present and Members discuss or otherwise deal with any matter in a way that materially advances the business of Council or Committee.
- (m) "MEMBER" means a Member of Council, including the Mayor, or a Member of Committee, including the Chair.
- (n) "MOTION" means a proposal, moved by one Member and seconded by another Member to adopt, amend or otherwise deal with a matter before Council or Committee.
- (o) "MOTION TO DEFER" means a Motion to delay consideration of a matter until later in the same Meeting or at a future Meeting of Council or Committee.
- (p) "MOTION TO REFER" means to direct a matter under discussion by Council and/or Committee to staff or another committee for further consideration or review.
- (q) "NOTICE OF MOTION" means a written notice respecting a substantive matter not on the agenda, submitted to the Clerk, for inclusion on the agenda of a future Meeting.
- (r) "POINT OF ORDER" means a question by a Member calling attention to a possible violation of the rules or customary procedures of this By-law.
- (s) "POINT OF PRIVILEGE" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member, Township staff or a delegation or who considers that his

or her integrity or that of a Member or Township staff or delegation has been impugned or questioned by a Member.

- (t) "QUORUM" shall mean a majority of the whole number of members of Council or a Committee except where a member has or members have declared a Conflict of Interest pursuant to the *Municipal Conflict of Interest Act* or the Township's Code of Conduct when the quorum may be less than majority of the whole number of members, but shall not be less than two.
- (u) "RECORDED VOTE" means the recording of the names and vote of every member voting on any matter or question.
- (v) "RULES OF ORDER" means Roberts Rules of Order.
- (w) "SPECIFIC INTEREST DELEGATION" means delegations on matters that directly relate to an item on the Agenda.
- (x) "TIE VOTE" means an equality of votes and the question being voted on is deemed LOST.
- (y) "TOWNSHIP" means the Corporation of the Township of Puslinch.
- (z) "TWO-THIRDS" means two-thirds (2/3) of the Members of Council or Committee. Where a Council or Committee is comprised of 5 members and all Members are present, two-thirds (2/3) shall mean four (4) members.
- (aa) "TREASURER" shall mean the Treasurer of the Corporation of the Township of Puslinch or his/her designate who shall have all the powers and duties of the Treasurer under The *Municipal Act* and every other Act.

3. DUTIES AND CONDUCT

3.1 Chair of Meeting

- (a) The Chair of Council is the Mayor and, in the absence of the Mayor, the Acting Mayor is Chair.
- (b) The Chair and Vice Chair of any other Committees are appointed by a vote of the Members of the Committee.

3.2 Appointments to Committees

- (a) Appointment of a Member of Council to any Municipal Committee or to any other boards, committees, commission and organizations shall be discussed and approved by Council.
- (b) Appointment of citizens to Municipal Committees shall be recommended by the Clerk in consultation with the CAO to Council and approved by Council.

3.3 Duties of the Chair

- (a) The Chair shall call a Meeting to order as soon as there is Quorum present following after the time set for the Meeting.
- (b) The Chair shall preside over the Meetings so business can be carried out efficiently and effectively, and shall:
 - (i) maintain order and preserve the decorum of the Meeting;
 - (ii) rule on all procedure matters;
 - (iii) receive and put to a vote all motions which are properly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result of the vote;
 - (iv) decline to put any Motions to a vote which do not comply with the rules of procedure, or which are not within the jurisdiction of Council or Committee;
 - (v) announce the result of the vote on any Motions presented for a vote;
 - (vi) adjourn or suspend the Meeting if they consider it necessary because of grave disorder;
 - (vii) close the Meeting when business is concluded or recess the Meeting;
 - (viii) after one issued warning, shall expel or exclude from any Meeting any person whom the Chair feels has exhibited improper conduct at the Meeting or any person persisting in breach of the rules of procedure, and if the person refuses to leave the Meeting, the Chair may request that security or police be called for assistance to remove the person or in the event of an Electronic Meeting, the Chair may request that the person be removed;
 - (ix) shall decide all matters not covered by this By-law and may call upon the Clerk to provide advice regarding procedure whereupon the Clerk shall provide advice, following which the Chair shall announce the ruling;
 - (x) shall call a vote on the question of sustaining the ruling of the Chair in response to a Member disagreeing and appealing the ruling of the Chair and may provide further explanation of the ruling prior to calling the vote and announce the results of the vote;
 - (xi) if necessary, may call a recess for a brief, specified time to consult with the Clerk or CAO in respect to a question of procedure;
 - (xii) if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder, recess the Meeting for a specified time;

- (xiii) ensure that each Member has an opportunity to speak to an issue or seek clarification from staff prior to any Member moving a Motion on the matter or the Chair expressing their own position on the matter;
- (xiv) ensure clarity, where required, by reading, or requesting the Clerk or other appropriate person to read Motions before voting and to display the Motion on a screen if available for Members and the public to view;
- (xv) vote on all matters unless disqualified from doing so by any statute;
- (xvi) adjourn the Meeting when all business is concluded;
- (xvii) authenticate, when necessary, by their signature, all by-laws and minutes; and
- (xviii) recess the Meeting after two (2) hours has passed since the last recess, unless there is unanimous consent of the Members to continue.

3.4 Acting Mayor

- (a) When the Mayor is absent from a Meeting, the Acting Mayor may exercise all the rights, powers and authority of the Mayor as head of Council.

3.5 Members

All Members shall:

- (a) attend scheduled Meetings; a Member that is absent for three (3) successive months must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Where the absence is not approved by Council, and the Member is absent three (3) successive months without being authorized by a resolution of Council, the Member shall vacate the office they hold in accordance with the *Municipal Act, 2001*;
- (b) carefully consider and make decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting;
- (c) not speak on any subject other than the subject in debate;
- (d) vote on all Motions put to a vote unless disqualified from voting under any statute. A failure by any Member to announce their vote openly and individually, including an "Abstention", is deemed to be a vote in the negative;
- (e) respect the rules of order as set out in this By-law;

- (f) refrain from private electronic communications with any individuals during a Meeting; this includes but is not limited to private electronic communications with staff, other Members of Council or Committee, the public, delegations or presenters;
- (g) not leave the meeting at any time without advising the Chair;
- (h) if a member arrives late at a Meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.
- (i) listen attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Privilege, as set out in this By-law;
- (j) remain silent in their seats while Council or Committee votes until the Chair announces the result;
- (k) refrain from using any offensive, disrespectful or unparliamentary language;
- (l) respect the confidentiality of matters disclosed or discussed in Closed Meetings through any means including written, electronic or verbal communication to any individual or third party, any information that has been or will be discussed at a Closed Meeting or any records or documents disclosed thereat until Council or Committee has agreed to the disclosure of such information, records or documents or if directed to do so by a court or by a Closed meeting Investigator;
- (m) address Members of Council, Committee and staff by their appropriate title; and
- (n) respect and comply with the ruling of the Chair and the decisions of Council and Committee.

3.6 Attendees

- (a) The Chair may expel or exclude any person who disrupts a Meeting, and request security and/or police assistance in doing so.
- (b) No persons, other than Members and staff are permitted to approach the area where Council, Committee and staff are seated, unless they are invited by the Chair.
- (c) Attendees will submit all material for Council through the Clerk.
- (d) Attendees are responsible for:
 - (i) maintaining order and not heckling or engaging in conversation with other attendees, displaying placards or props or any behaviour that may be considered disruptive;
 - (ii) speaking respectfully at all times;

- (iii) ensuring all personal digital devices are turned off or set to silent mode during a Meeting; and
- (iv) using recording, broadcasting or streaming devices respectfully, and should the Chair direct it, moving or ceasing to use recording, broadcasting or streaming devices.

