



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 13, 2025 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: January 13, 2025

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. December 2, 2024 Heritage Advisory Committee Meeting Minutes



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Recommendation:

That the Consent Agenda item listed for the January 13, 2025 Heritage Advisory Committee meeting be received for information.

8. Reports ≠

8.1. Report – HER-2025-001 – 2022-2026 Goals and Objectives Update

Recommendation:

That report HER-2024-028 entitled 2022-2026 Goals and Objectives Update be received for information.

8.2. Report – HER-2025-002 – Terms of Reference and Goals/Objectives Training

Recommendation:

That report HER-2025-002 entitled Terms of Reference and Goals/Objectives Training be received for information.

8.3. 1:05 P.M. Report – HER-2025-003 – Proposed Donation Policy

Recommendation:

*That report HER-2025-003 entitled Proposed Donation Policy be received for information;
and,
That the following comments from the Heritage Advisory Committee be provided to Council
for its consideration regarding the Proposed Donation Policy:*

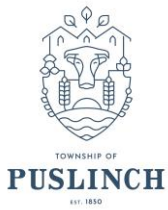
9. Correspondence

10. Announcements

11. Notice of Motion

12. New Business

13. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 HERITAGE ADVISORY COMMITTEE MEETING
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& IN-PERSON AT 7404 WELLINGTON RD 34

MINUTES

DATE: December 2, 2024

MEETING: 1:00 P.M.

The December 2, 2024 Heritage Advisory Committee meeting was held on the above date and called to order at 1:03 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:

Lily Klammer-Tsuji

Russel Hurst

Cheryl McLean

Andy Day

Absent:

Kristine O'Brien

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-059:

Moved by Lily Klammer-Tsuji and
Seconded by Andy Day

That the Heritage Advisory Committee approves the December 2, 2024 Agenda as circulated.

CARRIED



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5. DISCLOSURE OF CONFLICT OF INTEREST:

Cheryl McLean declared a potential conflict of interest related to item 8.2 HER-2024-027, 2026 Priority Properties – Part 1 related to the property known as 5-12900 - 5 Victoria St due to her holding a mortgage on one of the properties and will refrain from discussion and voting with respect to this item.

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1. November 4, 2024 Heritage Advisory Committee Meeting Minutes

Resolution No. 2024-060:

Moved by Andy Day and
Seconded by Cheryl Mclean

Whereas the Heritage Advisory Committee Minutes of the November 4, 2024 Council meeting are included on the agenda;

And Whereas, no substantive action has been taken on the matter;

Therefore be it resolved,

That Committee Member Lily Klammer-Tsuji brings a motion to reconsider Resolution No. 2024-055 of the November 4, 2024 Heritage Advisory Committee meeting.

CARRIED

Recorded Vote

Committee Member	In Favour	Opposed
Cheryl Mclean	X	
Andy Day	X	
Lily Klammer-Tsuji	X	
Russel Hurst	X	



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Resolution No. 2024-061:

Moved by Andy Day and
 Seconded by Cheryl McLean

That the Heritage Advisory Committee provides the following comments with respect to the design of the Killean School Bell Cairn for Council’s consideration:

- That Council seek feedback from the Puslinch Historical Society and the donor of the Killean School Bell regarding the design of the cairn; and,
- That Council refer the feedback received from the Puslinch Historical Society and donor of the Killean School Bell regarding the design of the cairn to the Heritage Advisory Committee for information.

CARRIED

Recorded Vote

Committee Member	In Favour	Opposed
Lily Klammer-Tsuji	X	
Andy Day	X	
Cheryl McLean	X	
Russel Hurst	X	

8. COMMITTEE AND STAFF REPORTS

8.1 Report – HER-2024-026 – 2025 Heritage Register Designation Update

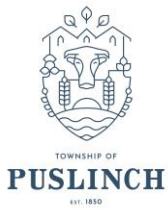
Resolution No. 2024-062:

Moved by Andy Day and
 Seconded by Lily Klammer-Tsuji

That report HER-2024-026 entitled 2025 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 Z for designation be endorsed by the Heritage Advisory Committee; and,

That the Heritage Advisory Committee recommend Council state their Intention to Designate the 2025 Priority Properties as listed in Schedules A through Z attached to this report.



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CARRIED

8.2 Report – HER-2024-027 – 2026 Priority Properties – Part 1

Resolution No. 2024-063:

Moved by Cheryl Mclean and
Seconded by Andy Day

That Report HER-2024-027 entitled 2026 Priority Properties - Part 1 be received for information; and,

That the Heritage Advisory Committee recommend that Council endorse the 21 properties identified as priority properties to be considered for designation in 2026; and,

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

Sub-committee A) Russel Hurst review properties:

- 1-01625 – 4661 Sideroad 10 North
- 2-10600 – 4495 Sideroad 20 North
- 2-11530 – 6872 Wellington Road 34
- 4-01900 – 6954 Gore Road
- 4-02500 – 6830 Gore Road
- 4-05000 – 6815 Concession 1
- 4-06700 – 7201 Concession 1

Sub-committee B) Cheryl Mclean & Andy Day review properties:

- 4-09200 – 7030 Concession 1
- 4-09700 – 6920 Concession 1
- 4-12600 – 4350 Concession 7
- 5-06600 – 28 Badenoch Street East
- 5-07300 – 12 Badenoch Street East
- 8-01500 – 7737 Stone Road East
- 8-05700 – 4715 Watson Road South.

CARRIED



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Cheryl McLean declared a potential conflict of interest related to item 8.2 HER-2024-027, 2026 Priority Properties – Part 1 related to the property known as 5-12900 - 5 Victoria St due to her holding a mortgage on one of the properties and will refrain from discussion and voting with respect to this item.

