

Heritage Designation Application



[Insert photo of the property]

**A proposal to designate the property at [insert property address]
under Part IV, Section 29, of the Ontario Heritage Act**

Submitted to the Town of Saugeen Shores Municipal Heritage Committee

Applicant name:

Date:

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Example Letter to the Municipal Heritage Committee

[Date]

Chair and Committee Members
Saugeen Shores Municipal Heritage Committee

Re: Heritage Designation Application
[Property Address]

The following submission recommends that the Council of the Town of Saugeen Shores state its intention to designate the property at **[property address]** under Part IV, Section 29, of the Ontario Heritage Act for its cultural heritage value relevant to its design value, associative value, and contextual value.

Under the new regulations that came into effect on January 1, 2023, a municipality can state its intention to designate a property “if it meets **two or more of the criteria** for determining whether it is of cultural heritage value or interest set out in paragraphs 1 to 9 of subsection [1 \(2\). O. Reg. 569/22, s. 1.](#)” This evaluation indicates that the subject property meets two or more of the nine criteria.

Optional:

In a short paragraph, summarize the criteria that apply in this case (i.e., the house represents a certain style of architecture, it is associated with an institution, event, or person of significance, it contextually supports the historic streetscape, etc.).

In a short paragraph, indicate if the property has been “Listed” on the Saugeen Shores Heritage Register. Listings on the Register can be found on the Town of Saugeen Shores Website under [Heritage and History](#).

Sincerely,

[Name]
[Contact Information]

Attachment: Heritage Designation Application

Background: Heritage Planning Framework

In this section include any Acts, planning by-laws, or guidelines that may be relevant, if any. For example, note clauses mentioning “character” or “heritage” in site development or design guidelines for parkways, residential districts, and downtown/ commercial areas.

1. *Planning Act*: The conservation of cultural heritage resources is an integral component of good planning, contributing to a sense of place, economic prosperity, and healthy and equitable communities. Heritage conservation in Ontario is identified as a provincial interest under the section 2(d) of the [Planning Act](#).
2. *Provincial Policy Statement*: Section 1.1 “Managing and Directing Land Use to Achieve Efficient and Resilient Development” states that long-term economic prosperity is supported by the promotion of well-designed built form and cultural planning and the conservation of features that help define character. Section 2.6 of the [Provincial Policy Statement](#) “Cultural Heritage and Archaeology” directs that “significant built heritage resources and significant cultural heritage landscapes shall be conserved.”
3. *Ontario Heritage Act*: Section 27 of the [Ontario Heritage Act](#) gives municipalities the authority to maintain and add to a publicly accessible heritage register. The Saugeen Shores Municipal Heritage Register includes individual heritage properties that have been designated under Part IV, Section 29, as well as properties that have not been designated but that Saugeen Shores believes to be of “cultural heritage value or interest.”
4. *Ontario Regulation 9/06*: This regulation sets out the criteria for evaluating properties to be designated under Part IV, Section 29, of the *Ontario Heritage Act*. The criteria are based on an evaluation of design/physical value, historical and associative value, and contextual value. A property may be designated under Section 29, of the [Act](#) if it meets two or more of the provincial criteria for determining whether it is of cultural heritage value or interest.
5. *The Ontario Heritage Trust “Tools for Conservation”*: This [source](#) provides information on the “benefits of heritage designation,” guidance on designating properties of municipal significance, “steps for how to research a heritage property,” and links to several relevant information sources. On November 28, 2022, the *More Homes Built Faster Act, 2022* (Bill 23) received Royal Assent. Schedule 6 of this Act amended various sections of the *Ontario Heritage Act*. Many of the key changes to the Act came into effect on January 1, 2023.
6. *Saugeen Shores Official Plan*: In compliance with provincial legislation, the Official Plan specifies under policy 2.4.4.1 that “Built heritage resources or cultural heritage landscapes, such as individual buildings may be designated

pursuant to the Ontario Heritage Act and the policies of this Section” (p. 17). (For the purposes of this submission, we will apply the amended Act and expanded regulations that came into effect with the “More Homes Built Faster Act,” in January 2023.) In addition, the *Official Plan* includes the following relevant policies:

- 2.4.5 Preservation of Heritage Resources 2.4.5.1 It shall be the policy of Council to encourage the preservation of buildings and sites having historical, architectural and/or archaeological value.
- 2.4.5.3 Council may designate and regulate heritage resources under appropriate legislation, including the Ontario Heritage Act, the Planning Act, and the Municipal Act, whenever deemed feasible. (*Saugeen Shores Official Plan*, p. 18)

Research and Evaluation According to Ontario Regulation 9/06

1. Property Description

Address:

Legal Description (located on your property tax bill):

Construction Date:

(This date can be located in the Bruce County Archives which holds historical Land Title Registration books and Property Assessment Rolls.)

