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| Title: | Heritage Plaque Program Policy (Policy) |
| Policy No. | 2025-009 |
| Adoption: | November 19, 2025 by Council Resolution No. 2026-385 |
| Subject: | Heritage Plaque Program Policy |

1. Introduction

1.1. The Township of Puslinch (Township) is committed to recognizing and celebrating properties that are designated in accordance with the *Ontario Heritage Act, 1990* (Act) through the plaquing of designated properties.

2. Purpose

2.1. This Policy provides a consistent and transparent framework for the plaquing of designated properties within the Township.

3. Policy Scope

3.1. The Township Policy applies to all applications submitted under the Heritage Plaque Program (Program) and identifies the Township's role in supporting and administering the program. The Program provides designated property owners with the opportunity for a customized heritage plaque that recognizes the architectural, cultural and historical resources that contribute to the character of Puslinch. This Policy is distinct from, and does not have the cause or effect of, a designation process under the Act.

3.2. This Policy only applies to properties that are designated under the Act, and where the property owner makes a request for a plaque. The Policy sets out the criteria surrounding eligibility and access to the Program.

4. Definitions

4.1. For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

4.1.1. "Act" means the *Ontario Heritage Act, R.S.O 1990, C.O. 18*, as amended from time to time; and all definitions included therein;

- 4.1.2. "Applicant" means the legal owner of a property and includes a person authorized in writing to act on behalf of the owner of the property to apply for a Plaque;
- 4.1.3. "Application" means a written submission to request a plaque, in a form prescribed by the Township.
- 4.1.4. "Building" means the building with the heritage attributes as set out in the description of the property in the designation by-law;
- 4.1.5. "Committee" means the Township of Puslinch Heritage Advisory Committee;
- 4.1.6. "Designated Property" means real property in the Township of Puslinch, including all buildings structures, and other features thereon, that has been designated under Part IV of the *Ontario Heritage Act, R.S.O 1990, C.O. 18*, or is subject to a Notice of Intention to Designate under Section 29 of part IV of the Act, for having cultural heritage value or interest;
- 4.1.7. "Director" means the Director of Corporate Services/Municipal Clerk of the Township, or anyone designated by the Director of Corporate Services/Municipal Clerk to perform his or her duties relating to this policy;
- 4.1.8. Heritage Attribute(s): The Heritage Attributes as set out in the description of the property's in the designation by-law;
- 4.1.9. Maintenance: The preservation and upkeep of the plaque to prevent excessive damage or fading;
- 4.1.10. Property Owner: The person registered on title in the proper land registry office as the owner of the property.

5. Program Description and Eligibility

- 5.1.1. The Program provides an opportunity to increase the sense of community and identify the rich built heritage in the Township through the recognition of the architectural cultural and historical resources that contribute to the character of Puslinch.
- 5.1.2. Only property owners designated under Part IV of the Act are eligible for a plaque under the Program.
- 5.1.3. This program is provided at no cost to eligible property owners.
- 5.1.4. Designated properties in tax arrears with the Township or properties which have outstanding by-law enforcement violations will be deemed ineligible to receive a plaque until all taxes are paid and the property is in compliance with the applicable Township by-law.

6. Plaquing Process Application

6.1. Applicants submit an online Application Form to the Director using the prescribed form, which may be amended by the Director from time to time. Information required for the application may include but is not limited to:

6.1.1. Name of Property Owner;

6.1.2. Address of designated property;

6.1.3. Owner Contact Information;

6.1.4. Confirmation of the request for a Heritage Plaque;

6.1.5. Agreement to the Terms and Conditions of Plaque installation (e.g. responsibility for maintenance, timeline for replacement, etc.).

6.2. Applications will be accepted year-round and may be submitted at any time.

6.3. Applications will be considered on a first-come-first-serve basis with a limit of 10 plaques issued per calendar year.

6.4. Should the Township receive more than 10 plaque requests in a calendar year, applications will be carried forward and issued in the order in which applications are received in the next calendar year.

6.5. The Director or their designate is responsible for administering the Program, including coordination the ordering and installation of the plaques.

7. Design Criteria and Composition of Plaques

7.1. All plaques will include information regarding:

7.1.1. The name of the property owner to be included on the plaque;

7.1.2. The year that the property was developed;

7.1.3. The original use of the building or the occupation of the first owner;

7.2. The information displayed on the plaque will be presented as standalone text and shall not include additional information.

7.3. A plaque shall be composed in accordance with the following requirements (an illustration is provided below as Figure 1):

7.3.1. Approximately 11 inches high and 18 inches wide;

7.3.2. Text shall be navy blue in accordance with the Township of Puslinch Design Guidelines and in standard font and format;

7.3.3. Background shall be white;

- 7.3.4. Mitered edge shall be navy blue in accordance with the Township of Puslinch Design Guidelines; and
- 7.3.5. Township logo shall be placed in the bottom right hand corner;
- 7.3.6. On Aluminum Composite Panel.

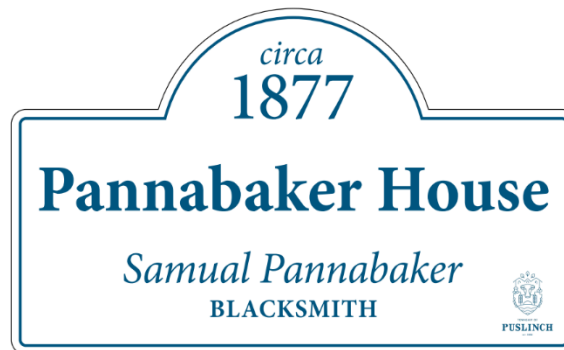


Figure 1

- 7.4. The initial installation of the plaque is the responsibility of the Township. Any subsequent upkeep or maintenance is the responsibility of the owner, including alerting Township staff when replacement of a plaque is required. Plaques are not eligible for replacement for a period of 15 years, except as determined by staff on a case-by-case basis in extenuating circumstances.
 - 7.5. The plaque must be visible for pedestrians (where appropriate) and not obscure, detract from, or cause damage to any heritage attributes.
 - 7.6. Upon satisfactory verification of the background details and application approval, staff shall notify the owner/applicant in writing within 10 business days if the plaque has been approved. Staff will arrange for the ordering and coordination of the plaque installation by staff or an approved vendor.
8. Review Schedule
- 8.1. The Program and Policy shall be reviewed every five years as set out in the Township's Corporate Workplan in consultation with the Committee.