

Section: Legislative Services

Policy#: C2024-01

Date Approved: August 29, 2024

Heritage Plaque Program

Revision Date:

Review Date: August 29, 2026

1. Scope

This policy applies to all applications to the Heritage Plaque Program and identifies the Town of Erin’s role in supporting the program. This policy is separate from and not applicable to the designation process under the *Ontario Heritage Act, 1990*.

2. Purpose

To recognize Historic Architectural Properties and promote awareness of the Town’s history and heritage character.

3. Definitions

- 3.1 **“Administrator”** means the Deputy Clerk of the Town of Erin or designate. The Administrator is responsible for receiving applications to the Heritage Plaque Program, forwarding them to the heritage committee for consideration, and providing administrative support as required.
- 3.2 **“Historic Architectural Property”** means a property that is typically at least 100 years old and that, if recognized, would promote awareness of the community’s heritage.
- 3.3 **“Provenance”** means the chronology of the ownership and custody of an object. In this context, records of ownership and other sources may be used to verify a property’s history.
- 3.4 **“Town of Erin Heritage Committee” (TEHC)** is an advisory committee of the Town of Erin responsible for reviewing and approving or rejecting applications to the Heritage Plaque Program.

4. Application

- 4.1 Applications to the Heritage Plaque Program shall be submitted on the Application Form (attached as Schedule “A” of this policy) and shall provide the following information:
 - Street address of the subject property;
 - Rationale for the request;
 - Name and contact information of the current owner; and,
 - Name and contact information of the applicant (if not the owner)

If known by the applicant, the application shall also include:

- Name of the property owner to be designated on the plaque;
- Date (year) that the property was developed;
- Occupation of the designated owner; and,
- Provenance of the information provided

- 4.2 Each application must include the application fee (specified on the Application Form) which is subject to adjustment in accordance with the Fees and Charges By-law. The application fee is non-refundable in the event the TEHC is unable to approve the application.
- 4.3 Upon receipt of an application, it will be processed by Town staff and assigned a consideration date during a meeting of the TEHC. The TEHC will review the provenance

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provided and, after satisfactory examination of the provenance and a resolution of approval by the committee, the Administrator will procure and provide a plaque to the landowner. Presentation of the plaque may take place during a meeting of the committee. The property owner shall install the plaque in accordance with the requirements outlined within the Application Form.

- 4.4 If the TEHC is unable to adequately verify the provenance of the structure, the application may be rejected. The applicant will be notified of the decision of the committee in writing.

5. Composition of the Plaque

- 5.1 A Heritage Plaque shall be composed in accordance with the following requirements (an illustration is provided below as Figure 1):
- Approximately 12 inches high and 18 inches wide;
 - Text shall be black and appear in a standard font and format;
 - Background shall be white; and
 - Mitered edge shall be black

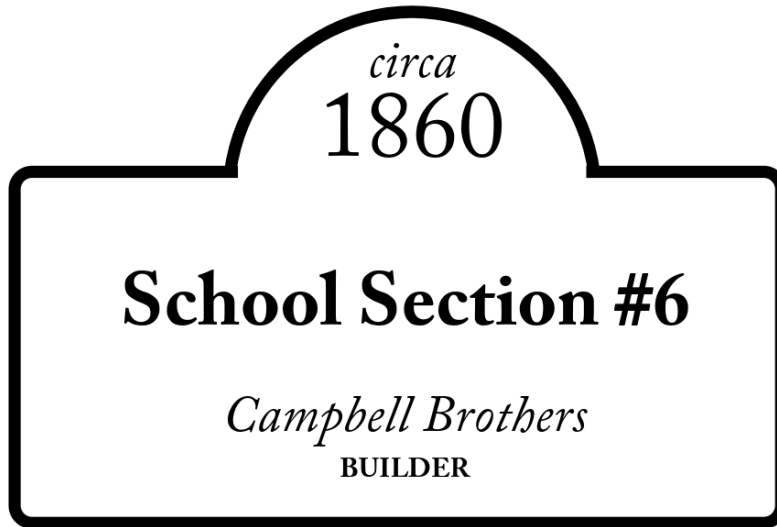


Figure 1

6. Review Schedule

The Heritage Plaque Program Policy shall be reviewed every two years in consultation with the TEHC.



TOWN OF ERIN
HERITAGE PLAQUE PROGRAM

APPLICATION FORM

Applicant Information

Name: Address: Telephone: Email:

Property Owner Information (if different from above)

Name: Address:

Rationale for the Request

[Empty space for rationale]

Designated Property Owner for Plaque

Name: Occupation: Year Structure Built:

Source of Information for Provenance

[Empty space for source of information]

By signing this Application Form, the applicant agrees to install the plaque in accordance with the following guidelines:
• Must be attached to the original structure on the property;
• Must be attached to the structure on the ground floor; and
• Must be visible from the street.

Applicant Signature Date

Heritage Committee Recommendation

[Empty space for recommendation]

Chairperson Signature Date

Please submit this Application Form to clerks@erin.ca.

Please note that, where the applicant is not the property owner, a letter from the property owner consenting to the application must be submitted along with this application form to clerks@erin.ca. The application fee of \$125.00 must be received for the application to be deemed complete.

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001 and will be used and/or disclosed by the Town of Erin in accordance with MFIPPA. Questions about this collection of personal information should be directed to the Clerk's Office, 5684 Trafalgar Road, Hillsburgh, ON N0B 1Z0, Telephone 519-855-4407 x223, or by email to clerks@erin.ca.