3.7 Rules of Debate and Questions from Members

- (a) The Chair will provide each Member an opportunity to speak to a matter or ask questions about a matter and Members will refrain from moving a Motion until each Member has had at least one opportunity to either speak to the matter or ask questions of staff regarding the matter.
- (b) A Member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding.
- (c) All Members and staff will address their questions and comments through the Chair.
- (d) The Chair may provide relevant facts or comment in a general manner on any matter before the Council or Committee prior to other members and may ask questions and state the Chair's position immediately prior to the vote without passing the chair to another Member but the Chair or any Member acting as Chair, must pass the chair to another Member before they can move a Motion or debate a question.
- (e) If during a Meeting of Council the Mayor desires to leave the chair to move a Motion or to take part in the debate, the Mayor shall call on the Acting Mayor to preside until the Mayor resumes the chair. In the event that the Acting Mayor is not in attendance, the next scheduled Member present at the meeting shall preside as Chair in accordance with the Acting Mayor Schedule.
- (f) Members are encouraged to provide questions to staff prior to the Meeting and address any answers received during the comments portion of the discussion.
- (g) When a Member is speaking, no interruptions are permitted except to raise a Point of Order or a Point of Privilege.
- (h) Comments are to be relevant to the matter of business at the Meeting.
- (i) Members shall express themselves succinctly without repetition.

3.8 Point of Order

- (a) A Member may raise a Point of Order when such Member feels there has been:

- (i) a deviation or departure from the rules set out in this By-law; or
 - (ii) a deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.
- (b) Where a Member raises a Point of Order, the Chair shall:
 - (i) interrupt the matter under consideration;
 - (ii) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
 - (iii) rule on the Point of Order immediately without debate by Council or Committee.
- (c) A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.

3.9 Point of Privilege

- (a) A Member may raise a Point of Privilege at any time if they consider their integrity, the integrity of Council or Committee or Township staff or a delegation has been impugned.
- (b) Where a Member raises a Point of Privilege, the Chair shall:
 - (i) interrupt the matter under consideration;
 - (ii) ask the Member raising the Point of Privilege to state the substance of and the basis for the Point of Privilege; and
 - (iii) rule on the Point of Privilege immediately without debate by Council or Committee.
- (c) A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.
- (d) Where the Chair considers the integrity of any Member or staff has been impugned or questioned, the Chair may permit that Member or staff to make a statement to Council or Committee.

4. MEETINGS

4.1 Inaugural Council Meeting

- (a) The first Meeting of Council following a regular election shall be held at a date and time set by the Clerk in accordance with the Act but in any case no later than 31 days after its term commences. The Meeting will be held

at the Puslinch Community centre or at such alternate location as determined by the Clerk.

- (b) At the Inaugural Meeting of Council, each Member present shall make his or her declaration of office and sign Council's Code of Conduct. The Clerk may provide additional policies or procedures to Council as appropriate. Council shall not proceed with any regular business at this Meeting.

4.2 Regular Meetings

- (a) Council shall meet on Wednesday at 10:00 o'clock in the morning on a 3-week frequency, after its inaugural meeting. With the exception of the months of July and August where there shall be one regular meeting in each month at 10:00 o'clock in the morning on a Wednesday determined by Council. When a meeting falls on a legal, public, civic holiday or declared holiday, the Council shall meet at the same hour the next following day that is not a legal, public, civic or declared holiday and at the same place, or unless postponement is made in the manner hereinafter provided.

4.3 Location and Schedule of Meetings

- (a) Meetings of Council and Committee will take place at the Township's office or at another location within the municipality or as provided for in the Act, as amended when notice is given. Electronic Meetings may also take place where Council or Committee, as a whole participates remotely or virtually via electronic means.
- (b) Council shall approve a schedule of regular Meetings of Council and Committees for each calendar year, which may be amended. The schedule of Meetings shall be posted on the Township's website and available from the Township's office.

4.4 Special Council or Committee Meetings

- (a) Subject to the provisions of the Municipal Act, the Council may be summoned to a special meeting by the Mayor or Chair in consultation with the Clerk on one (1) clear day's written notice specifying the purpose of such meeting which shall be the sole business transacted thereat.

4.5 Emergency Council Meetings

- (a) In accordance Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, where an emergency has been declared to exist in all or part of the municipality, any member of Council may participate in any open or closed Council meeting electronically and be counted for the purpose of establishing quorum.
- (b) At an Emergency Meeting of the Council under this section, no financial decisions shall be made or incurred, unless the same shall be referred to in the notice calling the meeting.

- (c) In accordance with *Section 236 of the Municipal Act*, an Emergency Meeting of Council may be called by the Mayor at any time and at any location as may be convenient. For the purposes of this section, an Emergency Meeting may be called for an emergency within the meaning of the Township's Emergency Response Plan or any other similar unforeseen circumstance. Notice of such an Emergency Meeting shall be given by contacting each Member of Council and verbally advising them of the time and place of the meeting, or notice may be given in writing or via voice recording or via e-mail message.
- (d) A Standing Committee of Council may be created, and delegated to that committee, to the extent possible, all of the powers of Council, for the duration of a Declared Emergency in the Township of Puslinch, providing it has been established that there is an inability, for valid reasons, for a majority of the members of Council to attend a properly scheduled meeting of Council.

4.6 Electronic Participation

- (a) The decision pertaining to whether a meeting is in-person or virtual shall apply to all Members of Council except in the case of Emergency Meetings in accordance with Section 4.5 of this By-law. Electronic participation at an in-person meeting is not permitted for Members of Council except in the case of Emergency Meetings in accordance with Section 4.5 of this By-law. Staff may participate either in-person or virtually at the discretion of the CAO.
- (b) Any Member who is not physically present in the location where an Emergency Meeting takes place is permitted to participate electronically in both Open and Closed Session and shall have the same rights to speak and vote as if the Member was physically present.
- (c) All Members who participate electronically shall be counted in determining whether or not a Quorum of Members is present.
- (d) All votes shall be by verbal consent or by show of hands.
- (e) The following may be adjusted at the discretion of the Chair:
 - (i) Setting out the order in which members speak.
 - (ii) Any other provision of this By-law where it is not possible to adhere to due to the functionality of the electronic means or service being used to permit electronic participation.
 - (iii) Delegations may participate in an electronic Meeting via telephone, videoconferencing software and/or other technology methods deemed appropriate by the Clerk.

4.7 Cancellation or Postponement of Meetings

- (a) A regular, special or emergency Meeting of Council may be cancelled or postponed where Quorum cannot be achieved or where the Meeting is deemed no longer required by the Mayor in consultation with the CAO.

- (b) Meetings of other Committees may be cancelled or postponed by the Clerk, Chair or other assigned person where Quorum cannot be achieved, in the event of an emergency or where the Meeting is deemed no longer required by the Chair in consultation with the Clerk.
- (c) Where a meeting has been cancelled pursuant to this by-law, the Clerk shall give notice of the cancellation or postponement of a regular, special or emergency Meeting of Council or Committee on the Township website or, where time is limited, will post a notice on the main entrance of the Township's office or or, if the meeting was to take place in another location, on the main entrance of that location.

