



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 5, 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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## A G E N D A

DATE: May 5, 2025

MEETING: 1:00 P.M.

CLOSED MEETING: 1:15 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 3, 2025 Heritage Advisory Committee Meeting Minutes

7.2. 2024 Council and Committee Year in Review



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*Recommendation:*

*That the Consent Agenda items listed for the May 5, 2025 Heritage Advisory Committee meeting be received for information.*

8. Reports ≠

8.1. 1:05 P.M. Report – HER-2025-005 – Finance and Budget Training ≠

*Recommendation:*

*That report HER-2025-005 entitled Finance and Budget Training be received for information.*

8.2. Report – HER-2025-006 – 2022-2026 Goals and Objectives Update ≠

*Recommendation:*

*That report HER-2025-006 entitled 2022-2026 Goals and Objectives Update be received for information.*

8.3. Report – HER-2025-007 – Killeen School Bell Cairn Design Update ≠

*Recommendation:*

*That report HER-2025-007 entitled Killeen School Bell Cairn Design Update be received for information.*

8.4. 1:30 P.M. Report – HER-2025-008 – Heritage Designation Objections ≠

*Recommendation:*

*That Report HER-2025-008 entitled Heritage Designation Objections be received; and,*

*That the Committee [affirm/withdraw] the recommendation for designation of 4048 Sideroad 20 South; and,*

*That the Committee [affirm/withdraw] the recommendation for designation of 4453 Sideroad 20 North; and,*

*That the Committee [affirm/withdraw] the recommendation for designation of 6684 Concession 1; and,*



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*That the Committee [affirm/withdraw] the recommendation for designation of 6830 Gore Road; and,*

*That the Committee [affirm/withdraw] the recommendation for designation of 7243 Concession 1.*

9. Closed Session – Pursuant to Section 239 of the Municipal Act, 2001 for the purpose of:
  - 9.1. Confidential verbal report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards – Potential matters heard by Ontario Land Tribunal
10. Correspondence
11. Announcements
12. Notice of Motion
13. New Business
14. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 3, 2025 HERITAGE ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION  
& IN-PERSON AT 7404 WELLINGTON RD 34

MINUTES

DATE: March 3, 2025

MEETING: 1:00 P.M.

The March 3, 2025 Heritage Advisory Committee meeting was held on the above date and called to order at 1:05 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34 and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Lily Klammer-Tsuji

Russel Hurst

Cheryl McLean

Andy Day

Kristine O'Brien

Absent:

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Manager of Corporate Services/Deputy Clerk

Justine Brotherston, Interim Director of Corporate Services/Municipal Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-007:

Moved by Kristine O'Brien and  
Seconded by Andy Day

That the Heritage Advisory Committee approves the March 3, 2025 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MARCH 3, 2025 HERITAGE ADVISORY COMMITTEE MEETING  
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& IN-PERSON AT 7404 WELLINGTON RD 34

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1. Ontario Historical Bulletin December 2024 Edition

7.2. January 13, 2025 Heritage Advisory Committee Meeting Minutes

Resolution No. 2025-008:

Moved by Kristine O'Brien and  
Seconded by Cheryl Mclean

That Consent Agenda items listed for the March 3, 2025 Heritage Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – HER-2025-004 – 2022-2026 Goals and Objectives Update

Resolution No. 2025-009:

Moved by Lily Klammer-Tsuji and  
Seconded by Cheryl Mclean

That report HER-2025-004 entitled 2022-2026 Goals and Objectives Update be received for information; and,

That staff register two Heritage Advisory Committee members for the Ontario Heritage Conference; and,

That staff contact the Ontario Barn Preservation requesting they delegate at a future Heritage Advisory Committee meeting regarding the process of designating barns in the Township; and,

That the designation of barns and other structures be included as a proposed item on the 2026-2030 Heritage Advisory Committee workplan.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
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8.2 Committee Memo – MEMO-2025-001 – Killean Bell – School Section Monument Unveiling

Resolution No. 2025-010:

Moved by Kristine O'Brien and  
Seconded by Andy Day

That Committee Memo MEMO-2025-001 entitled Killean Bell – School Section Monument Unveiling be received for information; and,

That staff prepare a report for Council's consideration to include the Killean Bell – School Section Monument Unveiling Goal and Objective to the 2025 Heritage Advisory Committee's Goals and Objectives Workplan; and

That the Committee agree that staff redirect an upset limit of \$500 from the Committee's professional development and office supplies budget to fund the permanent framed display.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

Committee secretary Laura Emery provided a status update on the construction timeline of the Killean School Bell.

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2025-011:

Moved by Andy Day and  
Seconded by Kristine O'Brien

That the Heritage Advisory Committee hereby adjourns at 1:58 p.m.

CARRIED



# 2024 Puslinch Council and Committee Year in Review



## Township of Puslinch Council

- Multiple **Township Park Upgrades** are now complete including the revitalization and beautification of the Puslinch Community Centre grounds, and a new play and shade structure at Boreham Park.
- The annual **Puslinch Community Guide & Business Directory** began in 2024, a free guide that is mailed to all residents. It is a one stop shop for all things Puslinch and is available for business owners to participate at no cost.



## Heritage Advisory Committee

- The Committee supported the **designation of 35 priority properties** under the Ontario Heritage Act by preparing Statements of Cultural Heritage Value or Interest.
- The **Heritage Permit By-law** came into effect ensuring a clear process for property owners seeking to make changes to designated properties. This by-law streamlines the approval process.
- The **Heritage webpage** ([Puslinch.ca/Heritage](https://puslinch.ca/Heritage)) is revamped.



## Recreation and Community Wellness Advisory Committee

- The Committee **increased awareness, revenue and usage** of Township facilities through an engagement survey and social media campaigns.
- Free weekly youth and parent and tot **drop-in gym times** were re-established.
- The Committee worked with Green Legacy Tree Planting Programme on a tree plan for **Boreham Park**. Over 100 trees are set to be planted in the Spring of 2025. All species are non-toxic and are chosen with the topography of the Park in mind.



## Youth Advisory Committee

- Mayor Seeley and the Committee presented at Aberfoyle Public School during **Local Government Week** to broaden youth's knowledge about the important role local government plays in the community.
- The Committee **volunteered at multiple events** including the Puslinch Community Showcase and the Aberfoyle Fall Fair.



## Committee of Adjustment and Planning and Development Advisory Committee

- The Committee of Adjustment approved 14 minor variance applications.
- The Planning and Development Advisory Committee made comments on 20 severance applications and 5 zoning by-law amendments.





## **REPORT HER-2025-005**

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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 5, 2025

SUBJECT: Finance and Budget Training

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### RECOMMENDATIONS

That staff report HER-2025-005 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 2026 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 2026 budget deliberations.



### 2025 Approved Capital and Operating Budget

There were no 2025 approved capital budget items applicable to the Committee. However, Council approved the Killeen School Bell Cairn at \$20,550 to be funded by cash in lieu of parkland and fundraising efforts.

