

The Corporation of Loyalist Township
By-law Number 2019-021

Being a by-law to adopt a Heritage Plaque Program Policy

Whereas The Council of the Corporation of Loyalist Township deems it expedient to establish policies; and

Whereas Section 5(3) of the *Municipal Act, 2001*, Chapter 25, as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9, shall be exercised by by-law;

Now Therefore the Council of the Corporation of Loyalist Township hereby enacts as follows:


1. THAT the Heritage Plaque Program Policy identified as Schedule "A" attached hereto and forming part of this By-Law be hereby approved and adopted; and
2. THAT the Clerk of Loyalist Township is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-Law and schedule as may be deemed necessary after the passage of this By-Law, where such modifications or corrections do not alter the intent of the By-Law; and
3. THAT this By-law shall come into full force and effect upon final passage.
4. THAT any By-law or Resolution passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

ENACTED AND PASSED this 25th day of February 2019

The Corporation of Loyalist Township



Mayor



Clerk



Heritage Plaque Program

Current Version	1.0
Approving Committee :	Council
Initial Date of Adoption:	December 10, 2018
Initial Minute or Resolution Number:	2018.21.21
Department of Origin/author:	Planning and Development Department
Review date:	February 2020

Version	Date	Meeting Type	Resolution #	Reason for Change
V1.0		Council		Originating Document



HERITAGE PLAQUE PROGRAM POLICY

Policy Statement

Loyalist Township has adopted a policy for the Heritage Plaque Program. The Program provides property owners with a complementary heritage plaque which commemorates the heritage status designated under the Ontario Heritage Act. The heritage plaque recognizes the architectural, cultural and historical resources which contribute to the character of the community. The Heritage Plaque Program is intended to promote pride in the community by identifying examples of the region's unique heritage character.

Loyalist Township has established a set of reasonable guidelines to govern the Heritage Plaque Program. These guidelines outline the Program's purpose, eligibility, application process, decision process, installation process and the governance of the plaque once it is installed. The Guidelines are intended to ensure the Program's success.

Heritage Plaque Program Guidelines

The Heritage Plaque Program provides a complimentary and free of charge uniform heritage plaque.

Administration of the Heritage Plaque Program is carried out by Loyalist Township Heritage Committee and the Planning and Development Department. Loyalist Township Council will have final approval for all heritage plaques applications.

The purpose of the Program is to commemorate the heritage status of the designated heritage properties in Loyalist Township and to promote pride in the community by identifying the built heritage assets of the community.

Application Process

Property owners must complete the Heritage Plaque Program application and agree to the Heritage Plaque Program Guidelines in order to be successful.

Applications will be accepted year round and may be submitted at any time. Final decisions are determined by the Heritage Committee and Council subject to available funding.

Eligible applicants are owners of properties designated under Part IV or Part V of the Ontario Heritage Act and within Loyalist Township.



Successful Applicants must agree and affirm to the following

1. Affirm that they are the registered owner of the property for which the heritage plaque is being requested.
2. Affirm that they understand and consent that Loyalist Township is the owner of the heritage plaque and that the plaque is on loan to the property owner.
3. Affirm that they understand that the heritage plaque design and the information being displayed is determined by Loyalist Township and the Loyalist Township Heritage Committee.
4. Agree that upon installation the plaque is to be affixed in a publicly visible exterior location on the property. If it is to be affixed to a building, it must be affixed to the exterior front façade on either side of the front door and at eye level. Installation should not damage or obscure the heritage attributes or character defining features of the property adhering to conservation best practices.
5. Agree that Loyalist Township is responsible for the installation and the associated installation costs. Agree that Loyalist Township may have access to the property for the duration of the installation and that Loyalist Township is not liable for any occurrences during the installation process, including but not limited to damage.
6. Agree that upon installation, the heritage plaque becomes the responsibility of the property owners including any regular upkeep, maintenance and safeguarding against damage or theft. Agree that if damage or theft occurs, the Heritage Committee will be notified as soon as possible.
7. Agree that the heritage plaque will not be removed or relocated without prior consultation and approval by Loyalist Township Heritage Committee or Planning and Development Department.

Decision Process

All applications which adhere to the eligibility requirements and agree to the Heritage Property Grant Guidelines will be considered.

If an application is considered acceptable, it must be approved by the Heritage Committee and Loyalist Township Council. Approval will be subject to available funding. Costs associated with installation should be considered during the approval process and the available funding.

Should multiple acceptable applications be submitted and funding is not sufficient to cover all the costs associated, priority will be given to the applications which were submitted first. Those applications which cannot be processed due to unavailable funding, will be deferred until funding becomes available and will then be given priority.



Installation Process

Successful applicants will be consulted regarding the design and contents of the Heritage Plaque. The final design will be decided by the Heritage Committee and Loyalist Township who will ensure that the design adheres and is consistent with other heritage plaques in the community.

To ensure best conservation practices are used during the installation of a heritage plaque, and that no damage occurs to the designated heritage features or character defining elements, Loyalist Township will be responsible for the installation of the heritage plaque and the associated costs. Costs associated with installation will be considered when budgeting and approving heritage plaque applications.

As per the Program Guidelines, the successful applicant must agree that those installing the plaque have permission to be on the property and to install the heritage plaque. The applicant must agree that Loyalist Township is not liable for any occurrences during the installation process, including but not limited to damage. The property owner will be consulted about the location of the plaque and when installation of the plaque will occur by regular correspondence.

Plaques are to be affixed in a publicly visible exterior location of the property. If it is affixed to a building, the plaque must be affixed to the exterior front facade, on either side of the front door, at eye level and should not obscure character defining elements of the structure.

Governance of Heritage Plaques

Heritage plaques are owned by Loyalist Township and are considered on loan to the property owner. Property owners are not permitted to remove or relocate the heritage plaque without approval and permission from Loyalist Township and the Heritage Committee. If the property owner wishes to own a duplicate of the plaque, they may purchase a plaque at cost.

The property owner is responsible for the heritage plaque, including regular upkeep and maintenance, and safeguarding against damage or theft. Should any damage or theft occur, the property owners is require to notify Loyalist Township and the Heritage Committee as soon as possible.

Subject to available funding, the Heritage Committee will assume costs associated with repair or replacement of the plaque. Repair or replacement may be deferred or delayed until funding becomes available.