Resolution No. 2024-064:

Moved by Lily Klammer-Tsuji and
Seconded by Andy Day

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

Sub-committee C) Lily Klammer-Tsuji & Kristine O'Brien review properties:

- 5-19200 – 7594 Flamborough-Puslinch Townline
- 6-05500 – 77 Brock Road North
- 6-09100 – 84 Brock Road South
- 7-06001 – 4435 Watson Road South
- 7-08800 – 4272-~~4276~~ Watson Road South
- 5-12900 – 5 Victoria Street
- 5-13100 – 4 Victoria Street

CARRIED

8.3 Report – HER-2024-028 – 2022-2026 Goals and Objectives Update

Resolution No. 2024-065:

Moved by Lily Klammer-Tsuji and
Seconded Andy Day

That report HER-2024-028 entitled 2022-2026 Goals and Objectives Update be received for information; and,

That Lily Klammer-Tsuji & Russel Hurst be appointed to the Morriston Heritage Conservation District Sub-committee to review and outline the process of establishing a Heritage Conservation District including any potential future budget implications; and,

That a Committee Memo and Goal/Objective Proposal form from the Morriston Heritage Conservation District Sub-committee be presented at a future Heritage Advisory Committee meeting for the Committee's consideration to be recommended to Council for approval as a Committee Goal/Objective; and,



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That Lily Klammer-Tsuji & Cheryl Mclean by appointed to a Killean School Bell Cairn Unveiling Ceremony Sub-committee, to collaborate with the Puslinch Historical Society and discuss the possibility of having a joint booth at the 2025 Puslinch Community Showcase; and,

That a Committee Memo and Goal/Objective Proposal form from the Killean School Bell Unveiling Ceremony Sub-committee be presented at a future Heritage Advisory Committee meeting for the Committee's consideration to be recommended to Council for approval as a Committee Goal/Objective.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2024-066:

Moved by Andy Day and
Seconded by Lily Klammer-Tsuji

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

CARRIED



REPORT HER-2025-001

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: January 13, 2025

SUBJECT: 2022 – 2026 Goals and Objectives Update

RECOMMENDATION

That report HER-2025-001 entitled 2022-2026 Goals and Objectives Update be received for information.

Purpose

The purpose of this report is to provide the Heritage Advisory Committee with an update on the Committee's 2022-2026 Goals and Objectives, including the projects the Committee completed throughout 2024.

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-committee, to support the goal or objective. 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.

At the December 18th Council meeting, staff provided an update to Council on the Committee's goals and objectives completed in 2024 and Council approved the 21 properties for the 2026 Priority Properties – Part I.

Comments

Below is an update on each approved goal and objective for 2024:

Regular Reporting to Council	Progress reports brought to February 7, 2024 and	Complete
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	December 18, 2024 Council Meetings	
Training Opportunities	A Committee Member and the Township's Deputy Clerk attended the Ontario Heritage Conference	Complete
Re-vamp of Heritage Webpage & Showcasing of Designated Properties	The Heritage Summer Student re-vamped the Township's Heritage webpages and enhanced the Township's showcasing of designated properties where property owners opted-in.	
Land Acknowledgement Open House	The Township held an Open House and invited Students from Aberfoyle Public School and members of the public to an Open House on June 17, 2024	Complete
Participation in Puslinch Community Showcase	The Heritage Advisory Committee had a booth at the Puslinch Community Showcase to promote and sell the Doors of Puslinch Poster	Complete
Heritage Register and Bill 23 (2023 Priority Properties)	Designation By-laws Approved by Council at its March 22, 2024 Council Meeting	Complete
Heritage Register and Bill 23 (2024 Priority Properties)	The Committee has completed its work related to this Goal/Objective. Staff are working through the remainder of the Designation process with Council.	Complete

Heritage Register and Bill 23 (2025 Priority Properties)	The Committee has completed its work related to this Goal/Objective. Staff are working through the remainder of the Designation process with Council.	Complete
Heritage Register and Bill 23 (2026 Priority Properties – Part I)	The Committee has selected the next group of properties to be reviewed as Priority Properties in 2026 and has recommended Council endorse these properties for consideration for designation.	The Committee will begin research on these properties and prepare Statements of Cultural Heritage Value and/or Interest.

Following the completion of the 2026 priority properties - Part 1, there will be 22 properties remaining for the Committee’s consideration to recommend to Council for designation. These properties will be included in the 2026 priority properties - Part 2 cohort.

An update on the 2025 Heritage Advisory Committee goals and objectives and workplan is included in Report HER-2025-002.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

None



REPORT HER-2025-002

TO: Heritage Advisory Committee Chair and Members of Committee

PREPARED BY: Laura Emery, Communications & Committee Coordinator

PRESENTED BY: Laura Emery, Communications & Committee Coordinator

MEETING DATE: January 13, 2025

SUBJECT: Terms of Reference and Goals/Objectives Training

RECOMMENDATIONS

That staff report entitled HER-2025-002 regarding Terms of Reference and Goals/Objective Training be received for information.

Purpose

The purpose of this report is to provide the Heritage Advisory Committee with a review of its updated Terms of Reference with consideration to goal and objective process and the number of active goals and objectives.

Background

Council at its November 6, 2024 meeting directed staff to review the Terms of Reference for all Advisory Committees and bring back recommended changes to Council. The revised Heritage Advisory Committee Terms of Reference was approved by Council at its December 18, 2024 meeting. An updated Terms of Reference is included in Schedule "A" to this report.

The summary of the amendments to the Terms of Reference are as follows:

1. Section 8. PROCEDURES AND PROTOCOLS clarifies that Committee Members shall adhere to all of the Township's policies and procedures including the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

2. Section 9. ABSENTEEISM clarifies Committee Members responsibility regarding attendance at meetings and to seek authorization should an extended absence be required.
3. The committee will be limited to a maximum of two (2) goals or objectives at any given time. Goals and objectives referred by the Council will be prioritized. This streamlining aims to help the committee manage workload capacity effectively, ensuring that current projects can be completed before additional goals are introduced.
4. Clarifying subcommittee's leadership responsibilities for goals/objectives.

