



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 6, 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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## AGENDA

DATE: May 6, 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. March 4, 2024 Heritage Advisory Committee Minutes
  - 7.2. Community Heritage Ontario – Winter 2024 News



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8. Reports ≠

- 8.1. Report – HER-2024-011 – Finance and Budget Training
- 8.2. Report – HER-2024-012 – 2024 Heritage Register Designation Update
- 8.3. Report – HER-2024-013 – Goals and Objectives Update
- 8.4. Report – HER-2024-014 – 2025 Priority Properties
- 8.5. Report – HER-2024-015 – Black and Ord Family Plaque
- 8.6. Report – HER-2024-016 – Proposed 2025 Heritage Advisory Committee Meeting Schedule
- 8.7. Report – HER-2024-017 – Heritage Permit By-law
- 8.8. Report – MEMO-2024-002 – Exploring Designated Plaque Design Options

9. Correspondence

10. Announcements

11. Notice of Motion

12. New Business

13. Adjournment ≠



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

MINUTES

DATE: March 4, 2024

MEETING: 1:00 P.M.

The March 4, 2024 Heritage Advisory Committee meeting was held on the above date and called to order at 1:00 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  
Russel Hurst

Absent:

Cheryl McLean

Staff in Attendance:

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

3. MOMENT OF REFLECTION

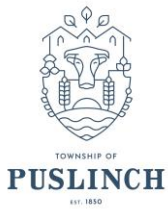
4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-014:

Moved by Tamsin Lambert and  
Seconded by Kristine O'Brien

That the Heritage Advisory Committee approves the March 4, 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-2024-008, Heritage Designation Update for 2023 and 2024 Properties due to her employment with Presbyterian Church of Canada.

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 January 16, 2024 Heritage Advisory Committee Minutes

Resolution No. 2024-015:

Moved by Andy Day and  
Seconded by Tamsin Lambert

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

CARRIED

8. COMMITTEE AND STAFF REPORTS

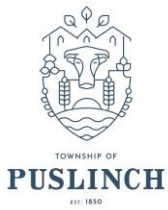
8.1 Report – HER-2024-008 – Heritage Designation Update for 2023 and 2024 Propoerties

Resolution No. 2024-016:

Moved by Tamsin Lambert and  
Seconded by Andy Day

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

CARRIED



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8.2 Report – HER-2024-009 – Designating Properties delisted from Heritage Register on January 1, 2025

Resolution No. 2024-017:

Moved by Kristine O'Brien and  
Seconded by Andy Day

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

And that the Heritage Advisory Committee recommend that Council consider the development of a policy or procedure with respect to prescribed events on delisted properties as of January 1, 2025.

CARRIED

8.3 Report – HER-2024-010 – 2022-2026 Goals and Objectives Update

Resolution No. 2024-018:

Moved by Tamsin Lambert and  
Seconded by Andy Day

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

That the Committee add 2025 Priority Properties as a Goal and Objective; and,

That staff bring a report to the next Heritage Advisory Committee meeting regarding the remaining non-designated properties for the Committee's Consideration.

CARRIED

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

Resolution No. 2024-019:

Moved by Andy Day and  
Seconded by Tamsin Lambert

That report MEMO-2024-001 entitled Engagement Sub-committee be received for information.

CARRIED



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9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2024-020:

Moved by Krstine O'Brien and  
Seconded by Tamsin Lambert

That the Heritage Advisory Committee hereby adjourns at 2:00 p.m.

CARRIED



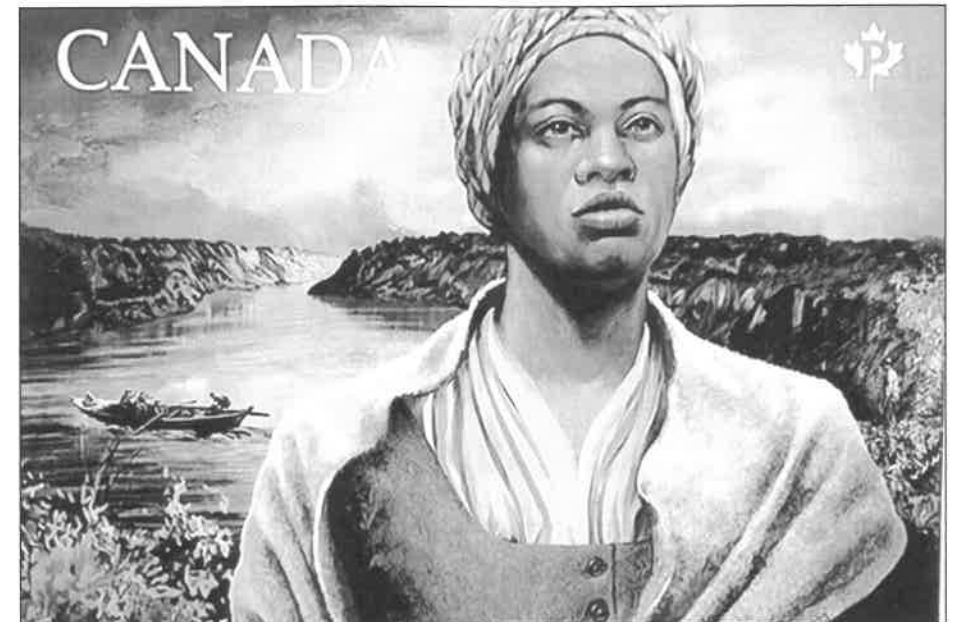
## Chloe Cooley: Person of National Historic Significance

By Nancy Matthews and Terry Fegarty, CHO Board Members

The US theme for 2024 is "African Americans and the Arts", celebrating the many impacts Black Americans have had on visual arts, music, cultural movements, and more. Let's hope that part of their celebration will finally acknowledge the many blatant, uncredited, and unpaid usurpations of Black music, arts & culture over the years! (Does Elvis spring to mind?). In Ontario, the 2024 theme for Black History Month in February is once again advertised as "Black Resistance".

Numerous heritage museums and monuments throughout Southern Ontario and along the route of the Underground Railroad celebrate the theme of Black Resistance. They highlight the often-dangerous resistance activities of heroes like Harriet Tubman and Josiah Henson. Most museums and historic sites have special events in February. In Toronto see *Artifacts at City Hall* or visit *St. Lawrence Hall*. Museums celebrating Black History outside of Toronto include *Uncle Tom's Cabin*, Dresden; *Buxton Museum*, Chatham; *Amherstburg Freedom Museum*, Amherstburg; and *Grey Roots Museum*, Georgian Bluffs (near the Underground Railroad terminus in Owen Sound).

While preservation of locations and artifacts related to Black History tends to be the main focus of CHO heritage preservationists, the compelling events in the lives of people involved in Black Resistance are also often celebrated in film and news articles. The Hollywood blockbuster that venerates Harriet Tubman is well worth watching. But so are some shorter videos like this CBC video about the how the [Old](#)



A Canada Post stamp commemorates Chloe Cooley who was designated a Person of National Historic Significance in 2022. (Stamp as displayed by Global News)

[Durham Rd Black Pioneers lost their lands](#) and their cemetery in what is now Grey Highlands. But lest we forget, somewhere in the past are stories of unacknowledged, uncelebrated and, truth be told, unknown Black Resistance heroes.

### Cooley was a slave

Like [Chloe Cooley](#) who was one of over two hundred Black women enslaved in Upper Canada, and one of the very few whose sad story is known. Some time before 1793, Cooley was sold to United Empire Loyalist Sergeant Adam Vrooman, a resident of Queenston, Upper Canada. On 14 March 1793, Vrooman and two other men violently tied Cooley up with a rope. The three men put Cooley in a boat and transported her across the Niagara River to sell her into New York State. Cooley resisted fiercely, but to no avail.

### Cooley was a change maker

This incident was reported to

Lieutenant-Governor John Graves Simcoe and other members of the Executive Council of the Parliament of Upper Canada. As a result, Simcoe introduced the 1793 *Act to Limit Slavery in Upper Canada*. The Act was the first piece of legislation in the British colonies to restrict the slave trade. It changed the lives of people of African descent who followed. While the Act did not free any enslaved persons in the province, nor outlaw the sale of slaves within the province or across the border into the United States, it laid the foundation for gradual abolition, with Lord Elgin finally ending all slavery in Canada and the Empire 25 years later in 1834.

Chloe Cooley was designated a Person of National Historic Significance by the Government of Canada in 2022. A Canada Post stamp in February 2023 further honoured her inspirational story. You too can celebrate this largely unsung hero of Black Resistance.

## CHO organization has new president; board vacancies



**By Matthew Gregor President, Community Heritage Ontario**

As the new year starts there are changes here at Community Heritage Ontario. As you may have noticed I have been elected as President after the sudden and unfortunate departure of Wes Kinghorn. I would

like to thank Wes for all he has done for CHO as President, for helping to organize the 2023 Heritage Conference in London, and for the support and encouragement he has given me during this transition.

The new year brings with it the impending deadline for the delisting of heritage properties. This change to the Ontario Heritage Act is just one of many in recent years that are putting stress on us all as we struggle to adapt

quickly enough to meet the challenges and save as many properties as possible. The ongoing housing crisis is one cause that has precipitated these changes and we as heritage advocates must work hard to address concerns and teach people that building housing and protecting heritage need not be incompatible but can work together to create livable cities and towns.

Lastly, I would once again like to put out a call for anyone who would be interested in joining CHO to please consider sending in request to join the board. We are looking for two to three new members with a preference for one new member to be from eastern Ontario.

From the board to you, I wish you all a happy and successful 2024.

**Editor's note:** Mr. Gregor was formerly vice-president (VP) of the organization.

## Ministry offers municipal advisory committee mentoring

**Submitted by the Ontario Ministry of Citizenship and Multiculturalism (MCM)**

Training: Throughout 2023, the ministry's Heritage Policy and Services Unit (HPSU) was pleased to provide training sessions to nine municipalities on a variety of topics related to the Ontario Heritage Act (OHA) including:

- ◆ What is a municipal heritage committee?
- ◆ Roles and responsibilities of municipal heritage committee members
- ◆ High level overview of Ontario Heritage Act
- ◆ Clarification around Bill 23 changes to the Act
- ◆ Individual property designation
- ◆ Heritage conservation district designation

Questions and concerns frequently heard during our training sessions were largely related to the recent changes to the OHA, specifically adding and managing municipal registers of heritage properties and the new

criteria for designating heritage conservation districts.

Our team continues to offer training – at no cost – throughout 2024 to new and existing municipal heritage committees. The training is approximately one hour followed by a question and answer period. If your committee would like to book training, please contact [heritage@ontario.ca](mailto:heritage@ontario.ca)



Andrew Jeanes



Chris Lawless

### Call us with your questions:

In addition to being available for municipal heritage committee training, staff members Andrew Jeanes and Chris Lawless are available to answer questions about

*(Continued on page 3)*

## A word from our readers

## What's happening with non-designated properties? Fill out short survey in support of request for extension

**By Kae Elgie and Marg Rowell, Architectural Conservancy Ontario**

Bill 23, *More Homes Built Faster Act*, passed Nov 28 2022, requires that all non-designated properties which were listed on your municipal heritage register as of December 31, 2022, must be fully designated or else removed from the register by January 1, 2025.

What is your municipality doing about this? Has your Municipal Heritage Committee or Municipal Planning Staff got to work and already drafted designation bylaws for all



This vernacular brick house located at 30 Dupont Street East in Waterloo was built in 1888. It is one of about 150 non-designated properties on the city's Heritage Register that could be lost if not designated by January 1, 2025. (Image courtesy of ACO. Photo by Philippe Elsworth)

## Ministry offers municipal advisory committee mentoring

*(Continued from page 2)*

heritage conservation and the Ontario Heritage Act. Municipal staff, members of municipal heritage committees, and members of the public are encouraged to contact Andrew and Chris for guidance on matters related to the OHA through [heritage@ontario.ca](mailto:heritage@ontario.ca)

### About us:

Andrew has been with the Ministry since 2007 and has experience guiding users of the Ontario Heritage Act in a wide range of situations. He has a rich understanding of the role of municipal cultural planning in creating vibrant communities and has honed his community organization governance skills through passionate involvement in railway heritage conservation.

Chris joined the Ministry in 2020 from the private

sector, where he worked as a project manager and heritage planner. He has experience in the adaptive reuse of heritage buildings primarily within the context of large-scale residential development proposals. We look forward to booking more training sessions with the sector this year!

Architectural Conservancy Ontario (ACO) wants to know. Members of its Government and Community Relations Committee have designed a short online survey which they hope at least one member of **every municipal heritage committee in Ontario** will complete. Answer the survey here:

<https://www.surveymonkey.com/r/WD9TZK7>

**Request the survey:** You may also email [grc@acontario.ca](mailto:grc@acontario.ca) to have the survey sent to you personally.

**Write your own letter:** Municipalities are encouraged to send their own letters of support for this important change.

**Join us at Queen's Park:** Architectural Conservancy Ontario will be asking MPPs to extend this deadline to January 1, 2027, when they meet with MPPs at Queen's Park on Wednesday, February 21. If you'd like to join ACO members at Queen's Park, or know more about ACO's Heritage Advocacy Day, please contact Diane Chin, ACO Board Chair at [president@acontario.ca](mailto:president@acontario.ca)

*Kae Elgie and Marg Rowell are members of ACO's Provincial Government and Community Relations Committee and members of the ACO North Waterloo Region branch.*





### CHOnews

CHOnews is published quarterly by Community Heritage Ontario.

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**A thank you to our supporter**  
The financial support of the Ontario Ministry of Citizenship and Multiculturalism is gratefully acknowledged.

**Share your story with readers!**  
Subscribers and Municipal Heritage Committees are encouraged to submit articles (Microsoft Word) and images (JPG) with high quality resolution (300 dpi). Articles are published in the language they are received. You may submit items to Nancy Matthews: [newsletter@communityheritageontario.ca](mailto:newsletter@communityheritageontario.ca)  
Articles received after these dates below will be saved for the next issue:  
January 10, March 10, June 10, October 10  
Editor: Nellie Evans

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## OHS President's Award winner views storytelling as proposals of what might have happened in the past

The Ontario Historical Society (OHS) has bestowed its President's Award on a person with a unique perspective of storytelling. She views storytelling as estimations or proposals of what might have happened.

Allison Margot Smith was recognized in December 2023 for her exemplary contributions to the preservation and dissemination of Ontario's rich history, according to a media release from OHS. She has produced 10 significant documentary films. Her work includes insightful explorations of key figures in Canadian history, such as Marie Joseph Angélique and Mary Ann Shadd, and impactful projects for Parks Canada and on the Doukhobors of Saskatchewan. She was also instrumental in portraying the history of the Township of Rideau Lakes through her recent series of films. She served as a researcher, script-writer, videographer, narrator, and editor. CHOnews published a feature of this film series in the Fall 2023 issue that was written by Marie White, Economic Development and Cultural Heritage Coordinator, for the Township of Rideau Lakes, and Ms. Smith. The Rideau Lakes series can be watched [HERE](#). Her film on Mary Ann Shadd can be watched [HERE](#).

Ms. Smith became interested in documentary films during her pursuit of a master's degree in public history at Carleton University in Ottawa. She also holds a B.A. in History (Honours) at Carleton. She revealed her unique approach to storytelling during a 2022 [interview with Danielle Mahon](#), a former Research Assistant with the Carleton Centre for Public History. (*Bridging the Gap: Allison Margot Smith on Public History and Documentary Filmmaking*)



Allison Margot Smith

"I loved reading and thought there was some amazing ... history. But so much of it feels... a bit invisible to the public. And I ... liked the idea of public history. I liked the idea that history could be brought into film, into museums, into theatre; I just liked the idea that history could be brought alive to people" she told Ms. Mahon in the interview.

According to the media release, the OHS recognized Ms. Smith's dedication to bringing local history to life and her innovative approach to historical storytelling, especially in the Township of Rideau Lakes, is a testament to her passion for history and education. Her work not only preserves our past but also inspires future generations to explore and value our historical heritage. The President's Award acknowledges her outstanding achievements in

*History, it's not a black and white thing...the films that I make are one way of thinking about it. It's a perspective that is based on my research...Allison Margot Smith*

historical research, documentary filmmaking, and community engagement, setting a high standard in the field of public history in Ontario.

"History, it's not a black and white thing. When ... you tell a story; it's ... like an estimation of that history or approximation of what happened. And in some cases, it can be considered to be like a proposal of what might have happened. Especially when you're thinking of very distant past histories where there isn't much information that's been documented. So, you use the small amount of information you have to try and propose what could have happened," Ms. Smith told Ms. Mahon in the interview. "There are many different ways of thinking about history. And ... the films that I make are one way of thinking about it. It's a perspective that is based on my research. I'm really careful that when I write my scripts, to ensure they're fully footnoted, and I have a bibliography so I can go back and find the foundation for my work."

Ms. Smith's commitment extends beyond filmmaking. As a member of the Rideau Lakes Township's Municipal Heritage Advisory Committee and a director on the board of Heritage Ottawa, she has made significant contributions to local historical research and heritage preservation. Her films, particularly *Fettercairn: WWI on Indian Lake*, have garnered acclaim for their educational value and historical contribution, including praise from Dr. Tim Cook of the National War Museum, according to the OHS media release.

This story was adapted with permission by CHOnews editor Nellie Evans from a media release issued December 13, 2023, by the Ontario Historical Society. Source Article: <https://bit.ly/3TIZpuM>

Founded in 1888, the Ontario Historical Society is a non-profit corporation and registered charity dedicated to the preservation and celebration of Ontario's history for people of all ages and cultural backgrounds. To learn more about the OHS's Honours and Awards Program, or to submit a nomination, please visit <https://ontariohistoricalsociety.ca/honours-awards/> or contact the Society's offices by telephone or e-mail.



A new clock tower in Corunna was unveiled in 2023. Storyboards tell the history of the community in photos and words. (Photo courtesy of Heritage St. Clair. Photo credit: Bonnie Stevenson)

## Corunna: 200 years of almost being Canada's capital

By Heritage St. Clair

Corunna is a thriving community located in St. Clair Township near Sarnia. It is a community with a unique claim: Corunna was almost Canada's capital!

In 1823, a survey party from England, who came to identify a suitable location for the capital of Canada, arrived in awe of a mighty forest on the eastern shore of the St. Clair River. The site was named Corunna to commemorate the Napoleonic battle of La Coruña, a seaport in northwestern Spain, where Lieutenant-General Sir John Moore died in battle. This site is where a surveyor suggested that the Parliament Buildings be built. The site is now known as St. George's Square and it was here that the community of 15,000 people began to celebrate its 200-year history.

Celebrations started on May 23, 2023, at St. Georges Square, where local school children gathered to sing O Canada and unveil storyboards that were erected. A street festival was held in Corunna on September 23. There were many vendors and activities that included inflatables, face painting, a juggler and a story time giving away 200 books. Autographed copies of Chris Hadfield's children's books were also given away. On November 1, the storyboards for Corunna at the Clock Tower were unveiled.

The 1823 survey laid out the streets in a diagonal pattern like that of the British flag, the Union Jack. British army officers under the command of Sir John Moore

provided the names for Corunna's streets. Hill and Lyndoch Streets were to be the main thoroughfares of Canada's capital, which accounts for their extra width, still seen today. The diagonal street design from the 1823 survey converged in the centre of a ten-acre open area which was named St. George's Square, in honour of the patron saint of England. This is where the government buildings of the United Provinces of Upper Canada (now Ontario) and Lower Canada (now Quebec) would have been built.

A final survey was completed in 1837 eliminating the diagonal streets in favour of a square layout. The location of the proposed government buildings was to be St. George's Square at the corner of Hill Street and Baird Street, where a monument now stands. Sadly, the proposal to build Corunna as Canada's capital was rejected, along with Toronto (York) and Kingston, because of their proximity to the United States.

Settlement of the town slowly began and in 1852 a post office was established. Over time the village boasted two shoemakers, two harness-makers, three blacksmiths, one cabinet maker, a tinsmith, a grist mill, a shipbuilder, two general stores and several hotels. Shipping was an important mode of transportation at the time and many docks were built along Beresford Street to handle exports of timber, grain & potash. In 1886, the Erie and Huron

(Continued on page 12)



The English origin of Joseph Graham, the original owner of the Graham-Hallman House in north-east Markham, is evident in its design. The house was constructed c.1850 of local field stone trimmed with red brick and is in an excellent state of preservation. Designation under Part IV of the *Ontario Heritage Act* is in progress. (Photo courtesy of the City of Markham)

## Designation deadline prompts new property research

**By George Duncan, Senior Planner-Research, City of Markham**

There is no question that Ontario municipalities are in a race against time to protect their most significant heritage resources before their Heritage Registers will be impacted by the provisions of Bill 23. As of the end of 2024, any property listed on a heritage register that has not been designated under the *Ontario Heritage Act* will be removed from the register and left with very little, if any protection from demolition or alteration.

Many municipalities are in the process of reviewing their Heritage Registers to prioritize listed properties for designation before the deadline. A process that formerly happened at a measured pace often alongside the development application process has now been accelerated by the significant policy and process changes imposed by the provincial government. The purported purpose of the government's action is to streamline the approval of residential development.

In order to move designations forward, extensive background work is required to provide the basis for recommending properties for designation based on their cultural heritage value or interest. Detailed research reports are needed to document and evaluate the historical, architectural, and contextual significance of heritage resources that are important to a community.

Under the direction of Senior Heritage Planner Evan

Manning, staff has examined all of the non-designated properties that are not owned by the municipality or other levels of government or are barns and cemeteries, and taken them through a preliminary review process to determine which should be prioritized for research and potential designation. In Markham, it has been determined that over 150 listed properties are threatened with removal from the list of designated properties. The list of properties for research, and the process to evaluate them, has been supported by Heritage Markham (the City's Municipal Heritage Committee), and by Council. Markham retained a part-time staff member to research these properties and to prepare Statements of Significance. Additionally, educational material is being provided to affected property owners regarding the impact of designation and why their property is proposed for designation at this time. The City has introduced alternative notice provisions that are posted on the City's website.

The situation created by Bill 23 has sparked an unprecedented program of intensive research into historic properties. At the time of writing, about sixty properties have already been researched and six to eight are taken to Council each month. Most of these properties are located in hamlets and in rural areas outside of the municipality's current urbanized area. At one time, research into properties outside of development areas was not priori-

*(Continued on page 8)*

## Designation incentives for historic property owners

**By Nancy Matthews, Chair, Heritage Grey Highlands**

Like Markham, many municipalities are scrambling to designate "listed" properties rather than remove them from their register. Since Bill 23 also allows greater latitude for owners to object to designation, some rural municipalities with minimal staff support for preparing heritage designations, are electing to seek owner permission prior to designating a heritage property (or going forward, prior to listing it, with the intention of designation within the following two years).

Unfortunately, owners can be fearful that designation will impose restrictions on renovation possibilities. They might be mistrustful of the designation process, especially owners who have heard "horror stories" about the "bad old days" when MHCs were rigid about even minor changes or replacements. With current heritage policies encouraging retrofits and adaptive re-use, MHCs can now be far more flexible, but there is no avoiding the added red tape involved since special permits for any changes to designated heritage properties need added permissions from Council and the MHC.

In general, owners are justifiably proud of their restored and well-maintained heritage properties. They also tend to hope that their longtime efforts and expenses will not be lost, and that the property will always be a valued part of local heritage. So perhaps the primary incentive for owners is the truthful assurance that designation is intended to officially protect and preserve heritage properties well into the foreseeable future.

### Municipal policy and attitude:

- ◆ Heritage owners wanting to restore, renovate or repurpose a designated property appreciate a positive, helpful, and supportive attitude when staff, Council, and the MHC evaluate their applications & requests.
- ◆ If roads, sewers, and water supply seem to be of overwhelming concern to overworked municipal staff, try to create a single welcoming contact for "heritage input".
- ◆ To further assist both current and hopefully future owners of heritage property in caring for their valued property, consider the following suggestions.

