



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MARCH 4, 2024 HERITAGE ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

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A G E N D A

DATE: March 4, 2024

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. January 16, 2024 Heritage Advisory Committee Minutes



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8. Reports ≠

- 8.1. Report – HER-2024-008 – Designation Update
- 8.2. Report – HER-2024-009 – Delisting Properties delisted from Heritage Register on January 1, 2025
- 8.3. Report – HER-2023-010 – Goals and Objectives Update
- 8.4. Report – MEMO-2024-001 – Engagement Sub-Committee

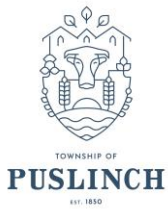
9. Correspondence

10. Announcements

11. Notice of Motion

12. New Business

13. Adjournment ≠



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& IN-PERSON AT 7404 WELLINGTON RD 34

MINUTES

DATE: January 16, 2024

MEETING: 1:00 P.M.

The January 16, 2024 Heritage Advisory Committee meeting was held on the above date and called to order at 1:07 p.m. via in person participation at the Municipal Office at 7404 Wellington Rd 34 and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Andy Day
Tamsin Lambert
Kristine O'Brien
Lily Klammer-Tsuji

Absent:

Cheryl McLean
Russel Hurst
Josh Heller

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk
Laura Emery, Communications and Committee Coordinator
Sarah Heuther, Interim Deputy Clerk

3. MOMENT OF REFLECTION

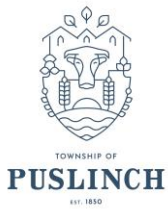
4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-001:

Moved by Tamsin Lambert and
Seconded by Lily Klammer-Tsuji

That the Heritage Advisory Committee approves the January 16, 2024 Agenda as circulated.

CARRIED



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5. DISCLOSURE OF CONFLICT OF INTEREST:

Kristine O'Brien declared a potential conflict of interest related to item 8.1 HER-2024-001, specifically the Log, Italianate and German Vernacular Style Home Sub-committee, 4-08900 – 7098 Concession 1 due to her employment with Presbyterian Church of Canada.

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 November 6, 2023 Heritage Advisory Committee Minutes

7.2 Ontario Historical Society – December 2023 Edition

7.3 Community Heritage Ontario – Summer 2023 Edition

Resolution No. 2024-002:

Moved by Andy Day and
Seconded by Tamsin Lambert

That Consent Agenda items 7.1-7.2 listed for the January 16, 2024 Heritage Advisory Committee meeting be received for information.

CARRIED

Resolution No. 2024-003:

Moved by Lily Klammer-Tsuji and
Seconded by Andy Day

That Consent Agenda item 7.3 listed for the January 16, 2024 Heritage Advisory Committee meeting be received for information; and,

That staff be directed to report back regarding the potential delisting of properties.

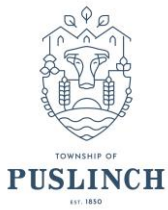
CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – HER-2024-001 – Designation Update

Resolution No. 2024-004:

Moved by Andy Day and



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Seconded by Tamsin Lambert

That report HER-2024-001 regarding Heritage Designation Update for 2023 and 2024 Properties be received for information; and,

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

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

Georgian and Neoclassical Style Home Sub-Committee Members: Josh Heller, Councillor Hurst, Kristine O'Brien

- 1-06500 – 4856 Sideroad 10 N
- 6-150000 – 8 Brock Rd N
- 8-18000 – 413 Arkell Rd
- 7-02700 – 7839 Wellington Rd 34
- 1-05400 – 4855 Pioneer Trail
- 7-01300 – 4347 Concession 11
- 7-06900 – 7751 Maltby Rd E

Other (Commercial, Gothic, Ontario House, Queen Anne and Stone Shop) Style Home Sub-Committee Members: Lily Klammer-Tsuji, Tamsin Lambert

- 3-10600 – 6714 Concession 1
- 5-13200 – 6 Victoria St
- 8-07800 – 4726 Watson Rd S
- 8-06200 – 4677 Watson Rd S
- 5-10100 – 69 Queen S

CARRIED

Kristine O'Brien declared a potential conflict of interest related to item 8.1 HER-2024-001, specifically the Log, Italianate and German Vernacular Style Home Sub-committee, 4-08900 – 7098 Concession 1 due to her employment with Presbyterian Church of Canada and refrained from discussions and voting on that item.