In order to assist with the transition to Committees only having a maximum of two active goals/objectives at one time, staff have developed a 2025 work plan for the Heritage Advisory Committee attached as Schedule "B" to this report.

The work plan lists all goals/objectives that are approved by Council and will identify which goals are active, and which goals are in-active and the anticipated completion of the goal/objective. These work plans are a living document and will be updated as goals/objectives are completed and added. Staff have also developed a Committee Training presentation attached as Schedule "C" to this report.

Financial Implications

None

Applicable Legislation and Requirements

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

Heritage Committee Establishment By-law 2011-02

Attachments

Schedule A – Updated Heritage Advisory Committee Terms of Reference

Schedule B – 2025 Heritage Advisory Committee Goals and Objectives Workplan

Schedule C – Committee Training Presentation



Township of Puslinch Council Heritage Advisory Committee Terms of Reference

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

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED: November 8, 2023
December 18, 2024

1. ENABLING LEGISLATION

Section 28 of the *Ontario Heritage Act* states a municipality may by by-law establish a heritage committee to advise and assist the Council on all matters relating to the conservation of property or cultural heritage value or interest and heritage conservation districts and such other heritage matters as the Council may specify by by-law. Committee's are a Local Board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25* and in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

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

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

2. ROLE

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

3. MANDATE

The primary function of the Heritage Committee is to advise Council and make recommendations on heritage designations, applications for repeal of designations, applications for alterations, and/or removal/demolition of Part IV



and Part V properties under the *Ontario Heritage Act*. In addition, the Heritage Advisory Committee is responsible to advise Council of the potential local impact of new legislation relating to the Heritage Act, providing education opportunities to the public, and provide a forum for the exchange of information and engagement with the community.

4. PURPOSE

The Committee will accomplish its mandate by:

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

5. TYPE OF COMMITTEE

Council Advisory Committee - Statutory Committee

6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

a. Composition

The Heritage Committee is composed of the following Members:

One (1) Council Member as appointed for the term by Council; five (5) to seven (7) members of the public as appointed by Council; and one (1) Township staff member being the Committee Coordinator (non-voting member).

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



b. Roles and Responsibilities

The Chair shall be the Councillor appointed to the Heritage Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.

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

The Chair's main role is to facilitate meetings.

c. Subcommittees

- i. Subcommittees may be formed to complete specific tasks related to the Heritage Advisory Committee mandate and purpose but must report through the Heritage Advisory Committee. The maximum membership on any subcommittee is no more than two (2).
- ii. The Heritage Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and Development opportunities do not qualify as goals/objectives, in addition regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Heritage Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.

d. Qualifications

Citizen Appointee with the following qualifications:

- Interest in Heritage buildings;
- Demonstrated commitment and interest in the municipality;
- Knowledge of Heritage legislation is considered an asset;



TOWNSHIP OF
PUSLINCH
EST. 1850



- Flexibility to attend day time meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- Resident of the Township of Puslinch for the duration of the term;
- All members must be at least 18 years of age;
- Shall apply and be appointed by Council at the commencement of each new term

7. MEETING SCHEDULE

The Committee meets six (6) times annually on the first Monday of the month at 1:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

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

8. PROCEDURES AND PROTOCOLS

The Township Heritage Advisory Committee shall adhere to the Township's policies and procedures including rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

9. ABSENTEEISM

A Member that is to be absent for three or more consecutive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a written request to Council to be excused for three or more consecutive meetings, must include in their request the reason for the absence. The request will be considered by Council and the absence may be approved by Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.

Goal/Objective	Sub-Committee	Active/In-Active	Source	January	February	March	April	May	June	July	August	September	October	November	December
Bill 23 - Heritage Register Review and Designations (2026 Part 1)	All Members	Active	Council Direction	X	X	X	X	X	X						
Bill 23 - Heritage Register Review and Designations (2026 Part 2)	All Members	In-Active	Council Direction							X	X	X	X	X	X

Committee Training Presentation



Agenda:

- Purpose of an Advisory Committee
- Goal and Objective Process
- Terms of Reference Process
- 2025 Committee Workplan



Purpose of an Advisory Committee

- Serve in an advisory capacity to Council on matters, issues and policies that impact preservation, celebration and education relating to Heritage
- Advise Council and make recommendations on heritage designations, applications for repeal or designations etc.
- Advise Council on potential local impact of new legislation relating to the Heritage Act



