

Shelburne Heritage Committee Meeting

March 2, 2022 - 7:00 p.m.
Electronic Participation

Agenda

1. Call to Order
2. Declaration of Pecuniary Interest
3. Approval of minutes from the meeting held February 2, 2022

Recommendation: BE IT RESOLVED THAT we approve the minutes from the meeting held February 2, 2022, as presented and circulated.

4. Further discussion regarding park naming and plaque installation – ideas and concepts
5. Review/updates/further discussion of projects:
 - key chains
 - heritage plaque program
 - back lane naming brochure
 - ghost walk event

6. New Business
7. Confirm next meeting date April 6, 2022
8. Adjourn

Recommendation: THAT we adjourn to meet again at the call of the chair.

Shelburne Heritage Committee Meeting

February 2, 2021 - 7:00 p.m.
Electronic Participation

Minutes

All members in attendance.

1. Call to Order

Meeting called to order at 7:05pm.

2. Declaration of Pecuniary Interest

No declarations.

3. Election of Chair and Vice Chair

Motion #1

Moved By Sharron Peet

Seconded By Geoff Dunlop

BE IT RESOLVED THAT Lynda Buffett be appointed Chair of the Heritage Committee and that Lindsay Wegener be appointed Vice-Chair of the Heritage Committee for the remainder of 2022.

CARRIED

4. Approval of minutes from the meeting held December 1, 2021

Motion #2

Moved By Lindsay Wegener

Seconded By Kyle Fegan

BE IT RESOLVED THAT we approve the minutes from the meeting held December 1, 2021, as presented and circulated.

CARRIED

5. Review of memo to Council regarding the mural project.

Committee members discussed the revitalization of Jack Downing Park, they would like to see some concept drawings/site plan, possible tree trimming in the Park, the size of the proposed gazebo to be installed at the Park, further discussion continued regarding size of the murals, having a concept provided to the Committee from the business entity that is assisting.

6. Memo regarding 2022 Committee and Board meeting dates.

Circulated as an FYI for Committee members.

7. Discussion regarding park naming and plaque installation.

Committee members discussed having a Heritage Park recognizing past events and history such as the fiddle parade and contest, possible locations of the park, the installation of benches, trees, plaques, plants, the park should be large enough to accommodate additional items to consider future planning. Committee members requested this be added to the next agenda for further discussion and ideas.

8. Review and updates of projects:

- key chains made – work in progress
- revitalizing the heritage plaque program – work in progress, increase fees to \$100, advertise on the town's website, facebook page and the free press information page.
- updating the walking tour brochure to include the back lane naming project – work in progress, discussion continued regarding naming the remaining back lanes.
- revisiting the ghost walk event – work in progress, Sharron will reach out to former member Laurita Townsend.

9. New Business

Motion #3
Moved By Kyle Fegan
Seconded Geoff Dunlop

BE IT RESOLVED THAT the Heritage Committee recommends to Council to appoint Chantel Richards as a new committee member for the remaining term of Council.

CARRIED

10. Confirm next meeting date March 2, 2022

11. Adjourn

Motion #4
Moved By Lindsay Wegener
Seconded By Kyle Fegan

THAT we adjourn to meet again at the call of the chair.

CARRIED

Meeting adjourned at 7:53 pm.



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Dear Applicant:

RE: Heritage Recognition Plaque Program

Thank you for your interest in a historical plaque from the Town of Shelburne's Heritage Recognition Plaque Program. This is an excellent opportunity to increase our sense of community and identify the rich heritage built by those who founded and developed the Town of Shelburne. Each plaque will state the known or approximate date of construction as researched by you and the Heritage Committee.

To request a Heritage Recognition Plaque, complete the application form and include (send copies only):

- A color photograph of the building.
- Any documentation of historical value.
- A cheque in the amount of \$100.00

Submit your completed application to the Town of Shelburne at the above address between the hours of 8:30 a.m. and 4:30 p.m. or by email to jwilloughby@shelburne.ca . The Town of Shelburne Municipal Heritage Committee will receive the application, verify the submitted research and consider it for approval.

It is important that the documents you submit accurately describe the history of your building. If this information is not submitted, the Committee will be unable to process the application quickly. The Town of Shelburne will contact you once the application is processed and will advise you of the expected date your plaque will be provided from the Heritage Recognition Plaque Program.

Thank you for your interest in preserving our history. If you have a friend, neighbour or family member in the community who may be interested in this program, please pass the word along!

If you have any questions or require further information, please contact Jennifer Willoughby, Director of Legislative Services/Clerk.

Yours truly,

Jennifer Willoughby

Director of Legislative Services/Clerk

jwilloughby@shelburne.ca

519-925-2600 ext. 223



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ONTARIO, CANADA

Heritage Shelburne - Heritage Plaque Program

How do I research my property?

Most people are unaware that until recently, building permits were not required and as a result, there is no official record of when any structure was built. To uncover the history of your building you will have to do some detective work!