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Resolution No. 2024-005:

Moved by Andy Day and
Seconded by Tamsin Lambert

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

Log, Italianate and German Vernacular Style Home Sub-Committee Members: Andy Day, Cheryl McLean

- 4-08900 – 7094 Concession 1 (7098) Concession 1
- 5-16200 – 4162 Highway 6
- 5-18900 – 7618 Leslie RD W
- 5-12000 – 56 Queen St
- 2-19700 – 4556 Sideroad 20 N
- 3-03700 – 6592 Concession 1
- 2-19600 – 6981 Concession 4

CARRIED

8.2 Report – HER-2024-002 – Ontario Heritage Act Alternative Notice Policy

Resolution No. 2024-006:

Moved by Tamsin Lambert and
Seconded by Andy Day

That report HER-2024-002 regarding Ontario Heritage Act Alternative Notice Policy be received for information.

CARRIED

8.3 Report – HER-2024-003 – 59 Queen St

Resolution No. 2024-007:

Moved by Lily Klammer-Tsuji and
Seconded by Andy Day

That Report HER-2024-003 entitled 59 Queen Street be received for information; and,

That Tamsin Lambert & Lily Klammer be appointed to a sub-committee to review the heritage value of 59 Queen St. for inclusion on the Township's Heritage Register; and,



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That a Committee Memo from the sub-committee be presented at a future Heritage Advisory Committee meeting for the Committee's consideration.

CARRIED

8.4 Report – HER-2024-004 – Heritage Funding Program

Resolution No. 2024-008:

Moved by Tamsin Lambert and
Seconded by Andy Day

That report HER-2024-004 regarding Heritage Funding Programs be received for information; and,

That the Heritage Advisory Committee provides the following comments for Council's consideration:

That the Committee is supportive of Option 1 and Option 2, depending on what Option can be implemented as soon as possible; and

That the Committee feels a high priority with Option 2 as there is a higher incentive that the public participates.

CARRIED

8.5 Report – HER-2024-005 – Terms of Reference Review

Resolution No. 2024-009:

Moved by Tamsin Lambert and
Seconded by Andy Day

That report HER-2024-005 regarding Heritage Advisory Committee's Terms of Reference be received for information.

CARRIED

8.6 Report – HER-2024-006 – Alternate Chair Schedule

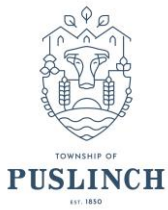
Resolution No. 2024-010:

Moved by Lily Klammer-Tsuji and
Seconded by Tamsin Lambert

That report HER-2024-006 regarding Alternative 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.

CARRIED



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8.7 Report – HER-2024-007 – 2022-2026 Goals and Objectives Update

Resolution No. 2024-011:

Moved by Andy Day and
Seconded by Tamsin Lambert

That report HER-2024-007 entitled 2022-2026 Goals and Objectives update be received for information; and,

That Tamsin Lambert be appointed to the Engagement Sub-Committee.

CARRIED

8.8 Committee Memo – MEMO-2024-001 – Engagement Sub-Committee

Resolution No. 2024-012:

Moved by Lily Klammer-Tsuji and
Seconded by Andy Day

That report MEMO-2024-001 entitled Engagement Sub-committee be refered to the next Heritage Advisory Committee Meeting.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

Committee member Lily Klammer-Tsuji discussed her experience at the National Trust Conference.



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13. ADJOURNMENT

Resolution No. 2024-013:

Moved by Andy Day and
Seconded by Tamsin Lambert

That the Heritage Advisory Committee hereby adjourns at 2:05 p.m.

CARRIED



REPORT HER-2024-008

TO: Heritage Advisory Committee Chair and Members of Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: March 4, 2024

SUBJECT: Heritage Designation Update for 2023 and 2024 Properties

RECOMMENDATION

That report HER-2024-008 regarding Heritage Designation Update for 2023 and 2024 Properties be received for information.

Purpose

The purpose of this report is to provide the Heritage Advisory Committee with an update on the status of the 2023 priority properties intention to designate and provide the Committee with Council's direction related to the properties for designation in 2024.