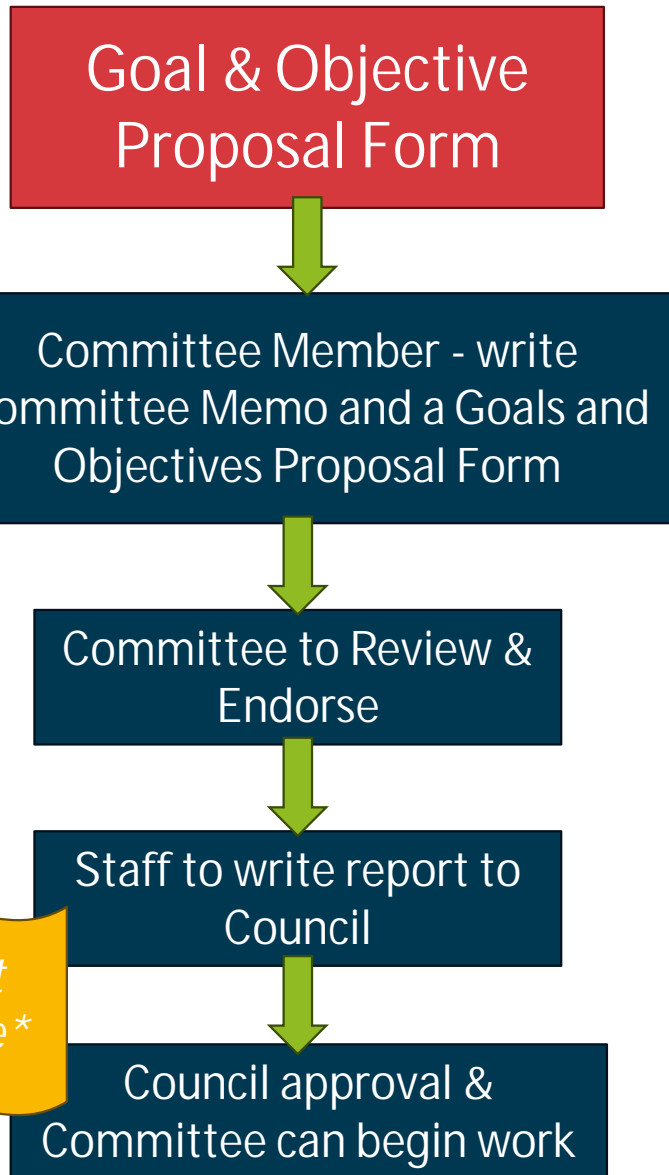
Setting Goals and Objectives

Committee Goals and Objectives Process



- The Committee's Goals and Objectives are set at the beginning of a new term to be approved/endorsed by Council
- The two ways Goals and Objectives can be added to the Committee's workplan
 - Sub-committee writing a detailed proposal and endorsing the proposal to be approved by Council
 - Council refers a Goal and Objective to the Committee

Goals and Objectives Process Flow Charts



Consider budget timing if applicable



Goal/Objective Prioritization and Limitation

- Limited to two active goals or objectives at any given time
- Goals and objectives referred by Council will be prioritized
- Ability to request special consideration from Council to permit more than 2 active goals based on a time sensitive matter

Committee
Goals and
Objectives



Committee Member Led

Committee Goals and Objectives



- Subcommittees are required to lead goals/objectives
- Committee staff are a supporting role assisting as needed
- Committee member vs. staff led process

2025 Heritage Advisory Committee Workplan

Goal/Objective	Sub-Committee	Active/In-Active	Source	January	February	March	April	May	June	July	August	September	October	November	December
Bill 23 - Heritage Register Review and Designations (2026 Part 1)	All Members	Active	Council Direction	X	X	X	X	X	X						
Bill 23 - Heritage Register Review and Designations (2026 Part 2)	All Members	In-Active	Council Direction							X	X	X	X	X	X

- Maximum of two active goals and objectives at one time
- Workplans are a living document and will be updated as goals and objectives are completed and added



Terms of Reference Updates

Committee Terms of Reference Updates



- Training and development opportunities and regular staff reports to Council do not quality as goals and objectives
- Changes to Procedures and Protocols section
- Changes to Absenteeism section



Questions?



REPORT HER-2025-003

TO: Heritage Advisory Committee Chair and Members of Committee

PREPARED BY: Laura Emery, Communications & Committee Coordinator

PRESENTED BY: Laura Emery, Communications & Committee Coordinator

MEETING DATE: January 13, 2025

SUBJECT: Proposed Donation Policy

RECOMMENDATIONS

That Report HER-2025-003 entitled Proposed Donation Policy be received for information; and

That the following comments from the Heritage Advisory Committee be provided to Council for its consideration regarding the Proposed Donation Policy:

Purpose

The purpose of this report is to seek comments from the Heritage Advisory Committee on the proposed Donation Policy attached as Schedule "A" to this Report.

Background

Council at its meeting held on June 16, 2021 through Council Resolution No. 2021-184 directed staff to bring forward a formal donation policy for Council's consideration. The Township has developed the proposed Donation Policy attached as Schedule A based on other donation policies currently in place at other municipalities.



The primary purpose of a Donation Policy is to ensure that a donation offered to the Township is in keeping with the following general objectives:






- It is in-line with or compatible with services or facilities that the Township currently has or is intending on providing.

- It will be able to be supported/maintained/operated/ and ultimately replaced at the end of its service life with the current resources and finances of the Township or alternatively through a Council-approved increase to the current resources and finances of the Township as needed.
- It is safe and appropriate and in compliance with any applicable regulations or guidelines for its use/implementation at a Township run public facility.
- It is in compliance with Township policies and by-laws.
- Whether the donation covers the entire cost of installation and ongoing operations. If not, an appropriate plan for any outstanding costs.
- The donation is handled in a way that is in compliance with any applicable requirements from the Canada Revenue Agency and the Income Tax Act.

Commemorative Bench and Tree Program

The following section outlines other municipal costing associated with commemorative bench and tree programs:

Municipality	Bench	Tree	What is included?	Renewal period & Fee
Township of Terrace Bay	<p>\$1,000</p> <p>BENCH \$1000.00 4 Available</p> 	N/A	Refurbishment and maintenance of the memorial bench for the first ten years, plus a personalized engraved plaque.	10 years, \$200
Town of Oakville	<p>\$1,923</p> 	N/A	Refurbishment and maintenance of the memorial bench for the first 5 years, plus a personalized cast bronze plaque.	5 years, \$788.50
City of Toronto	<p>\$2,530</p>	\$738	A newly installed bench with an engraved metal	After the warranty period, (Plaque 2 years, Tree 5 years,

			plaque and a newly planted tree with an engraved metal plaque installed in a concrete base.	Bench 10 years) the city reserves the right to remove any damaged plaques, benches or trees. Requests for repairs or replacements after the warranty period will be charged to the applicant.
Municipality of Bluewater	\$3,000 	\$500 Tree (No Picture)	Laser-cut plaques are part of the bench. The choice of wording for the bench plaque is offered on the request form. Plaques for trees are not available at this time.	Trees 3 years no charge. Benches will be maintained for 5 years and plaques will be maintained for a maximum of 3 years. After 10 years, the Municipality holds the right to remove the bench if it becomes unsafe or unsightly. Replacement for vandalism will occur 1 time for a tree or bench.
Municipality of Port Hope	\$2,100  Garden Bench	\$750 	Tree – planting & tree maintenance + \$250 for granite stone plaque. Bench-installation and 3 x 6 inch plaque included.	No info on renewal

It is recommended that the Township of Puslinch implements the following:

Commemorative Tree

It is recommended that the Township install a minimum size tree of 6 foot high with a 3.5 square feet fruit ball (root system). The maple hardwood tree is recommended as it performs

well in the Township's climate zone and is pest resistant. Estimated cost for this tree including installation by Township staff (ie. planting stakes and water bag), maintenance and plaque is estimated at \$1,350. This would be for the full lifecycle of the tree. No additional costing is expected as maintenance and trimming would be included within the Township's current service level for tree maintenance.

