



HERITAGE PROPERTY SELECTION COMMITTEE AGENDA

Thursday, May 25th, 2023 – 10:30 a.m.
Municipal Office – Council Chambers – 217 Harper Road

Chair, David Taylor

1. CALL TO ORDER
2. AMENDMENTS/APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF
4. APPROVAL OF MINUTES

- i) Minutes – March 17th, 2023 – *attached, page 4.*

Suggested Recommendation:

“THAT, the minutes of the Heritage Property Selection Committee Meeting held on March 17th, 2023 be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

- i) Introduction of Committee Members and Staff.
- ii) DRAFT Updated Terms of Reference – *attached, page 8.*
- iii) Legacy Farm Program.
<https://www.tayvalleytwp.ca/en/discover-tay-valley/legacy-farms.aspx>
- iv) 25th Anniversary Business Recognition Program Proposal – *attached, page 11.*
- v) Storage Space for Historical Items and Artifacts.

7. APPLICATION REVIEW

- i) **Otty Lake Road Lime Kiln – *attached, page 13.***

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

Proposed Agenda Items: None at this time.

9. DEFERRED ITEMS

**The following items will be discussed at the next and/or future meeting:*

- i) *None.*

10. ADJOURNMENT

MINUTES

HERITAGE PROPERTY SELECTION COMMITTEE MINUTES

Friday, March 17, 2023

11:00 a.m.

Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers

ATTENDANCE:

Members Present: Chair, David Taylor
Brenda Kennett
Karen Prytula
Susan Code McDougall

Staff Present: Olivia Trudel, Corporate Administrative Assistant/Recording Secretary

Members/Staff Absent: Ted Parkinson

1. CALL TO ORDER

The meeting was called to order at 11:05 a.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF THE AGENDA

The agenda was approved as presented.

3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None at this time.

4. APPROVAL OF MINUTES

i) Minutes of the June 27th, 2022 Meeting.

The minutes of the Heritage Property Selection Committee Meeting held on June 27th, 2022 were approved as circulated.

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) Candidate Heritage Program Properties.

The Committee discussed the Cheese Factory and St. Bridget's Church in Stanleyville as well as the remains of the Lime Kiln on Otty Lake Side Road as potential Heritage Properties. Members will work on these potential applications.

ii) Legacy Farm Program.

The Committee discussed broadening the Terms of Reference to include the Legacy Farm Program as a permanent program offered through the Heritage Property Selection Committee as part of the 25th Amalgamation Anniversary. Once Council agrees with this then the Terms of Reference will be updated.

iii) Building Community Awareness.

The Committee discussed having information set up at the Maberly Fair on the Township table and at the 25th Amalgamation Anniversary event to build awareness about the Committee. The Committee also discussed having notices go out via EMC and website/social media.

iv) Community Park Kiosk Signs.

The Committee discussed the various community park kiosk signs that will go up throughout Tay Valley Township this year. These signs include historical information pertaining to the area where the signs will be posted. Some Members of the Committee have been volunteering their time to assist the Township with the write ups.

7. APPLICATION REVIEW

None.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

Proposed Agenda Items:

- Storage space for historical items and artifacts

9. DEFERRED ITEMS

**The following items will be discussed at the next and/or future meeting:*

- None.

10. ADJOURNMENT

The meeting adjourned at 12:00 p.m.

BUSINESS

HERITAGE PROPERTY SELECTION COMMITTEE

TERMS OF REFERENCE

In support of the Tay Valley Township Heritage Property Recognition Program, **the Legacy Farms Program and other heritage initiatives delegated by Council to the Committee**, Tay Valley Township deems it appropriate to establish a Heritage Property Selection Committee.

HERITAGE PROPERTY RECOGNITION PROGRAM

The Heritage Property Recognition Program recognizes properties in Tay Valley Township that have historic or cultural importance to the general township community (as opposed to significance to a single family or organization).

The program commemorates the properties, rather than registers them for the purpose of placing legal or municipal restrictions on them.

The types of properties to be recognized in the program are:

- Residential, commercial, agricultural or industrial buildings that have historic, architectural or cultural significance to the community;

Examples:

**The home of a person who had a significant role in the township.*

**A building that served as a known community retail centre for a hamlet, such as a post office or general store.*

**A building that housed an early mill, factory or school.*

- Heritage and cultural structures, such as monuments, cemetery markers, bridges, ruins, and fences;

Examples:

**The cemetery monument of a person who had an impact on the early community, perhaps as a politician or a leader in an organisation (eg. Women's Institute).*

**The ruins of an early grist mill or sawmill.*

**An early, known trestle bridge.*

- Heritage landscapes and archaeological sites (properties need not have a structure).

Examples:

**An early mine site.*

**The site of an early industrial operation.*

**The location of a documented indigenous trail.*

Note: For this program, the term 'properties' does not include written property, works of art, goods, or concepts and ideas.

LEGACY FARMS PROGRAM

The Legacy Farms Program recognizes farms in Tay Valley Township that have been in the same family for 100, 150 or 200 years.

Approved properties will receive an official certificate from the Township, and property owners will have the option of purchasing a sign for display.

Properties that are candidates to receive recognition include:

- Direct descendants of the same family should have owned the farm for 100, 150 or 200 consecutive years;
- A family member should still own the farm; and
- The farm should still be at least 50 acres in size but does not need to be in active operation.
- Incorporated farms and farm properties divided among several descendants are eligible.