4.8 Notice of Meetings

- (a) The Clerk shall provide the public with notice of the Council and Committee schedule by annually posting the meeting dates on the Township of Puslinch website. Any amendments to the schedule or cancellation of a meeting shall be posted on the website.
- (b) The meeting agenda shall constitute notice of each meeting. The agenda shall include the location of the meeting and shall relevant materials on a matter to be considered by Council or a Committee.
- (c) Notice of a Council or Committee meeting shall be provided by:
 - (i) Posting the agenda on the Township's website and making it available at the Township office; and in the case of a Regular Council or Committee Meeting, making it available one week (7 days) prior to the meeting.
 - (ii) Notice of a Special Council or Committee Meeting shall be provided as soon as it is available by posting the agenda on the Township's website and making it available at the Township Office.
 - (iii) Addendum Agenda items for Council or Committee that are identified prior to 12:00 noon on the business day prior to the Council or Committee meeting shall be posted on the Township's website and by making it available at the Township Office.
 - (iv) Additions to the Agenda shall be made in accordance with Section 6.2 (b) of this by-law.

4.9 Notice of Meeting Closed to the Public

Where a matter may be considered by Council for discussion in closed session, whenever possible, written notice will include:

- (i) the fact the Meeting will be closed to the public as provided by the appropriate legislation; and

- (ii) the general nature of the matter to be considered at the Closed Meeting.

4.10 Quorum

- (a) Members will attempt to advise the Clerk at least three (3) business days in advance if they are unable to attend a Meeting.
- (b) If Quorum is not achieved within thirty (30) minutes after the time appointed for a Meeting, the Clerk will record the names of the Members present and the Meeting is adjourned until the date of the next regular Meeting.

4.11 Open & Closed Meetings

- (a) All Meetings shall be open to the public, except as provided for in section 239 of the Act. Council or Committee may convene in a closed session in order to discuss the following matters:
 - (i) the security of the property of the Township or local board;
 - (ii) personal matters about an identifiable individual, including municipal or local board employees;
 - (iii) a proposed or pending acquisition or disposition of land by the Township or local board;
 - (iv) labour relations or employee negotiations;
 - (v) litigation or potential litigation, including matters before administrative tribunals, affecting the Township or local board;
 - (vi) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (vii) a matter in respect of which Council or Committee may hold a Closed Meeting under another statute;
 - (viii) information explicitly supplied in confidence to the Township or local board by Canada, a province or territory or a Crown agency of any of them;
 - (ix) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Township or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - (x) a trade secret or scientific, technical, commercial or financial information that belongs to the Township or local board and has monetary value or potential monetary value;

- (xi) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Township or local board; or
 - (xii) the Meeting is held for the purpose of educating or training the Members, providing no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- (b) Council or Committee shall convene into a Closed Meeting for the following purposes:
- (i) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if Council or Committee is the head of an institution for the purposes of that statute; or
 - (ii) an ongoing investigation respecting the Township, a local board or a Township-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, a municipal Ombudsman referred to in subsection 223.13(1) of the Act, or a closed meeting investigator referred to in subsection 239.2(1).
- (c) No Member shall disclose or discuss, through any means including written, electronic or verbal communication to any individual or third party, any information that has been or will be discussed at a Closed Meeting or any records or documents disclosed thereat until Council or Committee has agreed to the disclosure of such information, records or documents or if directed to do so by a court or by a Closed meeting Investigator.

4.12 Preparation of Agendas

- (a) The Clerk provides administrative processes to support the approval, preparation, notice, publication and distribution of the agenda, in consultation with the CAO.
- (b) Agenda for Meetings of Council and Advisory Committees are made available to the public one week (7 days) immediately preceding the Meeting.

4.13 Record of the Meeting

- (a) The Clerk or delegate records the minutes of Council and Committee Meetings without note or comment in accordance with Section 239.7 of the *Municipal Act, 2001*. The minutes shall include:
 - (i) the date, time and location of the Meeting;
 - (ii) the name of all Members in attendance;
 - (iii) the name of presenters and delegations at the Meeting;

- (iv) all resolutions, decisions and other proceedings of the Meeting.
- (b) Minutes of each Meeting of Council and Committee are presented to a subsequent regular Meeting of Council for approval.
- (c) Minutes of Council and Committees will be posted on the Township's website following approval by Council.

4.14 Public Record

- (a) All Communications the Clerk receives pertaining to a matter on the agenda of a public or open Meeting will form part of the public record. Personal information shall be redacted.
- (b) Petitions shall not be included in the agenda of a public or open Meeting and may be circulated electronically to Members of Council or Committee upon request by the persons submitting the petition or a Member of Council or Committee.

4.15 Recording, Broadcasting and/or Streaming

All Council and Committee Meetings are audio and/or video recorded, broadcast and/or streamed publicly by the Township with the exception of proceedings closed to the public provided for by the Act or this By-law. Training sessions are not recorded. All Council and Committee Meeting recordings are published to the Township's YouTube page and retained for record keeping purposes and form part of the official record of the meeting.

5. MUNICIPAL COMMITTEES

5.1 Advisory Committees

- (a) Advisory Committees are created by Council which serve to make recommendations and/or to provide key information and materials to Council. The Advisory Committees include:
 - (i) Planning and Development Advisory Committee
 - (ii) Heritage Committee
 - (iii) Recreation Committee
- (b) Each Advisory Committee shall have a Terms of Reference, approved by Council, which sets out its purpose, guidelines for membership and how it will operate.
- (c) Advisory Committees are appointed by Council at the beginning of each term or as required.
- (d) A minimum of one (1) Member of Council will be appointed to an Advisory Committee in accordance with Section 3.2.

- (e) The Chair and Vice-Chair of Advisory Committees are appointed by the Members and may be a Member of Council.
- (f) The Rules of Procedure for Committee operation shall be those contained in this By-Law unless otherwise prescribed by statute or law.

5.2 Quasi-Judicial Committees

- (a) Quasi-Judicial Committees are appointed by Council to exercise a legislative or quasi-judicial power under the Planning Act, Building Code Act or an Act so prescribed.
 - (i) The Committee of Adjustment
 - (ii) Property Standards Appeal Committee
- (b) Each quasi-judicial Committee shall have a Terms of Reference, approved by Council, which sets out its purpose, guidelines for membership and how it will operate.
- (c) Quasi-judicial Committees are appointed by Council at the beginning of each term or as required.
- (d) A minimum of one (1) Member of Council will be appointed to a quasi-judicial Committee in accordance with Section 3.2.
- (e) The Chair and Vice-Chair of Quasi-judicial Committees are appointed by the Members and may be a Member of Council.
- (f) The Rules of Procedure for Committee operation shall be those contained in this By-Law unless otherwise prescribed by statute or law.

5.3 External Committees

- (a) Council shall at the beginning of each new term of council nominate and elect one Member of Council to each of the following External Committees:
 - (i) Emergency Management (Alternate to the Mayor)
 - (ii) Friends of Mill Creek
 - (iii) Halton Hamilton Source Water Protection
 - (iv) Halton Conservation Authority (Citizen Appointment)
 - (v) Hamilton Conservation Authority (Citizen Appointment)
 - (vi) Puslinch Lake Conservation Association
 - (vii) Safe Communities Committee
 - (viii) Well Protection Committee (Blue Triton)

- (ix) Wellington Farm and Home Safety Association

5.4 Head Ex-Officio

- a) The Head of Council shall be an ex-officio member of all Township Standing and Advisory Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof but shall not have the privilege of raising new business or adding any matter to a previously completed meeting Agenda unless directed to do so by Council, such new business to be conveyed to the Committee Chair prior to the meeting.

