



## HERITAGE PROPERTY SELECTION COMMITTEE AGENDA

Wednesday, April 3<sup>rd</sup>, 2024 – 10:00 a.m.  
Municipal Office – Council Chambers – 217 Harper Road

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*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 – May 25<sup>th</sup>, 2023 – *attached, page 4.*  
*Suggested Recommendation:*  
*“THAT, the minutes of the Heritage Property Selection Committee Meeting held on May 25<sup>th</sup>, 2023 be approved as circulated.”*
5. DELEGATIONS & PRESENTATIONS

None.
6. BUSINESS
  - i) Additional Members for Committee.
  - ii) Building Community Awareness of the Heritage Property Recognition Program.
  - iii) Rokeby Cemetery.

**7. APPLICATION REVIEW**

- i) McLaren Powder Shed – *attached, page 9.*

**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

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Thursday, May 25, 2023

10:30 a.m.

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

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## ATTENDANCE:

**Members Present:** Chair, David Taylor  
Brenda Kennett  
Susan Code McDougall  
Ted Parkinson

**Staff Present:** Maureen van Dreumel, Community Services Coordinator  
Allison Playfair/Recording Secretary

**Members/Staff Absent:** Karen Prytula

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## 1. CALL TO ORDER

The meeting was called to order at 10:32 a.m.  
A quorum was present.

## 2. AMENDMENTS/APPROVAL OF THE AGENDA

- i) Addition under New Business: Indigenous Plaque Dedication Ceremony.  
The agenda was adopted as amended

## 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 March 17<sup>th</sup>, 2023 Meeting.**

The minutes of the Heritage Property Selection Committee Meeting held on March 17<sup>th</sup>, 2023 were approved as circulated.

## 5. DELEGATIONS & PRESENTATIONS

None.

## 6. BUSINESS

### i) Introduction of Committee Members and Staff.

The Committee members introduced themselves to all the other Committee members and Community Services Coordinator. The Community Services Coordinator explained her background and what the position entails.

### ii) DRAFT Updated Terms of Reference.

The Committee discussed the revised Terms of Reference and had previously agreed to the changes which were adopted at the Council Meeting on May 23<sup>rd</sup>.

### iii) Legacy Farm Program.

The Committee discussed the Legacy Farm Program. D. Taylor provided a quick background of what the Legacy Farm Program is to new members.

D. Taylor explained that during the 200<sup>th</sup> year Celebration in 2016, Drummond North Elmsley Township ran the same program. D/NE made one large purchase of the signs and the cost was split between the two municipalities. When the Legacy Farm Program last ran, there were three categories: 100 years, 150 years and 200 years.

The Community Services Coordinator is going to reach out to Sign Design to get an updated cost for the three signs. The program would not be designated by specific years, applicants will fall into one of the three categories if they have hit that milestone number.

The Committee discussed whether to keep the current design or change it. The Committee agreed to keep the current design as they had never received any negative feedback for the current design.

Applicants of the Legacy Farm Program in 2016 also received a paper certificate. The Committee agreed that the certificate does not need to be revised. The Community Services Coordinator noted that for this year, the Tay Valley 25<sup>th</sup> Anniversary logo should be used and then go back to the regular Tay Valley Township logo after this year.

Full cost would need to be collected from recipient of the plaque.

The Community Services Coordinator noted that Tay Valley has been doing roll out plans and can prepare social media posts to send out once or twice a month to promote different events.

The Committee discussed announcing Legacy Farm properties at the Maberly Fair in August.

iv) **25th Anniversary Business Recognition Program Proposal.**

The Committee discussed how they would like to run the Business Recognition Program. The Committee agreed that it will run in the same capacity as the Heritage Properties Program and Legacy Farm Program.

Both Legacy Farm and Business Recognition programs will aim to launch in June. Ads will be promoted on the Tay Valley website and Facebook page. Committee members will reach out to various businesses, ABC Hall, 4H Lanark County Branch, Maberly Agricultural Society, etc. to help spread the word.

Anyone in Tay Valley Township can fill out an application but Committee members will also reach out to businesses and farms to notify them about the two programs.

Applicants provide the form and the Committee reviews. A Committee meeting will be scheduled once there are completed applications.

Full cost would need to be collected from recipient of the plaque. The Community Services Coordinator noted that she will look for grants for each year to cover the cost of the plaques for both the Legacy Farm Program and Business Recognition Program.

D. Taylor will check to see if Council needs to approve the applications/names before announcing.

D. Taylor asked the Committee members to review the proposal and bring back any feedback if they believe something should be amended.

v) **Storage Space for Historical Items and Artifacts.**

The Committee discussed the option of using storage space, temporarily, at Burgess Hall and one key to be provided to one individual.

The Community Services Coordinator expressed concerns about using Burgess Hall as it is not climatized and does not have a very large storage area. Items would need to be stored in plastic or metal containers. Lanark County Archives would be a better option. The Community Services Coordinator is going to reach out to Lanark County Archives to set up a meeting to discuss storage options.

## **7. APPLICATION REVIEW**

### **i) Otty Lake Road Lime Kiln.**

The Committee reviewed the Otty Lake Road Lime Kiln application. Examples of how a kiln would function were circulated to the Committee. The Committee agreed that this should be listed as a heritage property and would like to take this application to be approved at the September Council meeting.

B. Kennett will provide the overview of this property and Lime Kiln.

The Committee discussed the format of the summaries and agreed that all submissions need to have consistent formatting.