**An educational pamphlet** highlighting the advantages of owning a designated property is a valuable tool for encouraging new or existing owners to designate:

- ◆ Pamphlet should also educate owners on the impact of requirements and regulations so there are no costly misunderstandings or mistakes.
- ◆ Pamphlet should officially be distributed to new owners whenever a designated property changes hands.

- ◆ Pamphlet should be readily available for real estate brokers to use or distribute.

**Ensure an easily accessible process** for owners to properly access permits, appropriate materials and craftsmen, restoration advice and other heritage information:

- ◆ Schedule pre-permit meetings between owners, planning and building staff, and MHCs to ensure that everyone agrees what would or would not be acceptable.

**Ensure simple public access** to heritage register and contact info for MHC.

- ◆ Provide access to information and resources for appropriate materials and qualified craftspeople as available and/or recognised by MHC and/or building department staff.
- ◆ Expedite permit applications that comply with pre-agreed specifications.

### Encourage Positive Adaptive Reuse:

- ◆ Keep an open mind RE proposed changes of function. The new function may seem contradictory to the old one, but the building will be preserved, and earlier heritage memories will survive.
- ◆ Encourage maintaining façade and streetscape impact regardless of function.
- ◆ Work with owners to create a win-win outcome RE interior changes.
- ◆ NOTE: An empty/unused structure pays lower property taxes and deteriorates more quickly, so a reoccupied up-and-running structure is a viable objective.

### Create and Publicize Financial Incentives:

- ◆ Property Tax reduction to encourage renovation or retrofit is generally paid over a pre-set number of years upon completion of a pre-established portion of work.
- ◆ Property Tax reduction to aid with maintenance of heritage features can be annual or recurring and may be supported by a heritage easement.
- ◆ Improvement grants reimburse an owner for a percentage of the cost of pre-approved renovations or retrofits. There is usually a maximum amount available in a specific year or for a specific application.
- ◆ NOTE re municipal expenditure: the budgetary expense for heritage incentives is well-proven to eventually increase future incomes due to higher assessment values for property tax on improved properties, higher rental fees from more affluent tenants, and

*(Continued on page 8)*



# Designation deadline prompts new property research

(Continued from page 6)

tized in the interest of focusing staff time and that of the Markham Heritage Committee on built cultural heritage resources on lands subject to development applications.

Deed abstracts, census records, assessment rolls, directories and old maps provide the primary historical data for researching a property. Family histories, newspaper accounts and local histories add to the standard official records to enliven the stories of these properties. Archival photographs, where available, enrich our knowledge of how a structure has evolved over time, or has remained little changed. Markham is fortunate to have the resources of the Markham Museum to aid in the research with its rich and readily accessible archive of documents and images.

As the research proceeds, much is being learned about the history of the community, its families and the buildings people lived in, worked in, learned in and worshiped in. Connections are being made that illustrate how early families were interconnected. For example, in researching a number of rural properties settled by British immigrants in the early colonial period of Markham's his-



### This building could be removed from the Register:

Old Durham Rd Schoolhouse in Grey Highlands - 1882 brick replacement for a log schoolroom built 1856 for the Canadian born children of Black Pioneers, mostly refugees from slavery, who settled the area starting late 1840's. The school is across the road from the Old Durham Rd Black Pioneer Cemetery, a controversial designated site because the gravestones of Black persons were removed in the 1930's so the farmer who owned the land could grow potatoes. For many years, one of the stones served as home plate in the school yard.

Added associative value: after the farming community was mostly taken over by White settlers, one of the students was Agnes Macphail, first female MP. (Photo by Nancy Matthews, Heritage Grey Highlands)

tory, it was discovered that many of the English families were from Cumberland. This raises the possibility that some of these families knew each other in their former homes, perhaps encouraging each other to emigrate.

An intensive study of the buildings themselves has revealed a significant number of farmhouses built of local fieldstone. Boulders of grey limestone, black basalt and red and grey granite, transported here by Ice Age glaciers, were obstacles to farmers but were nevertheless a valuable building material. Much of the stonework of Markham's stone farmhouses is of superb quality, obviously done by stone masons with considerable skill. Markham's Official Historian, Lorne Smith, is of the opinion that many of Markham's stone houses were built by Scottish stonemasons. Other sources claim that some of our stone houses were built by stone masons who learned their trade while in prison in Kingston for their role in the Upper Canadian Rebellion of 1837.

It is inevitable that not all of the listed properties being researched will be conserved. There simply isn't enough time and resources available. Every community has special sites that are so much a part of their story that they deserve to be designated before the deadline, but in any case, the research that is being done as part of this cultural heritage salvage operation will enrich our knowledge of local history.

## Designation incentives

(Continued from page 7)

economic growth due to increased attraction of commercial clientele and tourists.

### Educate owners about less obvious incentives:

- ◆ Designated property is protected from the negative impact of usages and/or structural changes to neighboring properties (either side or across the street) by a provincial policy statement prohibiting changes that endanger designated heritage attributes.
- ◆ Interest in and patronage for well-maintained heritage commercial properties attracts clients, and also helps boost economic growth and tourism.
- ◆ Designation plaque of whatever local design can be a point of owner pride and can also help attract discerning clientele or other desired interest.

Don't re-invent the wheel:

Every single idea above is already widely being used by many other municipalities.

Want to initiate or adjust any of the above? Try Google.

*Nancy Matthews is chair of a rural municipal heritage advisory committee that struggles with all of the above; and board member with Community Heritage Ontario.*



Knarsboro Hall (north-west corner) was built in 1881. Photo by Nancy Matthews, Chair, Heritage Grey Highlands.

## Architectural styles: Victorian Eclectic Knarsboro Hall was built by doctor to impress his bride

### By Nancy Matthews, CHO Board Member

Saying "I live in a Victorian House" is equivalent to saying, "I drive a Ford". The vehicle could be a Model-T, a pickup truck, a Mustang, a station wagon or ... The house could be Queen Anne, Georgian, Italianate, Second Empire, Gothic, Romanesque Revival, OR for those who wished to demonstrate their wealth and discernment, it could well be an eclectic mixture of features from all of the above styles and then some.

Architects known for eclectic designs include Marshall B. Aylesworth (1850-1911) who began his career in Collingwood (1880-1884) and later was active in other towns in central and northern Ontario where many of his eclectic and often elaborately decorated churches and institutional buildings have been designated. Source: <http://www.dictionarvofarchitectsincanada.org/node/71>

Aylesworth designed Knarsboro Hall. The hall was built in 1881 for Dr. T.S. Sproule who felt he needed an impressive inducement to convince his beloved bride-to-be, Mary Flesher, to move 10 kilometres north of her lifelong home in Flesherton to Markdale. Markdale is where Dr. Sproule practiced medicine, owned a drugstore, was prominent in the protestant community, and for 40 years, served as East Grey Member of Parliament; his last four years as Speaker of the House. The intentionally ostentatious mansion defies definition as anything other than Victorian Eclectic. The Second Empire roof with arched dormers has a concave profile on the entire third floor but is convex on the central tower that rises above the front entry. The intricate corbels are Italianate, as is the double window over the entry. Georgian-style banding connects unusual tricolour voussoirs that increase in thickness approaching the key above the rounded arch windows, which suggests a Gothic point that in some cases is enhanced by Gothic-style tracery withing the window arch. Retreating and advancing planes, decorative chimney faces, three-side bay windows on the façade and the extruding "three-sided towers" on each side of the building are reminiscent of Victorian Queen Anne.

*Nancy Matthews is the Chair of Heritage Grey Highlands, a municipal heritage advisory committee; and Vice-President of Community Heritage Ontario (CHO).*

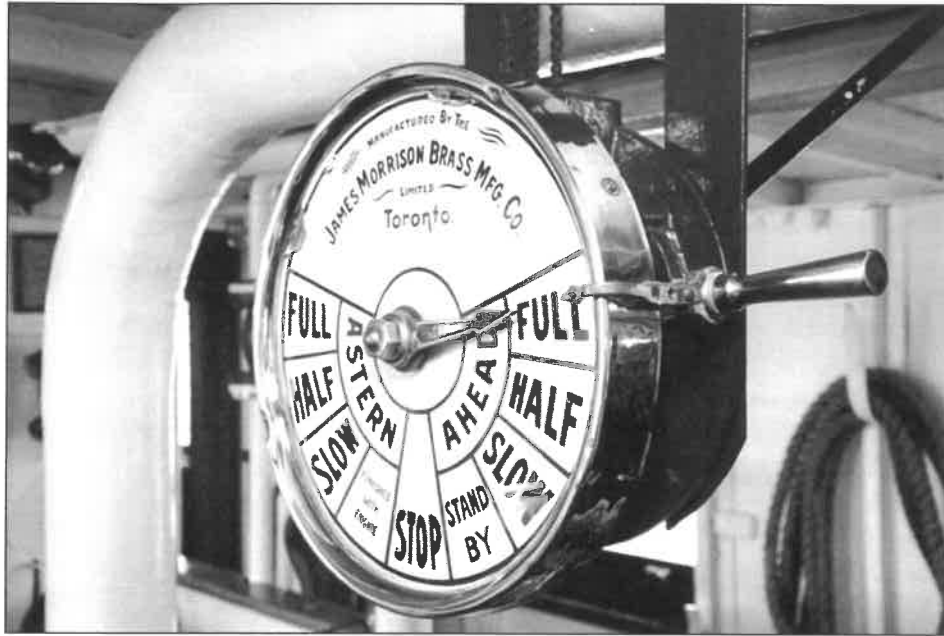
## Gravenhurst's Heritage Conference is full steam ahead

It's Full Steam Ahead for the Ontario Heritage Conference June 13-15, 2024.

With less than 6 months to this year's conference, things are heating up in Gravenhurst, despite the snow and cold temperatures in the past few weeks. The theme for 2024's Conference is "Community Embracing Heritage". The local organizing committee has been focusing on breaking down silos between the various parties who are passionate about heritage.

So frequently, we all get stuck in a familiar way of assessing, operating and organizing projects and forget that sometimes a shift in perspective can help break through mind blocks, open up the creative process and allow us to find solutions that were in front of us all along. This has inspired the local organizing committee to focus on breaking down silos between the various parties who are passionate about heritage.

Our goal for this conference is to shake up the traditional format and blend together learning while being



Telegraph on board the RMS Segwun, the oldest operating steamship in North America. (Photo courtesy the Town of Gravenhurst)

a tourist. Ever had an exciting webinar or session booked that lands on the first sunny day in months, and you are torn between attending the event and seizing the day - well why not be on a historic steamship sailing the lake, while hearing about and seeing actual heritage projects right in front of your eyes... yup, we are

doing that!

Or touring an adaptive reuse building while drinking a heritage-inspired beer and hearing about the heritage that has driven a state-of-the-art brewery to become a community hub...yup we're doing that too!

So what are some of the topics? How about: the Lifecycle of a Tree – from roots to roofs; Lost Airmen of Muskoka Project – far reaching impacts of war; Building for the Future – the 90s are retro now! There will be walking tours, a bus tour, a visit to our airport, panel discussions on development and debunking the myths of "Heritage", and of course, mapping tools and new technology topics too!

Join us on Thursday night at Sawdust City Brewery for our welcome reception! Sawdust City is a showcase for heritage adaptation as this former Canadian Tire building has been serving the community in its new capacity for over 10 years! Come early for dinner and then join us at 7 pm for the welcome recep-



Inside the opera house, built in 1901. This building was adapted from a former town hall into a community hub. (Photo courtesy the Town of Gravenhurst)

(Continued on page 11)

## Book Gravenhurst rooms, speaker spot in February

(Continued from page 10)

tion and special live trivia session featuring local and provincial heritage questions, balanced with music and general knowledge questions. Fully accessible, ample parking and located centrally in Gravenhurst.

### What's the catch?

Gravenhurst is a busy summer destination, so we don't want you to miss out on booking your accommodation now! We have created a handy website [www.Gravenhurst.ca/HeritageConference](http://www.Gravenhurst.ca/HeritageConference) where you can find all the hotel information, activities and attractions in the area, a sneak peek of the program and photos of the area.

We HIGHLY recommend that you book your hotel first as some preferred locations have limited room blocks held until the end of February. The accommodations listed on our site all offer flexible cancellation policies, in case plans change. The website also includes tips for other things to see and do while you're in town. Consider extending your stay and take advantage of your time in beautiful Gravenhurst, Muskoka. For some inspiration check out our video teaser that was presented at the conference in 2023 in London. Don't delay...head to the website, book your hotel. Conference registration will be open soon!

### Some openings for speakers

Last but not least – we still have some openings for speakers. We are looking for architects interested in speaking about:

- ◆ Urban Design Guidelines: balancing current design with "heritage aesthetics"
- ◆ addressing sustainability and climate change through design and building
- ◆ insuring your heritage property appropriately
- ◆ conservation vs adaptation of heritage assets
- ◆ the economic benefit of heritage tourism

So if you have a great topic that will fit in, want to be part of a panel or would like to represent one of our partner organizations in a session, please let us know by February 29th. You can send your proposals or expressions of interest to Amy Taylor – [amy.taylor@gravenhurst.ca](mailto:amy.taylor@gravenhurst.ca)

## Board and conference volunteers are needed

Community Heritage Ontario (CHO) is seeking provincial conference locations for 2025 and beyond. Please reach out if your municipal heritage committee and community would be willing to host.

CHO is also seeking board members. At the time of publication, there were two board vacancies as a result of unforeseen resignations due to personal circumstances. Please consider volunteering. We are especially hoping for a volunteer from anywhere in the eastern region of the province which is currently not represented.

Many thanks to everyone who contributed such an interesting variety of articles for this edition! The time you take to share your stories greatly benefits municipal heritage committees. For more information contact:

Matthew Gregor

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

## Send us your stories now for the upcoming issue

We are always planning ahead, so please consider getting something to us before the next deadline.

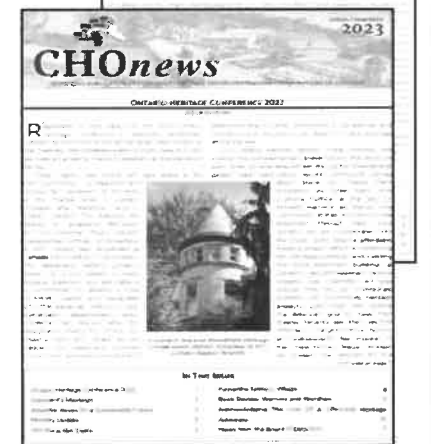
We would love to know how your project is going. Got any issues or insights?

New initiatives?

Have you accomplished your new designation goal? Are you dealing with a threat to a heritage property?

Send them to:

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



**Advertise in CHOnews!** Reach a province-wide readership composed of Municipal Heritage Committee members, heritage societies, municipal officials and heritage-conscious individuals! Advertisement location is at the discretion of the editor. Contact Rick Schofield 416.282.2710 [schofield@communityheritageontario.ca](mailto:schofield@communityheritageontario.ca)  
**Costs per issue are:** Full page \$300 Half page \$150 Third page \$100 Quarter page \$75  
 One sixth page \$50 Business card \$25 Classified ads \$12.00/column inch. Display ads camera ready (TIFF).



Corunna's clock tower pays tribute to the town's long history.  
(Photo courtesy Heritage St. Clair)

## Corunna marks 200 years

*(Continued from page 5)*

Railway, now known as CSX, was built, passing through Corunna. This railway linked Corunna with Lake Huron, Sarnia and as far south as Eriau on Lake Erie. In the 1890s, Stag Island was developed with resort hotels which attracted tourists and vacationers that helped create an economic boost for Corunna. With the establishment of Polymer in the 1940s, Canadian Oil and DuPont in the 1950s and Petrosar in the 1970s, Corunna has become a thriving community. St. George's Square was intended as the town square but this plaza with the clock tower (built by Shell Canada and St. Clair Township) is now considered the centre of Corunna. We continue to celebrate our heritage by remembering that Corunna was almost Canada's capital To learn more about Corunna, visit the monument at Hill Street and Baird Street and this link at [https:// www.stclairtownship.ca/heritage/](https://www.stclairtownship.ca/heritage/)



### 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.

CHO/PCO board of directors meetings are open to any municipal heritage committee member. Meetings will be held virtually until further notice. If you wish to attend, please send a request to [info@communityheritageontario.ca](mailto:info@communityheritageontario.ca)

## Community Heritage Ontario Board of Directors 2023-2025

### **MATTHEW GREGOR** of Scarborough

President: awards and membership chair; policy & liaison  
647.204.7719 [matthewgregor@communityheritageontario.ca](mailto:matthewgregor@communityheritageontario.ca)

### **WAYNE MORGAN** of Sutton West

Past President: committee member on finance, conference, membership, education, policy & liaison  
905.722.5398  
[waynemorgan@communityheritageontario.ca](mailto:waynemorgan@communityheritageontario.ca)

### **REGAN HUTCHESON** of Markham

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519.924.3165 [nancymatthews@communityheritageontario.ca](mailto:nancymatthews@communityheritageontario.ca)

### **JESSICA STARECKY** of Grey Highlands

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### **TERRY FEGARTY** of Tay Township

Director: finance committee chair  
705.538.1585 [terryfegarty@communityheritageontario.ca](mailto:terryfegarty@communityheritageontario.ca)

### **CHO Staff:** RICK SCHOFIELD of Scarborough

Corporate Secretary: membership, archives; Interim Treasurer  
416.282.2710 [schofield@communityheritageontario.ca](mailto:schofield@communityheritageontario.ca)

*This space is reserved for you.*

*Please consider adding your name to the board!*



## **REPORT HER-2024-011**

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TO: Heritage Advisory Committee

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 6, 2024

SUBJECT: Finance and Budget Training

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### RECOMMENDATIONS

That staff report HER-2024-011 entitled Finance and Budget Training be received for information.

#### Purpose

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

#### Background

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

As part of the budget process, the Township's Advisory Committees must submit their 2025 budget requests for the year to support their goals and objectives as approved by the Committee as a whole. The Committee's approved budget proposal will be provided to Council for consideration as part of 2025 budget deliberations.

2024 Approved Capital and Operating Budget

There were no 2024 approved capital budget items applicable to the Committee.

Attached as Schedule A to this Report is the 2024 approved operating budget applicable to the Committee.

2025 Proposed Capital and Operating Budget

Any new 2025 budget requests must include the following items which must be approved by the Committee as a whole:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

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

As of the date of publishing this report, no 2025 budget requests have been received. Below is a chart the Committee may use to facilitate 2025 budget requests during the September 9, 2024 Committee Meeting for the Committee’s approval. Supporting documents including a completed Committee Memo and completed Advisory Committee Goals and Objectives Proposal Form will be required to be submitted to the Committee Secretary for review with the Municipal Clerk and Director of Finance/Treasurer prior to presenting this information to Council for approval as part of 2025 budget deliberations. If there is a budget item that is not connected to a current goal or objective this is also an opportunity for the Committee to add to its goals and objectives for Council’s endorsement.

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

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



## Summary of Budget Development and Control Policy

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

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Ten Year Capital Budget and Forecast which may be applicable to the Committee for any new 2025 budget requests:

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

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

- The base operating budget is prepared using the following methodology with focus on the Township's key initiatives as previously approved by Council:
  - 2-years of historical data, current year to date data, and prior year approved budget is reviewed when developing the proposed base operating budget.
  - Consumer Price Index (CPI) adjustments for volatile commodity price shifts (ie. fuel, natural gas, etc.).
  - Unavoidable price changes as per contractual obligations (ie. insurance, etc.).
  - Provincial or Federal funding announcements.
  - Efficiencies and cost savings achieved through new innovative approaches to delivering services.
  - Revenue and recovery amounts based on the approved User Fees and Charges By-law.
- User fees and charges shall be automatically adjusted annually based on the CPI for Ontario from May to May. When recommending a new user fee and charge or where the pressure on user fees and charges indicates an alternate rate change over and above the CPI inflation rate to ensure tax subsidization does not increase, the Township will consider changes to the user fees and charges that closely reflect the actual cost for providing the service while keeping in line with comparator municipalities.
- The Director of Finance/Treasurer or designate will determine and incorporate in the base operating budget a cost of living adjustment for Council's approval.



- Base budget increase requests are provided separately via a Base Budget Increase form and require approval from the Chief Administrative Officer and Director of Finance/Treasurer prior to being presented to Council. Base budget increase requests are required if an operating line item expenditure is increasing due to a proposed new project/initiative/service level/governing legislation. These requests are not incorporated in the base operating budget. The Department Head must indicate whether the base budget increase request is one-time or recurring.

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

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

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

The Township's CIP supports the revitalization, beautification, renewal and economic activity in the Township's urban corridor. Referred to in the plan as "Our Corridor" the CIP includes the Aberfoyle and Morriston corridor, as well as the Brock Road mixed-use industrial area. Adopted in 2016, the CIP is intended to serve as a long-term framework that will be implemented over the next 15 years. Specifically, during this time it is anticipated the CIP will:

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

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

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

- One of the seven goals for the CIP are to celebrate and restore local built and cultural heritage.
- In order to be eligible for any of the financial incentive programs that may be offered under the CIP, the proposed works must conform with heritage matters.
- One of the measures to be evaluated in the monitoring of the CIP is the celebrating and restoration of local built and cultural heritage including the following:

- Number of improvements to buildings where original/heritage features are being restored, as a result of funding through the CIP.
- Number of improvements to buildings that are listed on the Township's Heritage Inventory, as a result of funding through the CIP.
- Number of projects involving the adaptive reuse of buildings that are listed on the Township's Heritage Inventory, as a result of funding through the CIP.
- Number of properties designated under the Ontario Heritage Act.

The Township has received two eligible applications for the CIP since its adoption in 2016. Council authorized the entering into a Financial Assistance Agreement with these eligible applicants in 2021 for the Morrison Medical Centre at 9 Currie Drive and in 2022 for Crepe Company Inc. at 42 Queen Street. As 42 Queen Street is listed on the Township's Heritage Register, this application was circulated as a consent item to the Heritage Committee in 2022. The Heritage Committee provided comments on the application. The Township is in the process of amending its CIP in 2024.

### Financial Implications

Any new 2025 budget requests must include the following items which are to be approved by the Committee as a whole prior to being provided to Council for consideration as part of 2025 budget deliberations:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

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

### Applicable Legislation and Requirements

Municipal Act, 2001

### Attachments

Schedule A - 2024 Approved Operating Budget

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

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

[Back to Index](#)

Department	Account Type	Acco	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Heritage Advisory Committee								
	<b>Expenditures</b>							
		01	<b>PT Wages</b>	\$2,262	\$8,379	\$8,786	\$9,766	\$10,986
		01	<b>PT Wage Related Expenses</b>	\$0	\$600	\$639	\$1,283	\$1,374
		01	<b>WSIB</b>	\$0	-\$13	\$159	\$219	\$232
		01	<b>Office Supplies &amp; Equipment</b>	\$1,801	\$0	\$1,684	\$1,833	\$100
		01	<b>Mileage</b>	\$0	\$298	\$109	\$760	\$300
		01	<b>Professional Development</b>	\$0	\$330	\$598	\$1,490	\$1,000
		01	<b>Membership and Subscription Fees</b>	\$110	\$75	\$177	\$177	\$177
		01	Meals	\$0	\$36	\$0	\$150	\$50
		01	<b>Travel - Accomodations &amp; Parking</b>	\$0	\$305	\$328	\$2,260	\$500
		01	<b>Group Benefits</b>	\$0	\$0	\$0	\$38	\$0
	<b>Expenditures Total</b>			<b>\$4,173</b>	<b>\$10,008</b>	<b>\$12,479</b>	<b>\$17,977</b>	<b>\$14,719</b>
	<b>Revenues</b>							
		01	<b>Federal Young Canada Works Operating Grant</b>	\$0	-\$5,700	-\$6,398	-\$5,700	-\$6,000
		01	Doors of Puslinch Posters	\$0	\$0	\$0	-\$4,248	-\$4,248
	<b>Revenues Total</b>			<b>\$0</b>	<b>-\$5,700</b>	<b>-\$6,398</b>	<b>-\$9,948</b>	<b>-\$10,248</b>
<b>Grand Total</b>				<b>\$4,173</b>	<b>\$4,308</b>	<b>\$6,081</b>	<b>\$8,029</b>	<b>\$4,471</b>



**SOP:** Advisory Committee Goals and Objectives

**Last updated:** October 1, 2021

**Department:** Advisory Committees

**Online form?** No

**Payment required?** No

**Staff responsible:** Advisory Committees, Subcommittees, Committee Secretary

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

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

**Procedure:**

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



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

## COMMITTEE MEMO

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TO: COMMITTEE NAME

FROM: COMMITTEE MEMBER NAME

MEETING DATE: MONTH DAY, YEAR

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

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### RECOMMENDATIONS

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

#### Purpose

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

#### Background

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

#### Comments

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

#### Financial Implications

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

#### Attachments

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

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

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:



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

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)

Will this initiative generate revenue?