Attached as Schedule A to this Report is the 2025 approved operating budget applicable to the Committee. Council approved a 2024 and 2025 budget of \$10,600 for each year for the Heritage Financial Incentive Program to be implemented in 2026/2027.

### 2026 Proposed Capital and Operating Budget

Any new 2026 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 2026 budget requests have been received. Below is a chart the Committee may use to facilitate 2026 budget requests during the September 8, 2025 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 2026 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. In accordance with the Committee's Terms of Reference, Committee's may only have two active goals/objectives unless authorized by Council due a time sensitive initiative.

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

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 2026 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.

#### Donation Policy

The Township adopted a Donation Policy on February 20, 2025 to serve as a guideline for Donations that support Township projects, programs or services for purposes that are consistent with the Township's values, principles, and objectives.

Fundraising Campaigns may be established to raise funds to be donated to the Township to support a particular Township project, program, or service. All Fundraising Campaigns require the approval by Council in order to be established. The Township is currently accepting donations for:

- Puslinch Community Centre Digital Sign Replacement
- Construction of the Killeen School Bell Structure

These initiatives will be unveiled as part of the Township's 175th anniversary at the 2025 Puslinch Community Showcase, Saturday October 4, 2025. Learn more at [Puslinch.ca/175](https://puslinch.ca/175).

The Donation Policy and other relevant details regarding donations is located on the Township's website at [Puslinch.ca/donate](https://puslinch.ca/donate).

#### 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 three eligible applications for the CIP since its adoption in 2016. Council authorized the entering into a Financial Assistance Agreement with these eligible applicants. The Township is in the process of amending its CIP in 2025.

### Financial Implications

Any new 2026 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 2026 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 - 2025 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

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Heritage Advisory Committee								
	Expenditures							
		01-0050-4001	PT Wages	\$8,379	\$8,786	\$11,137	\$10,986	\$11,092
		01-0050-4101	PT Wage Related Expenses	\$600	\$639	\$862	\$1,374	\$1,370
		01-0050-4103	WSIB	-\$13	\$159	\$240	\$232	\$221
		01-0050-4200	Office Supplies & Equipment	\$0	\$1,684	\$0	\$100	\$100
		01-0050-4308	Mileage	\$298	\$109	\$201	\$300	\$300
		01-0050-4309	Professional Development	\$330	\$598	\$275	\$1,000	\$1,000
		01-0050-4311	Membership and Subscription Fees	\$75	\$177	\$202	\$177	\$202
		01-0050-4312	Meals	\$36	\$0	\$20	\$50	\$50
		01-0050-4313	Travel - Accomodations & Parking	\$305	\$328	\$675	\$500	\$500
	Expenditures Total			\$10,008	\$12,479	\$13,612	\$14,719	\$14,835
	Revenues							
		01-0015-5113	Federal Young Canada Works Operating Grant	-\$5,700	-\$6,398	-\$6,200	-\$6,000	-\$6,200
		01-0015-3749	Doors of Puslinch Posters	\$0	\$0	-\$18	-\$4,248	-\$2,400
	Revenues Total			-\$5,700	-\$6,398	-\$6,218	-\$10,248	-\$8,600



## SOP: Advisory Committee Goals and Objectives

Last updated: April 10, 2025

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
- The two different ways Committee goals or objectives are added to a Committee workplan
- Limiting the number of Committee goals or objectives at any given times

### 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 of 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, Puslinch Community Showcase , 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. There are two different ways goals and objectives can be added to a Committee's workplan:
- Sub-committee writing a detailed goals and objectives proposal form for Council to consider
  - Council referring an item directly to the Committee
3. 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.
4. Committees are limited to a maximum of two goals or objectives at any given time:
- Goals and objectives referred by Council will be prioritized
  - There is the ability to request special consideration from Council to permit more than 2 active goals and objectives if there is a time sensitive matter the Committee would like to work through

## **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.

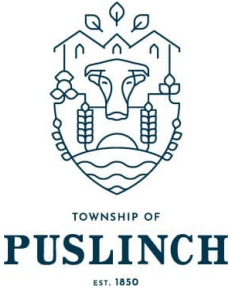
#### **Financial Implications**

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.**



Township of Puslinch  
Advisory Committee Goals and Objectives Proposal Form

Name of Goal/Objective:

Description of Goal/Objective:

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

☐ Yes

☐ No

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

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

☐ Yes

☐ No

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



Township of Puslinch  
Advisory Committee Goals and Objectives Proposal Form

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

- ☐ Budget Request
- ☐ Grant
- ☐ Fundraising

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

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

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

- ☐ Expense each year
- ☐ One-time expense



Township of Puslinch  
Advisory Committee Goals and Objectives Proposal Form

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

Does this initiative require marketing or advertising?

☐ Yes

☐ No

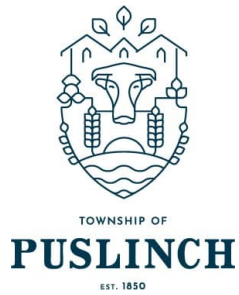
If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in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

Will this initiative require staff resources?

☐ Yes

☐ No

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



Township of Puslinch  
Advisory Committee Goals and Objectives Proposal Form

Will this initiative generate revenue?

☐ Yes

☐ No

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

Will this goal and objective need special consideration from Council? Advisory Committees are permitted to have two active goals and objectives at any given time. At the request of the Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two ongoing goals/objectives.

☐ Yes

☐ No

If yes, provide details for the reasoning why more than two active goals and objectives are necessary.



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

**Date:** December 18, 2024 through By-law No. 072-2024

**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 adjustment approved through the budget process for staff for each year:

- Per meeting compensation of \$125.46 provided to Committee Chairs or Acting Chair (excluding Members of Council) effective January 1, 2025.
- Per meeting compensation of \$109.87 provided to Committee Members (excluding Members of Council) effective January 1, 2025.
- Per call compensation of \$121.57 provided to Other Appointments effective January 1, 2025.

1.2. The following annual compensation amounts to the Mayor and each Councillor are effective January 1, 2025 and shall be adjusted annually by the cost of living adjustment approved through the budget process for staff for each year:

- Annual compensation of \$42,155.84 provided to the Mayor
- Annual compensation of \$22,112.04 provided to each Councillor

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

2.1. Township Councillors and the Mayor 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, Out of Province Coverage, and Employee Assistance Program. 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 may opt to receive coverage from the County of Wellington's benefit program.

2.3. When a Member of Council 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 Director of Finance/Treasurer or designate is provided the delegated authority to apply an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year.

- 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, Fire and Rescue Services Hosted Event (ie. Beef on a Bun event), and Public Works, Parks and Facilities Hosted Event (ie. 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
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.