Commemorative Bench

It is recommended that the Township install benches similar to the benches installed at the Puslinch Community Centre Park and Boreham Park (ie. aluminum type construction with an oil paint/natural finish). Estimated cost for this bench including installation by Township staff, maintenance and plaque for a ten-year period is estimated at \$2,500. Aluminum benches may need to be removed and sent out to a sandblaster to be repainted and/or refinished and will be identified to be inspected for rehabilitation after 10 years. Renewal fee to be determined at the time of replacement based on actual costs for the replacement/refinish of the bench to be paid by the original Donor.

Commemorative Plaque

Small plaque will be mounted on the bench/tree by Township staff.

- 3 x 6 inch silver aluminum plaque - \$331 – the aluminum plaque is recommended due to outdoor durability and cost.
- This cost is already included in the price of the Tree/Bench as outlined above.

Financial Implications

Known donations are budgeted in the annual Capital and Operating budgets.

Applicable Legislation and Requirements

Income Tax Act

Canada Revenue Agency guidelines and standards

Attachments

Schedule A – Proposed Donation Policy



Title: Donation Policy

Policy No. 2025-001

Adoption: February 12, 2025 by Council Resolution No. 2025-XXX

Subject: Donation Policy
File No: A09 DON

1. Introduction

The **Township** of Puslinch (**Township**) recognizes that individuals or organizations may wish to make **Donations** to support **Township** projects, programs or services. The **Township** welcomes **Donations** that support **Township** projects, programs or services for purposes that are consistent with the **Township's** values, principles, and objectives.

Uniform criteria and procedures guide the review and acceptance of such **Donations**, confirm that the **Township** has relevant and adequate resources to administer such **Donations**, and ensure that the **Township** appropriately acknowledges the generosity of the **Donor**.

2. Purpose

This policy outlines procedures, in compliance with the Income Tax Act and Canada Revenue Agency (CRA) guidelines, for:

- a) Accepting **Donations**;
- b) Issuing **Official Donation Receipts** for tax purposes;
- c) Managing the collection, recording, and allocation of **Donations**; and
- d) Recognizing contributions from the public.

3. Specific Objectives

- a.) To establish and guide relationships with **Donors** who share the **Township's** commitment to provide a high-quality civic environment;
- b.) To enrich our community by responsibly and efficiently managing **Donations**;

- c.) To generate revenue to fund new and existing facilities, projects, programs and activities approved by Council for the benefit of the **Township** and its residents; and
- d.) Collaborate with community organizations whose missions reflect the **Township's** values and commitment to shared principles and objectives.

4. Scope

This policy applies to all **Donations** provided to the **Township** that support projects, programs or services offered by the **Township** including:

- a) Monetary **Donations**;
- b) **Gift-In-Kind Donations** (such as **Art**, furniture, equipment, materials of historical interest, property, etc.), other than cash, which is an **Eligible Donation**;
- c) **Sponsorship** and **Naming Rights** agreements between the **Township** and community partners, businesses, not-for-profit organizations and individuals that contribute either financially or in-kind to the **Township** in return for recognition, public acknowledgement, or other promotional considerations; and
- d) Contribution to a **Township** Park through the Commemorative Bench and Tree Program as a tribute to an individual or organization.

5. Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

- a.) **Advantage:** This is generally the total value of any property, service, compensation, use, or any other benefit as partial consideration for, in gratitude for, or in any other way related to the gift.
- b.) **Advertising:** Refers to a commercial message directed at a specific audience, usually paid for by the advertiser and with no implied association between the advertiser and the organization offering the **Advertising** opportunity.
- c.) **Appraisal:** An independent individual knowledgeable about the principles, theories, and procedures of the applicable valuation discipline, and follow the Uniform Standards of Professional **Appraisal** Practice or the standards of the profession to estimate the monetary value of a **Donation**.

- d.) **Art:** Cultural objects and artistic items such as, but not limited to, prints, fine **Art** posters, sculpture, fine **Art** photography or paintings acquired by the **Township** through a **Donation**.
- e.) **Beneficiary Department Head:** The Director, or designate, of the **Township** department for which a **Donation** is designated or intended. The Chief Administrative Officer or designate shall act as the **Beneficiary Department Head** if no department is designated or intended.
- f.) **Designated Donation:** **Donation** that is designated at the **Donor's** request for a specific **Township** department, location, or purpose and must be used exclusively for the specified purpose of the **Donor**.
- g.) **Donation:** A monetary gift, bequest, financial contribution including cash, profit from the sale of goods for the purpose of fundraising, or in-kind contributions of tangible property, which has been given to the **Township** voluntarily and without any contractual obligation or compensation or non-monetary consideration (ie. **Advertising**, services, etc.).
- h.) **Donor:** A person or other legal entity that proposes to provide a **Donation** to the **Township**.
- i.) **Eligible Donation:** **Donation** which can be acknowledged with an **Official Donation Receipt** for income tax purposes, in accordance with CRA guidelines meeting the following criteria:
- i. Be a transfer of property to the **Township** (e.g. money, **Gift-In-Kind Donation**); and
 - ii. Be voluntarily given without any legal obligation, contractual requirement, or conditions imposed on the use of the **Donation**.
- j.) **Fair Market Value:** This is usually the highest dollar value that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are acting independently of each other. The **Fair Market Value** does not include taxes paid on purchasing the item; taxes are costs incurred by the purchaser.
- k.) **Fundraising Campaign:** A program which is designed to raise funds to support a specific **Township** project, program or service as approved by Council and which is conducted by either **Township** staff only or by **Township** staff in partnership with an Advisory Committee of Council or an outside organization. A **Fundraising Campaign** may include the sale of goods, with the profit from the sale being designated as a **Donation**.
- l.) **Gift-In-Kind Donation:** A gift of tangible property (ie. **Art**, furniture, equipment, material of historical interest, etc.), other than cash, that is an **Eligible Donation**.

