

## **Municipal Heritage Committee**

### **Terms of Reference**

#### **1. Mandate**

1.1. This Municipal Heritage Advisory Committee provides advice and assistance to Council, Municipal staff and private property owners on matters relating to the conservation of the community's cultural heritage assets.

1.2. The Heritage Committee is an advisory committee of Council and does not have any delegated authority.

1.3. Members shall follow municipal policies and by-laws including, but not limited to the following: Code of Conduct, Municipal Conflict of Interest Act, Procedural By-law and Procurement Policy.

1.4. The Committee may, at its discretion, establish working groups/sub committees on any matters considered by the Committee to require particular study or action.

- i) The Committee shall appoint at least one member of the committee to each such working group or ad hoc committee.
- ii) Working groups and ad hoc committees will report regularly and recommend course of action to the Committee and otherwise fulfill their respective responsibilities in accordance with the Committee's Terms of Reference.

#### **2. Purpose**

##### **2.1. Identify Heritage Resources:**

2.1.1. On an ongoing basis, to compile a list of properties and other resources which are of heritage value or interest according to Regulation 9/06 of the Ontario Heritage Act. These properties are known as "Listed Properties" and shall be included in a municipal database.

##### **2.2. Recommend the Protection of Heritage Properties**

2.2.1. Recommend to Council and staff that properties of significant cultural heritage value or interest be protected by designation under Part 1V of the Ontario Heritage Act. The Committee will advise staff of the necessary information for inclusion in the By-law including: legal description, statements of significance, and appropriate heritage attributes in accordance with the Ontario Heritage Act.

2.2.2. The Committee will also engage in early consultation with the property owner to gauge interest and receptiveness to designation properties, including providing information and resources related to frequently asked questions.

**2.3. Recommend the Designation of Heritage Districts:**

2.3.1. Review technical reports and background studies provided by qualified consultants regarding heritage conservation district boundaries, properties hierarchies, heritage attributes and statements of significance for designation under Part V of the Ontario Heritage Act.

**2.4. Recommend Approval of Heritage Grant Funding:**

2.4.1. At the request of the Council, provide recommendations on the approval of heritage grant funding for properties designated in a Community Improvement Area.

**2.5. Recommend Alterations and Additions:**

2.5.1. To make recommendations to the Manager of Planning and Building regarding the demolition of buildings and structures associated with listed of designated properties.

**2.6. Recommendations Regarding Demolition:**

2.6.1. To make recommendations to Council regarding the demolition of buildings and structures associated with listed or designated properties.

**2.7. Recommend Acceptance of Heritage Impact Statements:**

2.7.1. At the request of Manager of Building and Planning, provide recommendations for the acceptance or modifications to Heritage Impact Statements associated with alterations, additions, demolitions or new construction of designated properties.

**2.8. Provide comment on Planning Applications and Proposals:**

2.8.1. At the request of the Manager of Planning and Building, provide comments on development applications which have potential for impact on heritage resources, and make recommendations regarding mitigative measures for consideration.

**2.9. Promote Heritage Conservation within the Municipality**

2.9.1. Undertake and engage in promotion and education effort which foster general awareness of the municipalities cultural heritage resources and the benefits and myths associated with designation.

### **3. Committee Structure**

3.1. The Heritage Committee shall consist of no less than five (5) members and no more than nine (9) members, which will include one Council member, at least one member at large, and one member from each ward.

3.2. In appointing the members of the Committee, Council shall consider the following:

3.2.1. The candidate's potential to contribute to on-going development and support of municipal heritage through their skill sets outlined in "Appendix A - Committee Selection Criteria".

3.2.2. Committee member skillsets, duties and responsibilities.

3.2.3. Maintaining a balance of gender, age and cultural diversity of the community.

3.3. The Heritage Committee shall, at its first meeting of each year, elect from its members its own working (who, other than the history of the chairperson thereof, may include persons who are not members of the Heritage Committee), and its own officers who shall consist of a chairperson and secretary, and such other officers as the Heritage Committee deems advisable.