Claimant Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_  
(mm/dd/yyyy)

Schedule C to Report HER-2025-005  
Township of Puslinch  
out of Pocket Expense Report

From (mm/dd/yyyy)	
To (mm/dd/yyyy)	

CLAIMANT INFORMATION:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Manager: \_\_\_\_\_

[illegible]

APPROVAL SIGNATURE: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_  
(mm/dd/yyyy)

INSTRUCTIONS:

NOTES: \_\_\_\_\_



## Conference Expense Guide Township Advisory Committees

### 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 (1-2 Members)
2. National Trust Conference (1-2 Members)

#### Recreation and Community Wellness Advisory Committee

1. 1. Parks and Recreation Ontario Conference or Ontario Parks Association Annual Parks Education Forum (1-2 Members)

#### Planning and Development Advisory Committee

1. Ontario Association of Committees of Adjustment & Consent Authorities Conference (1-2 Members)

#### Youth Advisory Committee

1. Youth Leadership Conference (4-5 Members)

### 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-



## Conference Expense Guide Township Advisory Committees

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.

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





## Conference Expense Guide Township Advisory Committees

### Expense Approval

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

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.

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-2025-006**

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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 5, 2025

SUBJECT: 2022 – 2026 Goals and Objectives Update

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### **RECOMMENDATION**

That report HER-2025-006 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.

### **Background**

In accordance with the Committee's Terms of Reference, the Committee may have a maximum of two active goals or objectives at any given time. Goals and objectives referred by Council will be prioritized. There are two ways goals and objectives can be added to the Committee's workplan:

- A committee member or sub-committee preparing a detailed proposal which is endorsed by the Committee and subsequently approved by Council
- Council referring a goal/objective to the Committee

### **Comments**

The Heritage Advisory Committee workplan is attached as Schedule A to this report. This workplan includes active, inactive, draft proposals and completed projects.

### **Active Goals/Objectives**

1. Heritage Register and Bill 23 (2026 Priority Properties – Part I):

Designation Process Milestone	Date
Committee selected 2026 Priority Properties – Part 1 (Complete)	December 2, 2024
Council approved 21 properties as 2026 Priority Properties – Part 1 (Complete)	December 18, 2024
Notice of Priority Property (Complete)	April 3, 2025
Site Visits (In progress)	April and May 2025
Open House	May 14, 2025
Drop-in Hours for property owners to meet with staff	June 4, 2025 (Afternoon) June 10, 2025 (Morning) June 17, 2025 (Evening)
Committee approval of Statements of Cultural Heritage Value and/or Interest	September 8, 2025
Peer Review of Statements of Cultural Heritage Value and/or Interest	Fall 2025
Council States Intention to Designate	Winter 2026
Notice of Intention to Designate	Winter 2026
Objection Deadline (30 days from Notice of Intention to Designate)	Winter 2026
Council consideration of Designation By-laws where no objection is received (First Council meeting following 30 day objection period)	Winter 2026
Final day to pass Designation By-law (120 days from Notice of Intention to Designate)	Spring 2026

## 2. Killeen Bell - School Section Monument Unveiling

At the March 26<sup>th</sup> Council meeting, Council discussed the aforementioned topic and resolved as follows:

Resolution No. 2025-108:

Moved by Councillor Hurst and  
Seconded by Councillor Bailey

That Report ADM-2025-013 entitled Killeen Bell – School Section Monument Unveiling be received; and

That Council approve the addition of the Killeen Bell – School Section Monument Unveiling Goal and Objective to the 2025 Heritage Advisory Committee Workplan; and,

That Council direct staff to redirect \$300 from the Committee’s professional development and office supplies budget to fund the permanent framed display, to be located in the foyer of the Puslinch Community Centre.

CARRIED

This goal/objective is now active on the 2025 Heritage Advisory Committee workplan. The sub-committee will host a booth at the Puslinch Community Showcase to share the historical information on the 12 school sections of Puslinch. The sub-committee in coordination with the Puslinch Historical Society will work with a vendor to create a permanent framed display to be hung in the foyer of the Puslinch Community Centre.

#### Draft Goal/Objective Proposals

Heritage Advisory Sub-Committees are working on Committee Memos and Goal/Objective Proposals for the following draft goals/objectives:

##### 1. Heritage Conservation District

Once a Committee Memo and Goal/Objective Proposal has been drafted they are to be provided to staff for review and staff will assist with review of the memo/proposal and drafting of a recommendation. Once the Committee has endorsed the goal/objective staff will prepare a report for Council’s consideration for approval. Staff are not able to provide further assistance until such a time that goal/objective is approved by Council and an active goal/objective.

#### General Heritage Designation Update

##### 2024 Priority Properties

At the January 22, 2025 Council meeting, Council affirmed its decision to designate the 2024 priority properties. The appeal date for these Designation By-laws was February 26, 2025. No objections were received, and these designations are now registered on title. An additional 20 properties are now designated, and the Township has 35 designated properties.

##### 2025 Priority Properties

Council stated its notice of intention to designate on the following properties at its April 16, 2025 Council meeting:

- 4422 Wellington Road 32
- 6710-6714 Wellington Road 34
- 4048 Sideroad 20 South

- 7735 Leslie Road West
- 8 Brock Road North
- 68 Brock Road North
- 845 Watson Road South
- 86 Farnham Road

The objection deadline for these properties is May 16, 2025 and the final Designation By-laws will be brought to Council in the Summer of 2025. The final day to pass Designation By-laws is August 15, 2025.

#### 2026 Priority Properties – Part 2

Following the Committee's review of the 2026 Priority Properties – Part 1 Statements of Cultural Heritage Value or Interest, there will be 22 properties remaining for the Committee's consideration to recommend to Council for designation. Staff will bring a report recommending that Council endorse the remaining properties to the September 8, 2025 Committee meeting.

#### Financial Implications

None

#### Applicable Legislation and Requirements

None

#### Attachments

Schedule A – Heritage Advisory Committee Goals and Objectives Workplan

[illegible]



## REPORT HER-2025-007

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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: May 5, 2025

SUBJECT: Killean School Bell Cairn Design Update

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### RECOMMENDATIONS

That Report HER-2025-007 entitled Killean School Bell Cairn Design Update be received for information.

#### Purpose

The purpose of this report is to provide the Committee with an update on the design and timeline of the construction of the Killean School Bell Cairn.

#### Background

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

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

### Comments

Staff received the following suggestions from the Puslinch Historical Society regarding the design of the cairn as follows:

- Construction of a stone cairn 56" wide X 56" long X 37 "high. It will be widest at the base and taper to the platform for the bell to 52"
- The front and back faces will be flat (sort of for stone surface) and the side faces will slope out
- An 18"x18" bronze plaque naming the 12 School Sections will be mounted on the front face of the cairn
- The cairn will sit on a 64" wide X 64" long X 6" high cement base
- The cairn, bell base, will be built using natural field stone, locally sourced in Puslinch, if possible
- The bell will sit on a 3-4" solid stone cap that is 56" wide X 56" long
- A wooden Belfry will be built around the bell, similar to the Badenoch and other schools. This belfry will address concerns of protection for the bell and will display the bell similar to that seen in pictures of the bell on the original schoolhouses - often stone schools with wooden belfries. Builder to advise if posts should be wood, vinyl clad, metal or other. We suggest metal roof. sketch is 4" in 12" pitch.
- The measurements of the Bell are approximately: width 23" x 18" height. With hardware 32" wide x 26" high.