2. Background

The Bruce County Archives can be used to source much of the following information.

Background Information	Property Details
Original Owner:	
Original Use:	
Current Use:	
Architect/Builder/Designer (if known):	
Design/Construction/Materials:	
Architectural Style:	
Additions/Alterations:	
Criteria:	
Heritage Status (if listed, indicate the Phase and Year):	

This research and evaluation section of the report describes the history, architecture, and context of the property at **[property address]** and applies evaluation criteria as set out in Ontario Regulation 9/06 to determine whether it merits designation under Part IV, Section 29, of the Act. A property may be designated under Section 29 of the Act if it meets two or more of the provincial criteria for determining whether it is of cultural heritage value or interest. The application of the criteria is found in Section 3 (Evaluation Checklist). The conclusions of the research and evaluation are found in the Conclusion of the report. Maps and Photographs are located in Appendixes I and III. The archival and contemporary sources for the research are found in the Bibliography on page 14.

The area now known as Saugeen Shores is situated within the traditional territory of the Saugeen Ojibway Nation.

Historical Timeline Key Dates	Historical Event

I. Historical Background - Site History

The following section outlines the history and facts relating to the property which is the basis for determining historical or associative value of Criteria 4 and 5, according to O. Reg. 9/06 Criteria.

Research Tips:

- The [Bruce County Archives](#) has a helpful list of links to Online sources
- The Ontario Land Title Registry, which provides the history of property ownership, can be found in printed form in the Bruce County Archives, or [online](#). View the online [Property Research Tutorial](#) for search strategy steps.
- Information about people can be found in many places, including Bruce County directories (online—see “[Useful Links-Directories](#)”), the *Canada Census* tracts ([Useful Links--Census](#)), the Bruce County Archives scrapbooks and [Online Collections database](#), the *Ancestry Library Edition* database (online access in Public Library branches), and in books by John Weichel and Robin Hilborn, for example.
- Besides significant people, consider also associations with local institutions, historical events, and industries important to the economic the development of the community.

II. Architectural Description

The following section provides an architectural description and analysis related to the property which will establish the basis for determining the design or physical value of Criteria 1, 2, or 3 according to O. Reg. 9/06 Criteria.

Research Tip: Several print and online sources will help to identify the style and significant features of the building to be used for descriptive purposes in this section and the evaluation criteria.

Selected Online Sources:

- Kyles, S. *Ontario Architecture*: [Styles](#)
- [Ontario Architectural Style Guide](#)

Selected Books (Available via the Bruce County Library):

- Cathcart, Ruth. *The Architecture of a Provincial Society: Houses of Bruce County, Ontario 1850-1900* (link to: [Bruce County Library](#))
- Cathcart, Ruth. *Historic Houses of Grey and Bruce Counties* (link to [Bruce County Library](#))

III. Context

The following section provides a contextual description and analysis related to the property which will establish the basis for determining the contextual value of Criteria 7, 8, or 9 according to “O. Reg. 9/06 Criteria.”

Research Tip: Consider the surrounding buildings and landmarks of historic significance. Does your building contribute to an historic streetscape or area? Helpful information sources on the Town of Saugeen Shores’ website include:

- [Municipal Heritage Register](#)
- Walking Tour [Guides](#)
- Heritage [Plaques](#)
- Heritage Plaque Story [Tour](#)

Research Tip: Check nearby properties for Municipal Heritage Property Plaques, which will identify dates of construction.

Does your building form part of an historical category of buildings significant in the growth and development of the town or township, e.g., the beginning of the tourism industry, development of the furniture manufacturing industry, the beginning of the fisheries industry, the establishment of the commercial retail industry, or the building of the railway?