Yes

No

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



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

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

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

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**Policy Statement:**

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

**Scope:**

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

**Purpose:**

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

**1. Compensation**

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

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

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

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

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

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

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

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

## **3. Expenses**

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

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

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

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

**5. Mileage**

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

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

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

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

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

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

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

6.2. The reimbursable costs are outlined below:

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

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

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

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

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

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

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

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

6.7. Third party billing is not permitted.

## **7. Other Expenses**

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

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



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

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

## **8. Expense Approval – General**

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

8.2. The following expenses will not be reimbursed:

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

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

8.4. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.

8.5. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.

8.6. For the purpose of this policy, the signing authority shall be:

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

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

## **9. Accountability**

9.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:

- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
- Where a matter cannot be resolved, the Director of Finance/Treasurer or designate shall prepare a report to Council for its consideration.

9.2. The Director of Finance/Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the annual Remuneration and Expense reports and monthly expense reports for Members of Council are posted on the Township website.

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

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

Name of Claimant: Surname, First Name

I warrant that I have a valid driver's licence and vehicle insurance coverage.

\_\_\_\_\_  
 Claimant's Signature

Date (DD/MM/YY)
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Check if the above is not applicable

\_\_\_\_\_  
 Approval

Date (DD/MM/YY)
-----------------

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

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



## Conference Approval Process

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

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

## Approved Conferences for Advisory Committees

### Heritage Advisory Committee

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

### Recreation Advisory Committee

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

### Planning and Development Advisory Committee

No conferences have been requested for approval at this time.

## Conference Registration, Accommodation and Travel Arrangements

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

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

### Conference Travel

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



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

### Other Conference Expenses

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

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

The following expenses will not be reimbursed:

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

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

### Expense Approval

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



## **PUSLINCH**

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

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

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



## **REPORT HER-2024-012**

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TO: Heritage Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: May 6, 2024

SUBJECT: 2024 Heritage Register Designations Update

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### RECOMMENDATIONS

That report HER-2024-012 regarding 2024 Heritage Register Designations Update be received for information; and,

That the priority property listing and supporting materials attached to this report as Schedule A through to Schedule S for designation be endorsed by the Heritage Advisory Committee and referred to Council for consideration for intention to designate.

#### Purpose

The purpose of this report is to provide the 2024 priority property listing and supporting materials attached to this report as Schedule A through to Schedule S identified for designation to be endorsed by the Heritage Advisory Committee.

#### Background

At the December 13, 2023 Council meeting, Council endorsed 19 properties for consideration for designation in 2024, 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.

The following is an update on each action plan item that is to be completed in support of the Heritage Designation Process:

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.	Sub-committees were created at the January 16, 2024 Heritage Advisory Committee meeting.  All sub-committees have met to discuss their properties.  Sub-committees have been provided with the information the Township has on file for each of their properties.	Completed: January 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,	The updated draft statements of cultural heritage value or interest will be brought to the May Heritage Advisory Committee meeting.	Completed: Prior to May 2024 Heritage Advisory Committee Meeting

	Wellington County Archives and any further opportunities to collect information regarding the properties.		
<p>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.</p> <p>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.</p>	<p>Staff sent out letters to property owners requesting permission to take photographs on March 8, 2024.</p> <p>Staff were responsible for all communication with property owners throughout the process.</p> <p>Committee members will be responsible for attending site visits with staff.</p>	<p>Six site visits were conducted:</p> <ol style="list-style-type: none"> <li>1. 6592 Concession 1</li> <li>2. 6 Victoria Street</li> <li>3. 7751 Maltby Road E</li> <li>4. 8 Brock Road N</li> <li>5. 4556 Sideroad 20 N</li> <li>6. 56 Queen Street</li> </ol>	<p>Site Visits occurred on April 8<sup>th</sup>, April 9<sup>th</sup> and April 11<sup>th</sup>.</p>
<p>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.</p>	<p>Staff will be responsible for sending the statements edited by the Sub-committees to the peer reviewer.</p>	<p>Role of peer reviewer is to review the documents, editing of the statements is to be completed by the sub-committees.</p>	<p>May 2024 – July 2024</p>
<p>Staff will bring a report to Council seeking Council's direction for intention to designate the 2024 priority properties.</p>	<p>N/A</p>	<p>N/A</p>	<p>August 2024</p>

Further engagement opportunities with property owners include:

1. Staff distributed a letter on March 8, 2024 to all 2024 Priority Property Owners advising of the Heritage Designation Process Open House on April 11, 2024 and provided them with their Draft Statement of Cultural Heritage Value or Interest, advising the property

owners that their property is a priority for designation, and requested a site visit to take updated pictures of the property.

2. Staff distributed an amended letter on April 4, 2024 reminding all 2024 Priority Property Owners of the Heritage Designation Process Open House on April 11, 2024.
3. Staff hosted a Heritage Designation Process Open House on April 11, 2024, which included a presentation and an opportunity for property owners meet with staff to ask questions regarding their statements of cultural heritage value or interest.

### Comments

With the completion of the Draft Statement of Cultural Heritage Value or Interest and Draft Designation By-laws for the priority properties, staff are seeking the Heritage Advisory Committee's endorsement for the designation of the properties listed in Schedule A through to Schedule S.

If the Heritage Advisory Committee endorses the draft Statements of Cultural Heritage Value or Interest for the priority properties the statements will be provided to the Township's peer reviewer and then a report will be brought to a future Council meeting for Council's consideration to state their intention to designate the properties listed in Schedule A through to Schedule S, under Section 29 of the *Ontario Heritage Act*.

#### Designation under Section 29 of the Ontario Heritage Act

Under section 29 (1) of the *Ontario Heritage Act*, the Council of a municipality may, by by-law, designate a property within the municipality to be of cultural heritage value or interest if,

- (a) where criteria for determining whether property is of cultural heritage value or interest have been prescribed, the property meets the prescribed criteria; and
- (b) the designation is made in accordance with the process set out in this section.

The *Ontario Heritage Act* applies to real property (land and buildings), and helps to recognize and protect the heritage features on that property. Designation of heritage properties provides a process for ensuring that their cultural heritage value is conserved over time.

If the owner of a designated property wishes to make alterations to the property that affect the property's Heritage Attributes as described in the property's designation by-law, approval through a Heritage Permit and any other application Township permits (Ex. Building Permits) will be required. Staff have provided more information on the proposed Heritage Permit processing report HER-2024-017.

If Council intends to designate the property to be of cultural heritage value or interest, a Notice of Intention to Designate will be issued by the Municipal Clerk.

If a notice of intention to designate a property is given under Section 29 of the *Ontario Heritage Act*, the property is given interim control of alterations or demolition.

The Township must provide the Notice of Intention to the property owner and to the Ontario Heritage Trust. A copy of the Notice must be placed on the Township's website in accordance with the *Ontario Heritage Act* Alternative Notice Policy adopted by Council on September 27, 2023. A single print advertisement will also be placed in the Wellington Advertiser for each 'batch' of priority properties directing the reader to the Township's website for more information. There is a thirty (30) day objection period, in which anyone may object to the designation to Council. At the end of the 30 day objection period, and after considering the objection, Council can either withdraw the Notice of Intention to Designate, or proceed with passing a by-law designating the subject property. The by-law must be passed within 120 days after the date of publication of the Notice of Intention.

If Council passes a by-law designating the subject property, a copy of the by-law must be given to the property owner, anyone who objected to the Notice of Intention, and to the Ontario Heritage Trust. A notice of the by-law must also be circulated in the newspaper. There is a thirty (30) day appeal period in which anyone may appeal to the Ontario Land Tribunal. If there is no appeal, the by-law comes into force on the day following the last day of the appeal period. The Clerk will ensure a copy of the By-law is registered against the property by the Land Registry Office and sent to the Ontario Heritage Trust.

#### Financial Implications

The notice of intention to designate will be published in the local newspaper as required by the *Ontario Heritage Act*. The fees associated with the publication are paid for by the Township. The advertisement fees were included in the 2024 Budget.

There are also legal fees associated with the review and registration of the designation by-law. These fees are also paid for by the Township.

#### 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 – 1-06500 – 4856 Sideroad 10 N – Draft Statement of Cultural Heritage Value or Interest

Schedule B – 3-01600 – 6714 Concession 1 – Draft Statement of Cultural Heritage Value or Interest

Schedule C – 5-16200 – 4162 Highway 6 – Draft Statement of Cultural Heritage Value or Interest

Schedule D – 5-18900 – 7618 Leslie Rd W – Draft Statement of Cultural Heritage Value or Interest

Schedule E – 6-15000 – 8 Brock Rd N – Draft Statement of Cultural Heritage Value or Interest

Schedule F – 8-18000 – 413 Arkell Rd – Draft Statement of Cultural Heritage Value or Interest

Schedule G – 5-13200 – 6 Victoria St. – Draft Statement of Cultural Heritage Value or Interest

Schedule H – 7-02700 – 7839 Wellington Rd 34 – Draft Statement of Cultural Heritage Value or Interest

Schedule I – 5-12000 – 56 Queen St. – Draft Statement of Cultural Heritage Value or Interest

Schedule J – 8-07800 – 4726 Watson Rd S – Draft Statement of Cultural Heritage Value or Interest

Schedule K – 1-05400 – 4855 Pioneer Trail – Draft Statement of Cultural Heritage Value or Interest

Schedule L – 7-01300 – 4347 Concession 11 – Draft Statement of Cultural Heritage Value or Interest

Schedule M – 8-06200 – 4677 Watson Rd S – Draft Statement of Cultural Heritage Value or Interest

Schedule N – 5-10100 – 69 Queen St – Draft Statement of Cultural Heritage Value or Interest

Schedule O – 3-03700 – 6592 Concession 1 – Draft Statement of Cultural Heritage Value or Interest

Schedule P – 7-06900 – 7751 Maltby Rd E – Draft Statement of Cultural Heritage Value or Interest & Draft Designation By-law

Schedule Q – 2-19600 – 6981 Concession 4 – Draft Statement of Cultural Heritage Value or Interest

Schedule R – 2-19700 – 4556 Sideroad 20 N – Draft Statement of Cultural Heritage Value or Interest

Schedule S – 4-08900 – 7094 Concession 1 – Draft Statement of Cultural Heritage Value or Interest

## Short Statement of Cultural Heritage Value or Interest

The property located at 4856 Sideroad 10 North, Puslinch, has cultural heritage value due to its significant and complex history in regards to not only the Puslinch community, but to the entire country and beyond. The property itself resembles high artistic merit and includes various styles and details. The property served as a farm, residence, and rehabilitation center for the Township and has is heavily connected to Puslinch's early settlement, the First World War, local agriculture, and the British Government. 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 a stunning example of a three storey residence built in the Georgian style. The exterior features that are of particular importance is the limestone used for the construction of the house, which was subsequently faced with a roughcast plaster, the portico fitted with highly detailed beams, 12x12 sash and circular gable windows. Additionally, the dormitory/woodwork shop also demonstrates a high degree of craftsmanship, as the stone foundation, 4x4 and gothic arched windows, and brick chimney demonstrate high artistic efforts.

### *Historical/ Associative Value*

The property, located on Lots 9 and 10 on Concession 5, originally belonged to Roland Wingfield. However, his neighbour, Col. Thomas Saunders, purchased it in 1858. Saunders, who lived on Lot 10, had the residence built in 1846. The farm, known as "Woodlands," expanded with the addition of this land and gained fame for its size and scenic beauty.

Between 1863 and 1864, Walter Sorby bought the farm from Col. Thomas Saunders and built the current barn and a woodworking shop for himself and his three carpenter sons. After Walter's passing in 1890, the farm passed into the ownership of his son, Oswald. Oswald used the farm for animal raising and the importation and sale of valuable horses, particularly Clydesdales.

In 1912, Mr. Ralph Ballagh from Michigan purchased the Sorby farm for \$30,000. Ballagh owned the property until 1923, when the Ontario Government acquired it to provide employment for returning soldiers from World War I. The farm was subsequently renamed Vimy Ridge Farm.

However, the government initiative was short-lived due to the implementation of the Empire Settlement Act, 1922, by the British Government. This act facilitated the resettlement of agriculturalists, farm laborers, domestics, and juvenile immigrants across the Commonwealth. Vimy Ridge Farm was chosen as a location for orphaned children from Britain to be sent to, so they could learn how to do agricultural work. From 1923 to 1932, Vimy Ridge Farm served as a

home for numerous boys, and once they reached the age of 17, they would begin their new lives in Canada.

*Contextual Value:*

The property stands as one of the only remaining mid-19<sup>th</sup> century properties along Concession 5. With that, The Thomas Saunders/ Vimy Ridge Farm represents the architectural mindset of many early settlers, as well as the progressive changes in style given its additions throughout its history. Additionally, the property is considered a landmark for the area, as many communities are associated with it; hundreds of British immigrants see Vimy Ridge Farm as their first residence in Canada, as well as a key location for WWI veterans and various farmers and agriculturalists within the Township.

### **Description of Heritage Attributes**

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4856 Sideroad 10 North:

Thomas Saunders House/Vimy Ridge:

- All original doors and windows
- Front portico
- Original stone foundation
- All original walls; both stone and wood
- Height, scale, and massing of original three storey property

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



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

The property situated at 6714 Concession 1, Puslinch, holds significant cultural heritage as it is directly linked to Scottish immigration and the founding of Killean. It serves as a testament to the early commercial and industrial history of the region and exhibits a rich and diverse architectural composition featuring a wide range of styles. 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 was constructed to act as a store, post office, and as a residence, thus making its architectural aspects both unique and rare. The building has two stories, constructed in the neoclassic style, which includes features such as limestone brickwork, front verandah fitted with wood ornamentation, high pitched roof, 6x6 sash windows, and a four pane transom at the post office/store entrance. A significant feature of the property is the French windows located on the side façade. These windows are typical of the Regency and Italianate styles, making them unique to the building's construction.

#### *Historical /Associative:*

The Donald Ferguson property originally consisted of a store built in 1865, and the post office was added the same year. Donald and Isabella Ferguson were natives of Scotland and were some of the earliest settlers in the region. The store that Donald built and ran was one of the first in the area. The post office holds great historical significance for the area, as when Ferguson named it "Killean Post Office," it solidified the name Killean for the area. The post office ran until 1913, when rural mail delivery was established out of Puslinch.

During the early 1860s, lot 9 also served as a blacksmith and hotel. In 1869, the residence was built, where Donald Ferguson would live out the rest of his life.

In 1970, a different Ferguson family, Betty and Graeme purchased the property. Both Betty and Graeme were instrumental in the film industry and the Killean residence is associated with the creation of the IMAX film format.

#### *Contextual Value:*

The Donald Ferguson lot is heavily connected to Killean's surroundings. The adjacent Killean cemetery is on land donated by Donald Ferguson and neighbour John Thomson. The Ferguson store and post office were a meeting spot and became a landmark on a streetscape that involves various other properties from the mid-to-late 19<sup>th</sup> century, such as John McMaster's, Archie McKellar's, and the Begerow's houses, as well as the Puslinch Lake Hotel. Additionally, the property is intertwined with its surroundings as the Killean School (S.S. #7) was built with

the same limestone bricks that the Ferguson store was constructed with, a kiln located on the back of lot 9. The property stands a landmark for the area as it was crucial to the formation and sustainability of Killlean, as it served the community with goods and provided them various services.

### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6714 Concession 1:

#### Donald Ferguson House:

- All original door and window openings at the veranda entrance
- All original door and window openings at the French door / post office entrance
- Original foundation
- Original wood ornamentation
- Front verandah
- Height, scale, and massing of the two storey residence
- Exterior limestone brick walls

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



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## Short Statement of Cultural Heritage Value or Interest

The property located at 4162 Highway 6, Puslinch, holds significant cultural heritage value due to its direct connection with one of the three founding families in the Morriston area. What makes this property unique is that it still contains both the original dwelling, a log house built in 1829, and the farmhouse that was constructed in 1875. The homestead was established by Paul Winer and represents the part of Morriston that was initially settled by Germans in the early 19th century. The dwellings situated on this lot showcase the evolving and dynamic architectural styles that were prominent throughout the Township during the 1800s. 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 features two residences that are each great representations of drastically different architectural styles. The log cabin follows the typical features that are associated with this style of building, including one storey, plain horizontal logs for the exterior walls, stone foundation, and small fixed pane windows. The log cabin also includes a loft.

The later residence built on the property in 1875 is a great representation of the Gothic Revival or 'Ontario House' style built with yellow brick exterior walls. This house is of high craftsmanship and follows the features of the associated style, which includes arched windows under peaked gables, and the front verandah with the second storey balcony for an above entrance. The verandah and the front peak gable are fitted with ornamentation.

### *Historical/ Associative Value:*

The log cabin, located on Part Lots 33 Rear Concession 7, was built by the Paul Winer, 1791-1877, and his wife Chistina Mallet, 1795-1883, the year after their immigration from Alsace, Lorraine, Germany to Puslinch in 1828. The Winers, German spelling "Weiner", were among the first three settler families in the Morriston area, making this log house one of the earliest properties in the entire Township.

Forty-six years later, in 1875, the Paul Winer family decided to construct a new and much larger dwelling to accommodate their growing family. The yellow brick farmhouse, located further back on the lot, was erected using bricks supplied by the Morriston Brickyard.

It is worth noting that the barn, which was built in 1860 is still standing, but hasn't been used for livestock for 44 years. There is a date marker on the exterior of the foundation of the barn facing highway built 1860, updated 1910. The original milk house is still on the property.

Over time, the log cabin was repurposed as a farm shop but currently sits empty at the front of the property.

The farmhouse has remained largely unchanged, with the most recent restoration efforts taking place in 2019, shortly after it changed hands and became a rental home. The property has recently been sold.

#### *Contextual Value:*

The Paul Winer homestead is part of a streetscape that includes various other early Morriston settler houses, such as the Morlock and Calfas houses. These families were among the earliest settlers in the area and still have descendants in the area. Additionally, the homestead is closely linked to the German migration to Morriston, as many of the other residences were built and owned by German migrants. Furthermore, the homestead is associated with the German Evangelical Church, illustrating the close proximity in which these houses were constructed to facilitate attendance at the church.

This Ontario House, in particular, is connected to its surroundings through its construction, which is tied to the Morriston Brick Yard. This brickyard produced distinct bricks, thus making the property part of a wider network of Morriston properties. The property, particularly the log house, is considered a landmark as it serves as a physical representation of some of the earliest settlement in the Morriston area, as well as the early architectural style associated with it.

#### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4162 Highway 6:

##### Paul Winer Log Cabin

- Original windows and doors
- Original foundation
- Log wall exterior
- Height, scale and massing one story with a loft

##### Paul Winer Farm House

- Yellow brick wall exterior
- Original windows and doors
- Original foundation
- Verandah
- Ornamentation
- Height, scale and massing one and a half story

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

The property situated at 7618 Leslie Road West, Puslinch, possesses significant cultural heritage value due to its association with the Scottish, political, and military history of the Township. It was predominantly owned by the Nicoll family, with William Nicoll being of particular note, as he made notable contributions to the community in both military and political spheres. Additionally, the property holds value due to its distinct architectural composition, exemplifying vernacular elements that are exclusive to the township and showcasing an exceptional level of craftsmanship. 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 and unique example of a homestead built with the Italianate style in mind, but incorporates vernacular elements throughout. The Nicoll house showcases several features associated with this style, such as its two-story height, "L" shaped configuration, stone façade, side and front gable low-pitched roof adorned with large brackets, and a portico entrance. However, what sets it apart is the use of square sash windows, whereas paired or ocular windows are typically favored in the Italianate style. Additionally, the absence of a bay window, which is indicative of this style, and the addition of quoins, is also noteworthy of its vernacular aspects.

#### *Historical/Associative Value:*

The property was originally constructed in 1860 as a one-story residence by Alexander Nicoll, who purchased the lot from Andrew Stahl. Alexander Nicoll and his wife immigrated to Puslinch from Forfarshire, Scotland in 1834, settling on Lot 35, Rear Concession 8, as well as the lot they purchased from Andrew Stahl. They lived in a log house for many years until Alexander Nicoll passed away in 1860.

Following his father's death, William Nicoll 1845-1921, who was only 15 years old at the time, undertook the construction of the current property with the assistance of the Leslie family. They aided Mary Nicoll, who was widowed, in overseeing the building of the new property, which incorporated the original log house. Initially, the residence consisted of only one story. Over the course of several years, the property underwent updates, and sometime around 1880, a second story was added. William Nicoll was on Puslinch Council 1869 -1894 and held the position of Reeve of Puslinch 1882-1894 and served as the Warden of Wellington County in 1892. Additionally, he resided on the property while serving in the local militia 1861-1900, during the Fenian Raids. In 1895 he took command as Lieutenant-Colonel. William Nicoll would spend the remainder of his life in the farmhouse.

### *Contextual Value:*

The Nicoll property stands out as a distinctive residence within its surroundings. While it may not be the oldest property in the immediate vicinity, the farmhouse holds the distinction of being the sole house influenced by Italianate architecture, showcasing early architectural liberties taken in the Township. Moreover, the property is nestled among numerous other Scottish households in and around Concession 8, establishing a context and fostering a stronger connection to the settlement of these individuals in which participated in early settlement efforts. As a result, it contributes to the character of this particular region within the Township.

### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7618 Leslie Rd. W:

William Nicoll House:

- Original doors and windows
- Height, scale, and massing of property
- Stonework done for the exterior walls
- Original foundation
- Eaves and their ornamentation
- Chimneys

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

The property at 8 Brock Road North, Puslinch, holds cultural heritage significance due to its historical connections to various industries and communities in the Aberfoyle region. Constructed around 1860, the property has served multiple purposes throughout its existence, including functioning as a blacksmith shop, a wagon and carriage shop, and even as a residential building. Its location along the historic Brock Rd adds to its historical value. Notably, the property stands as the sole surviving blacksmith shop building in Aberfoyle. Today, the property has returned its focus to industry, serving as a vivid reminder of the important role it played in the region's past. 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 stands as an early representation of an industrial building within the Township. While it doesn't conform strictly to a specific architectural style, the structure incorporates neoclassical elements. These include a two-story height, a three-bay front façade, an end gable roof, small paned windows, and a central door. Over time, the property has undergone modifications, including the addition of large double doors at the rear and sizable paned windows at each end of the building.

#### *Historical/ Associative Value:*

The building was constructed circa 1860, and McKenzie is credited as the stonemason responsible for its creation. Originally intended as a blacksmith shop, the property was operated by John Bickley for a number of years.

Later on, the upstairs of the building was purchased by Mr. Campbell, who established a wagon and carriage shop. In order to accommodate the construction and movement of wagons, significant renovations were carried out, including the addition of large double doors and windows, as well as raising the ground level at the back of the building.