6. ORDER OF BUSINESS

6.1 Council

The Clerk or his/her designate shall prepare the Agenda for all regular Council meetings consisting of the following "Order of Business" and record any such disclosures in the minutes of the meeting.

1. Call 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
8. Notice of Public Meetings/Hearings
9. Reports
10. Correspondence
11. Council Reports
 - Mayor Meeting Log
 - Council Member Reports

(Verbal or written updates from members who sit on boards/committees)
13. By-laws
14. Announcements
15. Closed Session – Pursuant to Section 239 of the Municipal Act, 2001
16. Business Arising from Closed Session
17. Notice of Motion
18. New Business

18. Confirmatory By-law

19. Adjournment

6.2 Addendums, Corrections and Additions to the Agenda

- (a) The Clerk shall give notice of any Addendums or Corrections in accordance with Section 4.8 of this By-law.
- (b) Additions to the agenda will require the consent of Council or Committee at the start of a Council or Committee meeting with a Two-Thirds Vote.

6.3 Staff Presentations

- (a) Presentations made at the request of staff by Township consultants or partners relating to a matter of Township business may be accompanied by a staff report and shall be listed under the Report Section of the Council or Committee Agenda.
- (b) Staff presentations are not subject to the provisions set out in Section 6.4 of this By-law.

6.4 Delegations

- (a) General Interest Delegations
 - (i) General Interest Delegations include delegations on matters that do not directly relate to an item on the Agenda;
 - (ii) Individuals shall provide the Clerk with written material for inclusion on the agenda by the agenda publication deadline;
 - (iii) General Interest Delegations by individuals shall not be added to an agenda as an addendum or addition;
 - (iv) A maximum of two (2) General Interest Delegations will be permitted at a Meeting;
 - (v) General Interest Delegations do not include third party presentations by Township consultants or presentations being made at the request of staff relating to a matter of Township business.
- (b) Specific Interest Delegations
 - (i) Specific Interest Delegations include delegations on matters that directly relate to an item on the Agenda;
 - (ii) For the purpose of Council and Committee agendas, Specific Interest Delegations have until noon the business day prior to the Meeting to notify the Clerk that they wish to register as a delegation by submitting a written submission using the prescribed form.

- (c) The following provisions apply to both General Interest Delegations and Specific Interest Delegations:
- (i) An individual may make a delegation at a Meeting of Council or Committee;
 - (ii) An individual who is under eighteen (18) years of age must provide to the Clerk written permission from the individual's parent or guardian;
 - (iii) Individuals who register as a delegation will have their name and the purpose of their delegation published on an agenda;
 - (iv) Delegations are limited to ten (10) minutes. Council or Committee may extend the ten (10) minute time period by a Majority Vote of the Members present by way of a Motion to be decided without debate;
 - (v) No delegation shall be made to Council or Committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court;
 - (vi) Delegations shall refrain from repeating information on the same matter presented by other delegates;
 - (vii) No delegation shall speak on a matter that is not within the jurisdiction of the Council or Committee. The Mayor and Committee Chairs in consultation with the Clerk and CAO will determine if a matter is within the jurisdiction of the Council or Committee;
 - (viii) No delegation shall be made to a Notice of Motion on a Council or Committee agenda. Delegations will have an opportunity to speak at a subsequent Meeting when the item will be discussed;
 - (ix) No delegation shall be permitted to speak on a Notice of Motion to reconsider;
 - (x) Delegations shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event;
 - (xi) A delegation shall register a maximum of two (2) persons to speak.
 - (xii) A delegate shall only be permitted to speak on behalf of another person, agency, group, or corporation where written authorization from the person, agency, group or corporation has been submitted to the Clerk in advance of the Council or Committee meeting;
 - (xiii) If a delegation is unable to attend the Meeting for which they are registered, they may provide their written submission to the Clerk;

- (xiv) Members of Council or Committee Members are not permitted to debate or discuss the matter with the delegate. Members are permitted to ask individuals making a delegation questions only for clarification and to obtain additional relevant information;
- (xv) If a delegation has been made on a matter and a decision has been made by Council, the delegation cannot be heard again unless there is new information being presented. This determination shall be made by the Clerk and CAO;
- (xvi) Save and accept time sensitive matters as determined by the Chair, all new business raised by a delegation shall be referred to staff for a report at the next available Council meeting.

6.5 Notice of Motion

- (a) A Member of Council shall provide a proposed Notice of Motion to the Clerk, in writing, for inclusion on a regular agenda of Council, for the purpose of giving notice.
- (b) At a subsequent Meeting, the Member of Council who submitted the proposed Notice of Motion will introduce and subsequently move the Motion.
- (c) A Member of Council may request the Notice of Motion provisions be waived which will require a Two-Thirds vote.
- (d) No staff report will be prepared unless the Notice of Motion is referred to staff for a further report.
- (e) It is the duty of the Member of Council to:
 - (i) prepare the proposed Notice of Motion in writing; and
 - (ii) submit the proposed Notice of Motion to the Clerk prior to the publication deadline for the regular agenda of Council.

6.6 By-laws

- (a) All by-laws shall be passed in a single Motion by Council by Majority Vote, unless otherwise required by legislation.
- (b) A Confirmatory By-law shall be enacted at the conclusion of each Meeting of Council.
- (c) The following types of by-laws may be presented directly to Council without the requirement for a staff report:
 - (i) those directed to be presented to Council by Council;
 - (ii) appointment of staff authorized by the CAO; and

- (iii) general by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution.

7. MOTIONS

7.1 General

- (a) All motions shall be governed according to Appendix "A" to this By-Law "Principle Rules Governing Motions".

7.2 Reconsideration of a Council Decision

- (a) Reconsideration of a Council decision shall only apply to decisions made by Council at the present meeting where the matter is being discussed; or where reconsideration of a Council decision that was decided on at the previous meeting and where the minutes of that meeting are included in the present Council Agenda; and provided that no substantive action has been taken on the matter; and
- (b) Such reconsideration can either amend the previous decision or rescind it subject to the following rules:
 - (i) any member may bring a Motion to reconsider and shall require the support of a Majority of the Members present at the meeting where the reconsideration is being considered; and
 - (ii) the question to be reconsidered shall require a Two-Thirds vote to be carried.
- (c) No delegation shall permitted to speak on a Motion to reconsider.

7.3 Voting

- (a) After a Motion is put to a vote by the Chair, no Member shall speak to it nor will any other Motion be made until after the vote is taken and the result has been declared.
- (b) All Members of Council or Committee will vote on all Motions unless disqualified from voting under any statute. A failure by any Member to announce their vote openly and individually, including an "Abstention", is deemed to be a vote in the negative.
- (c) Each Member present and voting indicates their vote by verbal consent or by show of hands, and no vote is taken by ballot or any other method of secret voting.
- (d) The following represents the required number of votes for a Majority Vote or Two-Thirds vote:

Number of Members Present	Majority Vote	Two-Thirds Vote
5	3	4
4	3	3
3	2	2
2	2	2

7.4 Tie Vote

- (a) Any Motion on which there is a tie vote is deemed to be lost.