Is your building a landmark in itself, or part of a series of landmarks (e.g., a building type sharing the same purpose—e.g., religious institution), or is it visually or historically linked to an important structure, a row of buildings, or an historic place (e.g., a park, monument, or lighthouse)? Include photos of contextually significant buildings or places in an appendix.

3. Evaluation Checklist of Criteria for Determining Cultural Heritage Value or Interest

The evaluation table is marked “N/A” (in the box on the right) if the criterion is “not applicable” to the property. Or the box is marked with a ✓ or “Yes” if it is applicable to the property, with explanatory text below.

Design or Physical Value The property has design value or physical value because it

1. is a rare, unique, representative or early example of a style, type, expression, material or construction method.

2. displays high degree of craftsmanship or artistic merit

3. demonstrates high degree of scientific or technical achievement

1. Is a representative or early example of a style.

If checked above, include a description or reasons here, otherwise delete this heading.

2. Displays a high degree of craftsmanship or artistic merit

If checked above, include a description or reasons here, otherwise delete this heading.

3. Demonstrates a high degree of scientific or technical achievement

If checked above, include a description or reasons here, otherwise delete this heading.

Historical or Associative Value The property has historical value or associative value because it

4. has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community

5. yields, or has the potential to yield, information that contributes to an understanding of a community or culture

6. demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community

4. Has direct associations with a person and institution that is significant to a community.

If checked above, include a description or reasons here, otherwise delete this heading.

5. Yields, or has the potential to yield, information that contributes to an understanding of a community or culture.

If checked above, include a description or reasons here, otherwise delete this heading.

6. Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community

If checked above, include a description or reasons here, otherwise delete this heading.

Contextual Value The property has contextual value because it is	
7. important in defining, maintaining or supporting the character of an area.	
8. physically, functionally, visually or historically linked to its surroundings.	
9. a landmark.	

7. Important in defining, maintaining or supporting the character of an area

If checked above, include a description or reasons here, otherwise delete this heading.

8. Physically, functionally, visually or historically linked to its surroundings.

If checked above, include a description or reasons here, otherwise delete this heading.

9. It is a landmark.

If checked above, include a description or reasons here, otherwise delete this heading.

4. Conclusion

Research and evaluation conducted in [facility or business] and in a range of publications have determined that the property at [property address] meets two or more criteria under Ontario Regulation 9/06, as prescribed for municipal designation under Part IV, Section 29, of the Ontario Heritage Act. The building satisfies criteria under the following evaluation categories: [select which ones: (1) design or physical value, (2) historical or associative value, and (3) contextual value]. As such, the property is a significant built-heritage resource.

[Briefly summarize the evaluation findings in a couple of paragraphs.]

Submitted by:

Acknowledgements (if any):

5. Sources of Information

The following is a selected list of sources that are available for use and optional, depending upon the subject property being researched. For your “List of Sources Consulted,” delete irrelevant items and retain only those that are helpful for your research. Add appropriate details for dates or volumes (i.e., census tracts, assessment rolls, and Tweedsmuir History volumes). Add any additional sources that were found to be relevant and helpful.

Primary Sources

- Assessment Rolls for Port Elgin, Southampton, Saugeen Township (available at the Bruce County Archives). If used, indicate town/village/township and year(s) checked.
- Canada *Census*: <https://www.brucemuseum.ca/research/useful-links/>
- Canada. Canada’s Historic Places. *The Canadian Register*: <https://www.historicplaces.ca/en/pages/register-repertoire.aspx>
- Canadian Fire Underwriters Association. *Port Elgin Fire Insurance Plan, 1928*: <http://digitalarchive.mcmaster.ca/islandora/search/%22port%20elgin%22%20maps?type=dismax>
- Canadian Fire Underwriters Association. *Southampton Fire Insurance Plan, 1928*: <http://digitalarchive.mcmaster.ca/islandora/object/macrepo%3A86561?fbclid=IwAR3OXHgGJMGjh6soh8lbhQhiykq7aQl-WLSFZrv6KUjebT50SdAumHQMqII>
- Ontario Heritage Trust. “Ontario Heritage Register Database”: <http://ontarioarchitecture.com/QueenAnne.htm>
- Ontario. Land Record Office. Bruce (03). (Include location and book number. These books are available at the Bruce County Archives). <https://www.onland.ca/ui/>
- Saugeen Shores. *Municipal Heritage Register*: <https://www.saugeenshores.ca/en/explore-and-play/heritage-properties.aspx#Heritage-Register>