MANDATE

The purpose of the Committee is to provide advice and recommendations to Council regarding the recognition of Heritage Properties and Legacy Farms. To fulfill its mandate it is anticipated the Committee will, among other things:

- ~~Initially, develop an application form for the program for Council's approval.~~
- ~~Initially, design a certificate and plaque for presentation to approved properties.~~
- Semi-Annually, review and assess subjectively, on individual merits, rather than against a set of prescribed criteria, each application.
- Present an official certificate and plaque (if applicable) from the Township to approved properties at a meeting of Council.
- If a plaque is purchased by the Applicants, in discussion with the Applicants, determine a suitable location on the property to display the plaque.

REPORTING RESPONSIBILITY

The Heritage Property Selection Committee will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the ~~Planner~~ Community Services Coordinator or designate.

MEMBERSHIP

The Heritage Property Selection Committee shall comprise of a minimum of three (3) members appointed at the beginning of each Council term by Council. Replacement members can be appointed, if needed, during the course of the term.

The **Planner Community Services Coordinator** (or designate) shall act as a resource person to the Committee.

MEETINGS

The Committee shall meet once or twice a year at the call of the Chair or **Planner Community Services Coordinator** (or designate). Agendas will be posted on the Township website one week prior to the meeting. The **Planner Corporate Services Assistant** (or designate) will serve as Recording Secretary. Meeting Minutes will be action-only and will record those members in attendance and any topics discussed. A quorum of members (majority) will be required for a meeting to take place. All meetings will be open to the public. Meetings will generally occur at the Municipal Office during normal working hours.

TERM

The term of appointment shall be for the term of Council at the pleasure of Council and re-appointment is encouraged to facilitate continuity.



25th Anniversary Business Recognition Program Proposal

Several local businesses have operated successfully in Tay Valley Township for 25 or more years. The 25th Anniversary provides an opportunity to recognize and build awareness of these businesses throughout the area.

This new business recognition program will align with the approach currently taken to recognize heritage properties and legacy farms in the Township.

Proposed approach:

- Tay Valley Township will issue 3-4 newsfeed and social media posts throughout spring, summer and fall 2023, inviting Township businesses to apply online via the TVT website for this recognition program.
- The Heritage Properties Program Selection Committee will review all applications to confirm the business qualifies.
- Tay Valley Township will issue a free printed certificate to the business.
- Tay Valley Township will offer the business the option to pay for a sign to mount on their business premises, similar to the Legacy Farm sign (see examples below).



- Tay Valley Township will issue 1 newsfeed and social media post at the end of 2023, announcing all businesses recognized, and promote specific business success stories to local media (e.g. longest serving business, well known local business people, etc.).

APPLICATION REVIEW

Heritage Property Recognition Program Application Form

Please read the program information before filling out this application

TYPE OF PROPERTY

(check or explain the type of property)

Building		Structure		Landscape or Property only	
<input type="checkbox"/>	Residence	<input type="checkbox"/>	Monument	<input type="checkbox"/>	Archaeological
<input type="checkbox"/>	Agricultural	<input type="checkbox"/>	Cemetery marker	<input type="checkbox"/>	Cultural
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Bridge	<input checked="" type="checkbox"/>	Historical
<input type="checkbox"/>	Industrial	<input checked="" type="checkbox"/>	Ruin	<input type="checkbox"/>	
<input type="checkbox"/>	Other (explain briefly)	<input type="checkbox"/>	Other (explain briefly)	<input type="checkbox"/>	Other (explain briefly)

Describe the property and reason for application (use a separate page if required):

This application is for the recognition of an original lime kiln, partially intact, located at PIN 297 Otty Lake Side Road. This property was deeded to David Oliphant in 1819, subsequently acquired by John Halliday in 1829, and remained in the family at least up to the 1860s. A detailed description will be provided for the site following the Committee visit on May 20th.

Supporting documentation enclosed (circle one): yes no

LOCATION OF PROPERTY

Lot: A Concession: IX circle one: Bathurst X North Burgess South
 Sherbrooke

Address: 297 Otty Lake Side Road
 Municipality: Tay Valley Township Postal Code: K7H 0E8

APPLICANT

Name(s): John Partington

Address: 297 Otty Lake Side Road
 Municipality: Tay Valley Township Postal Code: K7H 0E8
 Telephone: (613) 832 9241 E-Mail:

OWNER, IF DIFFERENT FROM APPLICANT

Name(s):

Address:

Municipality: _____ Postal Code:

Telephone: _____ E-Mail:

To the best of my knowledge the above information is accurate.

I give permission for the applicant to make this application.

The property may be listed on the Municipality’s Online Cultural/Historical Map: yes no

The property may be visited or viewed by the public: yes no

Explanation of viewing limitations:

Owner Signature _____ Date _____

When approved, a certificate will be issued. **To order a plaque for indoor or outdoor display, please enclose a cheque for \$85 payable to Tay Valley Township.**

The information on this form will be kept confidential and used only for the Heritage Property Recognition Program. The final decision regarding the eligibility of applications will be made based on the information provided. Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Questions about the collection of Information should be directed to the Clerk at Tay Valley Township, 217 Harper Road, Perth ON K7H 3C6, or 613-267-5353 extension 130, or clerk@tayvalleytwp.ca

For more information, please contact:

Corporate Assistant, Tay Valley Township

corporateassistant@tayvalleytwp.ca Tel. 613-267-5353, ext. 110

Submit application to:

**Heritage Property Recognition Program, Tay Valley Township, 217 Harper Road
Perth ON K7H 3C6**

This initiative is made possible by the Community Fund for Canada’s 150th, collaboration between Perth & District Community Foundation, the Government of Canada, and extraordinary leaders from coast to coast to coast.