3.4. All meetings of the Heritage Committee shall be open at all times to any person who express a desire to attend.

3.5. The Heritage Committee should meet once a month, but at least once every four months.

3.6. The term of office for committee members will be for the term of Council.

3.7. Council may, within 60 days of receiving written notice from the Heritage Committee that a vacancy exists in the committee membership, appoint a new member to fill the remaining term of vacancy. A vacancy shall be considered to exist upon the receipt of voluntary resignation or upon the committee records indicating that a member has been absent for three consecutive meetings unless excused by a simple majority vote or a quorum present.

#### **4. Number of Meetings**

- 4.1. All meetings of the Heritage Committee shall be scheduled during regular office hours Monday to Friday 8:30 am – 4:30 pm for no longer than 1 (one) hour as per the requirements of the Township's procedural by-law.
- 4.2. Where in person meetings are not possible a virtual meeting may be held in its place in accordance with the requirements of the Township's Procedural By-Law.
- 4.3. All meetings of the Heritage Committee shall be open at all times to any person who wish to attend in accordance with the Township's procedural by-law, municipal act and any public health related requirements as imposed from time to time.
- 4.4. The Heritage Committee shall meet quarterly, or at the call of the chair.

#### **5. Number of Members Required for Quorum**

- 5.1. Quorum shall be a simple majority of the total number of appointed Committee Members (eg. 50% plus one).
- 5.2. The Committee shall follow the Procedural By-law for where quorum is affected under various circumstances.

#### **6. Reporting Process**

- 6.1. Agendas and minutes shall be processed in accordance with the Lanark Highlands Procedure By-law section 6.1.4.1.
- 6.2. Agendas and minutes shall be prepared by the Secretary/Clerk of the Heritage Committee and will be distributed to committee members in accordance with the Lanark Highlands Procedural By-law.
- 6.3. Voting and motion requirements shall be the same as required by the Committee of the Whole meetings as set out in the Procedural By-law.

6.4. Minutes of the Heritage Committee meetings shall be included in the Committee of the Whole agenda for information. Any action items requiring Council approval will be presented in a report with a recommended motion from the Heritage Committee to the Committee of the Whole for recommendation. The Secretary/Clerk shall present the report on behalf of the Heritage Committee.

6.5. Prepare and annual report to staff and council on the years activities and expenditures and a projected budget for the succeeding year.

## **7. Staff and Support Services**

7.1. The Manager of Planning and Building, or their designate is assigned as the Secretary/Clerk for the purposes of preparing agendas, taking minutes and overall support to the Committee. Additional staff resources may be utilized as required.

## **8. Budget**

8.1. Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

8.2. All expenditures shall meet the requirements outlined in the Lanark Highlands procurement by-law subject to the approval of Council through the budget process.

8.3. Staff shall report on the status of any budget implications on a biennial basis along with the status of the budget afforded to the Committee as approved annually by Council. Further, the status of any upcoming projects shall be reported to through a Regular meeting of the Committee of the Whole.

## **9. Completion Date**

9.1. The Heritage Committee shall be a "Standing Committee" by definition under the Township's Procedural By-Law and may be dissolved by a resolution of Council.

## Appendix "A"

### Committee Selection Criteria

Committee applicants shall submit a 1 page, written expression of interest to become a member of the committee. Members of the Committee shall have interest in the following areas and demonstrate this in their written expression of interest:

1. Urban built heritage – eg. streetscapes, commercial buildings, residences
2. Rural built heritage – eg. barns, machine sheds, residences
3. Place of Worship – eg. all denominations including adaptive re-use to residence or commercial
4. Cultural Landscapes – eg. Clyde River in the village of Lanark
5. Cemeteries – including cemeteries maintained and/or recognized by the Municipality and those located on private property
6. Historical settlements – includes those already identified and those that may have been the location of a Post Office or general store such as at a crossroads
7. Indigenous Settlements landscapes and heritage

Experience or certification in these areas would be considered an asset.