Staff did not receive any suggestions from the donor of the Killean School Bell regarding the design of the cairn.

Council at its February 20, 2025, meeting approved the Puslinch Historical Society's design and recommendations and directed staff to proceed with the project accordingly. Staff are now collaborating with the contractor to ensure the Cairn is completed and installed in time for the unveiling ceremony at the Puslinch Community Showcase on October 4, 2025.

### Financial Implications

None

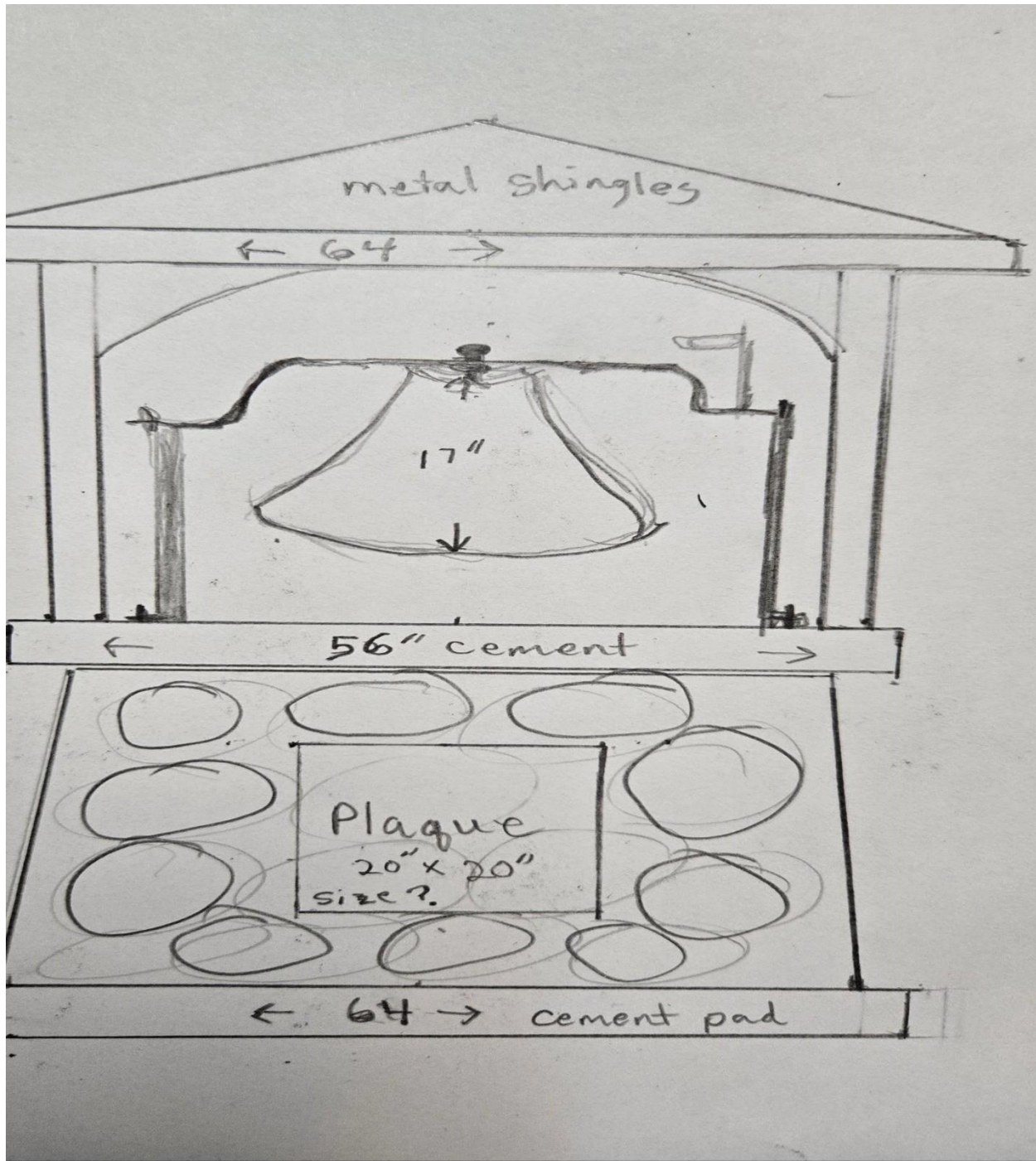
### Applicable Legislation and Requirements

None

### Attachments

Schedule A – Rough Sketch of Killean School Bell Cairn







## REPORT HER-2025-008

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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: May 5, 2025

SUBJECT: Heritage Designation Objections

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### RECOMMENDATIONS

That Report HER-2025-008 entitled Heritage Designation Objections be received; and,

That the Committee [affirm/withdraw] the recommendation for designation of 4048 Sideroad 20 South; and,

That the Committee [affirm/withdraw] the recommendation for designation of 4453 Sideroad 20 North; and,

That the Committee [affirm/withdraw] the recommendation for designation of 6684 Concession 1; and,

That the Committee [affirm/withdraw] the recommendation for designation of 6830 Gore Road; and,

That the Committee [affirm/withdraw] the recommendation for designation of 7243 Concession 1.

### Purpose

The purpose of this report is to seek a recommendation from the Committee for how to proceed with the designation recommendations for the aforementioned properties.

### Background

Staff have received formal written objections for the designation of the following properties:

- 4048 Sideroad 20 South

- 4453 Sideroad 20 North
- 6684 Concession 1
- 6830 Gore Road
- 7243 Concession 1

The objections and supplemental information on the properties are attached as Schedules A through E of this report. Any properties that are withdrawn from designation will remain on the Township's Heritage Register to ensure the property has interim protection from demolition.

#### Financial Implications

None

#### Applicable Legislation and Requirements

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

#### Attachments

Schedule A – 4048 Sideroad 20 South Written Objection and supplemental information

Schedule B – 4453 Sideroad 20 North Written Objection and supplemental information

Schedule C – 6684 Concession 1 Written Objection and supplemental information

Schedule D – 6830 Gore Road Written Objection and supplemental information

Schedule E – 7243 Concession 1 Written Objection and supplemental information

187 Golfdale Rd  
Toronto On  
M4N 2C1  
Apr 24 ,2025

To Justine Brotherston  
Municipal Clerk  
Township of Puslinch

### Notice of Objection

Property---Gore Rear Part Lot 20  
4048 Sideroad 20 South, Puslinch

Dear Mr Brotherston

I am the owner of above property. I hereby respectfully object to this designation and ask the Council to withdraw this property from the proposed resolution.

