

## Town of Saugeen Shores Corporate Policy

| Heritage Property Plaque Program Policy                                |  |
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| <b>Department:</b> Corporate Services, Clerk's Division                | <b>Prepared by:</b> Clerk and Municipal Heritage Committee |
| <b>Date Created:</b> February 13, 2002<br><b>Amended:</b> May 17, 2023 | <b>Resolution Number:</b> 162-2023                         |

### Purpose:

To ensure that the Town of Saugeen Shores Heritage Property Plaque Program is implemented in a manner that provides consistent application of the Policy. The definition of a heritage property is usually at least 100 years old and provides some insight into the community's culture and heritage.

### Details:

The Town shall acknowledge the heritage of properties by supporting (financially and with Committee resources) a program that identifies the original owner and occupation of a heritage property on a plaque.

### Procedure:

#### Details:

Applications for Heritage Property Plaques shall be submitted on the Application Form (Appendix A) to the Saugeen Shores Municipal Office.

Each application shall provide:

- The street address of the specific property,
- The rationale for the request,
- The name of the current owner, and
- The name of the person requesting the Plaque (if not the owner).

If known, each application shall also provide:

- The name of the property owner to be designated on the plaque,
- The date (year) that the property was developed,
- The occupation of the designated owner, and
- The provenance of the information provided.

Each application must include the application fee. Application fees shall be adjusted, should costs increase.

The application fee is fully refundable if the Committee is unable to recommend approval of the application.

Upon receipt of an application, the Committee will verify the provenance provided, or research the origins of the property if sufficient information is unable to be provided by the applicant.

Upon satisfactory verification of the provenance, the Committee shall notify the owner/applicant in writing, which can include email.

The Municipal Heritage Committee shall arrange for the procurement of the plaque through Town Staff. See “Heritage Plaque Details” for the composition of the plaque.

The property owner shall install the Plaque in accordance with the requirements specified on the Application Form (Appendix A).

Staff shall provide the committee with an update upon completion of the plaque installation to formally conclude the project.

To celebrate and highlight the program:

- Social media upon installation
- Chair to recognize in a Council meeting update
- Previous year acknowledgment during an award presentation

An informal picture-taking ceremony should be mutually arranged with the property owner.

If the Committee is unable to adequately verify the provenance of the request, the application shall be denied. The applicant shall be notified in writing, with the reasons for denial of the application and the application fee refunded.

#### Heritage Plaque Details

An example of a plaque:



- Plaque material may be wood or wood-like products of suitable durability
- Plaque shall be approximately 12” high and 18” wide
- Text shall be dark green
- Background shall be light green or white
- Mitered edge shall be dark green

*Note: Town Staff shall ensure that the plaque provider understands that only plaques procured through the Committee/Saugeen Shores Staff will have “Saugeen Shores Municipal Heritage” inscribed upon them.*

**Administrative Details:**

- Approved costs associated with this Program shall be borne by the annual Municipal Heritage Committee Budget, as approved by Council
- A maximum of 15 Heritage Property Plaques shall be issued in a single year
- Applications shall be processed on a “first come – first served” basis
- A Waiting List may be established
- Applicants shall be kept informed of the status of their application
- The decision on whether to issue a Heritage Property Plaque or not, rests solely with the Municipal Heritage Committee

**Records:**

All documentation pertaining to all aspects of the request shall be retained in the Committee’s files at the Saugeen Shores Municipal Office.

**Exceptions:**

This Policy/Procedure does not preclude the requirements of the Ontario Heritage Act with respect to Designated Heritage Properties.

**Specific Circumstances:**

None

**References:**

None

**Appendix A**

**Saugeen Shores Municipal Heritage Property Plaque Program – Application Form**

Applicant's Name:

Applicant's Mailing Address:

Applicant's Phone Number(s):

Property Owner's Name (if different from Applicant's Name):

Property Address for which Plaque is requested:

The Reasoning for the Plaque Request (if space is insufficient, please attach a separate sheet):

The name of the property owner to be designated on the Plaque:

The occupation of the property owner to be designated on the Plaque:

The year the structure was built:

Please provide the source of the information provided above:

By signing this Application Form, the Applicant agrees to install the Plaque in accordance with the following guidelines:

- Plaque must be attached to the original structure on the property,
- Plaque must be attached to the structure on the ground floor,
- Plaque must be visible from the street.

Applicant's Signature:

Date:

**Saugeen Shores Municipal Heritage Committee Recommendation:**

- ☐ **Approve**
- ☐ **Disapprove**

Chairperson Signature:

Date:

Please submit the Application Form and Applicable Fee to the following (a refund will be provided if not approved):

**Clerk**  
**Town of Saugeen Shores**  
**600 Tomlinson Drive, P.O. Box 820,**  
**Port Elgin, ON. N0H 2C0**