- m.) **Naming Rights:** Refers to a contractual agreement for a defined period of time where a third party provides goods, services, or financial contribution in return for access to the commercial/marketing potential associated with rights for the inclusion and public display of the third party's name as part of the name of a **Township Asset** or subcomponent of a **Township Asset**.
- n.) **Net Amount of Donation:** The **Fair Market Value** of the **Donation** less any **Advantage** received or to be received by the **Donor** as a result of the **Donation**.
- o.) **Non-Qualifying Donation:** A **Donation** for which an **Official Donation Receipt** cannot be issued in accordance with CRA guidelines including:
- i. Gifts of service including any non-monetary assets without physical substance, such as services, time, skills, effort;
 - ii. The payment of a basic fee for admission to an event or to a program;
 - iii. **Sponsorship;**
 - iv. The purchase of goods or services and/or silent auction items for fundraising; and
 - v. A **Donation** of business marketing products such as supplies and merchandise.
- p.) **Official Donation Receipt:** A receipt issued by the **Township** as a **Qualified Donee** under the Income Tax Act, for an **Eligible Donation** made to the **Township**, which may be used by the **Donor** to claim a tax credit on their income tax return.
- q.) **Qualified Donee:** An organization that under the Income Tax Act may issue an **Official Donation Receipt** for a **Donation** that is received from a **Donor**.
- r.) **Sponsor:** Refers to the business, not-for-profit organization or individual that enters into an agreement to contribute financially or in-kind to the **Township** in exchange for the rights to a public association with a **Township Asset**.
- s.) **Sponsorship:** Refers to a marketing-oriented, contracted arrangement that involves the payment of a fee or payment in-kind by a company in return for the rights to a public association with an activity, item, person or property for mutual commercial benefit. **Sponsorships** can come in the form of financial assistance, non-cash goods or a contribution of skills or resources. **Sponsorships** are a **Non-Qualifying Donation**.
- t.) **Township:** The Corporation of the **Township** of Puslinch.

- u.) **Township Asset:** Refers to an item, object, thing (including a service, program, event or activity) or real estate property owned by the **Township**.
- v.) **Undesignated Donation:** A **Donation** provided to the **Township** without any restrictions in the way it may be expended and is available to use for such purposes as the **Township** determines will advance its interests and priorities.

6. Accepting Donations

- a.) All **Donations** will be evaluated by the **Township** prior to acceptance to determine whether the **Donation** is:
 - i. Consistent with the **Township's** mandate, priorities, programs, services and activities offered by the **Township** and deemed by the **Township** to be in the public interest. A **Donor** who wishes to make a **Donation** that supports special purposes for an organization independent of the **Township** should be directed to that organization;
 - ii. In accordance with applicable **Township** by-laws, policies and resolutions as well as compliance with the laws, conventions and treaties of the other levels of government;
 - iii. Given voluntarily, without any compensation, conditions, or non-monetary consideration such as **Advertising**, promotion or services. This provision does not apply to **Sponsorships** and **Naming Rights**;
 - iv. Mitigated from associated risks or potential liabilities, including environmental;
 - v. Given from a **Donor** that is not currently in litigation against the **Township** and does not represent a reputational risk to the **Township** through involvement in activities that are contrary to the values of the **Township**; and
 - vi. Used for official **Township** business, and not for political activities or other personal business.
- b.) A **Donation** to an established **Fundraising Campaign** includes initiatives that have received prior Council approval (ie. Doors of Puslinch posters, Parks Revitalization Projects, Electronic Sign Replacement, etc.).
- c.) A **Donation** that is given to the **Township** intended as a flow through to a specified recipient who is not a **Qualified Donee** will not be accepted by the **Township**.
- d.) If the **Township** is unable to fulfill the **Donor's** request regarding a **Designated Donation**, the **Donation** shall be returned, unless the **Donor** redesignates the **Donation**.

- e.) An **Undesignated Donation** shall be used for general or priority needs as determined by the **Township**.
- f.) The **Township** has no obligation to accept any **Donation** proposed by a **Donor**. The **Township** reserves the right in its sole discretion to accept or decline any **Donation**. The following individuals have authority to accept **Donations** in compliance with this policy. For **Donations** with a:
- i. Value of \$5,000 or less - **Beneficiary Department Head** and Director of Finance/Treasurer;
 - ii. Value between \$5,000 and \$25,000 - Chief Administrative Officer, Director of Finance/Treasurer and the **Beneficiary Department Head**;
 - iii. Value exceeding \$25,000 and/or any **Donation** requiring the signing of an agreement will be prepared for Council's consideration; and
 - iv. If a **Donation** is declined, the Chief Administrative Officer, Director of Finance/Treasurer and the **Beneficiary Department Head** shall advise the **Donor** of the reason in writing.
- g.) The **Township** does not provide legal, accounting, tax or other such advice to a **Donor** regarding a **Donation**. Each **Donor** is ultimately responsible for ensuring the **Donor's** proposed **Donation** meets its charitable, financial and estate planning goals. As such each **Donor** is encouraged to meet with a professional advisor before making any **Donation** to the **Township**.