The property has been owned by our family for approx. 150 years-first by my great uncle Donald Stewart followed by his son Allan, then his son Donald who had no children. It then came to me his second cousin. Dugald, my grandfather was born there, attended U. of Toronto, graduated MD and practiced in Teeswater for many years, often returning to the farm.

The property has been a farm from the beginning and continues so. The house has been a family home ever since.

While I respect the ideas of the Heritage Trust I fail to see any benefit designation conveys on Puslinch or for me and my family.

I have read the Act of the Ontario Heritage Trust. I believe I understand it reasonably well, although you may help me if necessary. I note the guidelines, standards and compliances particularly as they apply to property owners.

The notice refers to the ENTIRE PROPERTY and includes a map of the whole. The majority of this is farm fields, with a large plus smaller wood lot. I conclude that the entire farm is designated in the intention. This farm land has absolutely NO cultural or historic merit. I see no reason for its inclusion.

The focus of the Notice is entirely upon the house. It is a fine house. I and my family have maintained it in good condition over the years and expect to continue so as long as possible. It continues to be a family home. I have made minor alterations. I and family have made all decisions regarding upkeep and alterations. Designation alters that right of ownership.

The Trust, in effect, requires that any change must be approved by Council, essentially putting Council before the owner. At present the owner is the sole unfettered decision-maker. In other words the owner loses his/her control and authority over their own property, despite having cared for that place and paid

taxes. I am unaware of any previous interest by Council in the property-even though both Allan and his son Donald served on Council.

Should the house and property become a heritage property I do not see that it provides any benefit to the public. Designation appears to only provide control by Council over any change in the house or property.

The Act notes that the owner "shall not..... carry out or permit demolition or removal of a bldg or structure on the property,whether or not demolition or removal would affect the property's heritage attributes" In my case this will apply to the barn,a drive shed,a henhouse and a tool shed. NONE of these have any heritage value.

I do not believe that designation will provide any benefit to anyone.It will require additional Council meetings,and,or meeting time .It will encumber the owner's activities even though it appears that our ideals are identical.

It may be that Heritage designation will prevent any appropriation of property by other authorities.If so there may be other methods of limitation to developers ,which do not limit present owners.This may be an area of discussion between us.

In sum designation produces limitations that are too onerous for me to agree or approve. I respectfully firmly object to designation.

I am happy to discuss this with you or any other appointee.

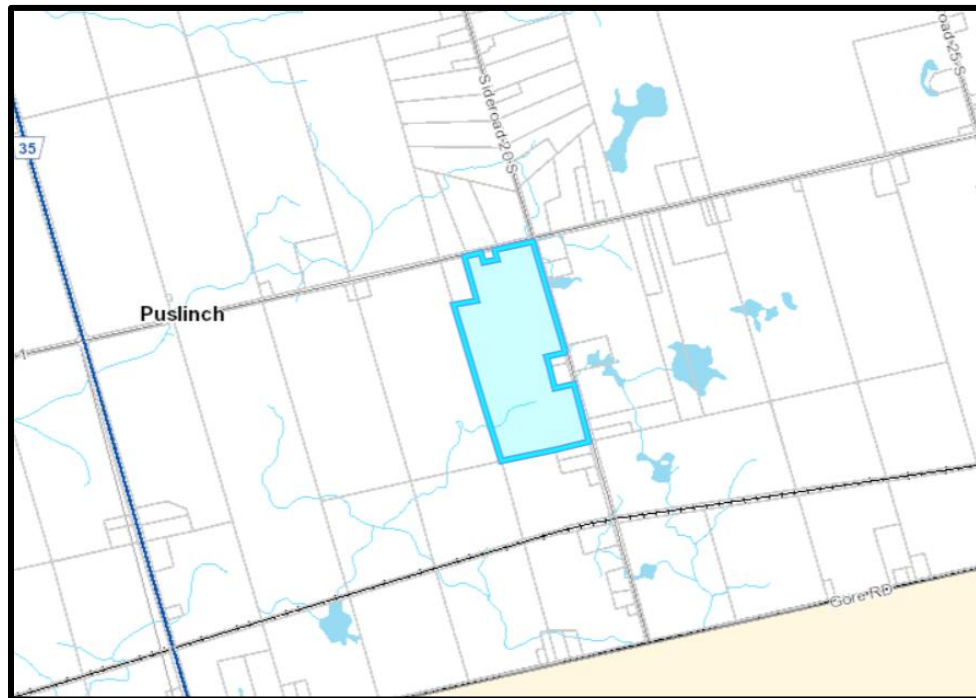
Yours truly

A black rectangular redaction box covering the signature of Bruce Stewart.

Bruce Stewart



## Schedule A – 4048 Sideroad 20 S Supplemental Information



(Key Map Showing Location of 4048 Sideroad 20 S, Puslinch)

Images date: October 2024







**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Re: 4453 Sideroad 20 N Heritage Designation  
**Date:** Monday, April 28, 2025 11:25:24 AM

---

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Hi, Laura:

The primary reasons for not wishing to have my house designated heritage is due to the restrictions involved, such as:

- not changing windows or doors,
- having to maintain wood soffits, fascia, and related trim,
- having to request permission to make structural changes inside (e.g., removing/moving interior walls), and
- the additional pressures and restrictions on making exterior changes (e.g., to an addition or a proposed change to the addition).

As a homeowner, we should have the same rights as other property owners without the additional hurdles and obstacles.

Please forward to the appropriate parties involved. Thank you,  
Csilla

On Apr 16, 2025, at 14:34, Laura Emery <lemery@puslinch.ca> wrote:

Good afternoon Csilla,

Staff have received and reviewed your Designation Interest and Property Visit Form. I am following up with you on the potential designation of your property, 4453 Sideroad 20 North. Should you wish to not proceed with the designation process, please submit a formal letter addressed to the Municipal Clerk, Justine Brotherston stating the reasons for not wanting the property designated.