Secondary Sources

- Bruce County Historical Society *Yearbook*: <https://brucecounty.bibliocommons.com/v2/record/S192C2554085>
- Burgoyne Women’s Institute, Comp. *Tweedsmuir History Burgoyne, Vol. 1 and 2*: <https://brucecounty.bibliocommons.com/v2/record/S192C2507026>
- Cathcart, Ruth. *The Architecture of a Provincial Society: Houses of Bruce County, Ontario 1850-1900*. Wiarton: Red House Press, 1999: <https://brucecounty.bibliocommons.com/v2/record/S192C957668>

- Cathcart, Ruth. *Seeking Permanence in a New Land: Historic Houses of Grey and Bruce Counties*. Owen Sound: Ginger Press, 2009:
<https://brucecounty.bibliocommons.com/v2/record/S192C1034704>
- Hilborn, Robin R. *Hilborn's Guide to Old Southampton*. Southampton: Family Helper Pub., 2019. [Public library availability:
<https://brucecounty.bibliocommons.com/v2/record/S192C4295732>
- Hilborn, Robin R. *Southampton Vignettes: A Brief History of a Lake Huron Town*. Southampton: Family Helper Pub., 2010. [Public Library availability:
<https://brucecounty.bibliocommons.com/v2/record/S192C4295732>
- Levie, Carmin J., Comp. *Reminiscences: Port Elgin Centennial, 1874-1974*. Port Elgin: Port Elgin Rotary Club, 1984. [Public Library availability:
• <https://brucecounty.bibliocommons.com/v2/record/S192C983330>
- McArthur, Patsy, Ed. *Historic Saugeen: A Heritage Atlas*. Southampton: Saugeen Metis Council, 2013. [Public Library availability:
<https://brucecounty.bibliocommons.com/v2/search?query=historic%20Saugeen%20Metis%20atlas&searchType=smart>
- McEwing, Dorothy. Ed. *Roots and Branches of Saugeen 1854-1984: A History of Saugeen Township*. Owen Sound: Saugeen History Hunters, 1984.
- [Public Library availability:
<https://brucecounty.bibliocommons.com/v2/record/S192C983334>
- Port Elgin Women's Institute, Comp. *Tweedsmuir History: Port Elgin, Vols 1 and 2*. Port Elgin: Tweedsmuir History series. [Public Library availability:
<https://brucecounty.bibliocommons.com/v2/record/S192C2508814>
- Robertson, Heather. *The History of Port Elgin*. [Place of publication not identified] : [publisher not identified], c1975? [Public Library availability:
<https://brucecounty.bibliocommons.com/v2/record/S192C978618>
- Robertson, Norman. "Town of Southampton." In *History of the County of Bruce, Ontario, Canada*. [Online:
<https://electricscotland.com/history/canada/bruce/chapter38.htm>
- Robertson, Norman. "Village of Port Elgin." In *History of the County of Bruce, Ontario, Canada*. [Online:
<https://electricscotland.com/history/canada/bruce/chapter37.htm>
- Robertson, Norman. "Township of Saugeen." In *History of the County of Bruce, Ontario, Canada*. [Online:
<https://electricscotland.com/history/canada/bruce/chapter36.htm>

