

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:

- 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, provide advice to the property owner on appropriate locations for displaying plaque or sign.

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

MEETINGS

The Committee shall meet as required, at the call of the Chair or Community Services Coordinator (or designate). Agendas will be posted on the Township website one week prior to the meeting. The 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.