7. Gift-In-Kind Donation

- a.) Section 6 of this policy pertaining to accepting **Donations** applies to a **Gift-In-Kind Donation**.
- b.) A **Gift-In-Kind Donation** does not become the property of the **Township** until accepted by the **Township**. Projects that result in the **Township** acquiring an asset require the following information to be provided to the **Township** by the **Donor**:
- i. Copy of all invoices of the asset(s) or external **Appraisal**;
 - ii. Itemized costs associated with transporting, installing, conservation treatment (if required), storage, annual maintenance costs, renewal, decommissioning, disposal, and replacement (where applicable);

- iii. Copy of plans or drawings including location co-ordinates for the asset(s);
 - iv. Estimated lifecycle of the asset(s);
 - v. Special restrictions on the **Gift-In-Kind Donation**, and if so, if those restrictions are acceptable to the **Township**;
 - vi. Any expenditures or maintenance obligations for the **Township** associated with the **Donation**; and
 - vii. Potential liabilities associated with the **Donation**.
- c.) The **Donor** may be responsible for any or all the costs associated with the **Gift-In-Kind Donation** as outlined in this section of the Policy.
- d.) **Gift-In-Kind Donations** to the **Township** must be free and clear of all conditions, restrictions and shall acknowledge that the use and management of the asset shall be entirely at the discretion of the **Township** (i.e. disposed of for cash or cash equivalent). The **Township** must have the capacity in its sole discretion to meet the initial and ongoing costs and obligations associated with the **Donation**.
- e.) A written valuation of a **Gift-In-Kind Donation** shall be submitted with an **Appraisal**, satisfactory to the Director of Finance/Treasurer, the Chief Administrative Officer and the **Beneficiary Department Head** to substantiate **Fair Market Value**.
- i. If the item is valued at \$1,000 or less, the item may be appraised by a **Township** staff member qualified to make the **Appraisal**. If the item is valued at more than \$1,000 an external **Appraisal** is required, unless there is a ready market for the item from which the **Fair Market Value** can be readily ascertained; and
 - ii. At the **Township's** discretion, any **Appraisal** not sufficient in form and content may be refused, and one or more additional external **Appraisals** satisfactory to the **Township** may be required to be produced. In the case of two or more **Appraisals**, the lowest appraised value amount will be used for the issuance of the **Official Donation Receipt**.
- f.) If accepted, a **Gift-In-Kind Donation** will be held in the name of the **Township** which will require a transfer of title or ownership. An agreement authorized by Council shall be required prior to acceptance of the **Gift-In-Kind Donation** with specific recommendations for conditions of acceptance including future use and disposition.

8. Sponsorships and Naming Rights

- a.) **Sponsorships** and **Naming Rights** do not apply to the following:

- i. Events hosted by Members of Council;
 - ii. Philanthropic contributions, gifts or **Donations** in which property is voluntarily transferred by a third party to the **Township** without expectation of return;
 - iii. **Township Sponsorship** of external projects where the **Township** provides funds to an organization or where the **Township** is one of the multiple partners involved in hosting an event;
 - iv. Sale of **Advertising** or signage space on **Township**-owned facilities and printed materials, which involves the purchase of **Advertising** space sold at marketplace rates; and
 - v. **Sponsorship** and **Naming Rights** that pre-date this Policy.
- b.) Section 6 of this policy pertaining to accepting **Donations** applies for **Sponsorships** and **Naming Rights**. Acceptance is also based on, but not limited to, the value of the product, services, and monetary value provided to the **Township** including the requirement to enhance the development, delivery, awareness, or continuance of one or more **Township** program, service, or property.
- c.) **Sponsorships** and **Naming Rights** will be directly solicited by the Corporate Services Department to ensure the **Township**-wide **Sponsorship** and **Naming Rights** program is aligned with corporate objectives.
- d.) The **Township** will consider, but is not obligated to accept the following types of **Sponsorships** and **Naming Rights**:
- i. Organizations that wish to **Sponsor** municipal programs such as skating or other drop-in programs;
 - ii. **Naming Rights** may be accepted by the **Township** for a new **Township Asset** or a planned upgrade/renovation/replacement of an existing **Township Asset**; and
 - iii. Other **Sponsorships** and **Naming Rights** that are consistent with the **Township's** mandate, priorities, programs, services and activities offered by the **Township** and deemed by the **Township** to be in the public interest.
- e.) General provisions of **Sponsorships** and **Naming Rights** include:
- i. Opportunities shall be presented by the **Township** in an open, fair and equitable manner;

- ii. Proposals received from potential **Sponsors** shall outline the marketing benefits to be exchanged between both parties, the term of the **Sponsorship**, and demonstrate that the appropriate level of due diligence has been undertaken including market research and a valuation of the asset or program that is proposed to be sponsored or named;
 - iii. The **Township** reserves the right to refuse to enter into agreements for any **Sponsorships** or **Naming Rights** that originally may have been openly solicited by the **Township**;
 - iv. The **Township** will determine on a case by case basis if the **Sponsorship** or **Naming Rights** opportunity is a single source or competitive bid process;
 - v. Unsolicited **Sponsorship** or **Naming Rights** proposals received by the **Township** will be reviewed and evaluated in compliance with **Township** policies and procedures; and
 - vi. The **Township** reserves the right to reject any unsolicited **Sponsorships** or **Naming Rights** that have been offered to the **Township**.
- f.) An agreement shall be required prior to acceptance of the **Sponsorship** or **Naming Rights** including but not limited to the following:
- i. The **Sponsor** shall not use the **Township's** intellectual property or otherwise commit any act which the **Township** determines, in its sole and unfettered discretion, to be objectionable and/or a risk to the **Township's** reputation, integrity, image or rights;
 - ii. The **Township** does not endorse a **Sponsor's** products, services, or views;
 - iii. Recognition shall not unduly detract from physical attributes, character, integrity, or safety of the property or reasonably interfere with its enjoyment or use;
 - iv. Benefits expressly stated;
 - v. The **Township** must remain in control over the planning, delivery, management of the subject of the **Sponsorship** or **Naming Rights**;
 - vi. Shall respect the use of the **Township's** name, logo, and emblems;
 - vii. The cost and impact of changing existing signage and rebuilding community recognition, and incorporate those costs into the agreement;