- Saugeen Shores. Interpretative Plaques of Saugeen Shores:
<https://www.saugeenshores.ca/en/town-hall/resources/Documents/Interpretive-Plaques-of-Saugeen-Shores.pdf>
- Saugeen Shores. *Walking Tour Guides: Port Elgin, Saugeen Township, Port Elgin*:
<https://www.saugeenshores.ca/en/explore-and-play/walking-tours.aspx>
- South Saugeen Women's Institute, Comp. *Tweedsmuir History South Saugeen, Vol:*
<https://brucecounty.bibliocommons.com/v2/search?query=tweedsmuir%20history%20saugeen&searchType=smart>
- Southampton Women's Institute, Comp., *Tweedsmuir History: Southampton Women's Institute : Vol. 1.* [Public Library availability:
<https://brucecounty.bibliocommons.com/v2/record/S192C2508882>
- Weichel, John. *Forgotten Lives: Early History of a Coastal Village: Southampton's First Public Burying Ground.* Southampton: Bruce County Museum and Cultural Centre, 2001: <https://brucecounty.bibliocommons.com/v2/record/S192C962678>
- Weichel, John. *Forgotten Times: Marine History of Southampton and the Bruce Coast., Vols 1 and 2.* Southampton: Bruce County Museum and Archives, 2002:
<https://brucecounty.bibliocommons.com/v2/record/S192C968961>;
<https://brucecounty.bibliocommons.com/v2/record/S192C968962>
- Weichel, John. *Research Files.* Comp. Robin Hilborn. Online index:
<https://www.saugeenshores.ca/en/town-hall/resources/Documents/Interpretive-Plaques-of-Saugeen-Shores.pdf> (**Research Tip:** Search with "Ctrl + F" for names of people, places, events.)

List of Appendices

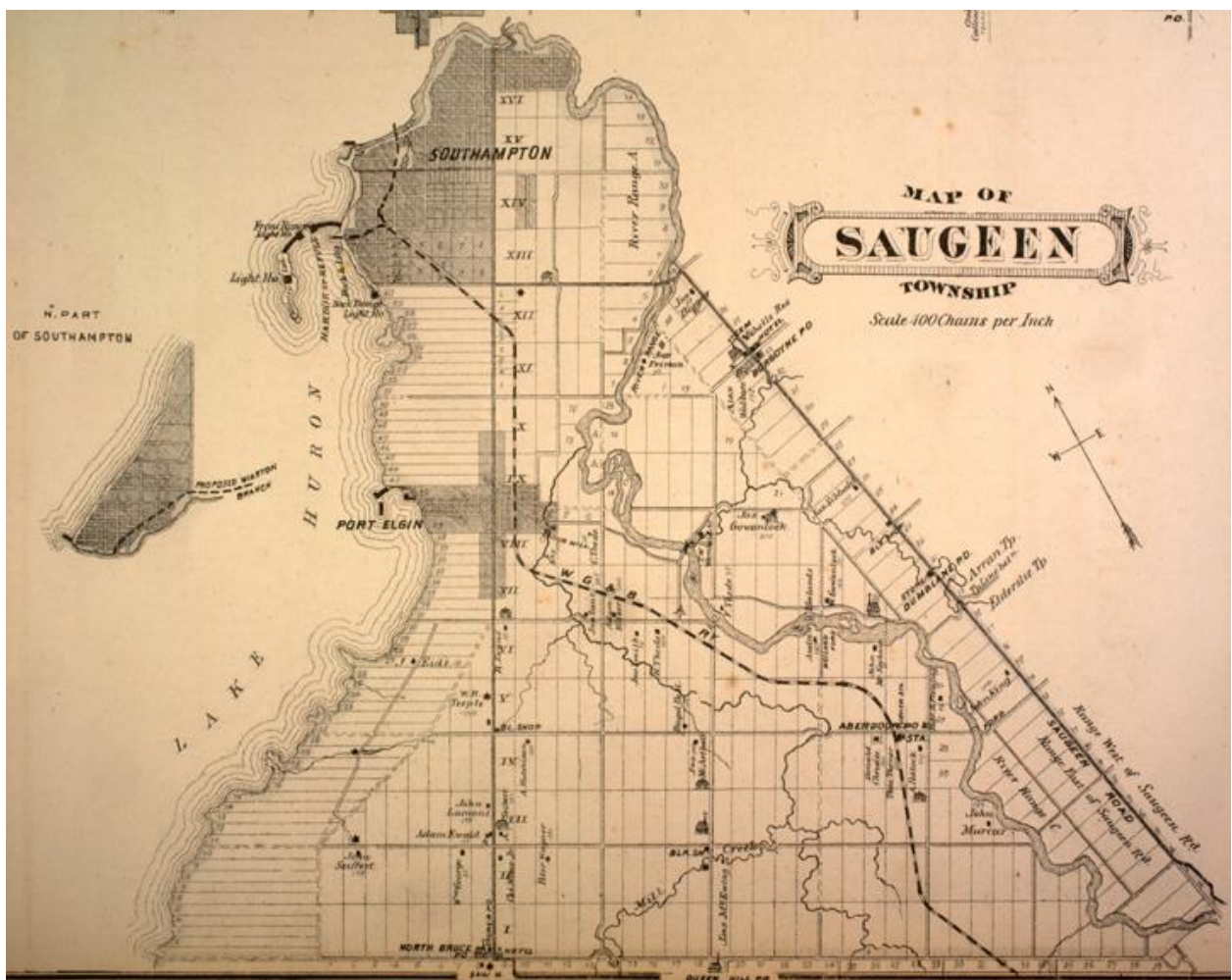
Example Appendix I: Commentary on Maps and Plans