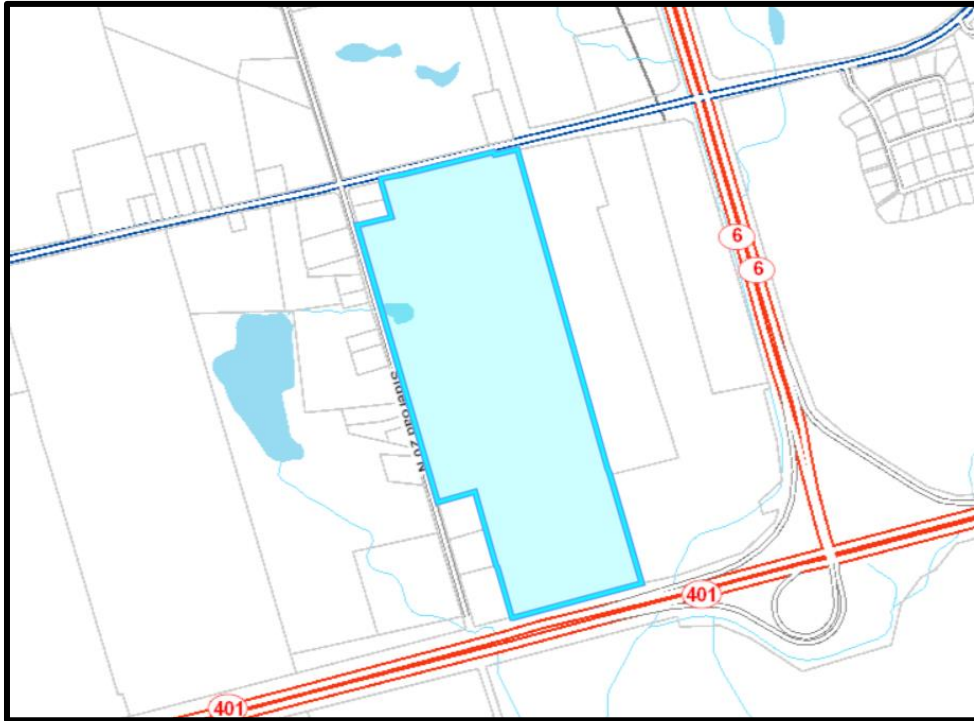
Should you have any questions, please let me know.

<image003.png>Laura Emery  
Communications and Committee Coordinator  
Township of Puslinch  
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0  
P: 519-763-1226 ext. 231 Fax: 519-763-5846 [www.puslinch.ca](http://www.puslinch.ca)  
*My hours may not match your working hours. If you received this email outside of regular business hours, I do not expect an immediate response.*

-



Schedule B – 4453 Sideroad 20 N Supplemental Information



(Key Map Showing Location of 4453 Sideroad 20 N, Puslinch)

Image Date: unknown



January 4, 2025

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0

Subject: Objection to Proposed Heritage Designation 6684 Concession 1, Puslinch, ON

Dear Mayor Seely and Members of Council,

I am writing as the owner of 6684 Concession 1, Puslinch, ON. I have been the resident of the property since October 1979. This letter serves as my formal objection to the proposed designation of my property as a heritage property. While I appreciate the Township's commitment to preserving local history and share a respect for maintaining the architectural integrity of historically significant properties in the community that can be enjoyed by the public, I firmly believe the designation is unsuitable for my property.


The following points are the basis of my objection to designation.

1. The historical attributes associated with the property (i.e. Township's noted historical attributes as presented at the September 9, 2024 Heritage Committee) are not accurate.
  - Original Doors and Windows. The windows in the entire house have been updated as of 2014 and no longer exhibit any historical relevant attributes associated with the windows and doors that would have been original to the house.
  - Original foundation and field stone. The foundation is partially original field stone, but over the course of time it has been reinforced with concrete to keep the walls from failure, and forms during subsequently expansions of the house from its original design. Today, it is entirely indistinguishable to identify original field stone in the foundation and stone/masonry work that has been completed in the past 30+ years.
  - Peaked Front Gables. Although the house does exhibit a peaked front gable there is no original woodwork present. The façade has had new soffit and fascia installed with eaves trough, and the roof is updated steel shingles that were installed in 2015
  - Centered door with side lights. An enclosed room was installed on the house in 1990's. The original doors have been removed with the addition to the house and would no longer be considered a historical attribute.
  - Original Bank Barn. The barn although original in nature has undergone significant modifications since construction such as flooring, wood siding, replacement of original wood beams and steel roof and joists. I feel that these modifications over the course of time to ensure it is a functioning barn would no longer provide the basis for the barn to be considered heritage as it is a working barn with hay, feed and farm equipment stored.
2. Existing provision in place to prevent demolition. There are a number of other bylaws and regulations in place within the township to preserve the house from demolition. I am a long term resident in the township at this property and have no intention to sell the property. Its location on Concession 1 does not put it at risk for speculative development and there are a number of requirements such as demolition permitting that would need to be obtained prior to any demolition or significant redevelopment could take place on the property.

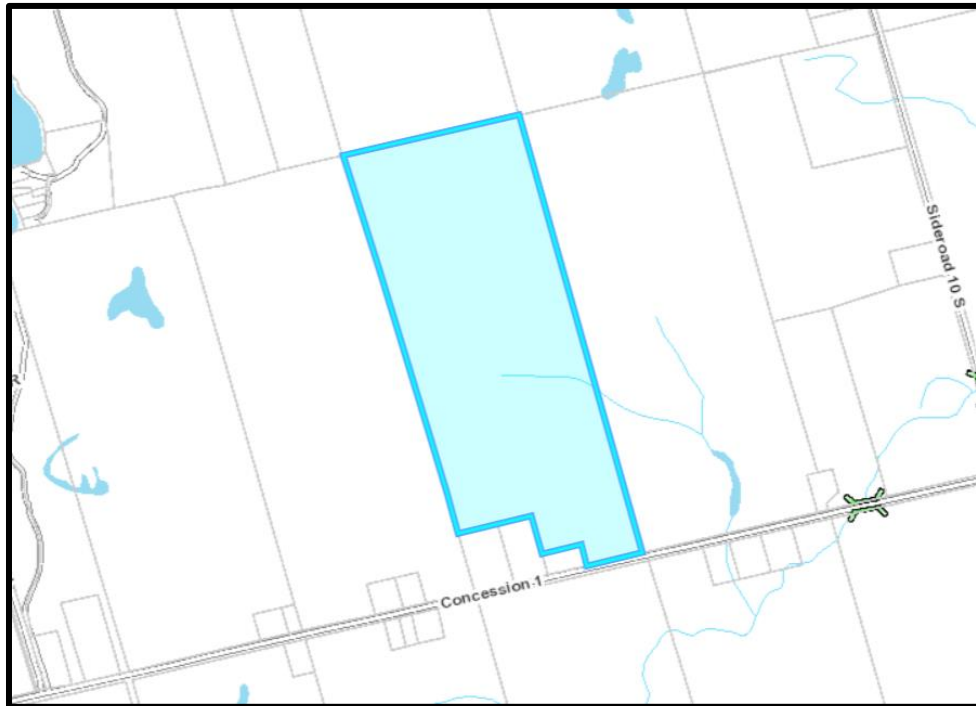
3. Cost of Designation. Increasing cost of home ownership due to heritage designation. In these tough economic times I feel the township should not be burdening homeowners with additional costs associated with heritage designations. Upon discussing the potential impacts of a potential heritage designation with my insurance broker, which I have been a long term client, they felt there was a very real chance they would just drop me from their coverage altogether. This would then require me to secure new coverage, if even possible, which would undoubtedly result in a significant increase in premiums due to the designation status. How is the township going to compensate me for this increased cost of home ownership?