In 1896, James Mason took over the basement and transformed it into a blacksmith shop, while converting the upstairs into a residence for his family. The building continued to be used as a residence until the 1900s, eventually coming under the ownership of Fred Hamilton by 1950. (*Annals of Puslinch: 1850-1950, 36*)

However, in recent years, the property has been repurposed for commercial use. In 2005, a 3380 sqft. additional structure was erected adjacent to the side and rear of the original property. During this period, parking lots were also created at both the front and back of the premises. (according to building permit documents)



### Contextual Value:

The building holds a prominent position on Brock Rd, a historically significant thoroughfare in the establishment of the Township, particularly in the Aberfoyle area. It stands as the sole remaining blacksmith shop in the vicinity, connecting it directly to its surroundings. The other two blacksmith shops, one operated by Robert Earon on the west side of Brock Rd and the other by Joseph Roach just east of the Aberfoyle Hotel, have since disappeared. (*Annals of Puslinch: 1850-1950*, 36) As such, the old blacksmith shop serves as a visual representation of Aberfoyle's flourishing industrial aspirations during the mid-19th century.

Moreover, the property has been a hub for various services over the years, further cementing its connection to the community. Its significance as a landmark in Aberfoyle lies in its ability to resonate with multiple generations and diverse communities, serving as a testament to the area's rich heritage and cultural associations.

### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 8 Brock Rd. N:

- Height, scale, and massing of the original two storey building
- Stonework on exterior walls

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

The property situated at 413 Arkell Road, Puslinch, holds immense cultural heritage significance owing to its remarkable architectural construction and rich historical legacy. Constructed in 1852 by Thomas Arkell, the farmhouse, aptly named "Stonehaven," played a pivotal role in various communities and individuals throughout its existence. Notably, it symbolized the commencement of English immigration to the area, served as a center for extensive agricultural practices and research, and played a vital part in establishing Farnham Rd and the region of Arkell. The property stands as a tangible embodiment of these multifaceted historical contributions, making it a cherished treasure of cultural heritage. 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 Thomas Arkell property stands as an outstanding representation of a residence constructed in the Georgian architectural style. Author Jean Hutchinson, wrote in *The History of Wellington County* that the Arkell house is "The finest example of English architecture in Canada." The property faithfully captures the essence of the houses found in England during the late 1700s to early 1800s.

The exterior design features characteristic of the Georgian style, such as stone or brick construction, a two-and-a-half-story structure, and either a hip or an end gable roof, are all present in the Thomas Arkell property. The small-paned sash windows, along with the central entrance adorned with a square transom window and sidelights, further contribute to its authentic representation of the Georgian style. Thomas Arkell meticulously adhered to these architectural patterns, showcasing the exceptional and almost picturesque nature of the property's exterior.

#### *Historical/ Associative Value:*

The Thomas Arkell property holds a rich historical connection to various communities and locations. In 1828, brothers John and Thomas Arkell embarked on a journey from Berkshire, England in search of fertile farming land. Their efforts led them to acquire Lots 1-9, Front and Rear of Concessions 9 and 10, which they named Farnham in May 1829.

After returning to England in 1833, Thomas Arkell came back to the area in 1843 and settled on Lots 7-10. Initially, he built a log house on the property before envisioning the construction of a Georgian manor. In 1844, he cut the lumber, allowing it to dry for five years in preparation for the new residence. Construction of the building, known as "Stonehaven," commenced in 1849.

To accomplish the stonework, Thomas enlisted the expertise of stonemason George Batterson, who came from England. The stone was quarried by local carpenters Mr. Cook and Mr. Roberts, and it took three years to complete the stonework. Notably, Thomas deviated from the usual practice of positioning the front of the house towards the road; instead, he arranged it to face away from the road to avoid witnessing activities on his farm.

George Nichols, a local blacksmith, was entrusted with crafting the hardware for the doors, windows, and woodwork. The property changed hands in 1906, and in 1918, it was purchased by William J. Kay, a prominent shorthorn breeder. He and his wife preserved the exterior of the property and, in an effort to maintain its English design and heritage, furnished the interior with valuable period-correct furniture and an array of antiques.

In 1955, the Ontario Agriculture College (O.A.C.) acquired the 200-acre farm, including Stonehaven. The property became the headquarters for the Research Department of the Branch of Animal Husbandry, a role it continues to fulfill today. As the O.A.C. still owns the property, it remains a site for conducting similar research activities.

#### *Contextual Value:*

The farmhouse holds a prominent position as the cornerstone of the Farnham Rd streetscape and stands as one of the earliest properties in the Arkell region. It bears a significant historical association with English immigration to the area, marking the commencement of the influx of settlers from England to the Township. Notably, the property is closely linked to the Arkell brothers' sawmill and woolen mill, as the logs processed at the mill were utilized in the construction of Stonehaven.

The architectural design of the property serves as a testament to the collective efforts of early English settlers in the region, as the Georgian style, which was not yet widely employed, was carefully implemented. This unique design distinguishes the property and emphasizes its role in reflecting the aspirations and achievements of those early settlers from England. As a result, the property stands as a cherished landmark, intimately connected to the pioneering families of the township and showcasing its rich agricultural heritage.

## Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 413 Arkell Rd:

- Original doors and windows
- Stonework wall exterior
- Height, scale and massing of the two storey property
- Original stone foundation

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

The property located at 6 Victoria Street, Morriston, holds significant cultural heritage value due to its association with German settlement in the Morriston area. Specifically, the property is associated with Herbert Leitch, a skilled stonemason and August Wurtz, both of whom were German immigrants. The property's architectural value lies within its distinctive shape and intricate design elements. The silhouette of the residence is used on the Puslinch Heritage Committee plaques, which are affixed to historical properties across the Township. The property meets the requirements for designation prescribed by the Province Ontario as it satisfies at least two of the nine criteria for determining cultural heritage value or interest under Ontario Regulation 9/06 (as amended by O. Reg. 569/22) under the Ontario Heritage Act.

### *Design Value:*

The property contains an exceptional and distinctive example of a one-and-a-half-storey cottage that was converted into an "Ontario House" style residence. Exterior elements of this style, which can be seen on the residence include the dolomite and fieldstone façade, end gabled roof with twin peaked front gables, gothic arched windows under the peaked gables. The entrance is centered and is fitted with transom. Whirlpool sandstone was used for quoins, lintels, and some of the voussoirs. Aside from its detailed craftsmanship, the property is of particular interest due to its unusual design, as it has two twin gables joined by a keyhole entrance which is now covered by a porch.

### *Historical /Associative:*

The property, located on Lots 38-39, PLAN 131, was constructed by Herbert Leitch, a Prussian-born resident of Morriston, in the early 1880s. In 1885, given his profession as a stonemason, he built the initial cottage residence. In 1890, the property was purchased by August Wurtz, another German settler, for a sum of \$350. After acquiring the residence, Wurtz took on renovations that transformed the property into the current "Ontario House", which was the most common architectural style in the region after 1864. When the Puslinch Heritage Committee initiated their plaquing program for historical properties in 2000, they selected the silhouette of the Leitch/Wurtz house as the program's logo because of its unique and picturesque design.

### *Contextual Value:*

The property forms an integral part of a streetscape that holds strong connections to the German settlement in the Morriston area. In close proximity to the Leitch/Wurtz house, one can find other significant residences, such as the Morlock Calfas, and Winer houses. These three families, considered the founding families of Morriston, further emphasize the historical

importance of the area. Moreover, the property's proximity to the German Evangelical church demonstrates the preferred settlement location for subsequent German migrants arriving in Morriston after the initial 'boom' seen in the 1830-50s.

### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6 Victoria Street:

Herbert Leitch/ August Wurtz House key attributes:

- Original double peaked front gables
- Original gothic arched upper window openings
- Original window and door openings
- Original foundation
- Covered keyhole front entry and enclosed porch
- Fieldstone, dolomite, and limestone used for exterior walls
- Sandstone Voussoirs, lintels, and quoins
- Height, scale, and massing of the original one and a half story residence

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



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

The property situated at 7839 Wellington Road 34, Puslinch, possesses significant cultural heritage value owing to its direct association with the early settlement of the Corwhin region, specifically linked to the Highland Scottish immigrants, including Duncan Campbell. In addition to its historical significance, the property showcases unique architectural features that are complemented by exceptional craftsmanship, underscoring its value as a testament to skilled construction techniques of its time. Moreover, the inclusion of the Corwhin Post Office on the property highlights its multifunctional nature, extending beyond being solely a farmstead. 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 serves as an exceptional illustration of a two-storey residence designed in the Georgian architectural style. Its exterior features exemplify the characteristics associated with this style, such as a three-bay stone façade, an end gable roof accompanied by matching chimneys, small-paned sash windows, and a centrally positioned door embellished with a transom and sidelights.

The stone façade of the property is meticulously crafted using fieldstone, with soldier lintels adorning the front, while striated lintels are found on the sides. A fire that occurred many years ago resulted in the front lintels becoming charred, imparting a unique color and overall appearance to them. Furthermore, the property was constructed into a bank on the front, allowing it to be situated in an elevated position, thereby requiring steps leading up to the front door.

#### *Historical/ Associative Value:*

The Campbell family migrated to Puslinch from Perthshire, Scotland in 1833 and settled on Lot 21, Rear Concession 10, which is the current location of the property. By the 1850s, Duncan Campbell had become the owner of the property, and the construction of the stone house took place during that period, as documented in the 1860s and 1877 Puslinch maps. Additionally, Duncan Campbell acquired Lots 19-21 on Concession 11, which included the Corwhin Post Office and store as part of the property. (Annals of Puslinch: 1850-1950.)

During the late 1900s, the property came under the ownership of Duncan Ross. The Post Office continued its operations on the property until 1912, coinciding with the introduction of rural mail services in the Township, leading to its closure.



Throughout its existence, the property's exterior has remained relatively unchanged. The current owners have shown careful attention by replacing windows and doors in a style that pays homage to the original design and character of the house.

*Contextual Value:*

The Duncan Campbell property stands in close proximity to several other Scottish migrant properties, reinforcing the collective heritage of the area. Notably, it is one of only two properties in the immediate vicinity that showcases the Georgian architectural style. This unique characteristic aligns with the earlier Scottish migration patterns, as the Georgian style was commonly associated with the early settlement period and distinguishes itself from the prevalent stone cottages and "Ontario Houses" in the surrounding area.

Furthermore, the property holds historical significance as it is intricately linked to the Scottish immigration, particularly from Perthshire to the Corwhin area. Its presence contributes to the narrative of the location established by Scottish settlers, and due to its relatively early construction, it stands as a symbol of community strength and resilience.

#### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7839 Wellington Rd. 34:

- Original foundation
- Stonework on exterior walls
- Height, scale, and massing of original two storey property
- Paired Chimneys

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

The property located at 56 Queen Street, Morriston, is of cultural heritage as it directly associates with one of the three founding families of Morriston. It stands as the original property owned by John Calfas on Lot 6 of PLAN 135. The property showcases an early architectural style, characterized by its log house construction, which reflects the initial house style prevalent in the area during the earliest settlement period. Additionally, the property holds cultural heritage significance due to its deep-rooted connection with German settlement, as evidenced by the three German migrant owners who possessed the property throughout the 19th and early 20th centuries. 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 a rare and early example of a one and a half storey log house in the Township. The exterior features of this style, which also appear on the homestead include the plain horizontal log façade that was chinked with moss or plaster, fixed and small paned windows, and a central entrance. The windows and doors have been replaced. Unfortunately, the exposed logs on the south side of the house had to be recovered with batten board siding in 2023 because of water seepage due to damage done to the logs from being covered by various sidings over the decades. The logs on the inside of this house are also exposed on most walls.

#### *Historical/ Associative Value:*

The property was originally constructed in 1842 by John Calfas on Lot 6, PLAN 135. John Calfas, a German immigrant, along with the Morlock's and Winer's families, formed the three settling families in the Morriston area. It is believed that John Calfas and his family built the property.

In 1854, the property was acquired by another German immigrant named John (Johann) Stein. During his tenure, he operated his cooperage business from the basement located at the rear of the house. The back opening of the house also led to his garden, where he cultivated fruit trees.

Following John Stein's passing in 1894, his wife Elizabeth and their daughter Mary relocated to Victoria St. in Morriston, engaging in a house exchange with George Finkbeiner. After Elizabeth's demise in 1903, the Finkbeiner family purchased the property.

All three owners of the property, Calfas, Stein, and Finkbeiner, held significant connections to the church, playing integral roles in establishing the German Evangelical Church, which still exists today.

### *Contextual Value:*

The property holds significant importance in defining the character of the area due to its direct association with the early settlement in the Morriston area. It forms an essential part of the streetscape that distinctly represents this early settlement, featuring neighboring residences such as the Morlock's, Schlegel, and Leitch/Wurtz houses. Moreover, the property's proximity to the church serves as a testament to its historical connection with the surrounding community.

Furthermore, the property stands as one of the earliest log houses in the entire Township, reflecting the architectural ideals embraced by the area's earliest settlers. Its construction aligns with the architectural concepts prevalent during that time.

### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 56 Queen St:

John Calfas/Stein House:

- Original foundation
- Height, scale, and massing of original one and a half storey property
- Wood and other material used in the construction of the façade

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

The property located at 4726 Watson Road South, Puslinch, has cultural heritage value due to its association with Scottish settlement in the Arkell area, specifically that of Robert Green and William Rae. Additionally, the property has cultural value due to the residence being a high quality representative example of the "Ontario House" style, as well as featuring a prominent stone bank barn with an unusual central opening, and unique stable. 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 representative example of a one-and-a-half-storey "Ontario House" style residence that was built with a high degree of craftsmanship. This style's exterior features include the three-bay front façade, stone brickwork on the exterior walls, an end gable roof with a peaked front gable, sashed windows with a gothic arched window beneath the peaked gable, and a central entrance with sidelights and a transom. Additionally, the property's bank barn is of high craftsmanship, as it is also made of stone and consists of an interesting drive-through central opening made for horses to go right through after being unhitched from their loads.

#### *Historical /Associative:*

The property, located on Lot 11, Rear Concession 9, was originally acquired and settled by Robert Green, who emigrated from Scotland in 1841 and officially became part of the Arkell community in 1853. The house is believed to have been constructed sometime in 1860s, although the exact year of construction is unknown. In 1867, the property was acquired by William Rae and remained in his family until 1926.

William Rae, a skilled stonemason credited with building numerous farms in Eden Mills and Lower Puslinch, was also a leader in agriculture. He set standards for agricultural education and played a pivotal role in promoting the high-level breeding of sheep and cattle. Rae was an active member of the Puslinch Agricultural Society and a key figure in the Puslinch Farmers Club, where he transformed how farming knowledge and purchasing were shared among agricultural workers in Puslinch and throughout Ontario. His leadership and innovations helped shape the agricultural landscape of the region.

#### *Contextual Value:*

The property is part of a streetscape that represents the formative properties in the Arkell region. Additionally, given that the property's stone was sourced from the immediate area, the house is both physically and historically linked to its surroundings, representing the efforts made to use both local materials and similar architectural design.

## Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4726 Watson RD S:

William Rae House and Barn:

- Original windows and doors
- Original foundation
- Stone used for exterior walls
- Height, scale, and massing of original buildings

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

The property located at 4855 Pioneer Trail, Puslinch, holds cultural heritage value due to its direct association with Scottish immigration, livestock breeding, and the Puslinch Farmer's Club. James Anderson, known as the "Laird of Puslinch," around 1862, purchased the property. Moreover, the property is closely linked to the early Scottish immigration to the area and is situated among many other properties that share similar historical significance. 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 outstanding representation of a two-storey farmhouse constructed in the Italianate style with notable Georgian influences. The Italianate features of the property include the use of yellow brick for the facade, a low-pitched hip roof, and a front gable roof resulting from its "L" shape configuration. The front facade is adorned with double arched windows, adding to its distinct Italianate character. Additionally, the Georgian influence is evident in the five-bay front facade design, with the majority of the windows featuring small paned sash windows, while the paired windows were placed in the centre. Overall, the property's architectural elements demonstrate a harmonious blend of Italianate and Georgian styles, showcasing the skillful craftsmanship involved in its construction.

#### *Historical/ Associative Value:*

Edward Yeomans (check property file for source) originally purchased the property, located on Lot 13, Concession 5, in 1839. By 1861, James Anderson from Ayrshire, Scotland, purchased the land. Sometime in the next few years, the current farmhouse was erected. Under Anderson's ownership, the farm would be known as "Springfield" and was regarded as an extremely well kept and high production farm. Anderson during his ownership he was also intertwined in the creation of the Puslinch Farmer's Club and its prosperity. He gave speeches to members regarding turnip culture the implementation of artificial manure, which were reflective of the farming efforts that commenced on the property. Eventually, he would become President of the Puslinch Farmer's Club and be known as the "Laird of Puslinch". The property was owned Anderson until 1909.

#### *Contextual Value:*

The property is a key component of a streetscape that displays a collection of other Scottish immigrant houses. It stands out and contributes to the area's distinct character through its substantial size and exquisite architecture, which is a rarity among its neighbouring properties. Additionally, the property played a historic role as The Puslinch Farmer's Club, further solidifying its associations with the numerous farms and residences throughout the Township.

## Description of Heritage Attributes:

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4855 Pioneer Tr:

### James Anderson House:

- Original windows and doors
- Original foundation
- Stonework exterior walls
- Height, scale, and massing of original one and a half storey property



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

The property, situated at 4347 Concession 11, Puslinch, holds significant cultural heritage value as it is closely linked to the early Scottish settlement in the Badenoch area and is particularly associated with the McLaren family, who were among the earliest settlers in the region. The residence on the property exemplifies the architectural style prevalent in the mid-1800s, and it forms an integral part of a streetscape characterized by similar dwellings, collectively representing the architectural heritage of the time. 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 stands as an exceptional example of a two-storey Georgian style residence, displaying a range of distinctive exterior features. These include a five-bay front façade, stone wall exterior, an end gable roof adorned with bargeboard detailing and paired chimneys. The house also showcases small paned sashed windows. The central entrance is fitted with elegant sidelights and a transom, which are covered by a charming portico, completing the overall grandeur of the property's architectural design.

#### *Historical / Associative Value:*

The property, situated on Lots 25 and 26, Concession 11, was initially acquired by Peter McLaren, a Scottish immigrant who arrived in the Badenoch area in 1831. Around 1865, James McLaren and his wife Margaret Stewart commissioned the construction of the stone house on the property, where they resided until 1883. Following their departure, James' nephew, John McKenzie, purchased the farm while James and his family relocated to Drumbo. John McKenzie later sold the property to his son-in-law, R.T. Amos, who held ownership until 1944. With the sale in 1944, the remarkable 110-year ownership by Peter McLaren and his descendants came to an end.

#### *Contextual Value:*

The property seamlessly aligns with and enhances the character of the area as it contributes to a series of properties in the Badenoch region that were constructed in the Georgian/Neoclassic style. Among these residences are notable examples such as the Duncan Campbell, James Orme, and William Hume houses, which collectively shape the distinctive character of the locality. Additionally, the property serves as a testament to the architectural endeavors undertaken by the Scottish settlers during the late 18th to mid-19th century in the Township, reflecting their influence and contributions to the area's heritage.

## Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4347 Concession 11:

Peter McLaren:

- Original doors and windows
- Original foundation
- Stonework used for exterior wall
- Bargeboard ornamentation
- Portico
- Height, scale, and massing of original two storey property

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

The property located at 4677 Watson Road South, Puslinch, has cultural heritage value owing to its close association with the Arkell community. The property was built for John Murray in 1896, where he lived for many years. Moreover, the property holds cultural heritage significance due to its architectural nature, which is rare in terms of construction techniques and distinctive features. **Furthermore, the property is linked to local stonemasons and carpenters who played a crucial role in its construction, adding to its cultural significance.** 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 a rare and exemplary of a two-and-a-half-story Queen Anne style house. The property's exterior showcases notable features that are characteristic of the architectural style it represents, and these features are consistently present throughout the entire property. These distinctive elements include an irregular and multi-surfaced façade embellished with intricate woodwork and brickwork. The steeply pitched roof adds to the overall aesthetic, while a variety of window styles, such as tall sash, palladium, bay, and oriel windows, contribute to the unique character of the house. Moreover, an entrance verandah complements the overall design. It is worth mentioning that the presence of a bay window at the front of the house and double windows on the upper level of the side-gable is uncommon particularly in the context of Puslinch.

#### *Historical/Associative Value:*

The property, originally owned by the Johnston family but underwent significant development when it was sold to John Murray in 1871. The construction of the stone house on Lot 13, Concession 10, was overseen by local stonemason Robert Lamb, who completed the project before the end of 1896. The grandeur of the endeavor was highlighted in the Arkell newspaper, showcasing the advanced skills of Scottish stonemasons in the area during that era.

John Murray, a prominent community figure, played a vital role in various aspects of community building. He served as Secretary of the School Board and organized church gatherings for his Presbyterian peers. Additionally, he facilitated the purchase of the school bell for SS#1 and was involved in hiring teachers. Known for his integrity and generosity, John Murray and his wife Catherine raised a large family, many of whom became active community contributors.

The construction of the property not only showcased the advanced skills of stonemasons in the 1800s but also reflected the increasing wealth of homeowners during the late 19th century. The property's size and

unique exterior features stand as testaments to the prosperity and aspirations of its owners during that period.

*Contextual Value:*

The property is located on the historic Watson Rd. and stands alongside other late 19th-century properties in the vicinity, including the William Hume and James Orme houses, among others. These houses collectively exemplify the affluence prevalent in the Arkell area, as they are all grand, meticulously designed residences. Additionally, the property is physically connected to its surroundings through the use of local fieldstone and granite for the house's façade.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4677 Watson Rd S:

John Murray House:

- All original doors and windows
- Original foundation
- Stonework bricks used in façade
- Verandah and ornamentation
- Height, scale, and massing of original two storey property



DRAFT

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

The property located at 69 Queen Street, Morriston, is of cultural heritage value due to its close connection with the Morriston community, specifically its industrial history. The property stands as one of the last few industrial buildings from the early 19th century, and is associated with many of the early settler families in the area, including the McEdwards and the Huether's. Additionally, the property holds valuable architectural significance based on its construction and later additions which were carried out in tandem with changing industrial demands. 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 early representation of an industrial building. The one storey property features fieldstone and dolomite exterior walls, small paned windows, a garage bay, and a low pitched roof. Because of its simplistic nature and the speed that it was rebuilt a fire destroyed the original building it is assumed that the stone was sourced locally.

#### *Historical/ Associative Value:*

The property located at lot 5 (PLAN 135) 69, Morriston, Ontario, holds significant historical value dating back to its ownership by the prominent McEdwards family. The property was once home to a blacksmith shop owned by the McEdwards family, which unfortunately succumbed to a fire in 1865. Following this event, George Elfner promptly rebuilt the blacksmith shop on the property, where he operated it until 1890.

Subsequently, the property transitioned to a gristing business until 1898 when it was acquired by R. A. Butchart, who converted it into a Cooperage. In 1922, the property saw a transformation when Albert Huether, the son of German Blacksmith John Huether, established Heuther's Garage. This family-operated garage became a cornerstone of the community for two generations, with Albert's son, William (Bill) Huether, continuing its operation until 1964, when the business relocated to a new location down the street.

Over the years, the property has witnessed various commercial endeavors, including its last known business, Morriston Lock and Key. Despite its commercial history, the property has undergone renovations and now serves as a residential dwelling.

The historical narrative of the property encapsulates the evolution of Morriston's economic landscape and the contributions of its inhabitants to the community's development. As such, the property holds significant cultural and contextual value, representing a tangible link to Morriston's past and heritage.

### *Contextual Value:*

The property is situated along Brock Rd. and is surrounded by many residences that were constructed around the same time in Morriston. Additionally, the property is closely connected to its surroundings, having served as a location that provided various services over the years. Its location, where many Morriston settlers resided, highlights the significance of being near a populated hub and reflects the changes in required services as carriages gave way to cars and coopers were replaced by mass production. As such, the property stands as a defining feature of both the landscape and the area's physical history, reminiscent of the initial drive to establish settlement in Morriston.

### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 69 Queen St:

- All original doors and windows
- Original foundation
- Stone used for exterior wall
- Height, scale and massing of original the original one storey



DRAFT



## Short Statement of Cultural Heritage Value or Interest

The property located at 6592 Concession 1, Puslinch, has cultural heritage value due to its association with German immigration to Killean, as well as holestry and entertainment around the Puslinch Lake area. The stone house was built around the 1860s, a short time after Frederick Begerow came to the area. The property is situated along Concession 1, where a number of other houses from the mid-19<sup>th</sup> century reside. Additionally, the Inn that is located on the property served as a value and crucial piece of the Puslinch Lake community, serving a wide array of visitors. The land has been subdivided a few times and the house sits on a parcel of land fronting Concession 1. 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 a beautiful representation of architecture brought over from Germany in during the mid-19<sup>th</sup> century. The original 1500 square foot farmhouse is one and a half stories and features fieldstone exterior walls, rubblestone foundation and cellar, 4x4 sash and French windows, low pitched roof, and small rooms, which are all associate with the German architectural style of this period.

The windows were upgraded in 1985. Due to the very low height of the construction of the roof over the livingroom wing was raised, in 1986, about one foot. In 1988 the summer kitchen was removed and a board and batten addition put on the back of the house. The front verandah which had been torn off some years before was replaced using the same footprint in 1988 and three dormers were added on the west side. In 2001 the front porch was enclosed. In 2003 a steel roof was installed. A new porch was built on west side and wooden trim added to all windows in 2015. In 2020 a Lumon sunroom was added to the east side of the addition.

### *Historical/ Associative Value:*

Frederick Begerow came to Puslinch in 1851 from Germany and settled near Puslinch Lake on Concession 1 Lot 5. He built and ran the Highland Chief Inn and tavern on the extreme south-east corner of Puslinch Lake. The 1861 census enumerated him as a tavern-keeper and farmer operating out of a log building. The stone farmhouse was built in the early 1860's. His youngest son, August, occupied the property once his father had passed away.

During the summer months, the Highland Chief Inn would be one of five hotels near Puslinch Lake that hunters, fishers, and boaters would stay at, as the lake offered an abundance of game to be caught, as well as ample room for leisure. August considered the location one of the healthiest summer resorts within Western Ontario.

The Begerow's also provided entertainment on their property while they lived there, as August was an avid accordion player and could be seen playing alongside Archibald Ramsay, William Young, and Anthony Robertson, who were all local violinists.

Betty Anderson notes that in 1977 an elderly neighbour recalled attending dances in the stone house. Temporary supports would be propped up under the beams in the cellar to support the dances.

#### *Contextual Value:*

The Begerow farmhouse is heavily connected to the surrounding areas as it forms part of the streetscape along Concession 1. What makes this property particularly interesting is the distinct nature in which a German style house is situated between a series of primarily Scottish settler properties. The property also reflects the early establishment in Killean, particularly those of German descent. Furthermore, the Begerow property is considered a landmark as it served a variety of individuals from various parts of the Township and beyond, and resembles the importance of entertainment and holestry around Puslinch Lake.

#### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6592 Concession 1:

- Stone exterior walls.
- Original rubblestone foundation.
- Height, scale and massing of the original one and one half-storey structure.

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

The property situated at 7751 Maltby Road East, Puslinch, holds significant cultural heritage value owing to its association with the pioneering McFarlane family, who were among the earliest settlers in the vicinity of S.S. No. 10, having migrated from Scotland. Furthermore, the property is connected to the local stonemasonry tradition and showcases exceptional architectural endeavors that were prevalent in the region during the mid-19th century. Moreover, the property carries a direct association with Duncan McFarlane, a prominent figure who actively served various facets of the community. His involvement and contributions further enhance the historical significance of the property. 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 stands as a remarkable representation of a two-and-a-half-story residence constructed in the neoclassical style. It encompasses various features that epitomize this architectural style, such as the three-bay front façade crafted from stone, complete with quoin corners. The property showcases small-paned windows, an end gable roof, and a centrally positioned entrance adorned with sidelights and a transom. Notably, the façade of the property is meticulously constructed using fieldstone and granite, lending it a distinctive and appealing appearance.

#### *Historical/ Associative Value:*

The property was established on the land originally owned by John McFarlane, the father of Duncan McFarlane. John purchased Lot 16 and part of 17 on Concession 10 upon his arrival from Perthshire, Scotland in 1834, becoming one of the early settlers in S.S. No. 10. Duncan, at the age of 16, accompanied his father to the new land and assisted in clearing the farmland (Annals of Puslinch: 1850-1950, 73).

Duncan McFarlane remained on Lot 16 and in 1870, he commissioned the construction of the present property. He employed stonemason Peter Hume, who utilized large limestone slabs from Georgetown to build the house. The property served as Duncan McFarlane's residence while he dedicated his time to various roles in the community. He served as a School Trustee, Township Councillor for twenty years, Deputy Reeve for three years, and was a Justice of the Peace member until his passing in 1892.

Following Duncan's death, his youngest son, Robert James McFarlane, took over the homestead and resided there until his own passing in 1927. By 1950, Duncan, the son of Robert, had become the occupant of the property.

The property remained within the McFarlane family for several generations until recently when it was sold. The new owners conducted sympathetic renovations, aiming to preserve the physical appearance of the property as closely as possible to its original state.

*Contextual Value:*

The property maintains a strong visual and historical connection to its surroundings, as it stands amidst numerous residences belonging to Scottish settlers in the Badenoch/Corwhin area. Its physical presence serves as a testament to the craftsmanship of local tradesmen and highlights the interplay between industries beyond Puslinch, as the building materials were sourced from nearby areas. Furthermore, the property effectively exemplifies its purpose within its immediate environment, having served as a farmhouse for the adjacent farmland owned by the McFarlane family.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7751 Maltby Rd. E:

Duncan McFarlane:

- Limestone and granite bricks on exterior walls
- Original foundation
- Height, scale, and massing of the original two and a half storey property

### Statement of Cultural Heritage Value or Interest:

The property located at 6981 Concession 4, Puslinch, has cultural heritage value due to the residence located on the property having exceptional architectural craftsmanship and design, as it is an early and representative example of an "Ontario House." Its historical significance is further accentuated by its connection to early Scottish immigration, as Peter Stewart, the original property owner, was among the earliest settlers 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 is a remarkable and early example of a one-and-a-half-storey "Ontario House" style residence. It exhibits several features that are characteristic of this style, including a stone façade with quoins, a high-pitched roof with peaked gables, and a centred entrance adorned with sidelights and transoms. The exceptional craftsmanship displayed on the property is evident in the intricately detailed rusticated quoins and the beautifully arched lintels found on the doorway. One particularly interesting aspect of the property is the inclusion of a paired window beneath the central gable, which is a distinctive feature commonly associated with the Italianate architectural style.

#### *Historical/ Associative Value:*

The property, located on Rear Part Lot 19, Concession 3, holds significant historical value dating back to its establishment by the Stewart family. In 1834, Widow Catherine Stewart and her children immigrated from Perthshire, Scotland, becoming the earliest settlers on the lot. They initially resided in a shanty before constructing a log cabin, laying the foundation for future developments.

The current house, built in 1885, marked a milestone in the property's history, intended for Catherine's son, Peter Stewart, upon his marriage. Peter Stewart, an esteemed farmer and respected elder of Duffs Presbyterian Church, played a vital role in the community's founding and development alongside his brother Robert Stewart. His sister, Catherine Stewart, also contributed significantly, assuming parental responsibilities during times of family tragedy.

The property flourished as a prosperous farm, cultivating grain, wheat, and vegetables, and serving as a hub for agricultural activities. In more recent times, it underwent a transformation and now serves as the Donkey Sanctuary of Canada, preserving its heritage while continuing to fulfill its role in the community.

#### *Contextual Value:*

The property is an integral part of a streetscape that showcases a series of properties characterized by their unique Scottish construction style dating back to the 1860s-70s.

\*Notably, the houses of Alexander McKay on Lot 19 Front Concession 3 and John McCormick on Lot 15 Front Concession 3 bear a striking resemblance to the Peter Stewart house in terms of their construction. Additionally, the property contributes to maintaining the distinctive character that arose from the efforts of Scottish masons in the Township. Its presence stands as a testament to the craftsmanship and construction techniques employed by Scottish settlers.

#### Description of Heritage Attributes:

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6981 Concession 4:

##### Peter Stewart House:

- Original doors and windows; including paired window
- Original foundation
- Stone bricks used in the exterior wall construction; including quoins, arched lintels
- Height, scale, and massing of the original one and a half storey property



### Statement of Cultural Heritage Value or Interest:

The property located at 4556 Sideroad 20 N, Puslinch, holds significant cultural heritage value due to its early and rare construction, as it is one of the few remaining log houses in the Township. Additionally, the property is closely connected to the Scottish immigration to Puslinch and the McLennan family. Being one of the few log houses that have survived over time, the property provides a glimpse into the early architectural practices in the Township. Moreover, the property's association with Scottish immigration adds to its cultural significance. The McLennan family, who owned the property, represents a part of the Scottish community that played a role in the early establishment of 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 homestead on the property is a rare and early example of a one and a half storey log house. It exhibits distinctive features that are characteristic of this architectural style. These features, which can be observed on the property, include a plain horizontal log façade with plaster chinking, an end gable roof, small paned windows, and a simple central entrance. The central entrance faced southernly as there was a road running perpendicular to side road 20. Other homes were built facing south towards this road, an example being 6981 Concession 4 currently known as the Donkey Sanctuary. As this road no longer exists, an entrance, possibly for a woodshed, at the northeast rear of the cabin became the main entrance. The south central entrance was closed but still visible from the outside. Another, possibly original, doorway appears on the east side from the outside of the cabin but is also no longer in use. On the east side there is also a doorway and walkway with steps into the cellar. The cellar is approximately 8 feet high. In April 2024, Dan Forestell informed members of the Heritage Advisory Committee that work is underway to preserve this historical property and reinforce the strength of its foundation. The house is being supported with wooden beams and the north foundation wall was taken down in 2023 and rebuilt by Mennonite workers using the same stone. New chinking has been applied between the logs both outside and inside. The roofing material over the original rafters was replaced in 2023. The notches in the log construction are executed in the dovetail style. What sets this homestead apart from other log houses in the area from the 1840s-50s is its larger size of 1200 square feet, making it an unusual and noteworthy representation of its time,

#### *Historical /Associative Value:*

The property, located on Lot 20, Concession 3, was settled on by the Margaret McLennan and her family.



Margaret McLennan 1783-1871 immigrated to Canada in 1841 after being evicted from lands in Loch Broom, Ross-Shire, Scotland as a widow with her family. Her daughter Catherine who was married to Alexander McKay, also of Loch Broom, Ross-Shire. They settled lots 18 and 19, Front Concession 3 Puslinch. The residence was constructed around 1850 by Alexander, who was her son. Margaret and some members of her family are listed as being in a log house on the 1861 census while Margaret's son Donald was listed as across side road 20 on Lot 21, Rear Concession 3 in a two-storey stone house. Margaret's unmarried daughter Mary died in 1893. The Henry Smith family was listed as living there in 1906 and were there until 1920. It is felt that the cabin was not used as a home after that time, but the Smith family continued to farm the land.

It should be noted that a barn is located on this property but is currently not being considered for designation. This small barn was recorded in September 2009 on this property which was pioneered by the Alexander McLennan family. The drive floor faces north, which was usual to allow the stabling to face south for warmth for the animals. A photo of the barn was taken in 2000 and another photo in 2024 showing the east side of the stone foundation. The barn appeared to be in good repair in 2024.

#### *Contextual Value:*

The property, forms part of a streetscape where numerous other Scottish settler residences still stand today within the Township along Concession 3. Some of these properties include the Peter Stewart, Alexander McCaig, and John McCormick houses. Given its early construction, it visually represents the typical houses that would have been built in the area during the 1840s-50s.

#### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4556 Sideroad 20 N:

#### Margaret McLennan House:

- Original south door visible from outside but not functional. Replica door built in opening on north east side as road no longer exists on south side.
- Original window openings, but replica windows built by the Mennonites installed.
- Original foundation with reconstructive repair in 2023/2024
- Wood used in the exterior wall construction.
- Height, scale, and massing of one and a half storey property

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 log house situated at 7098 Concession 1, Puslinch, has cultural heritage value for a variety of reasons. Constructed in 1845, it was intended as the residence for John Thompson, a prominent early settler in the Crieff area of the Township. Notably, the property showcases an exceptional level of craftsmanship and represents some of the earliest architectural styles employed during the initial settlement period in Puslinch. Moreover, the property maintains direct associations with local carpenters and stonemasons, further enhancing its historical significance. Additionally, it serves as a tangible connection to the Scottish immigration that shaped the area. Furthermore, the property shares a notable link with Crieff School, as it was later generously donated by John Thompson to the institution. 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 and rare example of a typical one-and-a-half-storey log house. It features exterior elements that are characteristic of this style, such as a plain horizontal log façade, small fixed-paned windows, and a central entry. What makes this property truly unique is the type of wood used. Instead of black ash or cedar logs, it was constructed using pine logs that were hewed on two sides. This material choice has contributed to the exceptional preservation of the property.

### *Historical/Associative Value:*

The log house on the property, located at Lots 23, Front Concession 1, holds a significant place among the oldest properties in the Township. Constructed in 1845, it has a strong connection to the Scottish immigration from Argyllshire. Its first owner, John Thompson, migrated from Argyllshire to Crieff in the early 1840s, along with many others from that area.

The property is also tied to skilled local craftsmen. Peter Lamont, the carpenter, played a pivotal role in hewing the pine logs to be used in its construction. Furthermore, Angus McDonald, a highly esteemed mason in the Township, contributed his expertise to the project.

The log house served as a house in which John Thompson and Ann Campbell raised their family. At some point in time, John Thompson gave the lot for the Crieff School.

Colonel John Bain Maclean, the founder of Maclean's magazine, The Financial Post and Maclean-Hunter publishers was born in Crieff. He obtained several acres of land and buildings in Crieff, including the Thompson cabin. When he died in 1950 he left 250 acres of land to the Presbyterian Church of Canada. This eventually developed into Crieff Hills Retreat Centre.

### *Contextual Value:*

The Thompson log house is an integral part of a streetscape that encompasses several other early settler residences, including the Archibald Thompson and Malcolm Gilchrest Sr. houses. This property holds exceptional significance for the Township, as it exemplifies the appearance of many early Scottish settler residences, as Knox Presbyterian Church was also located close by. Moreover, it is historically interconnected with its surroundings, representing the diverse architectural styles adopted by Scottish settlers during a short period. The aforementioned houses display varying styles, further enhancing the property's historical relevance.

The property is considered a landmark in the area, as it serves as a symbol of Scottish settlement in the Crieff area, representing the enduring legacy of the Scottish community in the region.

### Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7098 Concession 1:

John Thompson House:

- Pine logs used for the exterior wall
- Height, scale and massing of the original one and a half-storey structure
- Stone foundation
- Roof support beams
- Original stone fireplace



## **REPORT HER-2024-013**

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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: May 6, 2024

SUBJECT: 2022 – 2026 Goals and Objectives Update

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### **RECOMMENDATION**

That report HER-2024-013 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 an established timeline and sub-committees, to support the goals/objectives. Additionally, new projects may be identified over the remainder of the term, which staff will bring forward any additional goals and objectives endorsed by the Committee, for Council's consideration and approval.

### **Comments**

Council approved the addition of 2025 Priority Properties as a Goal and Objective at the April 10, 2024 Council meeting through the following resolution:

Resolution No. 2024-128: Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

That Report ADM-2024-022 entitled Heritage Advisory Committee 2022-2026 Goals and Objectives Update be received for information; and,

That Council approve the addition of 2025 Priority Properties as a Heritage Advisory Committee goal and objective as presented.

CARRIED

An update on the remaining non-designated properties has been provided in report HER-2024-014.

Council approved the remainder of 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:

Staff will bring the 2024 Annual Progress Report of the Heritage Advisory Committee's to a future Council Meeting near the end of 2024 or early 2025.

#### Heritage Register and Bill 23:

An update on this goal and objective is provided in staff report HER-2024-012.

#### Training Opportunities:

The 2024 National Trust Conference is being held in Montreal from November 12-16, 2024. This conference is Canada's largest heritage learning and networking event. Registration for this conference has not been released at this time. Staff will advise if a virtual option is available for attendance in order to not exceed the budgeted amount allotted in 2024.

#### Engagement Opportunities:

The Engagement Opportunities Sub-Committee met with staff on March 8, 2024:

1. Land Acknowledgement Work: After a date is finalized for the Land Acknowledgement Open House, staff will be promoting the event on social media and through the Township's website.
2. Showcasing the 2023 cohort of designated properties: The sub-committee discussed ideas on how to promote the newly designated properties. Ideas included:
  - a. An updated plaque on the designated houses
  - b. Updating the Interactive Heritage Map
3. Doors of Puslinch promotion: Social media posts have been scheduled for the remainder of the year to highlight this initiative.

#### 2025 Priority Properties

Information regarding next steps for this goal/objective are detailed in Report HER-2024-014.

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 – April 2024  Annual progress update of approved Goals/Objectives – December 2024
Heritage Register and Bill 23	N	Y	Sub-Committees to draft Statements of Cultural Heritage Value or Interest for 2023 and 2024 Priority Properties.	This goal and objective is updated in report HER-2024-012.
Training Opportunities	N	Y	Committee Coordinator to Advise of Community Heritage Ontario and National Trust Conference Opportunities	This goal and objective is addresses in HER-2024-13.
Engagement Opportunities	Y	N	Sub-Committee to look for opportunities to increase awareness of heritage initiatives and education	Sub-committee met on March 8, 2024.



2025 Priority Properties	Y	Y	Sub-Committees to be formed to draft Statements of Cultural Heritage Value or Interest for 2023 and 2024 Priority Properties.	Added to the Committee's Goals and Objectives by Council at its April 10, 2024 Council Meeting.
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## **REPORT HER-2024-014**

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TO: Heritage Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: May 6, 2024

SUBJECT: 2025 Priority Properties Update

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### **RECOMMENDATIONS**

That Report HER-2024-014 regarding 2025 Priority Properties Update be received for information; and,

That Sub-committee A) \_\_\_\_\_ & \_\_\_\_\_ review properties:

- 1-00801 – 6688 Roszell Rd
- 1-01625 – 4661 Sideroad 10 N
- 2-05510 – 4422 Wellington Rd 32
- 2-07700 – 6927 Wellington Rd 34
- 2-09200 – 4452 Sideroad 20 N
- 2-10600 – 4495 Sideroad 20 N
- 2-10900 – 6958 Wellington Rd 34
- 2-11300 – 6926 Wellington Rd 34
- 2-11530 – 6872 Wellington Rd 34
- 2-14300 – 6530 Wellington Rd 34
- 2-18200 – 6710-6714 Concession 4
- 3-00300 – 6526 Gore Rd
- 3-01303 – 6529 Concession 1
- 3-01700 – 6684 Concession 1
- 3-01890 – 6652 Concession 1
- 3-16800 – Barber’s Beach Hotel
- 4-01100 – 7112 Gore Rd
- 4-01900 – 6954 Gore Rd
- 4-02500 – 6830 Gore Rd

- 4-04100 – 6639 Concession 1
- 4-05000 – 6815 Concession 1
- 4-05100 – 6825 Concession 1
- 4-05700 – 4048 Sideroad 20 S
- 4-06200 – 7087 Concession 1

That Sub-committee B) \_\_\_\_\_ & \_\_\_\_\_ review properties:

- 4-06300 – 7111 Concession 1
- 4-06500 – 4071 Sideroad 25 S
- 4-06700 – 7201 Concession 1
- 4-06900 – 7243 Concession 1
- 4-08000 – 7160 Concession 1
- 4-08200 – 4095 Sideroad 25 S
- 4-09200 – 7030 Concession 1
- 4-09700 – 6920 Concession 1
- 4-10600 – 4253 Sideroad 10 S
- 4-12200 – 4227 Wellington Rd 35
- 4-12600 – 4350 Concession 7
- 5-01000 – 7329 Concession 1
- 5-01200 – 7345 Concession 1
- 5-01700 – 4062 Highway 6
- 5-06600 – 28 Badenoch St
- 5-07300 – 12 Badenoch St
- 5-12222 – 47 Whitcombe Way
- 5-12900 – 5 Victoria St
- 5-13100 – 4 Victoria St
- 5-16300 – 4096 Highway 6
- 5-19200 – 7594 Flamborough
- 5-19400 – 4085 Victoria Rd S
- 5-20000 – 4148 Watson Rd S
- 5-20600 – 4079 Watson Rd S

That Sub-committee C) \_\_\_\_\_ & \_\_\_\_\_ review properties:

- 5-20700 – 7735 Leslie Rd W
- 6-00100 – 4240 Victoria Rd S
- 6-00501 – 4304 Victoria Rd S
- 6-02250 – 4512 Victoria Rd S
- 6-03300 – 381 Maltby Rd E
- 6-05500 – 77 Brock Rd N

- 6-05610 – 63 Brock Rd N
- 6-09100 – 84 Brock Rd S
- 6-12100 – 95 Brock Rd S
- 6-15500 – 68 Brock Rd N
- 7-02000 – 4556 Concession 11
- 7-02800 – 4402 Concession 11
- 7-04600 – 4217-4223 Watson Rd S
- 7-06001 – 4435 Watson Rd S
- 7-08800 – 4272-4276 Watson Rd S
- 7-08900 – 7704 Wellington Rd 36
- 7-09100 – 7697 Wellington Rd 36
- 7-09300 – 7661 Wellington Rd 36
- 8-01500 – 7737 Stone Rd E
- 8-03200 – 711 Arkell Rd
- 8-05700 – 4715 Watson Rd S
- 8-08700 – 845 Watson Rd S
- 8-11500 – 596 Arkell Rd
- 8-15200 – 880 Victoria Rd S
- 8-16800 – 86 Farnham Rd

and,

That sub-committees submit their rankings to staff to report back at the November 4, 2024 Heritage Advisory Committee meeting with a recommended list of 2025 priority properties and proposed action plan.

#### Purpose

The purpose of this report is to provide the Heritage Advisory Committee with an update on the 2025 Priority Properties Goal and Objective and to determine next steps for this goal/objective

#### Background

At the March 4, 2024 the Committee discussed the aforementioned topic and resolved as follows:

Resolution No. 2024-018:

Moved by Tamsin Lambert and  
Seconded by Andy Day

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

That the Committee add 2025 Priority Properties as a Goal and Objective; and,

That staff bring a report to the next Heritage Advisory Committee meeting regarding the remaining non-designated properties for the Committee's Consideration.

CARRIED

Staff provided a report to Council at the April 10, 2024 Council meeting regarding Heritage Advisory Committee's recommendation to add 2025 designation of priority properties as a Goal and Objective. Council discussed the aforementioned topic and resolved as follows:

Resolution No. 2024-128: Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

That Report ADM-2024-022 entitled Heritage Advisory Committee 2022-2026 Goals and Objectives Update be received for information; and,

That Council approve the addition of 2025 Priority Properties as a Heritage Advisory Committee goal and objective as presented.

CARRIED

Of the 109 priority properties identified by Council on December 15, 2021 through resolution number 2021-406, there are 72 properties left that have not been selected for designation through the 2023 and 2024 priority property process. With the timelines imposed under *Bill 23, More Homes Built Faster Act, 2022*, these remaining properties will be removed from the Township's Heritage Register as of January 1, 2025 and will no longer receive 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. However, these properties can still be designated after January 1, 2025 so long as prescribed event has not taken place.

### Comments

In 2023 the Township's Heritage Summer Student completed a priority-ranking list (Schedule A) of all properties using a matrix that considered:

- a. The date of construction and if it was constructed before the 1860s
- b. The style of building (ex. Georgian Stucco, Commercial, Log, Italianate, Cottage, Gothic, Neoclassic, Edwardian, Ontario House, Victorian)
- c. The degree of craftsmanship (High, low, or outstanding)
- d. Prominent historical significance

- e. Rareness of the building (In terms of its design value, and if the style, expression, material or construction method is representative of the time)
- f. Unique features (ex. Original foundation, original windows, materials used to build, height of building etc.)

