



Township of Puslinch Council Heritage Advisory Committee Terms of Reference

"We recognize that when the first Euro-Canadian settlers arrived in what is now Puslinch Township, the Anishinaabe ancestors of the Mississaugas of the Credit First Nation had long established hunt camps in the area. Through written and verbal accounts we understand that the Anishinaabe interacted with the settlers in a friendly and cooperative manner. It is acknowledged that the development of the Township encroached upon their traditional way of life resulting in their displacement."

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED: November 8, 2023
December 18, 2024

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. Committee's are a Local Board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25* and in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

The Township of Puslinch Heritage Committee was established through the adoption of By-law No. 2011-02.

The Township of Puslinch Heritage Register was established through the Council resolution No. 2021-406.

2. ROLE

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that impacts preservation, celebration and education relating to Heritage within the Township of Puslinch.

3. 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*. In addition, the Heritage Advisory Committee is responsible to advise Council of the potential local impact of new legislation relating to the Heritage Act, providing education opportunities to the public, and provide a forum for the exchange of information and engagement with the community.

4. PURPOSE

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Act as an advocate for preservation, celebration and education in respect to Puslinch Heritage;
3. Commenting on Telecommunication Tower proposals where required;
4. Commenting on various development applications which may impact existing or potential heritage properties or districts when required;
5. Commenting on demolition permits that apply to heritage properties;
6. Recording sites of heritage significance that are worthy of preservation;
7. Recording historical information related to properties with heritage significance.
8. Actively engage the Community on matters relating to Heritage by promoting public awareness of Puslinch's heritage;
9. Discussing concerns raised by the public and staff.

5. TYPE OF COMMITTEE

Council Advisory Committee - Statutory Committee

6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

a. Composition

The Heritage Committee is composed of the following Members:

One (1) Council Member as appointed for the term by Council; five (5) to seven (7) members of the public as appointed by Council; and one (1) Township staff member being the Committee Coordinator (non-voting member).

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



b. Roles and Responsibilities

The Chair shall be the Councillor appointed to the Heritage Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.

When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.

The Chair's main role is to facilitate meetings.

c. Subcommittees

- i. Subcommittees may be formed to complete specific tasks related to the Heritage Advisory Committee mandate and purpose but must report through the Heritage Advisory Committee. The maximum membership on any subcommittee is no more than two (2).
- ii. The Heritage Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and Development opportunities do not qualify as goals/objectives, in addition regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Heritage Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.

d. Qualifications

Citizen Appointee with the following qualifications:

- Interest in Heritage buildings;
- Demonstrated commitment and interest in the municipality;
- Knowledge of Heritage legislation is considered an asset;



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- Flexibility to attend day time meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- Resident of the Township of Puslinch for the duration of the term;
- All members must be at least 18 years of age;
- Shall apply and be appointed by Council at the commencement of each new term

7. MEETING SCHEDULE

The Committee meets six (6) times annually 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.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

8. PROCEDURES AND PROTOCOLS

The Township Heritage Advisory Committee shall adhere to the Township's policies and procedures including rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

9. ABSENTEEISM

A Member that is to be absent for three or more consecutive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a written request to Council to be excused for three or more consecutive meetings, must include in their request the reason for the absence. The request will be considered by Council and the absence may be approved by Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.