I am committed to preserving the integrity of my property and house in a way that balances historical preservation and practical farm use without burdensome restrictions. Heritage designation is for public facing properties, in heritage district that are at risk of destruction. Designation is not the right fit for a private residence that cannot be seen from the road and has had numerous modifications over the course of time. I would encourage Township Council to direct staff to remove this property from the designation process for the reasons I have noted.

Thank you for your attention to this matter

  
6684 Concession 1, Puslinch, ON

Schedule C – 6684 Concession 1 Supplemental Information



(Key Map Showing Location of 6684 Concession 1, Puslinch)

Image Date: 1970s



William Yzerman  
6830 Gore Road  
Puslinch, Ontario  
N0B 2J0

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April 20, 2025

**SENT VIA EMAIL TO – [admin@puslinch.ca](mailto:admin@puslinch.ca)**

Township of Puslinch/Heritage Committee  
7404 Wellington Rd. #34  
Puslinch, Ontario N0B2J0

Dear Mr. Schwendinger and Heritage Advisory Committee Secretary

**Re: Heritage Designation – 6830 Gore Road Puslinch, Ontario**

I have received your letter dated April 3, 2025, regarding the Township's interest in designating the above noted property heritage under the *Ontario Heritage Act*. The purpose of this letter is to support the enclosed designation interest and property visit form I received along with the Township's letter.

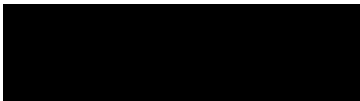
In response to your letter, my position is that I am not interested in having my property designated or documented by the Heritage Committee of Puslinch in any capacity or written record or under the Ontario Heritage Committee. In addition, I do not grant permission to any staff member from the Township of Puslinch or the Heritage Committee to attend my property as listed above.

In a previous year, members of who I believe were the Heritage Committee or staff members of The Township of Puslinch attended my property, and without permission or consent proceeded to venture onto my property and take photographs of my house and property. This is unacceptable and considered trespassing, and if any further action is taken to attend my property without my consent, I will be forced to seek legal advice/action and will look to the Township for the cost of the same.

Furthermore, I do not consent to the use of any photographs taken of my property to be used in advertising and promotion of Township services and programs, publications or for any other use by the Township of Puslinch or the Heritage Committee.

I am weary of the effects Heritage Designation has on our Township's property's and I have enclosed a recent article regarding heritage designation in Kingston, Ontario which outlines some of risks and increased insurance costs associated with heritage designation.

Sincerely,

A solid black rectangular box used to redact the signature of the sender.

## Designation Interest and Property Visit Form – Response Requested

Name:

William Yerman

Email:

Phone:

Property Address:

6830 Gore Road, Puslinch, Ontario N0B 2J0

Please indicate your interest in designation:

☐

I am interested in having my property designated.

☐

I would like to receive more information regarding property designation.

☒

I am not interested in having my property designated or documented.

Please indicate your consent for staff to attend the property to take exterior photos as outlined above:

☐

I give my permission for staff to attend my property and have the exterior of my property photographed.

☒

I do not give my permission for staff to attend my property.

If you wish to be present during the Site Visit, please check off the box below:

☐

I am interested in being present during the Site Visit and would like staff to email the approximate time they will attend my property

Please circle the times where staff may attend the property:

Monday April 21<sup>st</sup> 9:00 a.m. – 12:00 p.m.

Monday April 28<sup>th</sup> 1:00 p.m. – 4:00 p.m.

Tuesday April 22<sup>nd</sup> 1:00 p.m. – 4:00 p.m.

Tuesday April 29<sup>th</sup> 9:00 a.m. – 12:00 p.m.

Wednesday April 23<sup>rd</sup> 1:00 p.m. – 4:00 p.m.

Wednesday April 30<sup>th</sup> 9:00 a.m. – 12:00 p.m.

Thursday April 24<sup>th</sup> 9:00 a.m. – 12:00 p.m.

Tuesday May 13<sup>th</sup> 9:00 a.m. – 12:00 p.m.

Wednesday May 14<sup>th</sup> 1:00 p.m. – 4:00 p.m.

Thursday May 15<sup>th</sup> 9:00 a.m. – 12:00 p.m.



# Kingston council votes down heritage designation

City votes against it after homeowner says insurance would become unaffordable

BY ELLIOT FERGUSON

Ontario Farmer

A Florida Road property owner broke down in tears after city council voted against designating her home as a heritage property.

City council unanimously voted against the designation after the owner, Tracey Burley, said her homeowner's insurance would become unaffordable if her home was declared a heritage property.

"If this designation goes through, we are going to lose our insurance," Burley said. "Without insurance, no bank is going to hold our mortgage."

Burley said she originally was in favour of the heritage



**Homeowner Tracey Burley cries into her hand after Kingston city council voted down a heritage designation on her Florida Road property, something she said would lead to her losing her insurance and, ultimately, her home**

designation, as she and her husband were proud of the work they had done renovating the farmhouse since they bought the 53-hectare property in 2006.

Burley said it was only after hearing about potential complications with insurance that she contacted her broker and

was told if they can get insurance after their property was designated it would likely cost three times as much as their current policy, which is to come up for renewal in October.

"We cannot afford an increase of our house insurance," she said. "I've contacted

the largest insurance broker in Ontario that deals with farm insurance and he cannot find any company that will cover us."

In the meantime, she told council that she and her husband had already started to downsize their livestock herds.

"That was heartbreaking," Kingscourt-Rideau Dist. Coun. Brandon Tozzo said.

"The fear that you're going to lose your property and haven't found insurance. I can just imagine putting myself in that place if that happened to me and my family. That is terrifying."

"Heritage is something that we should celebrate in Kingston, and I think the narrative now is that it's something people are scared of."

"A heritage designation is now being turned into almost a homeless designation for some people," added Pitts-

burgh Dist. Coun. Ryan Boehme.

Heritage designations are, in some circumstances, adding to the costs of housing, he said.

"It's more than just words on paper. We are playing with some people's entire financial wealth that they have put into their home."

