

MINUTES – OCTOBER 21, 2019

MEMBERS PRESENT

John Arnold - Chair
Councillor Matthew Bulmer
Barb Jefferson
John Levak
Mary Tivy

MEMBERS ABSENT

None

TOWNSHIP STAFF

Lynne Banks – Development & Legislative Coordinator

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. OPENING REMARKS

The Chair made opening remarks noting the items on the agenda for today's meeting.

4. APPROVAL/ADOPTION OF MINUTES

- 4.1 June 3, 2019 Meeting
- 4.2 June 17, 2019 Special Meeting
- 4.2 October 8, 2019 Special Meeting

That the minutes of the Heritage Committee meeting dated June 3, 2019, June 17, 2019 and October 8, 2019, be adopted, with a minor amendment to the June 17, 2019 Minutes, changing the typo in section 4(2) from "understating" to "understanding".

Moved by: Mary Tivy

Seconded by: Councillor Bulmer

CARRIED

5. MATTERS ARISING FROM MINUTES

5.1 Report regarding the Heritage Committee Presentation to Council

- The Committee's annual report to Council has not been on the Council Agenda to date.
- Lynne Banks to confirm.

5.2 Summer Student Position, 2019

- Lynne Banks advised that there is still some funding available for the heritage summer student position that wasn't used (approximately 7 hours/week) and the Township has placed notices on the University of Guelph and Conestoga College websites. See also item 6.1 in the Minutes.

5.3 Properties pending review for addition to Municipal Register

- Mary Tivy advised that Julia Murray, the Township's heritage summer student filled out forms for each property and Mary Tivy is now working through them to make any corrections.
- John Arnold asked Mary Tivy if there is anything the committee can do to be of assistance with the forms.
- Mary Tivy advised that if she gets "stuck" she will circulate the committee with any queries she might have.
- The committee should investigate how Bill 108 affects the *Ontario Heritage Act* as it pertains to the heritage property register with respect to how and when notification is given to the owner of a property that is being added to the register. Lynne Banks will look into it.
- Barb Jefferson asked if the 2010 and 2012 registers might be merged.
- Lynne Banks will check all lists to confirm that the register Julia worked on includes all information from all lists.

5.4 Barn Demolition Permit update

- Lynne Banks advised the committee that the Township does not require demo permits for the demolition of barns, however the Township does encourage residents to apply for a demolition permit so that MPAC can make the required changes to the taxes.

5.5 Proposed Heritage Plaque to recognize the Black Family contributions to the grounds at the Community Centre

- Barb Jefferson suggested that the new proposed soccer pitch area might be a good area for the signage.

5.6 Future properties to be plaqued

- John Levak noted that the committee should work with the Puslinch Historical Society in establishing the areas for signage.
- Councillor Bulmer stated that the committee should prepare a proposal for the Township's department heads for the 2021 budget cycle and should include all costs.
- Lynne Banks will check with the County of Wellington to inquire if there is a possibility of support for funding through CIP or other types of funding.
- The committee will be developing a template and process for any future plaquing.

5.7 Documenting and acknowledging Aboriginal sites and heritage in Puslinch on the Township website.

- Lynne Banks to speak to Courtenay Hoytfox regarding aboriginal sites and putting the information on the Township's website to include a link to the Government of Canada website.

6. REGULAR BUSINESS

6.1 Review of field trip and recommendations if any.

- The Fitzgibbons property is not plaqued.
- The Lee property does have a plaque on it.
- The Henry Leachman property (Rear Lot 15, Concession 9) should be listed on the register.
- John Levak noted that the former antique shop is for sale and the committee should discuss whether or not it should be plaqued for its historical significance.

- Councillor Bulmer advised that Council is currently looking at opportunities to have Aberfoyle a “walking community” once the roundabout is completed.
- Motion made that the Morriston area should be researched and possibly plaqued as a cultural heritage landscape and that the committee begin the plaquing process.

Moved by: Mary Tivy

Seconded by: Barb Jefferson
CARRIED

- Motion made that the Leachman property meets all to tests to warrant a plaque, but for now it should be added to the register with a plaque to be placed on the property at a later date.