The Committee will note that the Ranking Chart begins at Level 3, as Level 1 included the 2023 priority properties and Level 2 included the 2024 priority properties. Staff have provided this priority ranking to assist the Committee in determining which properties it will recommend to Council to consider for designation in 2025.

Further, when staff sought feedback from property owners regarding their interest for designation in the summer of 2023 the following property indicated they were not interested in having their properties designated:

- 4095 Sideroad 25 S
- 4240 Victoria RD S
- 6926 Wellington RD 34
- 7243 Concession 1
- 4402 Concession 11
- 84 Brock Rd S
- 7087 Concession 1
- 6835 Concession 1
- 4512 Victoria Rd S

Staff recommend that the Heritage Advisory Committee appoint three sub-committees and divide the listing of remaining properties amongst the sub-committees to review and rank the properties for designation priority to be reviewed by the Committee at their November 4, 2024 meeting.

#### Financial Implications

None

#### Applicable Legislation and Requirements

*Ontario Heritage Act*

*Bill 23, More Homes Built Faster Act, 2022*

#### Attachments

Schedule A – Priority-ranking list

## 72 Listed Properties for Committees Consideration as 2025 Priority Properties

Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
2-09200	PUSLINCH CON 2 PT LOT 21 AND;RP 61R3309 PART 4 RP 61R8375;PART 2	4453 Sideroad 20 N Puslinch	Angus McPherson House, 1903. Rare, stone Edwardian two storey residence. Historically and contextually associated with Clan McPherson immigration from Inverness Shire Scotland to "The Third" in Puslinch. Otto Rappolt mason.	2000		Level 3
2-10600	PUSLINCH CON 3 PT LOT 21 RP;61R1440 PT PART 2	4495 Sideroad 20 N Puslinch	Donald Cameron House, c. 1862. Early stone 'Ontario House'. High degree of craftsmanship, possibly Angus McDonald mason. Similar in construction to John McCormick property on Lot 15, Front Concession 3. Historically and contextually associated with Scottish masonry in Puslinch, Highland Scots immigration from Cromartyshire and the community of "The Third" in Puslinch.	2000		Level 3
2-10900	CON 3 FRONT PT LOT 18 PT LOT;19	6958 Wellington RD 34, Puslinch	Alexander McKay House, c.1860. Early stone 'Ontario House'. High degree of craftsmanship, possibly Angus McDonald mason. Similar in construction to Peter Stewart House on Rear Lot 19, Con.3. and John McCormick property on Lot 15, Front Concession 3. Historically and contextually associated with Scottish masonry in Puslinch, Highland Scots immigration from Ross Shire and the community of "The Third", and S.S.#5.	2000		Level 3
2-11530	CON 3 FRONT PT LOT 15 RP;61R5091 PART 2 PT	6872 Wellington RD 34 Puslinch	John McCormick House, c. 1862. Early stone 'Ontario House'. High degree of craftsmanship. Possibly Angus McDonald mason. Similar in construction to Peter Stewart House on Lot 19, Rear Con.3. and Alexander McKay property on Lot 15, Front Concession 3. Historically and contextually associated with Scottish masonry in Puslinch, Highland Scots immigration from Argyllshire and the settlement of Puslinch in "The Third".	2000		Level 3
3-00300	PUSLINCH CON GORE FRONT PT;LOT 2 RP 61R21671 PART 2	6526 Gore RD Puslinch	Duncan McKellar House, 1850s. Rare, early stone cottage. Historically and contextually associated with Highland Scots immigration from Argyleshire and the settlement of Killean.	2000		Level 3
4-01100	CON GORE FRONT PT LOT 24 RP;61R7443 PART 1 PT PART 2	7112 Gore RD Puslinch	Angus McPherson House, 1859. Rare, early stone cottage. Historically and contextually associated with Highland Scots Clan McPherson immigration from Inverness Shire Scotland and the settlement of Crieiff.	2000		Level 3



Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
4-06300	PUSLINCH CON GORE PT LOT 24;RP 61R11650 PT PART 1 AND RP;61R20192 PART 1	7111 Concession 1 Puslinch	Duncan McDonald House, 1863. Early stone 'Ontario House', excellent craftsmanship, McDonald was a Scottish stone mason (Clachair). Historically and contextually associated with Highland Scots settlement in Crieff and Scottish stone architecture in Puslinch Township.	2000		Level 3
4-06900	PUSLINCH CON GORE PT LOT 29	7243 Concession 1 Puslinch	Walter Cowan House, c. 1865. Stone 'Ontario House', fine craftsmanship built by Scottish stonemason John Kennedy. Historically and contextually associated with Scottish immigration, settlement of Crieff and Scottish and stone architecture in Puslinch Township.	2000	Not interested in having property designated	Level 3
4-09200	CON 1 FRONT PT LOT 21 RP;61R11990 PART 1	7030 Concession 1 Puslinch	Archibald Thomson House, 1853. Rare, early stone two storey Georgian/Neoclassic manor. High degree of craftsmanship. Historically and contextually associated with Angus McDonald, stonemason, and Peter Lamont, carpenter, notable Puslinch craftsmen, and with Highland Scots immigration from Argyllshire to Killlean.	2000		Level 3
4-09700	CON 1 FRONT PT LOT 17	6920 Concession 1 Puslinch	Richard Bond House, 1850s. Rare, early stone cottage, high degree of craftsmanship. Historically and contextually associated with English immigration and settlement in Crieff.	2000		Level 3
5-01000	PUSLINCH CON GORE PT LOT 32	7329 Concession 1 Puslinch	Jacob Schultz House. 1882 'Ontario House'. Notable German stone masonry and ornamentation. Historically and contextually associated with German immigration to Morriston, and German stonemasonry in Puslinch.	2000		Level 3
5-19400	CON 9 FRONT PT LOT 36	4085 Victoria RD S Puslinch	William Simpson House, c.1850. Early stone cottage altered into 'Ontario House' form. Historically and contextually associated with Scots immigration and settlement in Badenoch area of Puslinch.	2000		Level 3
6-05500	PUSLINCH CON 8 FRONT PT LOTS;18 AND 19 RP 61R20480 PARTS;1 TO 3	77 Brock RD N Puslinch	Robert Johnston House, c. 1838. Very early stone cottage, possibly earliest stone residence extant in Puslinch. Historically and contextually associated with English immigration and settlement along Brock Road in the 1830s.	2000		Level 3
6-15500	PUSLINCH CON 7 PT LOT 19 RP;61R11763 PART 2	68 Brock RD N Puslinch	John Hammersley House, c. 1859 Stone 'Ontario House', fine craftsmanship. Historically and contextually associated with Puslinch municipal development and military activities.	2000		Level 3

Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
7-08800	CON 9 REAR PT LOT 29	4272-4276 Watson RD S Puslinch	John McLean House, 1872. Stone, 'Ontario House', called "Viewfield" Fine craftsmanship by masons Schultz, and Stratton. Historically and contextually associated with McLean family immigration from Perthshire to Badenoch in the 1830s and Badenoch community.	2000		Level 3
8-01500	PUSLINCH CON 10 PT LOT 1 RP;61R7006 PART 1 PT PART 4	7737 Stone RD E Puslinch	John Gordon House, 1872. Stone 'Ontario House'. Fine masonry similar to Duncan McFarlane House. Historically and contextually associated with Irish immigration to N.E. section of Puslinch, and community of Arkell.	2000		Level 3
8-11500	PLAN 131 PT LOT 3 RP 61R9995;PART 1	596 Arkell RD Arkell Puslinch	George Nichol Blacksmith shop, c.1850. Early, stone single storey structure. Historically and contextually associated with the early settlement and industry in Arkell.	2000		Level 3
1-00801	CON 4 FRONT PT LOT 3	6633 Roszell RD, Puslinch ON	Samuel Pannabecker House, c. 1870. Stone 'Ontario House'. Historically and contextually associated with Pennsylvania-German Mennonite settlement and community in Puslinch, blacksmithing and carriage building and Puslinch Mennonite/United Brethren Church.	2004		Level 4
2-07700	CON 2 REAR LOT 17	6927 Wellington RD 34 Puslinch	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.	2000		Level 4
2-18200	CON 3 REAR LOT 9	6710-6714 Concession 4 Puslinch	Robert Little House, c.1862. Early stone cottage. Historically and contextually associated with Northern Irish immigration to Puslinch, cheese-making industry and donation of property to County by Little family descendents for reforestation.	2008		Level 4
3-01303	PUSLINCH CON GORE PT LOT 3;RP 61R20788 PART 1	6529 Concession 1 Puslinch	David Milroy House, c.1890. A representative late Victorian two storey stone residence. Architecturally, historically and contextually associated with the McQuillan family of stone masons, early Irish settlers to Puslinch who constructed it, and to the Milroy family, Lowland Scots who settled the property.	2006		Level 4
4-02500	CON GORE FRONT PT LOTS 13 &;14	6830 Gore RD Puslinch	John Scott House, 1900. Stone two storey Edwardian house, architecturally rare since Edwardian properties were usually brick.	2010		Level 4

Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
4-05700	GORE REAR PT LOT 20	4048 Sideroad 20 S Puslinch	Donald Stewart House, 1874. Stone 'Ontario House' with original trelliage. Historically and contextually associated with Highland Scots immigration from Perthshire to Killlean, and Scottish stonemasonry in Puslinch.	2000		Level 4
4-06200	GORE REAR PT LOT 23	7087 Concession 1 Puslinch	James McPherson house, 1877. Stone 'Ontario House'. Historically and contextually associated with Highland Scots Clan McPherson immigration from Inverness Shire and the settlement of Crieff.	2000	Not interested in having property designated	Level 4
4-06700	CON GORE N PT LOT 27 RP;61R5464 PART 1	7201 Concession 1 Puslinch	Duncan McPherson House, c.1880 Stone Victorian Villa. Historically and contextually associated with Highland Scots Clan McPherson immigration from Inverness Shire Scotland and the settlement of Crieff.	2000		Level 4
4-10600	CON 1 REAR PT LOT 11 RP;61R3936 PART 2	4253 Sideroad 10 S Puslinch	Malcolm Gilchrist Sr. House, c.1862. Rare, early stone cottage. Historically and contextually associated with Highland Scots immigration from Argyll shire and settlement of Killlean.	2007		Level 4
4-12600	PUSLINCH CON 2 S PT LOTS 25;TO 27 CON 7 PT LOT 25 PT RD;ALLOW RP 61R6137 PARTS 1 AND;9 PT PARTS 2 3 6 TO 8 RP;61R7009 PARTS 2 AND 4	4350 Concession 7 Puslinch	John McFarlane House, c. 1864. Early stone 'Ontario House' . Historically and contextually associated with Highland Scots immigration from Perthshire and settlement in Puslinch.	2005		Level 4
6-09100	CON 7 REAR PT LOT 23 PT RD;ALLOW DES INC RP 61R4700;PART 3	84 Brock RD S Aberfoyle Puslinch	George McLean House, c.1857. Early wood frame cottage with siding, known as the "Miller's House." Historically and contextually associated with the Aberfoyle Mill, agriculture and commerce in Puslinch, Aberfoyle community and Highland Scots immigration.	2000	Not interested in having property designated	Level 4
7-02800	CON 10 REAR PT LOT 23 PT LOT;24	4402 Concession 11 Puslinch	Andrew McRobbie House, 1851. Early stone cottage renovated into an "Ontario House' in 1914. Historically and contextually associated with Highland Scots immigration from Perthshire to Corwhin, and community of Corwhin.	2000	Not interested in having property designated	Level 4
7-06001	CON 10 FRONT PT LOT 22 TGTHR;WITH ROW	4435 Watson RD S Puslinch	John J. McRobbie House, c. 1862 Rare stone cottage. Historically and contextually associated with Highland Scots immigration from Perthshire to Badenoch and Badenoch community.	2000		Level 4

Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
8-05700	CON 10 FRONT PT LOT 11	4715 Watson RD S Puslinch	William Hume House, 1861. Rare stone Georgian two storey residence similar to James Orme House. Known as "Greystone." Peter Hume stone mason. Associated stone barn recently demolished. Historically and contextually associated with agriculture in Puslinch Township, stone barn construction and community of Arkell.	2006		Level 4
1-01625	CON 4 FRONT PT LOT 11 RP;61R10690 PART 1	4661 Sideroad 10 North	William Thompson House, 1875. Stone 'Ontario House'. Historically and contextually associated with 1830s English immigration to Puslinch, John Howitt and Downey School, S.S.#3.	2012		Level 5
2-05510	CON 2 REAR PT LOT 5	4422 Wellington Rd 32, Puslinch	Charles Barrett House, c.1875. Stucco covered stone 'Ontario House'. Historically and contextually associated with Irish Catholic immigration to Puslinch and the settlement of the Puslinch Lake Community.	2006		Level 5
2-14300	CON 3 FRONT PT LOT 1 PT LOT;2	6530 Wellington RD 34 Puslinch	Nicholas P. Cober House, c. 1900. Yellow brick Queen Anne architecture. Historically and contextually associated with Pennsylvania German Mennonite settlement in west Puslinch, and Puslinch Union Church.	2000		Level 5
4-04100	CON GORE REAR PT LOT 6 RP;61R6797 PART 1	6639 Concession 1 Puslinch	Killean Teacherage. 1874 stucco over wood frame 'Ontario House', historically and contextually associated with the history of education in Puslinch Township, the Killean community and S.S.#7.	2005		Level 5
4-06500	PUSLINCH CON GORE PT LOT 26	4071 Sideroad 25 S Puslinch	Murdoch/Kenneth Munro House, c.1860. Early stone cottage altered recently to 'Ontario House' form. Historically and contextually associated with Highland Scots immigration from Ross-shire, the settlement of Crieff and blacksmithing in Puslinch Township.	2009		Level 5
4-08000	CON 1 FRONT PT LOT 26 RP;61R9461 PART 1	7160 Concession 1 Puslinch	Henry Becker Store and House, c. 1874. Unique stone 'Ontario House' architecture with commercial façade, slightly altered during 20th century renovations. Historically and contextually associated with commerce in Crieff and Puslinch, and Prussian immigration to Puslinch Township. Constructed by Angus McPherson.	2007		Level 5

Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
4-12200	CON 1 N PT LOT 16	4227 Wellington RD 35 Puslinch	Richard Paddock House, 1882. Stone Victorian villa,. Historically and contextually associated with English immigration to 'Paddock Corners' and Puslinch stonemason Dan McQuillan.	2000		Level 5
5-07300	PLAN 135 OCHS PORTION LOT 13;PT LOT 14 RP 61R3060 PART 1	12 Badenoch ST E Morriston Puslinch	Alexander Watson House, 1850s. Early one storey stucco over wood frame cottage. Historically and contextually associated with the community of Morriston. Watson was a plasterer.	2013		Level 5
5-13100	PLAN 135 LOT 36 LOT 37 W/S	4 Victoria ST Morriston Puslinch	Frank Kistenmacher House, 1874. Yellow brick 'Ontario House". Historically and contextually associated with German settlement in Morriston brickyard, cabinet-making in Morriston and the undertaking industry. Original workshop and hearse drive shed on property.	2000		Level 5
5-20700	CON 10 PT LOT 36 RP 61R10644;PART 1	7735 Leslie RD W Puslinch	Malcolm Kennedy House, 1883. Red brick 'Ontario House'. Historically and contextually associated with Highland Scots immigration from Badenoch Inverness Shire and settlement of Badenoch, Puslinch.	2009		Level 5
7-08900	CON 9 REAR PT LOT 30	7704 Wellington RD 36 Puslinch	Alexander McLean House, c.1885. Yellow Morriston brick 'Ontario House'. Historically and contextually associated with McLean family immigration from Perthshire to Badenoch in the 1830s and Badenoch community.	2000		Level 5
8-03200	CON 10 REAR PT LOTS 7 TO 9	711 Arkell RD Puslinch	James Orme House and Barns, 1854. Rare, highly significant, early Georgian two storey residence with very rare 1868 stone English threshing barn and 1871 stone stable buildings. Historically and contextually associated with agriculture in Puslinch Township, stone barn construction and courtyards, and community of Arkell. Cited in Canadian literature on barns.	2000		Level 5
2-11300	CON 3 FRONT PT LOT 17	6926 Wellington RD 34 Puslinch	Alexander McCaig House, 1844. Early, rare log house with later additions and covered with siding. Historically and contextually associated with Highland Scots immigration from Argyllshire to Puslinch and the community of "The Third".	2010	Not interested in having property designated	Level 6
3-01700	CON 1 FRONT PT LOT 8	6684 Concession 1 Puslinch	John McMaster House, 1871. Early stone Victorian villa. Historically and contextually associated with Highland Scots immigration from the Isle of Arran and the settlement of Killlean.	2010		Level 6

Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
3-01890	CON 1 FRONT PT LOT 7 RP;61R1118 PART 1	6652 Concession 1 Puslinch	Archie McKellar House, c.1880. Dichromatic brick 'Ontario House'. Historically and contextually associated with Highland Scots immigration from Argyllshire and settlement in Killean and the Morriston brick works.	2000		Level 6
3-16800	PUSLINCH CON 1 PT LOT 4 PLAN;373 LOTS 1 2 26 TO 36 PT BLK;A PT LAKE AVE PT RDS PT BLVD;RP 61R166 PARTS 2 TO 6 8 TO;14 PT PARTS 1 AND 7	Barber's Beach Hotel	Puslinch Lake Hotel, 1880. Frame two story, hipped roof 19thc.resort architecture. Historically and contextually associated with Puslinch Lake hostelry and recreation, George Sleeman and John Davidson. Only surviving of many 19thc. hotels on Puslinch Lake.	2000		Level 6
4-01900	GORE FRONT PT LOT 18	6954 Gore RD Puslinch	Malcolm McCormick House, c. 1880. Stone 'Ontario House' historically and contextually associated with Highland Scots immigration from Killean, Argyleshire and the settlement of Killean, Puslinch Township.	2000		Level 6
4-05000	PUSLINCH GORE N PT LOT 13	6815 Concession 1 Puslinch	Laughlin McMillan House, c. 1870. Stone 'Ontario House', historically and contextually associated with Highland Scots immigration from Argyllshire and the settlement of Killean.	2000		Level 6
4-05100	PUSLINCH CON GORE PT LOT 14	6835 Concession 1 Puslinch	Scott House, c.1877 Stone Victorian villa. Historically and contextually associated with Highland Scots immigration from Perthshire and the settlement of Killean.	2000	Not interested in having property designated	Level 6
4-08200	CON 1 FRONT PT LOT 26	4095 Sideroad 25 S Puslinch	William McDonald House, also known as "Gartland House", c. 1880. Unusual stone one and one-half storey, constructed as residence, shoemaker's shop and roadhouse. Large entrance and windows for commercial purposes. Historically and contextually associated with commerce and industry in Crieff, Puslinch and with Col. J.B. McLean.	2009	Not interested in having property designated	Level 6
5-01200	PUSLINCH CON GORE PT LOT 33	7345 Concession 1 Puslinch	Malcolm McNaughton House. C. 1865. Stone 'Ontario House' fine craftsmanship. Historically and contextually associated with Highland Scots immigration from Perthshire to Crieff.	2005		Level 6

Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
5-01700	PUSLINCH CON GORE PT LOTS 35;AND 36 PT RD ALLOW RP;61R4431 PARTS 2 AND 3 PT;PART 1 RP 61R4866 PT PART 1;RP 61R21390 PART 1	4062 Highway 6 Puslinch	A. John McCallum House, c.1855. Rare, early stone cottage. Historically and contextually associated with Scots immigration and the settlement of Crieff.	2005		Level 6
5-06600	PLAN 135 LOT 24 TO 25 PT LOT;26	28 Badenoch ST E Morriston Puslinch	Robert Galbraith House. c. 1880. Rare example of a wood frame 'Ontario House' with siding. Historically and contextually associated with the community of Morriston. Galbraith owned a profitable tailor shop and was the Chairman of the Sons of Temperance.	2013		Level 6
5-12222	PLAN 61M230 LOT 10	47 Whitcombe WY Morriston Puslinch	John Calfas house, 1851. Stone cottage, renovated to 'Ontario House' style in 1870s. Significantly historically and contextually associated with the founding of Morriston, German settlement and culture in Morriston, and founding Winer, Morlock and Calfas families.	2000		Level 6
5-12900	PLAN 135 LOT 31	5 Victoria ST Morriston Puslinch	Lorenz Schlegel house, 1853. Rare log house. Historically and contextually associated with German settlement in Morriston, and cottage weaving industry in Puslinch.	2012		Level 3
5-16300	PUSLINCH CON 7 PT LOTS 34;AND 35	4096 Highway 6 Puslinch	John Marshall House, 1869. Stone 'Ontario House'. Historically and contextually associated with Highland Scots immigration from Stirlingshire and settlement of Puslinch.	2000		Level 6
5-19200	CON 8 REAR PT LOTS 37 AND 38	7594 Flamborough-Puslinch Townline Puslinch	Archibald Watson house, c. 1850. Very early, rare stone cottage. Historically and contextually associated with Highland Scots settlement in Badenoch area from Perthshire, and establishment of Duff's Presbyterian Church.	2006		Level 6
5-20000	CON 9 REAR PT LOT 32 PT LOT;33	4148 Watson RD S Puslinch	Robert Clark House, c.1880. Stone 'Ontario House'. Historically and contextually associated with Highland Scots immigration from Badenoch Inverness Shire and settlement of Badenoch, Puslinch.	2000		Level 6
5-20600	CON 10 PT LOTS 37 AND 38	4073 Watson RD S (4079 Watson Rd S) Puslinch	Duncan MacEdward House, 1862. Stone 'Ontario House'. Historically and contextually associated with Highland Scots immigration from Badenoch Inverness Shire and settlement of Badenoch, Puslinch.	2000		Level 6



Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
6-00100	CON 8 REAR PT LOT 29 PT LOT;30 SUBJ TO HYDRO ROW	4240 Victoria RD S Puslinch	John Clark House, 1835. Significantly early and rare stone cottage with 'loyalist-style' arched doorway. Historically and contextually associated with Highland Scots immigration from Badenoch, Inverness Shire and settlement of Badenoch, Puslinch.	2000	Not interested in having property designated	Level 6
6-00501	CON 8 REAR PT LOT 27	4304 Victoria RD S Puslinch	John McPhee House, 1905. Stone Edwardian two and a half storey residence. Historically and contextually associated with Highland Scots immigration from Uist to Badenoch, Puslinch.	2005		Level 6
6-02250	PLAN 61M153 BLK 49	4512 Victoria RD S Puslinch	Hugh Cockburn House, c.1868. Stone 'Ontario House' fine craftsmanship, known as "Green House Farm." Historically and contextually associated with Duff's Church, and stock-breeding in Puslinch.	2005		Level 6
6-03300	PUSLINCH CON 8 PT LOT 16 RP;61R20252 PART 1	381 Maltby RD E Puslinch	Hugh Cockburn Sr. House, c.1855. Early stone cottage, fine craftsmanship, known as "Gowan Hill Farm." Historically and contextually associated with Scots immigration and settlement in Puslinch.	2006		Level 6
6-05610	PUSLINCH CON 8 PT LOT 19 RP;61R8176 PT PARTS 2 TO 4	63 Brock RD N Puslinch	Richard Ellis House, c. 1862. Stone cottage, historically and contextually associated with English immigration and settlement of Brock Road community.	2006		Level 6
6-12100	PUSLINCH CON 7 REAR PT LOT;23	95 Brock RD S Aberfoyle Puslinch	Malcolm McBeath House, c.1870. Stone 'Ontario House', fine craftsmanship. Historically and contextually associated with Highland Scots immigration and settlement in Puslinch and the history of Aberfoyle.	2000		Level 6
7-02000	PUSLINCH CON 10 PT LOT 17 RP;61R531 PT PART 1	4556 Concession 11 Puslinch	Kenneth/Archibald/Catherine McKenzie House, 1879. Named (in Gaelic) "Àird an Dreaghainn." Stone Victorian Villa, fine craftsmanship by Archibald McKenzie. Historically and contextually associated with Highland Scots immigration from Ross Shire and community of Corwhin.	2000		Level 6
7-04600	CON 10 FRONT PT LOT 31	4217-4223 Watson RD S Puslinch	Badenoch School, 1889, S.S #9. Stone one-room schoolhouse, with Italianate ornamentation. High degree of craftsmanship. Historically and contextually associated with education in Puslinch and the Badenoch community.	2000		Level 6



Roll Number	Legal Description of the Property	Address of Property	Cultural Heritage Value or Description of Heritage Attributes	Plaque Date	Property Owner Interest	Priority Level from Heritage Student
7-09100	CON 9 REAR PT LOT 31	7697 Wellington RD 36 Puslinch	Donald A. McLean House, 1920. Stone Edwardian two storey residence. Historically and contextually associated with McLean family immigration from Perthshire to Badenoch in the 1830s and Badenoch community.	2006		Level 6
7-09300	CON 9 FRONT PT LOT 31	7661 Wellington RD 36 Puslinch	Peter McLean House, 1869. Yellow Morrison Brick 'Ontario House'. Historically and contextually associated with McLean family immigration from Perthshire to Badenoch in the 1830s and Badenoch community.	2000		Level 6
8-08700	CON 9 REAR PT LOT 7	845 Watson RD S Arkell Puslinch	Arkell Teacherage, 1875. Stone 'Ontario House' built by Robert Lamb. Historically and contextually associated with S.S.#1, education in Puslinch and Arkell community.	2000		Level 6
8-15200	PLAN 131 WOBL PT LOTS 1 TO 4;INC RP 61R2727 PART 1	880 Victoria RD S Puslinch	John Caulfield House, 1840, 1855. Significant, rare, early (1840) stone cottage with later (1855) two storey stone Georgian/Neoclassic addition. Historically and contextually associated with settlement and community in Arkell, and Caulfield Mills: first grist and saw mills in Puslinch.			Level 6
8-16800	PLAN 131 PT LOT 5 WOBL;CLERGY RSV PT LOTS 3 TO 6;SUBJ TO GUELPH CITY EASE	86 Farnham RD Puslinch	John Isles, Jr. House, 1901. Red brick Edwardian two storey residence. Historical and contextually associated with English immigration and settlement of Farnham/Arkell community.	2011		Level 6



## **REPORT HER-2024-015**

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TO: Heritage Advisory Committee

PREPARED BY: Laura Emery, Communications & Committee Coordinator

PRESENTED BY: Laura Emery, Communications & Committee Coordinator

MEETING DATE: May 6, 2024

SUBJECT: Black and Ord Family Plaque

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### RECOMMENDATIONS

That report HER-2024-015 entitled Black and Ord Family Plaque be received for information; and,

That staff proceed with contacting the Black and Ord Family to advise of the purchase and installation of the Plaque at the Puslinch Community Centre Grounds with the following recommended message:

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

That following correspondence with the Black and Ord Family, staff proceed with the purchase and installation of the Black and Ord Family Plaque on the Puslinch Community Centre Grounds as detailed in this report.