Maps are not required, but they can be a helpful source for showing the development of a community and streets. Buildings, businesses, and people's names are included on some maps.

The Bruce County Archives has excellent maps available. See below for a few examples. The commentary on each map should point out relevant details related with the subject property and its context.

a) 1880. Township of Saugeen, Beldon & Co Atlas.

This map from the *Illustrated Atlas of Bruce County Containing Authentic Maps of the Townships*. Toronto: Beldon & Co, 1880 can be expanded or viewed in an enlarged format from the site (below), to reveal street grids, small towns, hamlets, and settlers' names: <https://digital.library.mcgill.ca/countyatlas/printresults.php>



b) 1857 Southampton. Sproat and Hawkins

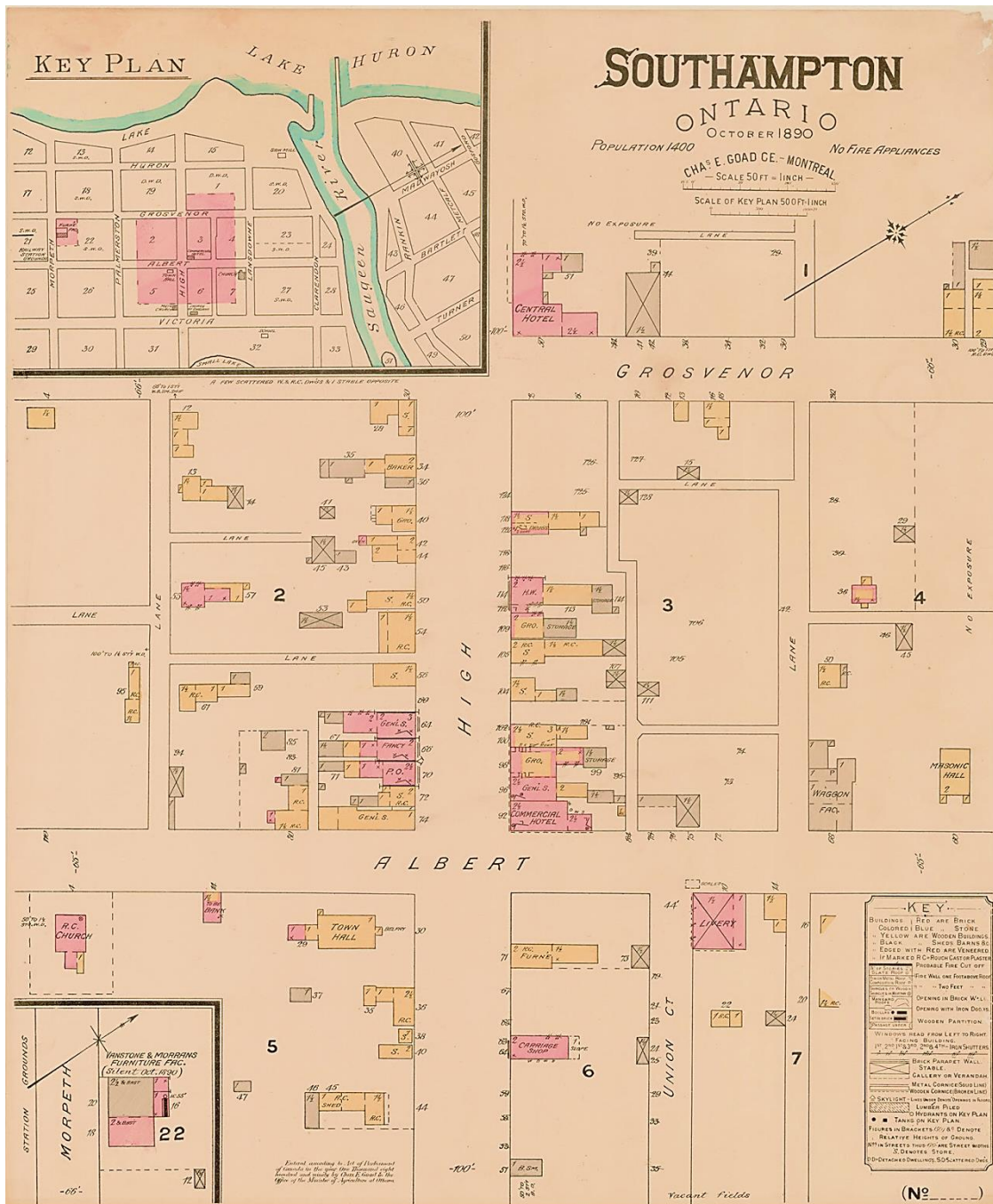
“Map of Southampton Compiled from the Original Survey and Maps by Sproat and Hawkins, Engineers and Surveyors.”

