

**Town of Saugeen Shores
Corporate Policy**

Heritage Conservation Award Program Policy	
Department: Corporate Services, Clerk's Division	Prepared by: Clerk and Municipal Heritage Committee
Date Created: February 13, 2002 Amended: May 17, 2023 Effective Date: January 1, 2024	Resolution Number: 162-2023

Purpose:

To annually present a Heritage Conservation Award to recognize individual or group contribution to the promotion of heritage in the Town of Saugeen Shores.

Details:

To provide guidelines for the Town of Saugeen Shores' Municipal Heritage Committee with respect to the Annual Heritage Conservation Award and implementation in a manner which:

- provides measurable standards that ensure the unbiased selection of the correct recipient;
- supports the selection in the event of future challenges; and
- provides consistent application of the policy every year.

Procedure:Details:

The Municipal Heritage Committee shall arrange for a Press Release soliciting nominations for the award to be published during the month of February to coincide with heritage week and a deadline of March 31 (see Appendix A for a sample Press Release).

The Municipal Heritage Committee shall review all nominations during the month of April. The shortlist of nominations shall be measured against the guidelines specified in Appendix B.

In the event that the Municipal Heritage Committee members fail to agree upon a recipient, a vote shall be held to determine the recipient. Each Municipal Heritage Committee member and the Council Representative shall be allowed to vote for the nominee of their choice. A simple majority shall determine the recipient. In the event of a tie, the Chairperson shall cast the tie-breaking vote.

A Municipal Heritage Committee member designated by the Chairperson shall prepare a written justification supporting the selected nominee in May.

Saugeen Shores Council shall be informed of the selection decision at a Council Meeting in accordance with the Procedural By-law.

The award recipient shall be notified immediately following the Council Meeting. The initial contact shall be via a telephone call from the Municipal Heritage Committee Chairperson or Designate. A letter signed by the Chairperson, confirming the Award, and outlining presentation details shall be sent within a week (see Appendix C for a sample letter).

The Municipal Heritage Committee shall arrange for a Press Release identifying the award recipient and notifying the public of the Award Ceremony to be held by the end August. The recipient will be asked to confirm the availability before the date is set.

The Chairperson shall arrange for the purchase of a personalized award for the Recipient as soon as the Recipient is notified and have the Council Chamber Plaque engraved.

An Award Ceremony shall take place at a meeting of Council, at which the personalized Award will be presented to the Recipient.

Records:

All documentation pertaining to the Award shall be retained in the Municipal Heritage Committee files at the Saugeen Shores Municipal Office.

Exceptions:

None

Specific Circumstances:

None

References:

- “Ontario Heritage Tool Kit” (Ontario Ministry of Culture, Tourism and Recreation)
- Heritage Community Recognition Program – Ontario Heritage Foundation

Appendix A
Sample Pre-Award Press Release

Saugeen Shores Annual Heritage Conservation Award

Do you know someone in Saugeen Shores who has been involved with conserving an older building or environmental heritage site, or is active in promoting our cultural heritage? Why not nominate them for the Annual Saugeen Shores Heritage Conservation Award, sponsored by the Saugeen Shores Municipal Heritage Committee?

Past winners have included those that have made significant contributions to preserving and enhancing our historical, cultural, natural, and built heritage.

The hard work of these individuals benefits the community and therefore, the Saugeen Shores Municipal Heritage Committee would like to honour one of our own with a Heritage Conservation Award.

The award will be presented by the Mayor and local dignitaries and members of the public will be invited to the award ceremony.

If you would like to nominate someone for this award, please include the nominee's name, address, and phone number; your contact information, and why you think they deserve this honour. Nominations can be received at the Municipal Office located at 600 Tomlinson Drive, P.O. Box 820, Port Elgin, Ontario N0H 2C0 at the Clerk's attention, or via email at clerk@saugeenshores.ca. All nominations must be received by March 31, 20XX.

For further information contact the Municipal Office at 519-832-2008 extension 102.

Appendix B

Heritage Conservation Award Selection Guidelines

The following are examples of the types of activities that qualify:

- Voluntary public promotion of the importance of preserving significant heritage structures
- Leadership in the restoration and preservation of heritage structures (buildings, bridges, etc.)
- Long-standing voluntary service as a member of a Municipal Heritage Committee or other organization dedicated to preserving heritage structures
- Personal collections of local artifacts, heritage photographs, or memorabilia that are shared with the community to promote appreciation of heritage
- Creation of a historical record based on research, and curation of local heritage features, personalities, and events used to celebrate, communicate, and honour the collective Heritage of Saugeen Shores with the community
- Cultural excellence in leadership

Appendix C
Sample Award Recipient Notification Letter

Dear ***Recipient's Name***:

It is with great pleasure that I inform you of your selection as the recipient of the Saugeen Shores Municipal Heritage Committee Annual Heritage Conservation Award for 20XX.

The award will be presented to you at a ceremony to be held in the Council Chambers located at 600 Tomlinson Drive, Port Elgin on *insert date* at 6:30 pm.

Please accept our invitation to you, your family, and your friends to attend this ceremony. Congratulations on your selection.

Sincerely,

Chairperson
Saugeen Shores Municipal Heritage Committee

Appendix D

Sample Post-Award Press Release:

Saugeen Shores Annual Heritage Conservation Award

Insert Recipient's Name has been selected as this year's recipient of the Annual Heritage Conservation Award, sponsored by the Municipal Heritage Committee.

Insert Recipient's Name has been actively promoting the architectural heritage of our community, most specifically in the restoration of their own home.

The presentation of the award, honouring ***Insert Recipient's Name***, will take place at the Committee of the Whole Meeting scheduled for 6:30 pm. on ***insert date*** in the Council Chambers, located at 600 Tomlinson Drive, Port Elgin. All are welcome to attend.

For further information please contact:

Clerk

Town of Saugeen Shores
519-832-2008, Extension 104
clerk@saugeenshores.ca

Appendix E
Heritage Conservation Award Program Timeline

Timeframe	Task
February (In conjunction with Ontario Heritage Week)	<ul style="list-style-type: none"> • MHC publishes Press Release soliciting nominations
March 31	<ul style="list-style-type: none"> • Closing date for nominations
April	<ul style="list-style-type: none"> • MHC reviews nominations and chooses the recipient
May	<ul style="list-style-type: none"> • MHC prepares written justification of recipient • MHC informs Council of the selection decision
June	<ul style="list-style-type: none"> • MHC informs award recipient • MHC requests a press release identifying the award recipient and the date of the award ceremony • MHC arranges for personalized award
September	<ul style="list-style-type: none"> • Award ceremony held to honour the recipient • All documentation filed in MHC records