Background

2023 Intention to Designate Status

At the November 29, 2023 Council meeting, Council discussed the aforementioned topic and resolved as follows:

Resolution No. 2023-392:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Report ADM-2023-072 entitled 2023 Priority Properties Intention to Designate be received; and

That the Council of the Township of Puslinch state an intention to designate the following properties pursuant to Section 29 (Part IV) of the *Ontario Heritage Act, 1990*:

(Municipally known as)

1. 22 Victoria Street, Morriston;
2. 32 Brock Road N, Puslinch;
3. 42 Queen Street, Morriston;
4. 43 McClintock Drive, Puslinch;
5. 46 Queen Street, Morriston;
6. 78 Queen Street, Morriston;
7. 80 Brock Road S, Puslinch;
8. 80 Queen Street, Morriston;
9. 84 Queen Street, Morriston;
10. 319 Brock Road S, Puslinch;
11. 600 Arkeil Road, Puslinch;
12. 843 Watson Road S, Puslinch;
13. 4492 Watson Road S, Puslinch;
14. 4614 Wellington Road 32, Puslinch;
15. 6705 Ellis Road, Puslinch;
16. 6990 Wellington Road 34, Puslinch;
17. 7156 Concession 1, Puslinch; and,

That staff be authorized to proceed with notice requirements as outlined in Section 29 of the *Ontario Heritage Act, 1990* and in accordance with the Township's Ontario Heritage Act Alternative Notice Policy; and further,

Where no objections are received within the prescribed time period, that staff be directed to prepare and provide designation by-laws for Council's consideration and enactment.

CARRIED

The notices of intention to designate were sent to the Ontario Heritage Trust and to each property owner on December 14, 2023 in accordance with the resolution, and an advertisement was placed in the Wellington Advertiser directing readers to the Township's website to view the notices. Further, in accordance with the Township's Ontario Heritage Act Alternative Notice Policy the notices of intention to designate were posted on the Township's website. The deadline to send a notice of objection of a proposed designation was 4:00 p.m. on February 9, 2024.

Staff will provide a report to Council with any objections received and designation by-laws for Council's consideration at the March 20, 2024 meeting.

Properties for Designate in 2024

At the December 13, 2023 Council meeting, Council endorsed 19 properties for consideration for designation and approved the action plan below.

Recommended Action Plan

1. That the Heritage Advisory Committee establish three sub-committees to review the draft statements of cultural heritage value or interest for completeness. The sub-committees will utilize the existing template used for the 2023 statements of culture heritage value or interest;
2. That the sub-committees contact the Puslinch Historical Society and Wellington County Archives for additional information and collaboration on this initiative;
3. That property owners be sent a letter from the Township advising that their property has been identified as a priority property for designation and requesting permission to take photographs of exterior architectural features of the property. This will provide staff with an opportunity to 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.
4. Following the Committee's review, the statements of cultural heritage value or interest will be sent to the Township's peer reviewer for a final review.
5. Staff will bring a report to Council seeking Council's direction for intention to designate the 2024 priority properties.

Comments

At the January 16, 2024 Heritage Advisory Committee meeting, sub-committees were formed to review the draft statements of cultural heritage value or interest. Since this meeting all three subcommittees have had an initial meeting to review the statements and discuss next steps.

Staff have development the following action plan and timelines based on Council's direction. This action plan outlines both staff's and the Committee's role in completion of this project.

Action Plan Item	Staff and Committee Members Role	Update on Item	Due Date
That the Heritage Advisory Committee establish three sub-committees to review the draft statements of cultural heritage value or interest for completeness. The sub-committees will utilize the existing template used for the 2023 statements of culture heritage value or interest.	Staff are responsible for creating the sub-committees and Committee members are responsible for reviewing and editing the statements.	This has been completed, and each sub-committee has met. Sub-committees have been provided with the information the Township has collected thus far for the properties through USB Sticks.	Completed (Jan-Feb 2024)
That the sub-committees contact the Puslinch Historical Society and Wellington County Archives for additional information and collaboration on this initiative.	Committee members are responsible for completing external research of the properties in addition to the information provided by staff. This may include contacting the Puslinch Historical Society, Wellington County Archives and any further opportunities to collect information regarding the properties.	The updated draft statements of cultural heritage value or interest will be brought to the May Heritage Advisory Committee meeting.	April 1, 2024
That property owners will be sent a letter from the Township advising that their property has been identified as a priority property for designation and requesting permission to take photographs of exterior architectural features of the property. This will provide staff with an opportunity to engage with the property owners to ensure there is adequate understanding of the	Staff will be sending out letters to property owners requesting permission to take photographs. Staff will be responsible for all communication with property owners throughout this process. Committee members will be responsible for attending site visits with staff.	N/A	Letters – March 5 th , 2024 Site Visits - April 15, 2024