### Purpose

The purpose of this report is to advise the Committee on the purchase and installment of the Black and Ord Family plaque on the Puslinch Community Centre Grounds in accordance with the Committee's 2018-2022 Goals and Objectives.

### Background

In the 2018-2022 term of the Heritage Advisory Committee, the Committee had discussions regarding installation of a plaque to recognize the Black and Ord Family's contributions to the Township, specifically the lands of the Puslinch Community Centre. Staff first received a letter on August 7, 2018 asking that Council recognize the Black and Ord as founding families, who

were active in the community in the 1800's and 1900's, and settled on the land which now houses the Community Centre. A copy of the letter has been provided in Schedule A.

At the July 19, 2021 Heritage Advisory Committee meeting, the Committee discussed the aforementioned topic and resolved as follows:

Resolution No. 2021-017

Moved by Barb Jefferson and  
Seconded by John Arnold

That the letter received regarding the signage to honour the Black and Ord families be received for information and that Committee acknowledge receipt of letter and that a letter be sent to include the resolution with regards to the signage to be placed in appropriate location in the future and to inform the Black and Ord families of the Heritage signage project.

CARRIED.

Comment

Staff have outlined possible locations and messaging for the plaque below, and are looking for comments from the Committee. Staff recommend the plaque be installed along the walkway entrance/garden area of the Puslinch Community Centre.

Staff recommend the following messaging for the plaque:

Title at top saying, *In Recognition of the Black and Ord Families*.

Sentence under saying:

The Township of Puslinch acknowledges the Black and Ord families that settled in Puslinch on the land which now houses the Puslinch Community Centre and Park Grounds. The Township acknowledges the many contributes made by these families to the community since the 1850's.

Staff recommend reaching out to the Ord and Black families, to consult with them on recommended wording for the plaque.

Financial Implications

Council approved \$2,200 in the 2024 budget for the installation of the plaque

Applicable Legislation and Requirements

None

Attachments

Schedule A – Black Family Letter to Council

Andrea Norton



RECEIVED

AUG 07 2018

Township of Puslinch

**Dear Council Members:**

**Mayor Dennis Lever, Councillor Bulmer, Councillor Fielding, Councillor Roth,  
Councillor Sepulis**

I am writing on behalf of my father, John Gilmour, a lifelong resident of Puslinch Township and a descendant of many of its founding families. He was pleased to hear that a recreational path named for councillor and avid runner, the late Wayne Stokely, was opened last year on land once belonging to the Blacks and the Ords, two early Puslinch families. I understand it meanders quite pleasantly along Mill Creek and through the former Black/Ord homestead. He recalls many pleasant days playing near that creek when he visited his grandparents and later, his Uncle Alex Ord.

My father would appreciate a sign somewhere along the path acknowledging these two founding families. Such a sign would help to honour the past while still respecting the contributions of more recent times. Below is a brief history illustrating how closely Puslinch Township's history is entwined with these two families.

The Blacks settled in Puslinch on the land which now houses the Community Centre, the library and sports fields. In 1843, John Black purchased Lot 21, in the rear of the 7th Concession. Lot 20, in the rear of the 7th Concession was acquired from the Crown Lands Office in Elora, Ontario on April 7th, 1852. Three and a half acres of that farm was sold to the Puslinch Town Council in 1867 for the site of a town hall and an agricultural fairground. The rest of the farm remained in the Black/Ord family for more than 150 years.

The Blacks were very active in the community and contributed greatly to the growth of this area. John Black, a mason, built many of the stone buildings in Guelph. Jannet Black inherited the Black family homestead and married John A. Ord, who had come to Puslinch in 1850. The Ord family continued the tradition of community service.

Jannet and John A. Ord's son, Alex Ord was the Clerk of Puslinch Township from 1933 until 1955. He spoke for the community upon the opening of the "new" school in Aberfoyle in 1958. He was the Master of Ceremonies when the ribbon was cut to open the Community Centre on September 7, 1981.

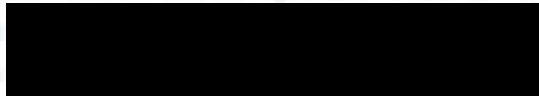
Other local descendants of these families include the late Keith and Connie Ord, who were involved in minor baseball for many years; The Gunson family has also contributed to minor ball and other community initiatives in the area; Douglas Gilmour and Evelyn Winer, who have worked for many years to build the community spirit of Puslinch Township; John Gilmour has been a frequent volunteer who, through his work with LACAC ((Local Architectural Conservation Advisory Committee), worked hard to ensure heritage homes in Puslinch were appropriately recognized. Stephen Gilmour, who volunteers often at Aberfoyle Fall Fair and other community events; Barb and Bob Jefferson are also local descendants who contribute to the fabric of Puslinch Township.

I hope you will consider erecting a sign recognizing the historical contributions of the Black and Ord families to Puslinch history on the Wayne Stockely Recreational Path. I know it would mean a lot to my father, John Gilmour, and the other descendants of the Black/Ord families.

Sincerely,



Andrea Norton





## **REPORT HER-2024-016**

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TO: Heritage Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: May 6, 2024

SUBJECT: Proposed 2025 Heritage Committee Meeting Schedule

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### RECOMMENDATIONS

That report HER-2024-016 regarding the Proposed 2024 Heritage Advisory Committee Schedule be received for information; and further,

That the 2025 Heritage Advisory Committee Schedule be approved as presented.

### Purpose

The purpose of this report is to provide the Heritage Committee with the proposed 2025 Heritage Advisory Committee Meeting Schedule.

### Background

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

### Comments

Below are the proposed dates for the 2025 Heritage Advisory Committee Meetings:

2025 Meeting Dates
January 13, 2025 (Moved for holiday)
March 3, 2025
May 5, 2025
September 8, 2025 (Moved for holiday)
November 3, 2025
December 1, 2025

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

None



# Township Heritage Permit By-law

May 6, 2024



# By-law Purpose

- Once a property is designated under Section 29 of the Ontario Heritage Act (the Act) the Township is enabled to manage physical changes to a property through the Heritage Permit Process.
- A Heritage Permit is required for any alteration, new construction, or demolition affecting the heritage attributes identified within a By-law.
- The Heritage Permit By-law will provide a clear application and approval/refusal process for all applicants seeking to alter, construct or demolish buildings and structures on designated properties.

# Enabling Legislation

- Section 33(15) of the *Act*

(15) The power to consent to alterations to property under this section may be delegated by by-law by the council of a municipality to an employee or official of the municipality if the council has established a municipal heritage committee and has consulted with the committee prior to delegating the power. 2019, c. 9, Sched. 11, s. 11.

- Section 33(16) of the *Act*

(16) A by-law that delegates the council's power to consent to alterations to a municipal employee or official may delegate the power with respect to all alterations or with respect to such classes of alterations as are described in the by-law. 2019, c. 9, Sched. 11, s. 11

# Proposed Delegated Authority

Staff are seeking the following delegated authority from Council to be assigned to the Municipal Clerk or their designate:

- Consent to the alteration of properties designated under Part IV of the Act, through the granting of Heritage Permit Exemption Waivers;
- Extend the timeline for all approved permits if the applicant is not able to complete the work within the required timeline; and,
- Permit alterations required for an emergency repair or to address health and safety or security issues with or without submission of an application. All emergency approvals shall be reported at the next Council and Committee meeting.

# Proposed Delegated Authority Heritage Permit Exemption Waiver

Staff are seeking the delegated authority to issue Heritage Permit Exemption Waivers to allow the following alterations to designated properties that do not impact Heritage Attributes as identified in the Heritage Designation By-law:

- Exterior repainting of part or the whole of a building or structure;
- Alterations to roofing material and colour;
- Addition/removal/replacement of, or alterations to, permanent hard landscaping features, including but not limited to walkways, driveways, patios, planters, fences, gates, walls, trellises, arbours and gazebos;
- Addition/removal/replacement of, or alteration to, signage;
- Addition/removal/replacement of, or alteration to, exterior lighting;
- Addition/removal/replacement of, or alteration to, basement windows and window wells;
- Addition/removal/replacement of, or alteration to non-heritage features, including but not limited to doors, trim, shutters, railings, stairs, porch flooring, columns, brackets, and decorative features;
- Addition/removal/replacement of, or alteration to non-heritage features, including additions or outbuildings;
- Construction of detached accessory structures, which do not impact the heritage attributes of the property; and,
- Temporary measures reasonably necessary to deal with an emergency which puts the security or integrity of a building or structure at risk of damage.

# Proposed Heritage Permit Exemptions

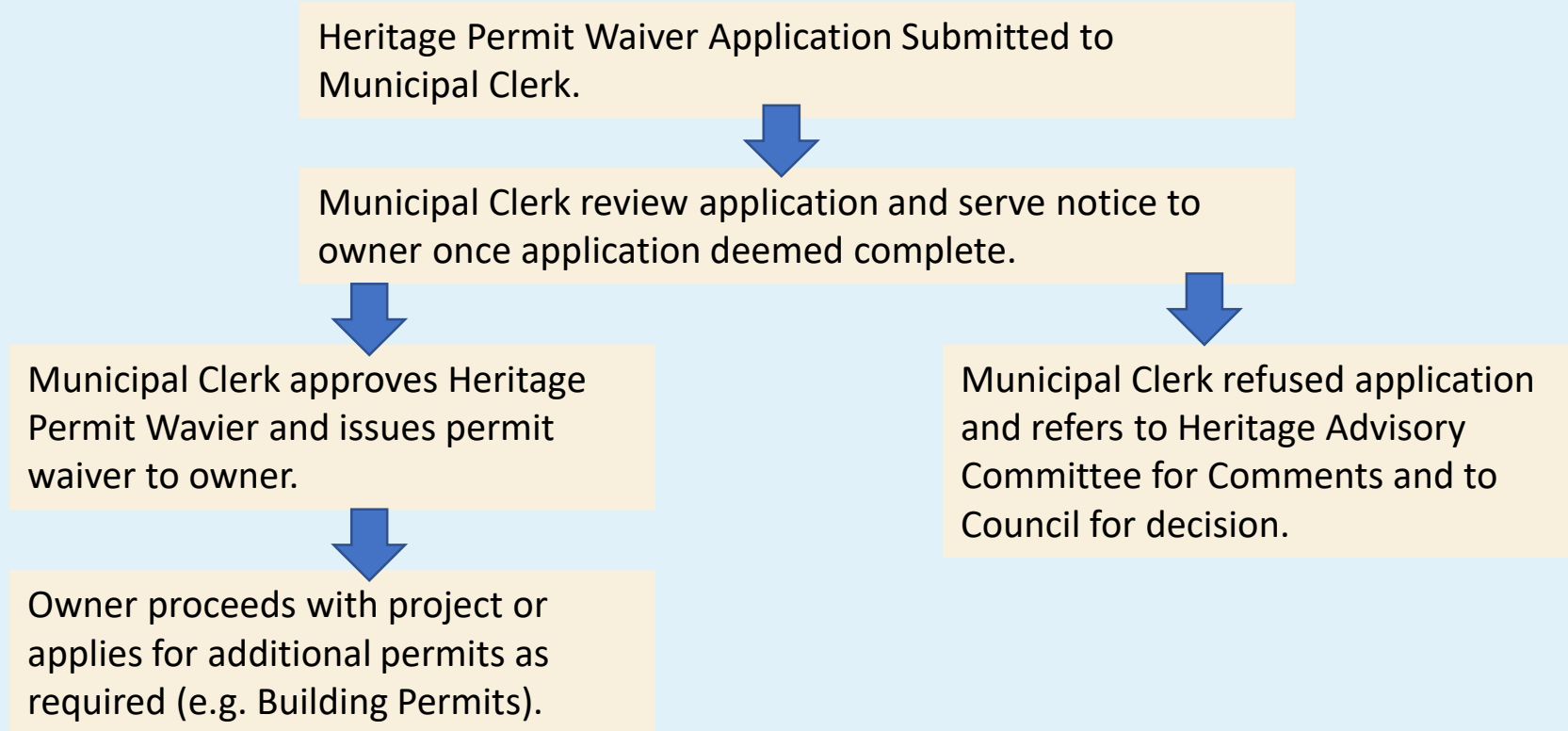
Staff are proposing the following be exempt from applying for a Heritage Permit:

- All interior work, except where specifically designated by designation by-law or easement passed under the Act;
- Typical backyard features that are not readily visible from the public realm such as a patio, garden and tool shed, gazebo, dog house and other small outbuildings less than 15 square metres in size;
- Landscaping which does not require heavy machinery and which will not significantly change the appearance of the property; and
- Maintenance as defined in this by-law.

# Types of Permits

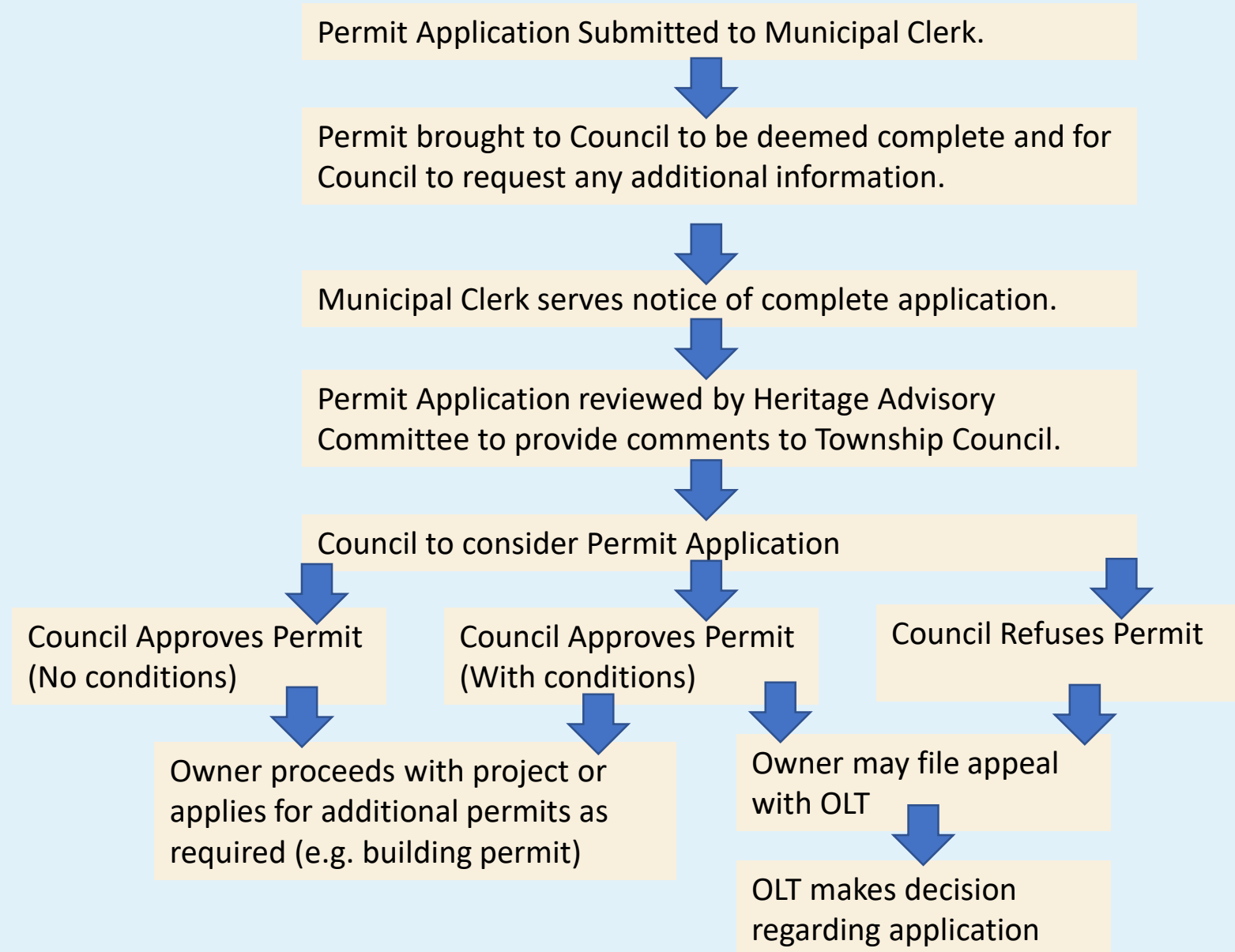
- Heritage Permit Waiver
  - To provide a process to streamline approvals for alteration, construction and demolition of buildings and structures on properties designated under Section 29 that **will not** impact the Heritage Attributes identified in the Heritage Designation By-law.
- Heritage Permit
  - To provide a clear process for approvals for alteration and construction of buildings and structures on properties designated under Section 29 that **will** impact the Heritage Attributes identified in the Heritage Designation By-law.
- Heritage Demolition and Removal Permit
  - To provide a clear process for approvals for demolition and removal of buildings and structures on properties designated under Section 29 that **will** impact the Heritage Attributes identified in the Heritage Designation By-law.

# Heritage Permit Waiver Process





# Heritage Permit Process/Heritage Demolition or Removal Process



# Legislated Timelines for Processing Heritage Alterations/Demolitions

Legislated timeline for processing heritage alteration requests:

90 days after the notice of a complete application is served or such longer period after the notice is served as is agreed upon by the owner and the council

Legislated timeline for processing heritage demolition or removal requests:

90 days after the notice of a complete application is served or such longer period after the notice is served as is agreed upon by the owner and the council

# Offences and Restoration Costs

**69** (1) Subject to subsection (2), every person who,

- (a) knowingly, furnishes false information in any application under this Act or in any statement, report or return required to be furnished under this Act or the regulations;
- (b) fails to comply with any order, direction or other requirement made under this Act; or
- (c) contravenes this Act or the regulations,

and every director or officer of a corporation who knowingly concurs in such furnishing of false information, failure or contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both. R.S.O. 1990, c. O.18, s. 69 (1).

## **Property altered in contravention of the Act**

(5) Subsection (5.1) applies if,

- (a) property designated under Part IV is altered in contravention of section 33 or 34.5; or
- (b) property located in a heritage conservation district designated under Part V is altered in contravention of section 42. 2009, c. 33, Sched. 11, s. 6 (22).

## **Recovery of restoration costs**

(5.1) In addition to any other penalty imposed under this Act, the council of the municipality or the Minister, as the case may be, may restore the property described in subsection (5) as nearly as possible to its previous condition, if it is practicable to do so, and may recover the cost of the restoration from the owner of the property. 2009, c. 33, Sched. 11, s. 6 (22).

# Proposed Heritage Permit By-law

## Summary of Feedback and Staff Recommendations:

### Council feedback:

- “4.1 (C) (iii) The Municipal Clerk shall make a decision to approve the permit or refer the permit the Heritage Advisory Committee for comment and Council for decision within 30 days of the application being deemed complete.”; not clear if Clerk does not approve whether the proponent needs to ask for a referral or will it be done automatically

### Staff Recommendation:

- Clarification under Section 4.1 (C) (iii) to revise the wording to... “The Municipal Clerk shall make a decision to approve or deny the permit within 10 business days. If the Municipal Clerk denies the permit, it shall be referred to the Heritage Advisory Committee for comment and Council for decision within 30 days of the application being deemed complete.

# Proposed Heritage Permit By-law

## Summary of Feedback and Staff Recommendations:

### Council feedback:

- “4.1. Heritage Permit Exemption Waiver (a) A Heritage Permit Exemption Waiver may be applied for where: (i) For the alteration, construction and demolition of buildings and structures on properties designated under Section 29 of Part IV of the Act which do not impact Heritage Attributes identified in the “Statement of Cultural Heritage Value or Interest” adopted as part of the Heritage Designation By-law.”; if the work does not impact the Heritage Attributes why do we need to require an exemption waiver? My suggestion is to include the above clause (i) under exemptions

### Staff Recommendation:

- While inadvertent alterations to heritage attributes through construction would largely be captured through the building permit process, there are circumstances where a property owner could alter heritage attributes in other ways such as adding stairs to a porch or painting of masonry that was not previously painted. While many municipalities require a permit for the alterations included under the section, staff have proposed that this circumstance be addressed through an exemption waiver on a designated property. Township Staff are seeking to strike a balance of protection of designated properties and freedom of property owners to alter their property in a timely manner.

# Proposed Heritage Permit By-law

## Summary of Feedback and Staff Recommendations:

### Council feedback:

- Heritage Alteration Permits “Section 4.2(b)(ix) Any other information related to the application as required by the Municipal Clerk or Council.”; suggest replace Council with Heritage Advisory Committee

### Staff Recommendation:

- To be further discussed with the Heritage Advisory Committee at the meeting.

### Council feedback:

- Heritage Demolition Permits “Section 4.3(b)(ix) Any other information related to the application as required by the Municipal Clerk or Council.”; suggest replace Council with Heritage Advisory Committee

### Staff Recommendation:

- Council cannot delegate authority with respect to applications for demolition therefore staff recommend that this wording remain the same, in accordance with the legislation, Council has the authority to deem the application complete and to require additional information. The Heritage Advisory Committee would be providing comments to Council for consideration through the process.