7.5 Recorded Vote

- (a) Any Member may request a recorded vote immediately preceding or following the taking of a vote. All Members present at the Meeting shall vote unless they are disqualified from voting with respect to that item following which:

- (i) the Clerk shall call on Members by name, starting with the Member who requested the recorded vote, and shall call on each subsequent member in alphabetical order by last name; the vote will always end with the Chair;
- (ii) each Member present that is not disqualified from voting shall announce their vote openly, in the order set out above; and
- (iii) the Clerk shall announce and record the result of the vote, and record how each Member voted.

- (b) Notwithstanding a recorded voted, a record or notation of a Member's opposition to an issue is not recorded in any minutes of the meeting.

8. ADJOURNED MEETINGS

8.1 General

- (a) Unless otherwise determined by a resolution of Council passed by a majority of the whole number of the members thereof, the Council shall adjourn at 5:00 o'clock in the afternoon, if it is then in session, and shall reconvene at the hour, date and place determined in such resolution at which time the unfinished business of the preceding meeting shall be transacted including any business that might have been transacted at such preceding meeting but was not for want of time or opportunity to do so.

9. REPEAL OF BY-LAW 59/08, AS AMENDED

- (a) By-law 59/08, as amended and all previous by-laws relating to meeting procedures of Council and Committee are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9
DAY OF NOVEMBER, 2022.

Signed:

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk

Appendix “A”
PRINCIPAL RULES GOVERNING MOTIONS

Order of Precedence	Can interrupt speaker?	Requires a seconder?	Debatable?	Amendable?	Vote Required?	Can be renewed at same meeting?
I. PRIVILEGED MOTIONS (dealing with special matters of immediate and overriding importance)						
1. Adjourn	No	Yes	No	No	Majority	Yes
2. Recess	No	Yes	No	Yes	Majority	Yes
3. Question of Privilege	No	No	No	No	No Vote	Yes
II. SUBSIDIARY MOTIONS (apply to other motions and assist the Council/Committee in dealing with a main motion)						
4. Postpone Temporarily (lay on the table)	No	Yes	No	No	Majority	Yes
5. Previous Question	No	Yes	No	No	Two-Thirds	Yes
6. Limit Debate	No	Yes	No	Yes	Two-Thirds	Yes
7. Defer to a Certain Time	No	Yes	Yes	Yes	Majority	Yes
8. Refer to Committee	No	Yes	Yes	Yes	Majority	Yes
9. Amend	No	Yes	Yes	Yes	Majority	No
10. Defer	No	Yes	Yes	No	Majority	No
III. MAIN MOTIONS (bring business before Council)						
11. A General Main Motion	No	Yes	Yes	Yes	Majority	No
12. Specific Main Motions Reconsideration	No	Yes	Yes	No	2/3 without notice	No
13. Rescind	No	Yes	Yes	No	Majority	No
14. Resume Consideration	No	Yes	No	No	Majority	Yes
IV. INCIDENTAL MOTIONS (usually arise while the main motion is open to debate)						
15. Appeal	Yes	Yes	Yes	No	Tie or Majority	No
16. Point of Order	Yes	No	No	No	No Vote	No
17. Division of a Question	No	No	No	No	Majority	No
18. Recorded Vote	Yes	No	No	No	No Vote	No



Township of Puslinch Council Heritage Advisory Committee Terms of Reference

"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."

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED:

1. ENABLING LEGISLATION

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

The Township of Puslinch Heritage Committee was established through the adoption of By-law No. 2011-02.

The Township of Puslinch Heritage Register was established through the Council resolution No. 2021-406.

2. ROLE

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that impacts preservation, celebration and education relating to Heritage within the Township of Puslinch.

3. MANDATE

The primary function of the Heritage Committee is to advise Council and make recommendations on heritage designations, applications for repeal of designations, applications for alterations, and/or removal/demolition of Part IV and Part V properties under the *Ontario Heritage Act*. In addition, the Heritage Advisory Committee is responsible to advise Council of the potential local impact of new legislation relating to the Heritage Act, providing education opportunities



to the public, and provide a forum for the exchange of information and engagement with the community.

4. PURPOSE

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Act as an advocate for preservation, celebration and education in respect to Puslinch Heritage;
3. Commenting on Telecommunication Tower proposals where required;
4. Commenting on various development applications which may impact existing or potential heritage properties or districts when required;
5. Commenting on demolition permits that apply to heritage properties;
6. Recording sites of heritage significance that are worthy of preservation;
7. Recording historical information related to properties with heritage significance.
8. Actively engage the Community on matters relating to Heritage by promoting public awareness of Puslinch's heritage;
9. Discussing concerns raised by the public and staff.

3. TYPE OF COMMITTEE

Council Advisory Committee - Statutory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Heritage Committee is composed of the following Members:

One (1) Council Member as appointed for the term by Council; five (5) members of the public as appointed by Council; and one (1) Township staff member being the Committee Coordinator (non-voting member).

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

2. Roles and Responsibilities

The Chair shall be the Councillor appointed to the Heritage Advisory Committee and shall be appointed at the first meeting of the Committee



and shall serve in this capacity for 4 (four) years being the term of Council.

When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.

The Chair's main role is to facilitate meetings.

3. Subcommittees

- i. Subcommittees may be formed to complete specific tasks related to the Heritage Advisory Committee mandate and purpose but must report through the Heritage Advisory Committee. The maximum membership on any subcommittee is no more than two (2).

4. Qualifications

Citizen Appointee with the following qualifications:

- Interest in Heritage buildings;
- Demonstrated commitment and interest in the municipality;
- Knowledge of Heritage legislation is considered an asset;
- Flexibility to attend day time meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- Resident of the Township of Puslinch for the duration of the term;
- At least 18 years of age;
- Shall apply and be appointed by Council at the commencement of each new term

5. MEETING SCHEDULE

The 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, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.



6. PROCEDURES AND PROTOCOLS

The Township Heritage Advisory Committee shall adhere to the Township's Procedural By-law.



REPORT HER-2023-002

TO: Heritage Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: March 6, 2023

SUBJECT: Committee Goals and Objectives Training

RECOMMENDATIONS

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

Purpose

The purpose of this report is to review the procedure for setting Committee Goals and Objectives.

Background

At the beginning of each term, the Heritage Advisory Committee sets Committee Goals and Objectives for approval and endorsement by Council. Over the term, Council may also refer or delegate Goals and Objectives to the Committee. Staff will provide a presentation at this meeting. In support of this presentation, there are two additional attachments, Attachment 1 - Advisory Committee Goals and Objectives Standard Operating Procedure and Attachment 2 - Advisory Committee Goals and Objectives Proposal Form.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

Attachment 1 – Advisory Committee Goals and Objectives Standard Operating Procedure

Attachment 2 – Advisory Committee Goals and Objectives Proposal Form



SOP: Advisory Committee Goals and Objectives

Last updated: October 1, 2021

Department: Advisory Committees

Online form? No

Payment required? No

Staff responsible: Advisory Committees, Subcommittees, Committee Secretary

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

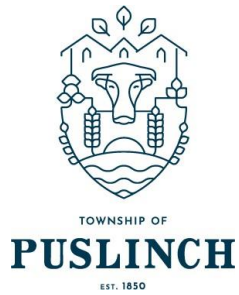
- Review approved annual committee goals and objectives
- Develop a detailed proposal of how implementation of the goal or objective will be achieved
- Provide a detailed break-down of budget implications if applicable

Procedure:

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



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



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

Name of Goal/Objective:

Description of Goal/Objective:

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

☐ Yes

☐ No

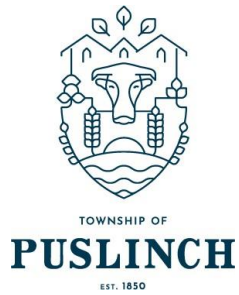
If yes, provide details supporting the demand/need for the initiative:

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

☐ Yes

☐ No

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



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

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

☐ Budget Request

☐ Grant

☐ Fundraising

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

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

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

☐ Expense each year

☐ One-time expense



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

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

Does this initiative require marketing or advertising?