In this, the first detailed map of the village of Southampton, some built structures are indicated, of which some are identified. In a detail from this larger map, shown below, Lot 5 on High St shows a “post office.” Lot 4 on High St has a building which may be the Central Hotel (now Walker House). To view the full map, visit the [Bruce County Archives](#).



c) 1890 Southampton. Goad Fire Insurance Map.

This map is another example of a type of map that is available in the Bruce County Archives. It includes streets mainly in the commercial area of the town, with buildings colour-coded according to type of building material.

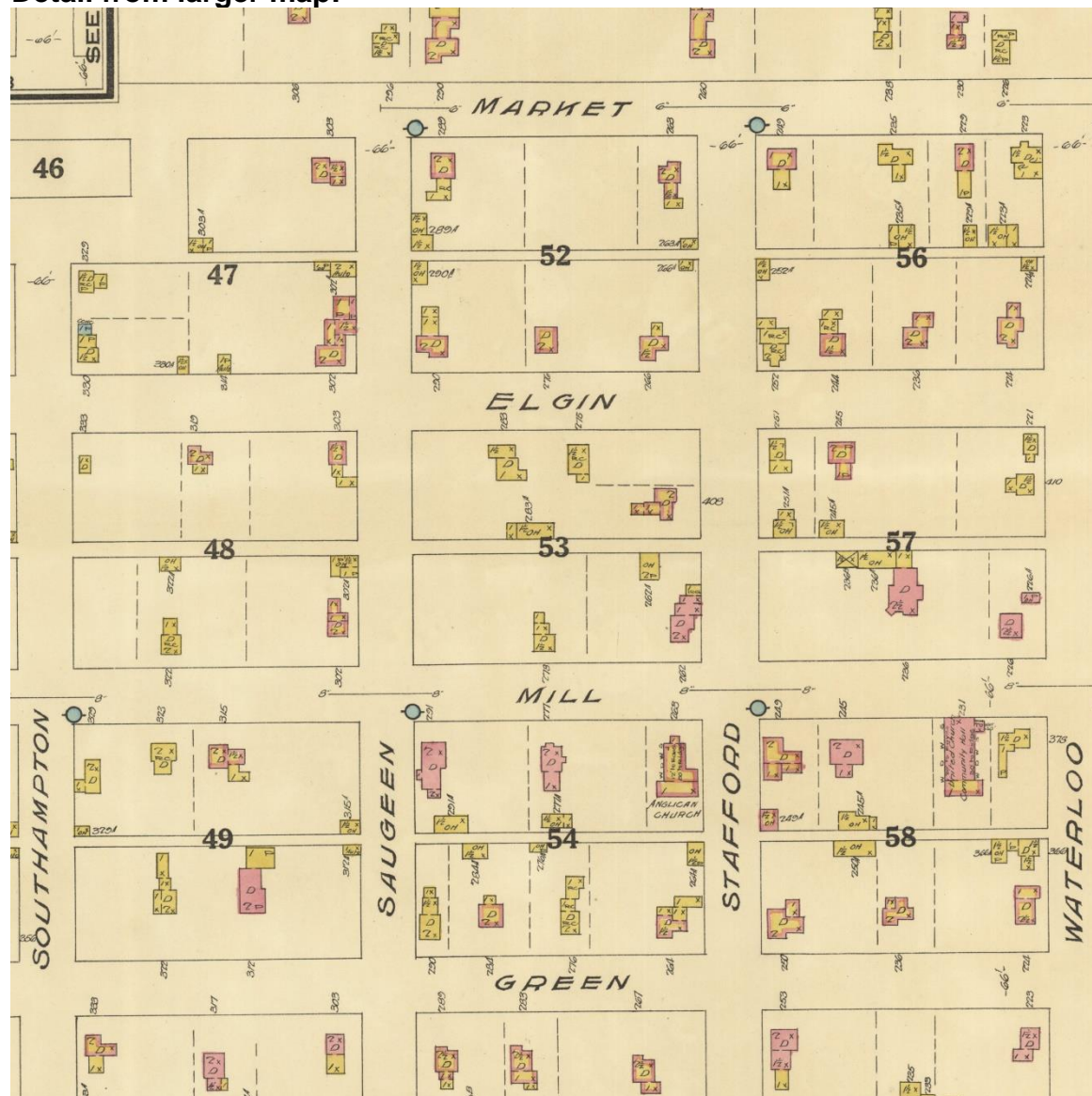


d) D. Port Elgin, 1928 -- Canadian Underwriters Fire Insurance Map

Detail from the larger map of the residential streets, including portions Market, Elgin, Mill, and Green Streets. To view the entire map and other areas of Port Elgin, click [here](#). Colour-coded for brick (red) or wood (yellow) structures, this series of maps is useful as a record of which buildings existed in 1928.

To view Southampton maps for 1928, click [here](#).

Detail from larger map:



Example Appendix II: Annotated List of Notable Persons, Institutions, or Events Associated with the Subject Property

Include more details such as images, biographical sketches, and quotations from historical sources to support the relevance of people and institutions or historic events associated with the property.

Example Appendix III: Architectural Photographs

Include more photographs of the subject property taken from the front, back, and sides. Include close-up photos of any defining architectural details of significance. If you wish to show buildings of similar architecture, create a Part II for this appendix.

Example Appendix IV: Context Part 1 - Historic Streetscape or Other Context