# Proposed Heritage Permit By-law

## Summary of Feedback and Staff Recommendations:

### Council feedback:

- . Heritage Alteration Permits “Section 4.2 (C) (ii) Council shall upon receiving all information and material required, serve notice on the applicant informing them that the application is complete.”; why can’t the Clerk do this?

### Staff Recommendation:

- . Council can delegate its authority to staff to grant applications to alter under the Ontario Heritage Act. If Council delegates its authority to staff to deem the application complete Council must make a decision within 90 days unless otherwise agreed upon by the applicant. Council will need to be satisfied with the documentation required by staff as there would be limited opportunity for Council to request additional information.

### Council feedback:

- . Heritage Demolition Permits “Section 4.3(c)(ii) Council shall upon receiving all information and material required shall serve notice on the applicant informing them that the application is complete.”; why can’t Clerk do this?

### Staff Recommendation:

- Council cannot delegate its authority to grant applications to demolish under the Ontario Heritage Act. Therefore staff recommend that Section 4.2 (C) (ii) to revise the wording to... “The Municipal Clerk shall, following Council deeming the application complete, serve notice on the applicant informing them that the application is deemed complete.”

# Proposed Heritage Permit By-law

## Summary of Feedback and Staff Recommendations:

### Council feedback:

- . “Section 4.2(C)(iii) Council shall consult with its Heritage Advisory Committee prior to making a decision.”; suggest reword along the lines “The Clerk shall provide the information and material to the Heritage Advisory Committee who shall provide their opinion to Council when it makes a decision”

### Council feedback:

- . “Section 4.3 (c)(iii) Council shall consult with its Heritage Advisory Committee prior to making a decision.”; suggest reword along the lines “The Clerk shall provide the information and material to the Heritage Advisory Committee who shall provide their opinion to Council when it makes a decision”

### Staff Recommendation:

- . Clarification under Section 4.2 (C) (iii) to revise the wording to... “The Municipal Clerk shall provide the application once deemed complete to the Heritage Advisory Committee who shall provide their opinion to Council when it makes a decision.”
- . Clarification under Section 4.3 (C) (iii) to revise the wording to... “The Municipal Clerk shall provide the application once deemed complete to the Heritage Advisory Committee who shall provide their opinion to Council when it makes a decision.”



# Proposed By-law Engagement

- 1<sup>st</sup> Draft of By-law presented at March 20, 2024 Council Meeting
- Survey launched April 4<sup>th</sup> through EngagePuslinch
  - Information mailed with 2024 Open House Invitations
  - Shared at 2024 Open House
  - Banner on Township Website
  - Shared on Social Media
- 2<sup>nd</sup> Draft of By-law to be presented at May 22, 2024 Council meeting with recommendation for adoption

# Timeline and Next Steps

- March 20, 2024 Council review of proposed draft by-law and comments
- April 4, 2024 Launch of EngagePuslinch Survey
- April 11, 2024 Open House for 2024 Priority Properties
- May 6, 2024 Heritage Advisory Committee review of updated draft by-law incorporating Council's comments
- May 22, 2024 Council consideration of proposed by-law for adoption

**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 0XX-2024**

Being a by-law to establish a Heritage Permit Process and a by-law to delegate the power to grant Heritage Permits for the alteration of designated heritage properties.

**WHEREAS** Sections 33(15) and 33(16) of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended (“the Act”), the Council of a municipality may by by-law delegate the power to consent to alterations to property designated under Part IV to an employee or official of the municipality after having consulted with its municipal heritage committee;

**AND WHEREAS** Section 23.2(1)(c) of the Municipal Act, 2001, S.O. 2001, c.25, as amended (“the Municipal Act”), permits a municipality to delegate certain legislative and quasi-judicial powers to an individual who is an officer, employee or agent of the municipality;

**AND WHEREAS** the Council of the Corporation of the Township of Puslinch has consulted with the Heritage Advisory Committee;

**NOW THEREFORE** the Corporation of the Township of Puslinch hereby enacts as follows:

1. GENERAL .....	2
1.1. Short Title .....	2
1.2. Administration.....	2
1.3. Delegated Authority.....	2
1.4. Severability.....	3
1.5. Responsibility for Other Obligations .....	3
2. DEFINITIONS .....	3
3. EXEMPTIONS.....	4
3.1. Exemptions in this By-law .....	4
4. APPLICATION REQUIREMENTS AND PROCESS .....	4
4.1. Heritage Permit Exemption Waiver .....	4
4.2. Heritage Permit .....	5
4.3. Heritage Demolition or Removal Permit.....	5
5. ABANDONMENT, EXPIRY, RENEWAL, TRANSFER, REVOCATION, AMENDMENT AND CLOSURE OF PERMITS .....	6
5.1. Abandoned Application.....	6
5.2. Expiry .....	6
5.3. Transfer .....	7
5.4. Revocation.....	7
5.5. Amendment.....	7
5.6. Renewal.....	7
5.7. Closure.....	7
6. ENFORCEMENT .....	7
6.1. Entry and Inspection .....	7
7. OFFENCE AND RESTORATION PROVISIONS.....	7
8. EFFECTIVE DATE.....	8

## **1. GENERAL**

### **1.1. Short Title**

- (a) This By-law may be referred to as the “Heritage Permit By-law”

### **1.2. Administration**

- (a) The Municipal Clerk or their designate shall be responsible for the administration of this By-law.
  
- (b) This By-law applies to all Property in the Corporation of the Township of Puslinch (the Township) in accordance with Ontario Heritage Act. R.S.O. 1990, c. 0.18, as amended

### **1.3. Delegated Authority**

- (a) The Municipal Clerk or their designate is authorized and has the delegated authority to:
  - (i) Consent to the alteration of properties designated under Part IV of the Act, through the granting of Heritage Permit Exemption Waivers;
  - (ii) Extend the timeline in which alterations proposed in a previously approved Heritage Permit can be undertaken if the Owner is not able to complete the works within the required timeline.
  - (iii) Permit alterations required for an emergency repair or to address health and safety or security issues with or without submission of an application. All emergency approvals shall be reported to the next Council and Committee meeting.
  
- (b) The delegated authority in Section 1.3.(a)(i) and (ii) is limited to the following alterations to properties designated under Section 29 of Part IV of the Act which do not impact Heritage Attributes identified in the “Statement of Cultural Heritage Value or Interest” adopted as part of the Heritage Designation By-law:
  - (i) Exterior repainting of part or the whole of a building or structure;
  - (ii) Alterations to roofing material and colour;
  - (iii) Addition/removal/replacement of, or alterations to, permanent hard landscaping features, including but not limited to walkways, driveways, patios, planters, fences, gates, walls, trellises, arbours and gazebos;
  - (iv) Addition/removal/replacement of, or alteration to, signage;
  - (v) Addition/removal/replacement of, or alteration to, exterior lighting;
  - (vi) Addition/removal/replacement of, or alteration to, basement windows and window wells;
  - (vii) Addition/removal/replacement of, or alteration to non-heritage features, including but not limited to doors, trim, shutters, railings, stairs, porch flooring, columns, brackets, and decorative features;
  - (viii) Addition/removal/replacement of, or alteration to non-heritage features, including additions or outbuildings;
  - (ix) Construction of detached accessory structures, which do not impact the heritage attributes of the property; and,
  - (x) Temporary measures reasonably necessary to deal with an emergency which puts the security or integrity of a building or structure at risk of damage.
  
- (c) In exercising the delegated authority in Section 1.3.(a) the Municipal Clerk:
  - (i) May grant a Heritage Permit Exemption Waiver to alter a Designated Heritage Property; or
  - (ii) May grant an extension or re-issuance of Heritage Permits previously considered by the Committee and approved by Council, where the proposal and relevant policy framework are substantially unchanged since the initial approval;
  - (iii) May refer a Heritage Exemption Waiver application to alter a Designated Heritage Property to the Committee and Council;
  - (iv) Shall prescribe and supply the forms required to apply for a Heritage Permit Exemption Waiver and Heritage Permit;
  - (v) May issue, receive and process notices under any section of the Act;
  - (vi) May receive and issue notices of complete or incomplete application for Heritage Permits pursuant to Section 33 and Section 34 of the Act;

(vii) Will bring an information report to the Puslinch Heritage Advisory Committee once every calendar year, outlining Heritage Permit Exemption Waivers issued under this delegated authority;

(d) In addition, the Municipal Clerk, Committee, or Council may require:

(i) A Heritage Conservation Plan or Heritage Impact Assessment, prepared by a qualified architect and/or engineer licensed to practice in the Province of Ontario or heritage consultant specializing in the subject heritage resource.

(ii) Any other information relating to the application may be required by the Municipal Clerk, Committee or Council.

(e) Notwithstanding Section 1.3(a) of this by-law, Council shall retain all powers and authority under the Act, for the following matters:

(i) Refusal of a Heritage Permit under 33(6)(a)(iii) of the Act;

(ii) Approval of applications to demolish or remove properties designated under Part IV of the Act.

#### **1.4. Severability**

(a) If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

#### **1.5. Responsibility for Other Obligations**

(a) Compliance with this By-law does not relieve the Owner from any responsibility to obtain any other approvals as required from any other government or authority, or compliance with any other obligations.

## **2. DEFINITIONS**

(a) "Act" means the Ontario Heritage Act, R.S.O. 1990, C.O.18, as amended from time to time; and all definitions included therein;

(b) "Alter" means to change in any manner and includes to restore, renovate, repair or disturb but does not include to demolish or remove a heritage attribute.

(c) "Applicant" means the Owner of a Property and includes a Person authorized in writing to act on behalf of the Owner of the Property to apply for a Permit.

(d) "Application" means a written submission to request or amend a permit, in a form prescribed by the Township.

(e) "Building" means a permanent or temporary enclosed structure with exterior walls and a roof, and including all attached equipment and fixtures that cannot be removed without cutting into roof or ceiling, floors, or walls.;

(f) "Clerk" means the "Clerk" for the Township of Puslinch.

(g) "Committee" means the Township of Puslinch Heritage Advisory Committee.

(h) "Council" means the Council of the Township.

(i) "Designated Property" means real property in the Township, including all buildings, structures, and other features thereon, that has been designated under Part IV of the Act, or is subject to a Notice of Intention to Designate under Section 29 of Part IV of the Act, for having cultural heritage value or interest.

- (j) "Heritage Attribute" means, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest.
- (k) "Heritage Permit" means a Permit issued by the Township pursuant to the provisions of this by-law.
- (l) "Inspector" means any person designated by this or any other By-law(s) of the Township as an Inspector or agent of the Township or any persons appointed for the purposes of enforcing this By-law, and includes the Chief Building Official, Building Inspectors, and By-law Enforcement Officers.
- (m) "Maintenance" means the routine, cyclical, non-destructive actions, necessary to slow the deterioration of the Designated Property including the following:
  - a. gardening and repair of landscape features;
  - b. repainting where there is little or no change in colour;
  - c. caulking and weather proofing.
- (n) "Owner" means the registered Owner(s) of the Property.
- (o) "Permit" means a formal authorization issued by the Township under this By-law.
- (p) "Person" includes an individuals, firms, sole proprietorships, partnerships, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, and the heirs, executors, assigns or other legal representatives of a person to whom the context can apply in law.

### **3. EXEMPTIONS**

#### **3.1. Exemptions in this By-law**

- (a) An owner of a designated heritage property does not require a permit for the following:
  - (i) All interior work, except where specifically designated by designation by-law or easement passed under the Act;
  - (ii) Typical backyard features that are not readily visible from the public realm such as a patio, garden and tool shed, gazebo, dog house and other small outbuildings less than 15 square metres in size;
  - (iii) Landscaping which does not require heavy machinery and which will not significantly change the appearance of the property; and
  - (iv) Maintenance as defined in this by-law.
- (b) Consultation with staff on the need for an application is recommended.

### **4. APPLICATION REQUIREMENTS AND PROCESS**

#### **4.1. Heritage Permit Exemption Waiver**

- (a) A Heritage Permit Exemption Waiver must be applied for where:
  - (i) For the alteration, construction and demolition of buildings and structures on properties designated under Section 29 of Part IV of the Act which do not impact Heritage Attributes identified in the "Statement of Cultural Heritage Value or Interest" adopted as part of the Heritage Designation By-law.
- (b) Application Requirements for a Heritage Permit Exemption Waiver:
  - (i) A complete application must be submitted using the prescribed form, as amended from time to time;
  - (ii) There shall be no application or administrative fee for a Permit;
  - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
  - (iv) A site plan or sketch showing the location of the proposed work on the property;
  - (v) A statement of the proposed work including an indication if the proposed alteration is likely to affect the property's heritage attributes;
  - (vi) Any drawings, specifications, photographs, paint chips, or additional notes as necessary to fully explain the work to be undertaken;

- (vii) Approvals of authorities having jurisdiction (Conservation Authority, Source Water Protection); and,
  - (viii) An affidavit or a sworn declaration by the owner/applicant certifying that the information required and provided is accurate.
- (c) Approval/Refusal Process for a Heritage Permit Exemption Waiver:
- (i) All Heritage Permit Exemption Waiver are subject to the Municipal Clerk's review.
  - (ii) The Municipal Clerk shall upon receiving all information and material required serve notice on the applicant informing them that the application is complete.
  - (iii) The Municipal Clerk shall make a decision to approve the permit or refer the permit to the Heritage Advisory Committee for comment and Council for decision within 30 days of the application being deemed complete.

#### **4.2. Heritage Permit**

- (a) A Heritage Permit must be applied for where:
- (i) For the construction or alteration of building or structures on properties designated under Section 29 of Part IV of the Act impact Heritage Attributes identified in the "Statement of Cultural Heritage Value or Interest" adopted as part of the Heritage Designation By-law.
- (b) Application Requirements for a Heritage Permit:
- (i) A complete application must be submitted using the prescribed form, as amended from time to time;
  - (ii) There shall be no application or administrative fee for a Heritage Permit;
  - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
  - (iv) A site plan or sketch showing the location of the proposed work on the property;
  - (v) A statement of the proposed work including an accompanying brief rationale which addresses alterations likely to affect the property's heritage attributes as described in the designation by-law;
  - (vi) Any drawings, specifications, photographs, paint chips, or additional notes as necessary to fully explain the work to be undertaken;
  - (vii) As may be required, a Heritage Conservation Plan by a Built Heritage Specialist;
  - (viii) As may be required, a Heritage Impact Statement prepared by a Built Heritage Specialist;
  - (ix) Approvals of authorities having jurisdiction (Conservation Authority, Source Water Protection);
  - (x) An affidavit or a sworn declaration by the owner/applicant certifying that the information
  - (xi) required and provided is accurate; and,
  - (xii) Any other information related to the application as required by the Municipal Clerk or Council.
- (c) Approval/Refusal Process for a Heritage Permit:
- (i) Council approval is required for all Heritage Permit Applications.
  - (ii) Council shall upon receiving all information and material required, serve notice on the applicant informing them that the application is complete.
  - (iii) Council shall consult with its Heritage Advisory Committee meeting prior to making a decision.
  - (iv) Council shall make a decision in accordance with the legislated timelines under Section 33(7) of the Act and issue notice in accordance with Section 33(6).
  - (v) If Council approves a permit with conditions or refuses a permit, the owner, within 30 days after receipt of the notice may appeal Council's decision to the Tribunal by giving notice of the appeal to the Tribunal and the clerk of the municipality setting out the objection to the decision and the reasons in support of the objection, accompanied by the fee charged by the Tribunal.

#### **4.3. Heritage Demolition or Removal Permit**

- (a) A Heritage Demolition or Removal Permit must be applied for where:

- (i) For the demolition or removal of buildings or structures on properties designated under Section 29 of Part IV of the Act impact Heritage Attributes identified in the “Statement of Cultural Heritage Value or Interest” adopted as part of the Heritage Designation By-law.
- (b) Application Requirements for a Heritage Demolition or Removal Permit:
  - (i) A complete application must be submitted using the prescribed form, as amended from time to time;
  - (ii) There shall be no application or administrative fee for a Heritage Permit;
  - (iii) The Owner shall be responsible for any third-party cost and recoveries if an external review is required as determined by the Designated Official;
  - (iv) A site plan or sketch showing the location of the proposed demolition or removal within the property;
  - (v) Photographs showing the existing building or structure including all elevations, as well as their condition and context;
  - (vi) Drawings and written specifications of the proposed demolition or removal. As may be required, a building condition assessment prepared by a qualified Engineer of the building or structure or material part thereof which is proposed to be demolished or removed;
  - (vii) The reasons for the proposed demolition or removal and the potential impacts to the heritage attributes of the property or the heritage conservation district. As may be required, a Heritage Impact Statement prepared by a Built Heritage Specialist;
  - (viii) Any technical cultural heritage studies that are relevant to the proposed demolition or removal; and
  - (ix) Any other information related to the application as required by the Municipal Clerk or Council.
- (c) Approval/Refusal Process for a Heritage Demolition or Removal Permit:
  - (i) Council approval is required for all Heritage Permit Applications.
  - (ii) Council shall upon receiving all information and material required shall serve notice on the applicant informing them that the application is complete.
  - (iii) Council shall consult with its Heritage Advisory Committee meeting prior to making a decision.
  - (iv) Council shall make a decision in accordance with the legislated timelines under Section 34(4.3) of the Act and issue notice in accordance with Section 34(4.2).
  - (v) If Council approves the demolition or removal with conditions or refuses a demolition or removal, the owner, within 30 days after receipt of the notice may appeal Council’s decision to the Tribunal by giving notice of the appeal to the Tribunal and the clerk of the municipality setting out the objection to the decision and the reasons in support of the objection, accompanied by the fee charged by the Tribunal.

## **5. ABANDONMENT, EXPIRY, RENEWAL, TRANSFER, REVOCATION, AMENDMENT AND CLOSURE OF PERMITS**

### **5.1. Abandoned Application**

- (a) An Application for a Heritage Waiver or Heritage Permit will be deemed abandoned and the Application and respective file will be closed, where a period of twelve (12) months has elapsed during which all information, document or fees as required have not been provided to the Township or where the application has not seeing meaningful progress through submissions towards the issuance of a permit.

### **5.2. Expiry**

- (a) A Heritage Waiver or Heritage Permit will be issued for a period of two (2) years and expires on the date set-out in the permit, unless otherwise specified as a condition of the permit.



### **5.3. Transfer**

- (a) If title to the Property for which a Permit has been issued is transferred while the Permit is in effect, the Permit shall be automatically revoked unless the new Owner, prior to the time of the transfer, provides the Township with an undertaking, to the satisfaction of the Clerk, to comply with all Conditions under which the Permit was issued.

### **5.4. Revocation**

- (a) The Clerk may revoke a Permit for any of the following reasons:
  - (i) It was obtained based on mistaken, false or incorrect information;
  - (ii) It was issued in error;
  - (iii) The Property Owner and/or Permit holder requests in writing that it be revoked;
  - (iv) The Permit holder has failed to comply with any of the Conditions of the Permit; or
  - (v) The Permit holder is unwilling or unable to comply with the Conditions of the Permit.

### **5.5. Amendment**

- (a) An Owner may submit a request in writing to the Clerk for an amendment to a Permit.

### **5.6. Renewal**

- (a) An Owner may submit a request in writing to the Clerk for a renewal of a Permit if the only change from the initial Application and Permit is the expiry date.

### **5.7. Closure**

- (a) A Permit is considered closed when all the Conditions related to the Permit have been fulfilled to the satisfaction of the Clerk.

## **6. ENFORCEMENT**

### **6.1. Entry and Inspection**

- (a) Inspectors and the Municipal Clerk may, at any reasonable time:
  - (i) Enter and inspect Property to determine compliance with the provisions of this By-law, or any Condition of a Permit, or Order issued under this By-law. This power of entry does not allow entry into any dwelling;
  - (ii) Require the production of documents for inspection or things relevant to the inspection, inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts.

## **7. OFFENCE AND RESTORATION PROVISIONS**

- (a) Every person who knowingly furnishes false information in an application made pursuant to this By-law, or who fails to comply with any order, direction or requirement made pursuant to this By-law, or who contravenes any provision of this By-law or the Act, is guilty of an offence and on conviction is liable to a fine or to imprisonment as provided by Section 69 of the Ontario Heritage Act, R.S.O. 1990, c.0.18, as amended.
- (b) If this By-law is contravened and a conviction entered, the Court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy, and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- (c) Where a designated heritage property is altered in contravention of this By-law, in addition to any other penalty imposed pursuant to the provisions of Section 69 of the Act, or pursuant to the Township's other by-laws, as the case may be, the Township may restore the property as nearly as possible to its previous condition, if it is practicable to do so, and may recover the cost of the restoration from the Owner of the property pursuant to the Act.
- (d) Where an order to restore the property is issued, Council may authorize any person in writing to enter on the property to carry out the restorations.
- (e) Notwithstanding clause (d) above, and in accordance with the provisions of Section 69 of the Act, the Township shall not restore the property if, in the opinion of the Township, the

property is in an unsafe condition or incapable of repair or the alteration was carried out for reasons of public health or safety or for the preservation of the property.

- (f) Where the provisions of this By-law have been contravened, the process to address the contravention shall be as follows:
- (i) The Municipal Clerk shall conduct an investigation to determine the circumstances and nature of the contravention;
  - (ii) Based on the results of the investigation pursuant to (i) above and a determination that there has been a breach of the law, the Municipal Clerk shall review with Legal Counsel who may determine whether formal processes are warranted as follows:
    - a. A prosecution may be initiated in accordance with the provisions of the Act and this By-law;
    - b. A Property Standards Order may be issued pursuant to the provisions of the Township's Property Standards By-law, as amended, and the Building Code Act;
    - c. Where warranted and it is practicable to do so, recommend that the property be restored as nearly as possible to its previous condition. Any such recommendation for restoration shall be referred by the Municipal Clerk to Council for approval;
    - d. The Municipal Clerk may exercise discretion in consultation with Legal Counsel to resolve the contravention by alternative means. The Municipal Clerk may meet with the owner to discuss the contravention, the penalties that could be imposed and to ensure that the owner is aware of the requirement to obtain a heritage permit for any future alterations.

**8. EFFECTIVE DATE**

- (a) This by-law shall come into effect on **ENTER DATE.**

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS XXX OF MONTH 2024.**

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James Seeley, Mayor

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Justine Brotherston, Interim Municipal Clerk

## COMMITTEE MEMO

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TO: HERITAGE ADVISORY COMMITTEE

FROM: CHERYL MCLEAN

MEETING DATE: MAY 6 2024

SUBJECT: Exploring Designated Plaque Design Options

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### RECOMMENDATIONS

That memo MEMO-2024-002 New Plaque Design Details be received for information; and,

That a sub-committee be established to develop a Goals and Objectives proposal to support the Committee's proposed budget request for the installation of plaques on designated properties for the 2025 budget to be considered by the Committee at its September 9, 2024 meeting; and,

That the following members be appointed to the sub-committee:

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

\_\_\_\_\_.

### Purpose

Since there are discussions to have new plaques placed on the heritage designated buildings, I feel this would be an opportunity for the plaque to include the date the building was built and its original purpose.

### Background

After the walk through Aberfoyle and Morriston, and the presentation by Gregg and Leslie from the "Your Town Rising", I felt that their suggestion to add more details about the building on new plaques would be interesting and informative. This would be educational and draw interest to those walking by or visiting the site. It would be very helpful to those on a tour and provide confirmation that they were at the correct site.

### Comments

This may make a difference to the size, style and design of the plaques. Some plaques for homes might only include the date the home was built. I am not certain if the intention is also to replace plaques for all properties that currently have plaques, even if they are not designated.

#### Financial Implications

This would probably increase the expense of each plaque, as they would not be exactly the same. The prices online vary greatly according to the material and design.

#### Attachments

There were photos of plaques identifying buildings at the “Your Town Rising” presentation but I don’t have any available.

Below are some examples from the internet.