- viii. The aggregate of all monies and value of goods and/or services given over the term of the agreement including any renewals or extensions;
- ix. Non-transferrable without the written consent of the **Township**;
- x. Termination provisions including the **Township's** right to terminate, at its sole discretion, should conditions arise that make the agreement no longer in the best interests of the **Township** or otherwise not in compliance with **Township** policy;
- xi. The term shall not exceed 10 years; and
- xii. Past agreements should not be regarded as a commitment for future agreements.

9. Commemorative Bench and Tree Program

- a) The Commemorative Bench and Tree Program provides **Donors** an opportunity to gift one (or more) of these items to the **Township** recognizing a loved one on a commemorative plaque while enhancing the community's parks and open space areas.
- b) The costs associated with the program will be outlined in the **Township's** annual User Fees and Charges By-law. The current costs are outlined below:
 - i. Bench - \$2,500 (includes bench, installation, maintenance and plaque for a ten-year period); and
 - ii. Tree - \$1,350 (includes tree, installation, maintenance and plaque for the tree's lifetime).
- b) An **Official Donation Receipt** for the value of the item will be issued to the **Donor**.
- c) Commemorative items will only be installed from April 1st through October 31st, weather dependent. Installation will be completed by **Township** staff in accordance with **Township** standards and specifications. **Donors** will be notified once the item has been installed.
- d) Staff will maintain the commemorative item in the same manner as other **Township Assets**. If the location of the bench proves to cause concern due to vandalism or other issues, the **Township** may relocate the bench.
- e) The **Township** will be responsible for replacing the commemorative item or plaque (if required) within a two (2) year time frame including replacement for theft or vandalism. Any replacement required beyond two (2) years would be the responsibility of the **Donor**. Replacement for theft or vandalism will be paid by the **Township** one (1) time for the commemorative item or plaque.

- i. Ten (10) years from the installation date, the **Township** holds the right to remove a bench or plaque if it becomes unsightly;
- ii. Should the **Donor** wish to renew their bench or plaque after ten (10) years, a renewal fee may be charged;
- iii. If the **Donor** does not wish to renew their bench or plaque or the **Township** is unable to contact the **Donor**, the item(s) may be removed at the **Township's** discretion; and
- iv. It is the **Donor's** responsibility to contact the **Township** to maintain their most current contact information.

10. Accounting

- a.) Where **Donations** are accepted by the **Township**, the funds received will be recorded in the appropriate account by the Director of Finance/Treasurer or designate.
- b.) A **Designated Donation** shall be allocated to the specific **Township** department or project as part of the **Township's** annual financial reporting.
- c.) An **Undesignated Donation** shall be contributed to the corporate general revenue of the **Township**.
- d.) **Donations** may be spent only for their intended purpose and in accordance with the terms, conditions, restrictions or any agreement (if applicable) governing the use of the **Donation**.
- e.) **Donations** should be spent in the same fiscal year in which they were received. If the funds are not spent in the same fiscal year, the **Donation** may be placed in an assigned deferred revenue account to be used the following year. If the funds are to be retained and used over a longer term, the **Donation** will be placed in an assigned reserve account.
- f.) Upon receipt of a **Donation**, Finance staff shall issue evidence of payment received from the **Donor**, the amount of the **Donation**, specific purpose to which the **Donation** is to be directed and issue an **Official Donation Receipt** in accordance with CRA guidance.

11. Official Donation Receipt

- a.) The **Township** will issue an **Official Donation Receipt** in the name of the **Donor** for an **Eligible Donation** accepted by the **Township** and made payable to the **Township** within 7 business days from the date that the **Donation** clears the bank.



- b.) The Director of Finance/Treasurer or designate shall be responsible for the issuance of all **Official Donation Receipts** for **Eligible Donations** accepted under this policy having a value of \$20.00 or more. **Official Donation Receipts** will only be issued by the Township for **Donations** of \$20.00 or more.
- c.) An **Advantage** that can be calculated must be deducted from the **Fair Market Value** of the **Donation** before determining the **Net Amount of Donation** eligible for the **Official Donation Receipt**. An **Advantage** that cannot be calculated does not qualify for an **Official Donation Receipt**.
- d.) An **Official Donation Receipt** will not be issued for a **Non-Qualifying Donation**.

12. Records

- a.) The **Township's** Finance Department will retain the following in accordance with the **Township's** record retention by-law:
 - i. System generated records and supporting documentation for **Official Donation Receipts** issued;
 - ii. Acquisitions of all types (i.e. ownership records, **Appraisals**, etc.); and
 - iii. Other agreements entered as described in this Policy.

13. Acknowledgement

- a.) The Director of Finance/Treasurer or their designate is responsible for acknowledging **Donations** of \$20.00 or more and issuing a letter of appreciation on behalf of the **Township**. Letters of appreciation will only be issued by the Township for **Donations** of \$20.00 or more.
- b.) To honor contributions to the **Township** through the Commemorative Bench and Tree Program, **Donors** will be acknowledged with a plaque which will be flush mounted on the commemorative item. The plaque will recognize the commemoration and an inscription approved by the **Township**.
- c.) **Donations** related to a specific **Township** facility or ground valued at over \$30,000 will be acknowledged with an identification plaque displayed in a designated area within the **Township** facility or ground. There may be multiple identification plaques associated with a specific **Township** facility or ground. Replacement of an identification plaque will follow the same process outlined in the Commemorative Bench and Tree Program.