

## **Heritage Committee**

### **TERMS OF REFERENCE**

#### **1. ENABLING LEGISLATION**

Section 28 of the *Ontario Heritage Act* states a municipality may by by-law establish a heritage committee to advise and assist the Council on all matters relating to the conservation of property or cultural heritage value or interest and heritage conservation districts and such other heritage matters as the Council may specify by by-law.

The Heritage Committee was established through the adoption of By-law 2-11.

#### **2. MANDATE**

The primary function of the Heritage Committee is to advise Council and make recommendations on heritage designations, applications for repeal of designations, applications for alterations, and/or removal/demolition of Part IV and Part V properties under the *Ontario Heritage Act*.

##### **Deliverables**

The Committee will accomplish its mandate by:

1. Providing comments to Council on all heritage applications.
2. Commenting on various development applications which may impact existing or potential heritage properties or districts when required.
3. Commenting on demolition permits that apply to heritage properties.
4. Recording sites of heritage significance that are worthy of preservation, and awarding heritage plaques.
5. Recording historical information related to properties with heritage significance.
6. Promoting public awareness of Puslinch's heritage.
7. Discussing concerns raised by the public and staff.

#### **3. TYPE OF COMMITTEE**

Statutory Committee - Discretionary

#### **4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

##### **1. Composition**

The Heritage Committee is composed of the following Members:

Role	Member Name
Members of the Public	5
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Township Staff
External Resources	N/A

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

## 2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-chair.

## 3. Qualifications

Citizen Appointee with the following qualifications:

- Interest in Heritage buildings
- Demonstrated commitment and interest in the municipality

## 4. Office Deemed Vacant

The office of a member of the committee becomes vacant if the member is absent for three (3) meetings in a calendar year.

## 5. MEETING SCHEDULE

The Committee meets quarterly on the first Monday of the month at 1:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

## Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

## General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the Committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a municipal election year, meetings shall be cancelled where possible in the last quarter.

## **6. REPORTING REQUIREMENTS AND METHOD**

### **Specific Requirements**

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

### **General Requirements**

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

## **7. BUDGET AND RESOURCES**

### **Resource Budget**

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Township Staff Person	FTE - 5 hours

**8. COMPLETION CRITERIA**

This will be an on-going Committee until dissolved by Council.