



Heritage Plaque Program

Plaque Program Guidelines & Site Selection Criteria

The Town of Essex Heritage Plaque Program is intended to broaden public knowledge surrounding the historical and cultural resources within the municipality. The plaques are unique in that they are distinct from those traditionally provided by the Ontario Heritage Trust (OHT) and a direct representation of the Town of Essex in their composition and administration.

Contingent upon Council approval, funds for a minimum of two designation and/or interpretive plaques should be allocated annually in the Essex Municipal Heritage Committee's (EMHC) operating budget.

Appropriate sites will be selected by the EMHC in accordance with the provisions attached in Schedule 'A'.

In the absence of an established Municipal Heritage Committee, the selection of the site shall be conducted by the Town Planner in accordance with the attached provisions and in consultation with the Chief Administrative Officer (CAO), Director of Infrastructure and Development, Director of Community Services and the Manager of Communications.

When necessary, relevant statutory Committees of Council should also be consulted, alongside relevant community organizations who are dedicated to the preservation and conservation of local history.

Final design concepts and content will be submitted to the Manager of Communications for review and approval before an order is placed with the manufacturer.

All signs to be placed on private land shall only be erected following the consent of the property owner and receipt of a signed Heritage Plaque Program Undertaking. When

establishing an appropriate location for installation of a heritage plaque, the Town shall work in collaboration with the property owner(s).

Installation and maintenance of the signs shall be the responsibility of the Town. The property owner, however, shall be responsible for its protection as outlined in the Heritage Plaque Program Undertaking.

In accordance with subsection 33 (1) of the **Ontario Heritage Act**, Property owners shall apply to the Council of the Town of Essex should the installation of a heritage plaque alter the property's heritage attributes as outlined in the designation Bylaw.

Schedule 'A' –Plaque Site Selection Criteria

The Essex Municipal Heritage Committee (EMHC) will select locations for a Town of Essex Heritage Designation Plaque using the following criteria:

- The site must be formally designated by Municipal Bylaw under the **Ontario Heritage Act**
- Preference will be given to those sites that are visible to pedestrians and commuters and will not pose a hazard to those observing the plaque
- Preference will be given to those sites whose significance derives from a cultural observance or event celebrated in the year the installation of the plaque is proposed
- Preference will be given to those sites that propel the identity of a community that is under represented in the heritage of the Town of Essex
- Preference will be given to those sites that are well maintained and to which no order under the Town of Essex Property Standards Bylaw is outstanding
- Preference will be given to those properties not in tax arrears

The Essex Municipal Heritage Committee (EMHC) will select locations for a Town of Essex Interpretive Plaque using the following criteria:

- The site has historical/cultural significance*
- There is a need for interpretation of the original purpose/significance of the building/structure or landscape
- Preference will be given to sites owned by a public body
- Preference will be given to those sites whose significance derives from a cultural observance or event celebrated in the year the installation of the plaque is proposed

*Formal designation under the Ontario Heritage Act by Municipal Bylaw is not a requirement