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.			
Following the Committee's review, the statements of cultural heritage value or interest, the statements will be sent to the Township's peer reviewer for a final review.	Staff will be responsible for sending the statements edited by the Sub-committees to the peer reviewer.	Role of peer reviewer is to review the documents, editing of the statements is to be completed by the sub-committees.	May 2024
Staff will bring a report to Council seeking Council's direction for intention to designate the 2024 priority properties.	N/A	N/A	August 2024

Financial Implications

None

Applicable Legislation and Requirements

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

Attachments

None



REPORT HER-2024-009

TO: Heritage Advisory Committee Chair and Members of Committee

PREPARED BY: Laura Emery, Communications & Committee Coordinator

PRESENTED BY: Laura Emery, Communications & Committee Coordinator

MEETING DATE: March 4, 2024

SUBJECT: Designating Properties delisted from Heritage Register on January 1, 2025

RECOMMENDATION

That report HER-2024-009 entitled Designating Properties delisted from Heritage Register on January 1, 2025 be received for information.

Purpose

The purpose of this report is to provide the Heritage Advisory Committee with information regarding the process for designating a property after it has been delisted from the Heritage Register effective January 1, 2025 in accordance with the changes to the *Ontario Heritage Act, R.S.O. 1990, c. O.18* (the Act) through *Bill 23, More Homes Built Faster Act, 2022* (Bill 23).

Background

The Puslinch Heritage Register was established by Council on December 15, 2021 through resolution number 2021-406, which listed 109 properties under Section 27 of the Act, providing those properties with interim protection from demolition. Bill 23 introduced a time limit for how long a property can remain on the register without being designated and any properties included on a Heritage Register prior December 31, 2022 shall be removed from the register if Council does not give a notice of intention to designate on or before January 1, 2025.

Any future listed properties can only be listed for a period of two years, at which time, Council must make a decision whether to designate the property. Any property that is not designated in the two-year period is de-listed and is not permitted to be re-listed for five years.

At the January 16, 2024 Heritage Advisory Committee meeting, the Committee discussed the potential of de-listing properties and the process to add back onto the Heritage Register with designated status. The aforementioned topic and resolved as follows:

Resolution No. 2024-003:

Moved Lily Klammer-Tsuji and
Seconded by Andy Day

That Consent Agenda item 7.3 listed for the January 16, 2024 Heritage Advisory Committee meeting be received for information; and,

That staff be directed to report back regarding the potential delisting of properties.

CARRIED.

Section 27 (16) and (18) of the Act states that:

(16) In the case of a property included in the register under a predecessor of subsection (3), as of December 31, 2022, the council of a municipality shall remove the property from the register if the council of the municipality does not give a notice of intention to designate the property under subsection 29 (1) on or before January 1, 2025. 2022, c. 21, Sched. 6, s. 3 (4).

(18) If subsection (14), (15) or (16) requires the removal of a property from the register, the council of the municipality may not include the property again in the register under subsection (3) for a period of five years after the following date:

1. In the case of subsection (14), the day any of the circumstances described in paragraphs 1, 2 and 3 of that subsection exist.
2. In the case of subsection (15), the second anniversary of the day the property was included in the register.
3. In the case of subsection (16), January 1, 2025. 2022, c. 21, Sched. 6, s. 3 (4).

Therefore, as all of the properties on the Township's Register were included prior to December 31, 2022 any non-designated properties effective January 1, 2025 will be delisted for a period of 5 years and will no longer be provided interim protection from demolitions and prescribed events. Prescribed events in accordance with ONTARIO REGULATION 385/21 are Official Plan Amendment Applications, Zoning By-law Amendment Applications and Plan of Subdivision Applications.

Council may still choose to designate a property within the Township without that property being included on the Township's Heritage Register in accordance with Section 29 of the Act, however if a prescribed event occurs on or after January 1, 2023 Council can only give notice of an intention to designate if the property is on the Heritage Register.