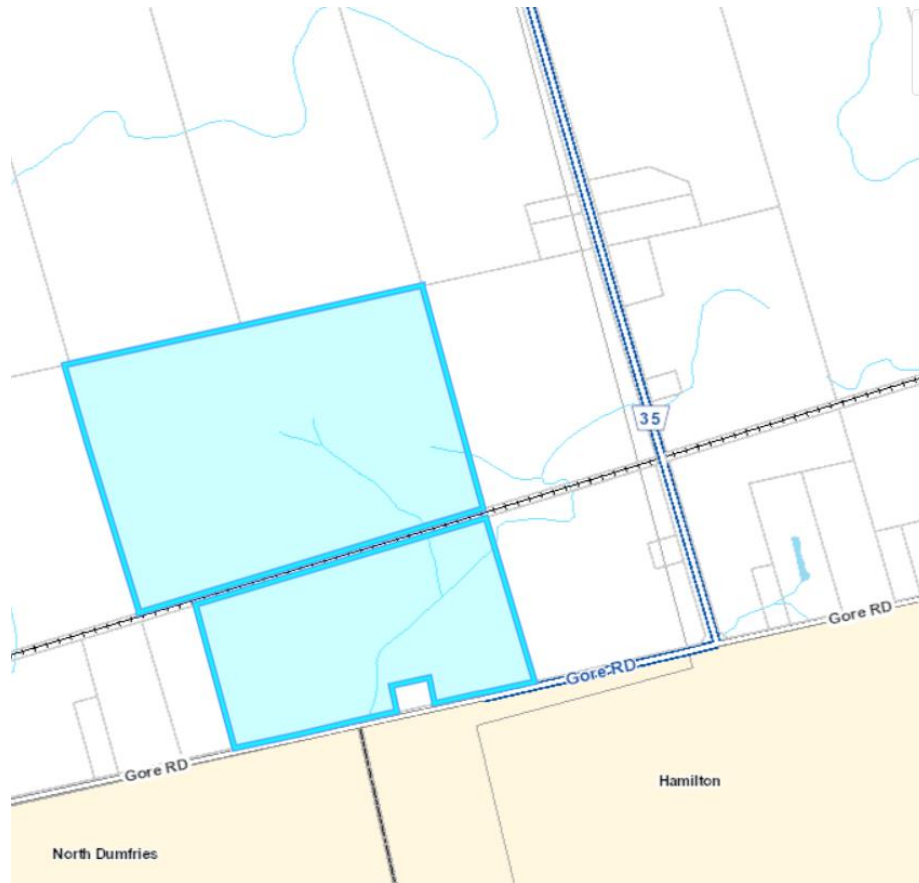
The vote was the latest in a string of rejections of heritage designations as the city pauses its heritage property designations in order to get more information about the process's impact on insurance.

The Florida Road property, and another house on Wellington Road, were the last properties that entered the heritage designation process before the city paused the program.

In the past three months, city council has begun heeding objections to heritage designations after concerns were raised about insurance.



## Schedule D – 6830 Gore Road Supplemental Information



(Key Map Showing Location of 6830 Gore Rd, Puslinch)

Image Date: unknown



Kent & Kathleen Rodenburg  
7243 Concession 1  
Puslinch, ON, N0B 2J0  
February 12, 2025

Justine Brotherston  
Municipal Clerk, Township of Puslinch

Dear Ms. Brotherston,

**Re: Removal of 7243 Concession 1 from the list of homes scheduled for Heritage Designation**

At the instruction of Laura Emery, we are writing to formally express our concerns to the proposed heritage designation of our property at 7243 Concession 1. While we recognize and value the importance of preserving our township's historical heritage, we have several concerns about the implications of such a designation on our property.

Firstly, it is notable that the township's documentation omits acknowledgment of my family's stewardship of the property for over 25 years. Since purchasing from the Griesbach family, we have invested significantly in the maintenance and preservation of this property, which includes not only the residence but also the surrounding 89 acres. Our efforts have ensured that the property remains a vibrant part of the community's fabric, contributing to its historical narrative just as the Durand, Cowan, McDonnell, and Griesbach families did.

As we head toward retirement, we are contemplating the selling this property. The current economic conditions forecast for 2025 suggest a decline, influencing both local and national markets. Should the heritage designation proceed, it would severely restrict the potential market for future sales. Heritage properties often require buyers to undertake high-cost renovations with specific materials and skilled labor, which are not only more expensive but also harder to source. This could deter potential buyers, significantly diminishing the property's marketability and, by extension, its value. Our savings and financial security are deeply entwined with this property, making the potential for decreased value a significant concern. Additionally, the restrictions imposed by a heritage designation would severely limit any modifications that a new owner might consider necessary to adapt the home to their needs. This not only impacts the functionality and enjoyment of the property but also further narrows the pool of potential buyers to a very niche market.

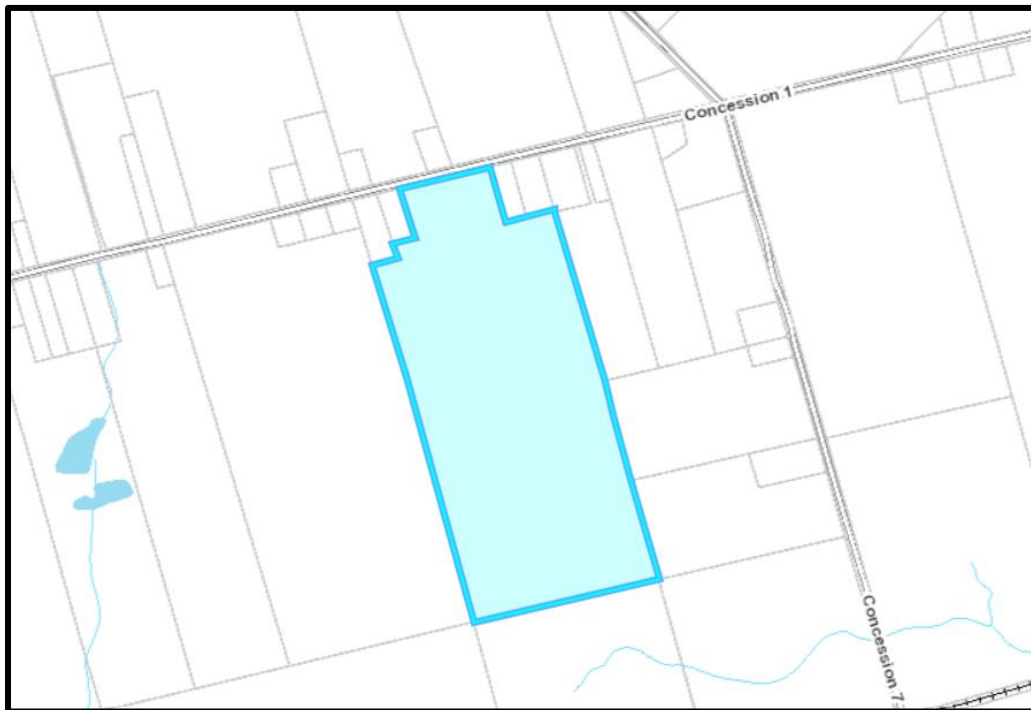
Given these points, we respectfully request that 7243 Concession 1 not be included in the list of properties designated as heritage sites. Our family has been committed custodians of this property, ensuring its upkeep and maintaining its historical integrity without the constraints of a formal designation. We believe that continuing to allow us the flexibility to manage and eventually transition this property without this designation is in the best interest of all parties involved.

Thank you for considering our perspective in this matter. We trust that the Council will take into account the significant implications of such a designation on our family's financial and personal well-being.

Sincerely,

Kent and Kathleen Rodenburg

Schedule E –7243 Concession 1 Supplemental Information



(Key Map Showing Location of 7243 Concession 1, Puslinch)

Image Date: unknown