☐ Yes

☐ No

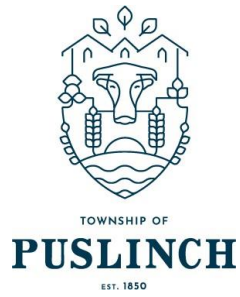
If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in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

Will this initiative require staff resources?

☐ Yes

☐ No

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



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

Will this initiative generate revenue?

☐ Yes

☐ No

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



REPORT HER-2023-003

TO: Heritage Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: March 6, 2023

SUBJECT: 2021-2022 Committee Goals and Objectives Review

RECOMMENDATIONS

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

Purpose

The purpose of this report is to review the completed 2021-2022 Heritage Advisory Committee's Goals and Objectives and to review goals/objectives that will be carried forward into the 2022-2026 Term.

Background

In March of 2021, Council approved the 2021-2022 Heritage Advisory Committee Goals and Objectives. Each goal/objective had an assigned timeline and when required a sub-committee to created.

Comments

Below is a list of the 2021-2022 Goals and Objectives that were completed by the Heritage Advisory Committee in the 2018-2022 Council term.

2021-2022 Completed Committee Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline
Regular Reporting to Council on Heritage initiatives and progress	N	N	Secretary of the Committee to draft report based Committee approved reporting template	Completed – Regular reporting provided to Council for 2021-2022
Heritage Register	Y	N	Sub-Committee to be established to review the report prepared by staff to create the Registry for Listed Properties	Completed – Township Heritage Register approved and adopted by Council at the December 15, 2021 meeting
Old School Surveys	N	N	Original surveys of the school sections	Completed – Surveys are stored at the Wellington County Archives
Committee Training	N	N	Committee Secretary to look into training opportunities for the Committee.	Completed – Two conferences were approved by Council as part of the 2023 Budget for the Heritage Advisory Committee to attend at the February 8, 2023 Council Meeting
Preparation of Heritage Advisory Committee Orientation Package to new members of Council and Committee	Y	N	Sub-Committee to be established in October 2021; work with Secretary to develop orientation materials.	Completed – July 25, 2022 Heritage Advisory Committee Members provided staff with feedback regarding Committee Orientation Material
Plaquing Program	N	N	Sub-Committee to be established to identify the number and location of plaques each year to be included in the annual budget process	Completed – Plaques were ordered in early February 2022 and are stored at the Municipal Office

2022-2026 Carry Forward Goals and Objectives

Below is a list of goals and objectives will be carried forward to the 2022-2026 Council term and will be included in the Committee's Goals and Objectives sent for Council's approval/endorsement. The Heritage Advisory Committee is asked to bring any additional items for consideration at the May 1, 2023 Committee Meeting for approval by the Committee.

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Regular Reporting to Council on Heritage initiatives and progress	N	N	Secretary of the Committee	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	Establish Sub-Committee & Secretary of the Committee	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	Establish Sub-Committee	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.

Heritage Signage	Y	Y	Establish Sub-Committee	If the Committee wishes to carryforward this Goal/Objective a proposal must be drafted for Council's Approval
Engagement Opportunities	Y	N	Establish Sub-Committee	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
Heritage Property Visits	Y	N	Establish Sub-Committee and schedule visits as sub-committees	If the Committee wishes to carryforward this Goal/Objective a proposal must be drafted for Council's Approval
Document and acknowledge First Nation Sites and Heritage	Y	N	Establish Sub-Committee	If the Committee wishes to carryforward this Goal/Objective a proposal must be drafted for Council's Approval

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.

Expenditures	2023 Budget	Notes
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	
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Applicable Legislation and Requirements

None

Attachments

None



REPORT HER-2023-004

TO: Heritage Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: March 6, 2023

SUBJECT: Alternate Chair Schedule in the event of the Chair's absence or vacancy

RECOMMENDATION

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

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

Purpose

It is expedient for the Committee to pass a resolution that defines when Committee Members shall act in the place of the Chair during an absence or vacancy for the duration of the 2022-2026 Committee Term.

Committee Members are appointed on a monthly basis in alphabetical order starting January, 2023 to act in the place and instead of the Chair during an absence or vacancy.

Member	Term
Andy Day	January 2023
Josh Heller	February 2023
Lily Klammer-Tsuji	March 2023
Kristine O'Brien	April 2023
Chris Saunders	May 2023
Andy Day	June 2023
Josh Heller	July 2023
Lily Klammer-Tsuji	August 2023
Kristine O'Brien	September 2023

Chris Saunders	October 2023
Andy Day	November 2023
Josh Heller	December 2023
Lily Klammer-Tsuji	January 2024
Kristine O'Brien	February 2024
Chris Saunders	March 2024
Andy Day	April 2024
Josh Heller	May 2024
Lily Klammer-Tsuji	June 2024
Kristine O'Brien	July 2024
Chris Saunders	August 2024
Andy Day	September 2024
Josh Heller	October 2024
Lily Klammer-Tsuji	November 2024
Kristine O'Brien	December 2024
Chris Saunders	January 2025
Andy Day	February 2025
Josh Heller	March 2025
Lily Klammer-Tsuji	April 2025
Kristine O'Brien	May 2025
Chris Saunders	June 2025
Andy Day	July 2025
Josh Heller	August 2025
Lily Klammer-Tsuji	September 2025
Kristine O'Brien	October 2025
Chris Saunders	November 2025
Andy Day	December 2025
Josh Heller	January 2026
Lily Klammer-Tsuji	February 2026
Kristine O'Brien	March 2026
Chris Saunders	April 2026
Andy Day	May 2026
Josh Heller	June 2026
Lily Klammer-Tsuji	July 2026
Kristine O'Brien	August 2026
Chris Saunders	September 2026
Andy Day	October 2026
Josh Heller	November 2026

Background

None

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

None



REPORT HER-2023-005

TO: Heritage Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: March 6, 2023

SUBJECT: Demolition Clearance Request for 6927 Wellington Rd 34

RECOMMENDATIONS

That staff report HER-2023-005 regarding the Application for Demolition on property listed on 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:

Purpose

The purpose of this report is to request comments from the Heritage Advisory Committee to present to Council regarding an application for the demolition of a structure on property listed on the Township's Heritage Register.

Background

On February 22, 2023 the Township received a Demolition Clearance Form (Attachment 1) for a structure on a property with listed Heritage Status. The property is known municipally as 6927 Wellington Rd 34.