Financial Implications

None

Applicable Legislation and Requirements

Ontario Heritage Act

Bill 23, More Homes Built Faster Act, 2022

Attachments

None



REPORT HER-2024-010

TO: Heritage Advisory Committee Chair and Members of Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: March 4, 2024

SUBJECT: 2022 – 2026 Goals and Objectives Update

RECOMMENDATION

That staff report HER-2024-010 entitled 2022-2026 Goals and Objectives Update be received for information.

Purpose

The purpose of this report is provide the Heritage Advisory Committee with an update on the Committee's 2022-2026 Goals and Objectives.

Background

The Heritage Advisory Committee has created a list of Goals and Objectives for the 2022-2026 term. Each goal and objective has a timeline and sub-committees have been established as required to support the goals/objectives. Additionally, new projects may be identified over the remainder of the term and staff will bring forward any additional goals and objectives endorsed by the Committee for Council's consideration and approval.

Comments

Council approved the Heritage Advisory Committee's Goals and Objectives at the June 14, 2023 Council Meeting. Below is an update for each of the approved goals/objectives.

Regular Reporting to Council:

2023 Regular Reporting to Council is complete. A report was brought to the June 14, 2023 Council Meeting for Council's approval and endorsement of the Heritage Advisory Committee's 2022-2026 Goals and Objectives and the Annual Progress Report of the Heritage Advisory Committee's 2022-2026 Goals and Objectives was brought to the February 7, 2024 Council Meeting.

If the Committee has any additions to their Goals and Objectives for 2024 staff will bring a report for Council's consideration and staff will bring the 2024 Annual Progress Report of the Heritage Advisory Committee's to a future Council Meeting.

Heritage Register and Bill 23:

An update on this goal and objective is provided in staff report HER-2024-008.

Engagement Opportunities:

The Engagement Opportunities Sub-Committee met with staff on December 20, 2023 and three goals were discussed for the sub-committee:

1. Land acknowledgement work
2. Showcasing the 2023 cohort of designated properties
3. Doors of Puslinch promotion

A further review of the goals for the Engagement Sub-committee are seen in the Engagement Sub-committee Memo submitted by Committee Chair Councillor Hurst. The next meeting of this sub-committee will be scheduled in advance of the May 6, 2024 Heritage Advisory Committee meeting.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

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

Schedule A

2022-2026 Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Regular Reporting To Council	N	N	Committee Coordinator to draft reports on behalf of the Committee regarding their Goals and Objectives	Approval/Addition of Goals/Objections – March/April 2024 Annual progress update of approved Goals/Objectives – December 2024
Doors of Puslinch Poster	Y	Y	Sub-Committee to implement Doors of Puslinch Poster program	Completed
Heritage Register and Bill 23	N	Y	Committee Coordinator to advise committee of conference registration for Community Heritage Ontario Conference and National Trust Conference	This goal and objective is updated in report HER-2024-008.
Engagement Opportunities	Y	N	Sub-Committee to look for opportunities to increase awareness of heritage initiatives and education	Sub-committee met on December 20, 2023.

COMMITTEE MEMO

TO: Heritage Advisory Committee

FROM: Councillor Russel Hurst

MEETING DATE: March 4, 2024

SUBJECT: Engagement Sub-Committee

RECOMMENDATIONS

That the Committee Memo MEMO-2024-001 entitled Engagement Sub-committee be received for information.

Purpose

To provide the Heritage Advisory Committee with an update on the Engagement Sub-committee meeting that took place on December 21, 2023.

Background

The Engagement Sub-committee met with staff on December 21, 2023 to brainstorm and discuss the sub-committees goals for 2024.

Comments

Three goals were discussed for the engagement sub-committee:

1. Land Acknowledgement Work
 - a. Engaging with the residents and sharing the land acknowledgement work that has been done
 - b. Social media posts with what the updated Township land acknowledgment is
2. Showcasing the 2023 cohort of designated properties
 - a. Use social media to highlight the properties
 - b. Updating the Interactive Heritage Register Map to showcase the designated properties: <https://engagepuslinch.ca/puslinch-heritage>
 - c. Sub-goal: Use Engage Puslinch informationally to showcase the 2024 properties
3. Doors of Puslinch promotion
 - a. Social media and website advertising for the doors of Puslinch poster

Financial Implications

None

Attachments

None