



Town of Erin Corporate Report

Department: Corporate Services	Report Number: C2024-09
Business Unit: Legislative Services	Meeting Date: 8/29/2024
Presented/ Prepared By: Justin Grainger, Deputy Clerk	

Subject

Heritage Plaque Program

Recommendation

That report number C2024-09 “Heritage Plaque Program” be received for information;

And that Council approves the proposed Heritage Plaque Program Policy as presented in Appendix A of this report;

And that By-law 24-43, to amend the Fees and Charges By-law 24-36, as listed on the August 29, 2024 agenda be approved.

Background

At the March 28, 2024, Regular Meeting, Council passed Resolution #24-87 directing staff to prepare a report regarding establishing a Heritage Plaque Program. Prior to that, the Town of Erin Heritage Committee (TEHC) took the initiative to develop the program at their meetings in late 2023 and early 2024 and their work is the foundation for the proposed policy (Appendix A).

The purpose of this program is to recognize the historical significance of properties, increase public awareness of the community’s heritage, and enable landowners to showcase their property’s unique character. This program is separate from the designation process under the *Ontario Heritage Act, 1990*. Properties do not need to be listed on the Town’s heritage register in order to apply. Rather, each application is considered by the TEHC based on the property’s provenance. In other words, applicants must provide information regarding the property’s chronology of ownership in order to verify its history.

Discussion

The proposed policy outlines roles and responsibilities, application requirements, the consideration process and other administrative details. In short, staff are responsible for processing applications and supporting the committee in their consideration thereof.

Notably, unlike the heritage designation process which is concerned with a property's design, physical, historical and contextual value, this program's eligibility criteria are limited to a property's history.

In order to establish when a home (or other structure) was built, the name of the original landowner, and the occupation of the original landowner, prospective applicants may need to review records such as land abstract indexes, tax assessment rolls, photos and census data. In that respect, applicants are advised to contact Wellington County Museum & Archives to access their resources or for assistance in researching their property.

Once an application is submitted, it will be assigned a date for consideration by the TEHC which may either approve or reject the application. If successful, the applicant will be presented with a plaque to install on their property.

Strategic Pillar

Healthy Lifestyle & Vibrant Community

Financial Impact

There is no financial impact associated with the proposed recommendation. An application fee of \$125.00 will be charged to ensure the program is cost neutral.

Conclusion

The Heritage Plaque Program will enhance public awareness of the community's heritage and offer an opportunity to residents to demonstrate their pride in ownership of a historical property.

Attachments

Appendix A – Draft Heritage Plaque Program Policy

Nina Lecic

Director of Legislative Services & Town
Clerk

Rob Adams

Chief Administrative Officer