The Cultural Heritage Value or Description of Heritage Attributes listed on the Township's Heritage Register is as follows, *"Hector McCaig House, 1875. Stone Victorian Villa. Fine craftsmanship. Historically and contextually associated with Highland Highland Scots immigration from Argyllshire and the community of "The Third" in Puslinch."*

Further, in staff's review of the 6927 Wellington Rd 34 Listed Property File that the 1859 bank barn has also been noted as a building with Cultural Heritage Value. Attachment 2 of this report provides details regarding the structures that have identified to have Cultural Heritage Value.

The proposed demolition does not impact either the “Stone Victorian Villa” or the “Bank Barn”.

Comments

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

Council may choose to designate a property to restrict the demolition or may choose to permit the demolition. The Committee is being asked to provide comments to Council on the application and if there any concerns with the proposal.

Financial Implications

There is no financial implication for purposed staff recommendation.

Applicable Legislation and Requirements


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

Attachments

Attachment 1 – Demolition Clearance form for Properties with Listed Heritage Status – 6927 Wellington Rd 34

Attachment 2 – Background Information regarding structures with Cultural Heritage Value – 6927 Wellington Rd 34

Demolition Clearance Form for Properties with Listed Heritage Status - Entry #8160

Address of Building/Structure to be Demolished 6927 Wellington Rd 34 Puslinch , Ontario N3C 2V4
Attach copy of Site Plan  Building-Demolition.png
Scope of demolition work to done: Demolish old storage shed
Building Area 2000sqft
Total Lot Size 100 acre
Number of Storeys 1
How many registered owners are on title? 1
Name of First Property Owner [REDACTED]
Address of First Property Owner [REDACTED] [REDACTED] [REDACTED]
Phone Number of First Property Owner [REDACTED]
Email of First Property Owner [REDACTED]
Contact Name

gary singh

Address

6927 Wellington Rd 34
Pulsinch, Ontario
N3C 2V4

Contact Telephone

+14168811795

Applicant Email

gsaprai13@gmail.com

Company Name

Titan Demo

Contact Name

Wes Titan

Address

140 Freelon Road
Freelon, Ontario

Contact Telephone

+19057415746

Contractor Email

wes@titandemo.ca

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

Designated

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



[18d73d77-d065-49cf-b0a2-3366fd4cb89d.JPG](#)



[61ab241a-5e02-4751-b52a-30391ba4a39b.JPG](#)



[a661bfcf-31c8-4a59-a63a-22181378e62f.JPG](#)



[thumbnail_IMG_5703.jpg](#)



[thumbnail_IMG_5702.jpg](#)

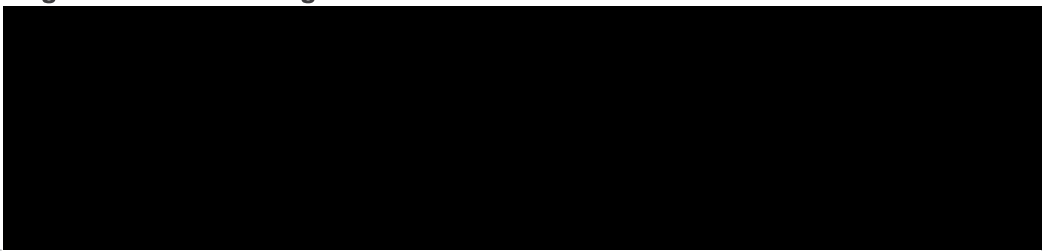


[thumbnail_IMG_5700.jpg](#)



[thumbnail_IMG_5699.jpg](#)

Signature of Owner/Agent



[Township of Puslinch](#)



Measure distance
Click on the map to add to your path
Total area: 177.49 m² (1,910.51 ft²)
Total distance: 56.51 m (185.40 ft)















LOT 17, REAR CONCESSION 2

Ardyne Farm

This farm was originally settled by Donald McCaig and his family of the Kintyre Penninula of Argyllshire in 1838. Later, from 1875 to 1877, his son Hector had a fieldstone and granite house built. The large granite blocks were hauled from Paisley Block in Guelph Township. Many different-coloured granite blocks were used to enhance the H-pattern connectors. An original storm door, which still protects the entrance of the house, is one of the few that remain in Puslinch Township.

Although, the stonemason of this house is not recorded, the carpenter's name was Rhoderick McKay. Stonemason McDonald of Crieff or the McQuillan Bros. of Clyde were possible masons.

A bank barn, built in 1859, preceded the house. The barn was built by the Bears of Preston, Waterloo Co., and has an overhang protecting the drive floor. A smaller implement barn, built in 1881, is used as a sheep barn today.

The Crow Family purchased the McCaig farm in the 1920's, and chose the name *Ardyne* (meaning "home in the hills" in Gaelic) as their farm prefix for livestock. The Crows still farm Lot 17 at the time of the millennium plaquing.



Print File
ARCHIVAL PRESERVES
BX46-05

PUSLINCH
LACAC



OUR HERITAGE



Lot 17, R. Conc. 2 & Lot 17, F. Conc. 3
Hector McCaig Sr. & son Donald's bank barns
6927 & 6926 Wellington Rd. 34 (3rd Concession)

The McCaig homestead is lot 17, r. conc. 2 and Hector McCaig farmed this property from 1855-1901. He hired Waterloo-County master barn builder Wm. Baer to erect a bank barn on the homestead in 1859. This is one of the earliest bank barns in Puslinch and remains in excellent condition. The house on this property was plaqued in 2000. Today's owners are Bill & Lynn Crow. The same summer that Hector's barn was built, his brother James had Baer erect one on lot 18, r. 2 and the Gilchrists had Baer build one on lot 16, r. 2. The latter burned down in the 1980s.

Hector's son Donald moved across the road to take up his widowed Aunt Janet McCaig's farm, and had a bank barn built in 1892 (SOURCE: Guelph Mercury article Sat. 9 July, 1892). We are fortunate to have such a description of the details of a raising. This farm is owned by Hector & Donald's direct descendants, Neil & Janice McCaig.

Right: 1859 Hector McCaig bank barn with braced overhang (see P.H.C. textures book)



Below: 1892 Donald McCaig bank barn
N.B. see equipment page for photo of windmill on McCaig's barn

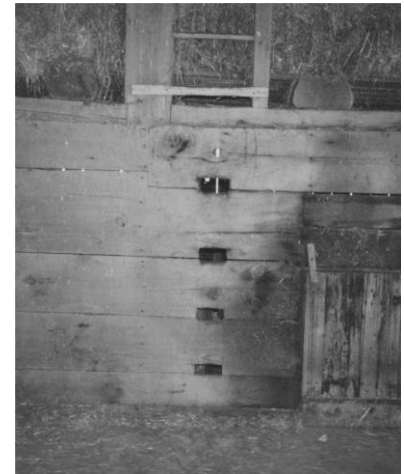


Hector McCaig barn (continued)

These black and white photos are included to show some of the details of this very early bank barn.

Upper left: The granary on the drive-floor level of the barn. **Center:** hex sign in wing (three more like this plus the date 1859 are carved in the main peak) **Upper right:** built-in ladder to mows

Lower left: pegged upright support **Left of center, below:** filled mow (note adze marks in cross beam) **Lower right:** 1) 1859 ratchet wheel 2) photo showing diagonal splice made by carpenter to join two long beams on the lengthwise side of the structure.





