



**The Township of Cavan Monaghan – Policy for Municipal Heritage Recognition Awards Policy**

<b>Policy Title:</b>	Municipal Heritage Recognition Awards Policy	<b>Policy Number</b>	
<b>Effective Date:</b>	January 14, 2019	<b>Revision Number:</b> <b>Replaces:</b>	1
<b>Prepared By:</b>	Economic & Community Development	<b>Approved By:</b>	Council

**Policy Statement:**

1. The Township of Cavan Monaghan recognizes the need to honour members of the community that have made a significant contribution to the preservation of the historical integrity and/or the natural architectural, narrative or archival of the Township.
2. The Township of Cavan Monaghan recognizes that by honouring individuals and/or organizations that are committed to preserving our natural heritage will encourage others in the Community to do the same.

**Purpose:**

3. The purpose of the Municipal Heritage Recognition Award is to recognize and honour individuals or businesses that have made changes to their home or business which are in keeping with and sympathetic to the historic integrity of the structure, site or landscape and/or who have made significant contributions to the preservation and/or awareness of the natural, architectural, narrative or archival history of the Township.

4. The Award will also seek to educate and inspire others in the Community to do the same.

**Criteria:**

5. In order to be eligible for a Municipal Heritage Recognition Award, projects;
  - Must be located within the Township of Cavan Monaghan;
  - Must be inspected by the Building Inspector of the Township of Cavan Monaghan (if applicable) to ensure compliance with Municipal by-laws and Building and Fire Codes;
  - Nominations must be accompanied by a completed entry form and a written commentary outlining the project and describing the work undertaken. A before and after digital photo is preferred but not mandatory;
  - New infill projects are eligible;
  - Projects can be either interior or exterior or both;
  - Preference will not be given to already designated properties;
  - All property uses (i.e residential, commercial etc.) are eligible;
  - Members of the Municipal Revitalization and Heritage Advisory (MRHA) Committee are eligible for nomination.

**Procedure:**

6. Nominations will be received on an ongoing basis. Nomination forms are available on the Township of Cavan Monaghan website [www.cavanmonaghan.net](http://www.cavanmonaghan.net) or at the Township Office – 988 County Road 10, Millbrook, ON L0A 1G0.
7. A Municipal Heritage Recognition Award Nomination Form must be completed and submitted with any supporting documents to the Economic & Community Development Co-ordinator by e-mail to: [info@cavanmonaghan.net](mailto:info@cavanmonaghan.net) or dropped off in person to the Township Office 988 County Road 10 Millbrook, ON L0A 1G0.
8. A jury of the MRHA Committee and one guest member of the Historical Society Board will review nominations. Recipients will be selected by this Committee.
9. A list of recipients will be posted on the Township website with a short personalized notice of their achievement. Presentations will be made at a location/function at the discretion of the MRHA Committee.

## Appendix "A"

### The Municipal Heritage Recognition Awards Nomination Form

Completed nomination forms will be reviewed and approved by a jury of the Municipal Revitalization and Heritage Advisory (MRHA) Committee and one guest member of the Historical Society Board. A list of recipients will be posted on the Township website with a short personalized notice of their achievement.

Presentations will be made at a location/function at the discretion of the MRHA Committee.

Please forward nomination forms along with any supporting documents to the Economic & Community Development Co-ordinator by email to: [info@cavanmonaghan.net](mailto:info@cavanmonaghan.net) or drop off in person to the Township Office at 988 County Road 10, Millbrook, ON L0A 1G0.

#### Nominator Information

Name:	Phone:
Address:	
City:	Prov:
Postal Code:	Email:

#### Nominated Project Information

Name:	Phone:
Address:	
City:	Prov:
Postal Code:	Email:
Property Address (if applicable):	
If applicable: Has Property been approved by Building Inspector/Fire Department	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

#### Project Description


#### For office use only

Received By:	Date:
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