To help you determine the year/era in which your building was likely constructed, examine your deed, assessment notice or tax bill. A previous title search done at the time of purchase may reveal further information. Talk with your neighbours and previous owners as well.

All records pertaining to land ownership are of legal value and are available at the land registry office <https://www.ontario.ca/page/land-registry-offices-lro> Each document such as a deed, mortgage, grant or will, which affected the land title is registered and indexed by lot number and document number. To view the records pertaining to your property you must take the legal description of the lot (found on your deed or tax notice, it is not the same as your street address) to the Land Registry Office, located at Unit# 7 41 Broadway Avenue, Orangeville, the phone number is (519) 941-1481. Keep in mind that the Registry Office charges fees for retrieving documents and photocopying.

Records at the Museum of Dufferin such as the fire insurance plan, assessment rolls and copy books can provide evidence of structures at certain times. Additional information on the building may be available through directories, census records, newspaper accounts. The Archives' photograph collection may contain streetscapes which reveal your building. Though very few architectural plans have survived, the Archivist, may be able to suggest other collections and records to search. The Museum of Dufferin is located at 936029 Airport Rd, Mulmur, which is the intersection of Hwy 89 and Airport Road. Please call 1-877-941-7787 or (519) 941-1114 or visit their website <https://www.dufferinmuseum.com/> to make an appointment.



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Heritage Plaque Application Form

Contact Information *(please print)*

Name: _____

Mail: _____

Phone: _____

Email: _____

Are you the property owner? Yes No

If not, please indicate name of property owner:

Property Information (plaque location)

Municipal Address: _____

Legal Description (Plan/Lot#): _____

This property is currently: Vacant Occupied

Plaque Information

Original Notable Owner
(If known): _____

Occupation (if known): _____

Date of Construction (if known): _____

Research Information (optional):



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Check items included with application (copies only do not send originals):

- | | |
|---|---|
| <input type="checkbox"/> Current Photo | <input type="checkbox"/> Newspaper Articles |
| <input type="checkbox"/> Property Deed/abstract | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Historic Photos | <input type="checkbox"/> Date of Construction |
| <input type="checkbox"/> Current/Modern Photos | <input type="checkbox"/> Historical Information |
| <input type="checkbox"/> Other - Please Specify | |

I agree that the Town of Shelburne Municipal Heritage Committee may use the historical information on this property to promote conservation of our heritage.

Owner Signature

Date

Reminder: Enclose a COLOUR PHOTO of your building and cheque in the amount of \$100.00 (includes taxes) made payable to "Town of Shelburne"

*** if your application is not approved you will be refunded the application fee in full.***



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WHAT IS THE HERITAGE RECOGNITION PLAQUE PROGRAM?

The Town of Shelburne presents "Heritage Recognition Plaques" annually to owners of heritage buildings that are on Shelburne's Heritage Properties Inventory but not designated under the Ontario Heritage Act. These sites may be worthy of designation or may simply contribute to the character of the street through their surviving heritage features, e.g., only remaining structure of that architectural style.

An attractive weather resistant plaque will be displayed on your building indicating the date or approximate date of construction . Your participation in the Heritage Recognition Plaque Program helps showcase the Town of Shelburne's architectural and historic features and promote heritage awareness.

Heritage Recognition Plaques are honorific and have no legal status.

IS A HERITAGE RECOGNITION PLAQUE THE SAME AS A HERITAGE DESIGNATION?

The Heritage Recognition Plaque does not mean historic designation under the Ontario Heritage Act. The awards aid in identifying the Town of Shelburne's rich and unique heritage but are not accompanied by any conservation benefits or regulations. Displaying the award "plaque" indicates the pride the owner takes in the upkeep of their historic property.

WHY DO I WANT A HERITAGE RECOGNITION PLAQUE?

A Heritage Recognition Award is an award of distinction offered as recognition to a building of historical and/or architectural significance. Your participation in the Heritage Recognition Plaque Program will help showcase the Town of Shelburne's architectural and historic features and promote local heritage awareness and appreciation to both residents and visitors.

DO I QUALIFY FOR A PLAQUE?

If you own a building(s) constructed prior to 1930 you may apply for an award . The building must be in suitable condition (original or restored) to be determined by the Town of Shelburne's Heritage Committee (Heritage Shelburne), to qualify.

HOW DO I GET A PLAQUE FOR MY HOUSE OR BUILDING?

Residents can submit an application to the Heritage Committee. Application packages are available on the Town's website www.shelburne.ca or at the municipal office located at 203 Main St. E, during office hours . You are required to submit the application along with the plaque fee and current photos of your property/building. The owner must agree in writing, to mount and display the plaque on the exterior of the building adjacent to the front entrance, should the application be approved by Heritage Shelburne.



It must also be visible from the street. Installation of the plaque is the responsibility of the building owner.

Remember to include a description of what you believe to be the building's exceptional heritage characteristics, either in architecture, notable occupancy, or cultural uniqueness.

Heritage Shelburne may conduct additional historic research on your home and determine your building's qualification under the program with this information.

Applicants will be contacted upon approval.