Moved by: Councillor Bulmer

Seconded by: Mary Tivy
CARRIED

- Councillor Bulmer mentioned that when following up on plaquing, a write up will need to be prepared noting the property’s historical attributes.
- Barb Jefferson suggested generating a descriptive document noting why it is up for plaquing by the committee and sent to the property owner with a letter and consent form.

6.2 Lynne Banks to review responsibilities and protocols of committee and its members.

- Lynne Banks provided the Heritage Committee Terms of Reference. She also advised the committee that any matters that the committee feels it should address, should be put on the committee agenda for discussion since all email correspondence is subject to any FOI requests that the Township might receive with respect to heritage matters.
- Councillor Bulmer stated that the Terms of Reference should include maintaining the heritage register.
- Lynne Banks advised that she will look into amending the Terms of Reference and will provide that information at the next committee meeting.

6.3 Discussion of how to inform/educate residents about PHC, its mandate and responsibilities.

- Mary Tivy advised that the Heritage Committee’s mandate is listed under the committee on the Township’s website and suggested that it maybe it should have a separate page under the committee’s section, and as well, maybe the committee should put an article in the Puslinch Pioneer.
- John Levak stated that the committee should come up with a short paragraph stating the committee’s function and include it at the bottom of every article that is submitted to the local newspapers and he volunteered to write the 1st draft and provide it to the committee.
- Councillor Bulmer suggested that a small plaque be added to the committee’s statement also.

6.4 Further committee training that may be required – Lynne Banks to provide update.

- Lynne Banks advised that some of the committee members still need to complete some of their HR modules and if the members needed to reset their passwords, to contact Courtenay or Claire.

6.5 Thank you letters to be sent to homeowners visited.

- John Arnold volunteered to write the thank you letters to the owners whose properties the committee made site visits to this summer.

6.6 Report regarding summer student work on register.

- The Committee requested that Lynne Banks reach out to the heritage summer student to see if she is available to complete the heritage register this year, acknowledging that she is away at university, but possibly could be done on weekends.

6.7 Discussion on unused 2019 budget and consideration for 2020 budget.

- Lynne Banks provided an update on the committee's expenditures to date for this year's budget.
- Barb Jefferson stated that since the committee is looking into recasting the plaques they should not be painted black, and instead should be kept bronze.
- Lynne Banks advised that she will check with Mary Hassan to see if the remaining funds in the budget can be reallocated to make more plaques as the committee would like to have 10 plaques made.

MOTION: To allocate the unused training funds remaining in the committee's 2018 budget to have a total of 10 plaques made for future plaquing.

Moved: Barb Jefferson

Seconded: John Levak
CARRIED

6.8 2020 Heritage Conference to be held in Markham, Ontario

- The committee had a brief discussion about attending the 2020 heritage conference to be held in Markham, with most of the committee expressing interest in attending.

6.9 Email from Ministry of Tourism Culture and Sport

- An email from the Ministry of Tourism Culture and Sport was provided to the committee which contains contact email addresses and numbers for any inquiries regarding, in part, heritage properties.

6.10 Stewart's Landing

- Lynne Banks will contact the developer for the Stewart's Landing subdivision and see if he will allow the committee to put a plaque on the Stewart house located on the property.
- Barb Jefferson said that the committee should make a decision on how historic properties are to be named.
- John Arnold said that they should be named after the original settler of the property.

6.11 Other business

- Barb Jefferson advised that the historical society is showing a film titled "Lost over Burma" on November 19th and it has a Puslinch reference in it.
- Councillor Bulmer advised that the County planners attending the October 16th Council meeting, provided a presentation and advised that they are doing a comprehensive review of the Official Plan and requested that a copy of the report be obtained and provided to the committee.

8. OTHER BUSINESS

- None

8. INFORMATION UPDATES

- None

9. NEXT MEETING

January 20, 2020 @ 1:00 p.m.



10. 2020 MEETING DATES

January 20, 2020 @1:00 p.m.

April 6, 2020 @1:00 p.m.

July 6, 2020 @1:00 p.m.

October 5, 2020 @1:00 p.m.

That the meeting dates for the Heritage Committee for 2020 are approved.

Moved by: John Levak

Seconded by: Barb Jefferson
CARRIED

11. ADJOURNMENT

The meeting adjourned at 3:10 p.m.