## **8. NEW BUSINESS**

### **i) Indigenous Plaque Dedication Ceremony.**

The Community Services Coordinator gave an overview of the event that is happening on Sunday, June 11<sup>th</sup>, 2023. The dedication ceremony will happen at the location of the plaque on Bolingbroke Road and a celebration is to follow at the ABC Hall. Registration is open to the public and the link can be found on the Tay Valley website.

The Committee agreed that this is an important event as the story of Chief Shawinipinnessi is important to the heritage of Tay Valley Township.

## **9. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS**

Next Meeting: To be determined.

Proposed Agenda Items:

- Lanark County Archives Follow-Up
- Legacy Farm Program Follow-Up
- 25<sup>th</sup> Anniversary Business Recognition Program
- 25<sup>th</sup> Anniversary Table at Maberly Fair
- 25<sup>th</sup> Anniversary Picnic

## **10. DEFERRED ITEMS**

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

None.

## **11. ADJOURNMENT**

The meeting adjourned at 12:01 p.m.

# **APPLICATION REVIEW**





*Please read the program information below before filling out the application*

# Heritage Property Recognition

## Program

With its long and diverse indigenous and settler history, Tay Valley Township has a wealth of heritage structures and properties that define our contemporary community and provide a tangible reminder of our past. In response to requests from the community, the municipality has instituted the Heritage Property's Recognition Program. Residents may propose a property to receive a certificate and legacy plaque, recognizing its contribution to our history and our area. This program complements the Legacy Farm Program launched in 2016 for the 200<sup>th</sup> Anniversary celebration, and the Legacy Cottage Program which was a Canada 150 initiative.

The Heritage Property Recognition Program recognizes properties in Tay Valley Township that have historic or cultural importance to the general township community, beyond any significance to a family or organization. The objective is to commemorate properties; it does not place legal or municipal restrictions on the property as a result.

This is a voluntary program, based on applications from residents. Applications are reviewed by the Heritage Property Selection Committee. An approved property will receive an official certificate from the Township, and applicants will have the option of purchasing a plaque that can be placed in a suitable location determined in discussion with the Committee.

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 organization (e.g. 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

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

**Online Cultural/Historical Map Listing:** The Township's website includes a Community and Culture map that highlights many local properties that have historic interest or current activities. The application asks the owner's permission to include the Heritage Property site and description on the map.

**Township Tourism Guides:** The Township will be developing tourism guides that may include walking or driving tours. The application asks if the Heritage Property may be visited or viewed by the public. This is not a requirement of the program. The applicant/owner may limit visits by specifying a specific time period, or viewing only from the road, or other limits.

**Deadline for Applications:** This is an ongoing program.

**Criteria for Approval:** Because each property generally has a unique character and history, each application will be assessed subjectively on its individual merits, rather than against a set of prescribed criteria. For example, the age of a potential historic structure or site could be considered relevant, but potential historic structures or sites are not required to meet any required minimum age.

**Application:** The application should include documentation explaining why the property should be recognized (photos, map, survey, documents).

The property owner must indicate written approval for an application submitted by someone else (see page 2 of the application form).

**For more information, please contact:**  
**Planning Assistant, Tay Valley Township**  
**[planningassistant@tayvalleytwp.ca](mailto:planningassistant@tayvalleytwp.ca)**  
**Tel. 613-267-5353, ext. 129**

**Submit application to:**  
**Heritage Property Selection Committee**  
**Tay Valley Township**  
**217 Harper Road, Perth ON K7H 3C6**



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



**Canada**

# 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)

<i>Building</i>		<i>Structure</i>		<i>Landscape or Property only</i>	
<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 type="checkbox"/>	Historical
<input checked="" type="checkbox"/>	Industrial	<input 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 proposal will recognise a one storey heritage building used for the storage of explosives for the mining industry of early North Burgess Township; it also recognises the importance of this industry to the establishment and growth of this area. The building, probably dating from about 1900, is located on the property originally owned by the prominent family, William and Ana McLaren, who were active in developing the rich local deposits of apatite and mica. The family's original residence was across the road from this property. The exterior of the powder shed has been maintained generally in its original state. The interior is largely demolished due to failure of the original ceiling beams. This does not impact its exterior appearance, nor the shed's intrinsic value as a community heritage property. The final Application Form will include a detailed description.

Supporting documentation enclosed (circle one): yes      no

**LOCATION OF PROPERTY**

Lot: 4 W 1/2 Concession: 8      circle one: Bathurst       North Burgess      South Sherbrooke

Address: 1062 McLaren Road

Municipality: Tay Valley Township      Postal Code: K7H 0C9

**APPLICANT**

Name(s): Mike and Jocelyn Affleck

Address: 1062 McLaren Road

Municipality: Perth      Postal Code:

Telephone: 416 807 9224      E-Mail: [mikeaffleck54@gmail.com](mailto:mikeaffleck54@gmail.com)

**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

**Note: Explanation of viewing limitations: May be viewed from McLaren Road**

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

When approved, a certificate will be issued. **To order a plaque for indoor or outdoor display, please enclose a cheque for \$60 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](mailto:clerk@tayvalleytwp.ca)

**For more information, please contact:  
Planning Assistant, Tay Valley Township  
[planningassistant@tayvalleytwp.ca](mailto:planningassistant@tayvalleytwp.ca) Tel. 613-267-5353, ext. 129**

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



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ensemble pour tous.



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