REPORT HER-2023-006

TO: Heritage Advisory Committee

PREPARED BY: Courtenay Hoytfox, Clerk
Justine Brotherston, Deputy Clerk

PRESENTED BY: Courtenay Hoytfox, Clerk
Justine Brotherston, Deputy Clerk

MEETING DATE: March 6, 2023

SUBJECT: Heritage Register Designations

RECOMMENDATIONS

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

That the Committee supports the recommendation action plan as outlined in this report.

Purpose

The purpose of this report is to provide the Heritage Advisory Committee with information regarding the impact of *Bill 23, More Homes Built Faster Act, 2022* on the Township's Heritage Register and to provide the Committee with Council's direction.

Background

Bill 23, More Homes Built Faster Act, 2022 received Royal Assent on November 28, 2022. As a result the following changes to the *Ontario Heritage Act, R.S.O. 1990, c. O.18* came into force on January 1, 2023.

Heritage Register

Bill 23, More Homes Built Faster Act, 2022 has introduced a time limit for how long a property can remain on the register without being designated. Any properties on a Heritage Register as of January 1, 2023 must be reviewed and a decision made whether to designate the property by January 1, 2025. Any future listed properties can only be listed for a period of two years in which time the municipality must make a decision whether to designate the property. Any property that is not designated in the two-year period is automatically de-listed and is not permitted to be re-listed for five years.

Impacts for the Puslinch Heritage Register

The Township of Puslinch Heritage Register was established by Council on December 15, 2021 through resolution number 2021-406. The Township's Heritage Register includes 109 properties. All 109 properties will be de-listed as of January 1, 2025 if they are not designated by by-law by Township Council. If they are de-listed they cannot be re-added to the registry until January 1, 2030.

The *Ontario Heritage Act* requires a municipality to maintain a Heritage Register, which is an official record of all *designated* and *listed* properties in the municipality. Listed properties are those that are not designated but have heritage value and require further review and analysis to determine if a heritage designation may be warranted.

The purpose of including a property on the Heritage Register as 'listed' is to provide interim protection from demolition to give the municipality time to assess whether to begin the designation process after a demolition application has been received.

This means that the owner of a listed property will be required to provide the Township with 60 days written notice of intention to demolish or remove a building or structure on the property. This allows the Township an opportunity to evaluate whether the property merits designation, to work with the owner to investigate opportunities for preserving the property's heritage value, and to consult with the Heritage Committee before Council makes a decision on the proposed demolition.

If a property is not listed on the registry, it is provided no interim protection from demolition should an application be received. Once the demolition permit has been received, there is no opportunity to add a property to the register and the permit must be processed within the 10 days as stipulated under the *Building Code Act* or where an agricultural building is being demolished and does not require a permit in accordance with the *Act*.

Any of the 109 listed properties that are not designated as of January 1, 2025 will be provided no interim protection from demolition and no ability to designate or re-list until 2030.

Comments

The Township of Puslinch Council, at its meeting held on December 7, 2022 considered Bill 23 and the changes to the *Ontario Heritage Act, R.S.O. 1990, c. O.18* and subsequent to discuss, the following was resolved:

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

Based on Council direction staff have developed a proposed list of properties and draft statements of cultural heritage value or interest from the Township's Heritage Register for consideration by the Committee to recommend for designation.

Staff have prepared a list of 18 properties consisting of primarily churches, cemeteries and school houses, commercial buildings and specified residential buildings. These properties were prioritized based on the previous Heritage Advisory Committee discussions.

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.

Staff have applied for the Young Canada Works Grant to employ a Heritage Summer Student from the end of May 2023 to the end of August 2023. If the Township's is successful in securing this grant, the Student will assist with the designation process of the properties included in the reports list. The student will also assist with preparation of Statements of Cultural Heritage Value for the remainder of properties on the Township's Heritage Register.

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

Attachments

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

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

ELIZABETH
WIFE OF
JAMES A. MASON
BORN 1840
DIED 1890

ELIZABETH L.
WIFE OF
JAMES A. MASON
BORN 1840
DIED 1890

ELIZABETH L.
WIFE OF
JAMES A. MASON
BORN 1840
DIED 1890

1840

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 19th 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









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.







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



WELLSVILLE
W. L. COOPER
SUNDAY 10:30
WEDNESDAY 7:00
BY INVITATION ONLY

EVANGELICAL
UNITED BRETHREN
CHURCH

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.

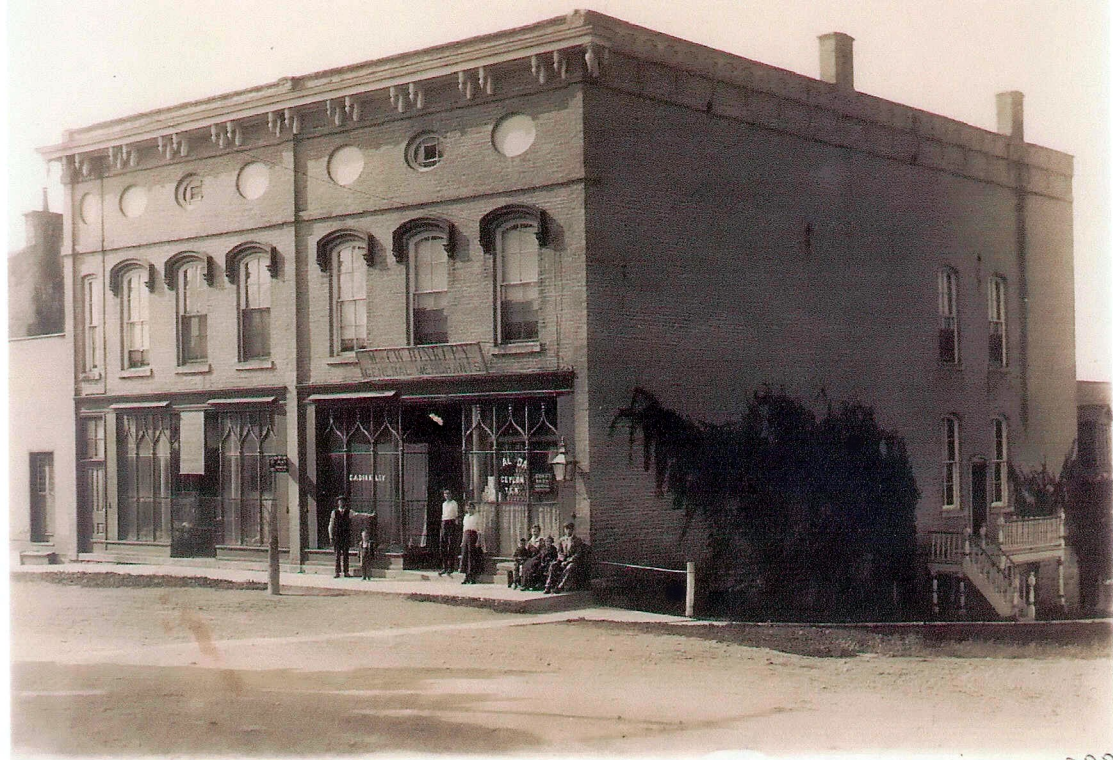
Description of Heritage Attributes

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.





Great W
Restau



PATIO
NOW
OPEN







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 Chstrain 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 Duff², 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.





ST. JOHN'S
CHURCH
1875

PLUS