



## **HERITAGE COMMITTEE TERMS OF REFERENCE**

### **PURPOSE**

Cultural heritage resources are important in the Township of Guelph/Eramosa as they remind us of the stories, places and events of the people who shaped our community.

In Ontario, the task of conserving cultural heritage resources is primarily a municipal responsibility. The Ontario Heritage Act and the Planning Act provide a framework within which municipalities can act to ensure the conservation of cultural heritage resources.

Under Section 28 of the Ontario Heritage Act, a council of a municipality is authorized to establish, through by-law, one Municipal Heritage Committee that is made of five or more people.

### **MANDATE**

The goal of the Heritage Committee is:

- To provide advice to Council on cultural heritage matters in the Township of Guelph/Eramosa
- To, more specifically, provide advice to Council on matters relating to designation under Part IV (individual properties) and Part V (heritage conservation districts) of the Ontario Heritage Act and with regards to the process of listing non-designated property of cultural heritage interest on the Township's Register of Heritage Properties
- To undertake, with review of existing inventories and resource data, suitable research preparatory to designation and conservation of worthy and significant Guelph/Eramosa properties and districts under the Ontario Heritage Act.
- To consult with and advise property owners relative to designation or conservation projects as well as consulting with property owners regarding projects which may relate to the architectural, landscape, streetscape and neighbourhood character of the Township.
- To provide public information concerning projects and objectives of the Committee, to support civic interest in heritage conservation, and to encourage community organizations to undertake projects related to the interests and concerns of the Committee.
- To develop a program for the adequate identification of significant and designated properties and districts, and where possible, to co-ordinate similar projects sponsored by community organizations or government agencies.

- To administer, on behalf of the Township's Clerk, provincial and municipal grants to owners of designated properties.
- To contribute to the Township of Guelph/Eramosa planning processes through consultation in all planning matters where issues of heritage conservation may arise.
- To recognize excellence in the cultural heritage community within Guelph/Eramosa

Any responsibilities not clearly identified within the Terms of Reference shall be in accordance with the *Ontario Heritage Act*.

### **DELEGATED AUTHORITY**

Council will, under Part IV of the Ontario Heritage Act, and through the Planning Services Department, consult with the Guelph/Eramosa Heritage Committee:

- When updating the Township's Register of Heritage Properties;
- Before serving notice of intent to designate a property;
- Before amending a by-law of designated property;
- Before repealing a by-law, or part thereof, designating a property;
- Before considering an application from an owner of a designated property to repeal the by-law, or part thereof, designating the property;
- On an application to alter a designated property where the alteration is likely to affect the heritage attributes as set out in the by-law designating the property;
- Before delegating power to an employee or official of the municipality to consent to minor alterations of individually designated property;
- On an application to demolish or remove any building or structure on designated property; and
- Before passing by-law to establish easements or covenants with owners of real property for conserving properties of cultural value or interest.

Council will, under Part V of the Ontario Heritage Act, and through the Engineering and Planning Services Department, consult with the Guelph/Eramosa Heritage Committee:

- Before passing a by-law to define a study area for a future heritage conservation district;
- Before a proposed heritage conservation district plan is passed;
- Before Council delegates by by-law, its power to grant permits for the alteration of property situated in a heritage conservation district; and

- On an application to demolish or remove any building or structure on property in a heritage conservation district.

## **COMMITTEE COMPOSITION**

Committee members will be appointed by Township Council.

At least three (3) members of the public are appointed for a term coinciding with the term of Council.

Applicants for appointment to the Heritage Committee must:

- Be a Canadian Citizen
- Be 18 years of age and over, and
- Either the owner or tenant of land, or the spouse of an owner or tenant of land, within the municipality.
- Demonstrate a strong commitment to the conservation of heritage resources in the Township.

In making appointments to the Heritage Committee Council will have regard to geographical representation across the municipality and to the technical and professional qualifications of applicants concerning cultural heritage Conservation.

Council shall appoint one of its members to the Committee.

Additional members may be appointed throughout the four years for the duration of the term.

The Mayor will sit ex-officio on the Heritage Committee.

The Committee shall also be composed of the following:

- Staff Liaison, Clerks/Legislative Services Department, as a non-voting staff resource
- Recording Secretary, Clerks/Legislative Services Department, as a non-voting staff resource

Only members, appointed by Council, may vote on any issue.

Other parties, with interest, such as subject matter experts, may be invited to the meetings, as required, but without voting privileges.

Council may, by resolution at any time and from time to time at its sole discretion remove any member, voting or non-voting, from the Committee, as it deems advisable.

Resignations from the Committee must be in writing to the Committee Chair and Township Clerk.

The advertising of vacancies and appointments will be in accordance with the policies and practices adopted by Council from time to time.

## **COMMITTEE POSITIONS & ROLES**

Chair: One member will be chosen by majority vote of the Committee at the first meeting of each New Year to Chair the meetings and oversee the business of the Committee for that year.

Acting-Chair: A Vice-Chair for the same duration will be chosen by majority vote of the Committee, as needed. The role of Acting-Chair is that of Chair when assuming the role of Chair.

## **TERM OF OFFICE**

The term of the members of the Committee shall be four years coinciding with the term of the Council that has made the appointment.

## **MEETINGS**

The Heritage Committee will meet quarterly (once every 3 months), but not in the months of July, August or December. The dates and times of these meetings will be approved by Council through a yearly Schedule of Meetings.

Additional meetings may be called by the Chair if there are urgent matters that need to be discussed. Meetings shall not conflict with regular meetings of Council.

## **QUORUM**

A majority of Council appointed Committee members will constitute quorum for the transaction of business.

## **GOVERNANCE**

The Heritage Committee shall be subject to the provision of the Township's Procedural By-Law to Govern the Proceedings of its Committee, as amended, and shall adhere to Township policies and procedures.