Property Street Number	Photographs	Date built (if known)	Notes (indicate if on Saugeen Shores Heritage Register or elsewhere)
	[photo]		Saugeen Shores Heritage Property Plaque? Walking Tour?
	[photo]		Saugeen Shores Heritage Property Plaque? Walking Tour?
	[photo]		Saugeen Shores Heritage Property Plaque? Walking Tour?
	[photo]		Saugeen Shores Heritage Property Plaque? Walking Tour?
	Add more rows or delete rows as necessary		

Example Appendix V

[Insert Property address here]

Statement of Significance: (Reasons for Designation)

The property at [property address] is worthy of designation under Part IV, Section 29, of the Ontario Heritage Act for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the criteria described below.

Description

Briefly describe the property in terms of location, architecture, building materials, and the number of storeys.

Statement of Cultural Heritage Value

Design and Physical Value

If the building satisfies any relevant criteria under this heading, briefly summarize here. Otherwise, delete the heading.

Historical and Associative Value

If the building satisfies any relevant criteria under this heading, briefly summarize here. Otherwise, delete the heading.

Contextual Value

If the building satisfies any relevant criteria under this heading, briefly summarize here. Otherwise, delete the heading.

Heritage Attributes

Design and Physical Value

Attributes that contribute to the value of the property and should be preserved include: [add list].

Contextual Value

Attributes that contribute to the contextual value of the property (i.e., defining and supporting the character of the streetscape, or as in relevant to its historical and visual links to its surroundings) include: [add list]

Exclusions

Following is a list of architectural features that have been modernized and are therefore lacking in historical architectural value, and therefore should be excluded from heritage protection: [add list]