

THE CORPORATION OF LOYALIST TOWNSHIP

BY-LAW 2024-49

By-law to Establish and Adopt Terms of Reference and Appoint Members
for the Loyalist Township Heritage Committee

WHEREAS Section 28 of the Heritage Act R.S.O. 1990, c.O.18, as amended, allows a Council of a municipality to pass a by-law under the Act to constitute and appoint, by by-law, a Heritage Committee for the municipality to advise and assist Council on matters relating to Part IV and V and other heritage matters specified by by-law;

WHEREAS Council established the Loyalist Township Heritage Committee on January 9, 2017 through By-law 2017-006 and appointed members through By-law 2022-101;

WHEREAS on March 12, 2024, Council of The Corporation of Loyalist Township deemed it necessary to re-establish such a committee, approve the revised Terms of Reference and provide appointment of members thereto;

NOW THEREFORE the Council of The Corporation of Loyalist Township enacts as follows:

1. **THAT** the Heritage Committee be hereby established.
2. **THAT** the Terms of Reference for the Heritage Committee attached hereto as "Schedule A" is hereby adopted and shall form part of this by-law.
3. **THAT** Council appoints the persons listed in Schedule B of this By-Law to the Heritage Committee.
4. **THAT** By-law 2017-006 and 2022-101 be repealed.
5. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof.

Enacted and passed this 9th day of April, 2024.

Jim Hegadorn, Mayor

Anne Kantharajah, Clerk

Schedule A to By-Law 2024-49 Terms of Reference Heritage Committee

1. Background

- a. The following Terms of Reference have been developed for the Heritage Committee (hereafter the “Committee”).
- b. The Heritage Committee is an advisory committee to Council established by by-law under the provisions of the Ontario Heritage Act to advise and assist Council on matters related to municipal heritage under the Ontario Heritage Act (Act).

2. Mandate

- a. The Heritage Committee shall:
 - i. Review heritage permit applications and make recommendations to Council regarding approval.
 - ii. Review application for the Heritage Grant Program and recommend approval.
 - iii. Review and recommend to Council the approval or denial of all applications by property owners requesting listing, designation, de-listing or de-designation of their buildings, properties or cultural landscape under Part IV of the Act.
 - iv. Provide for the identification and preservation of significant heritage resources.
 - v. Promote the conservation of all facets of heritage resources including buildings, structures, streetscapes, neighbourhoods, landscapes or archaeological sites.
 - vi. Develop and recommend to Council the economic use or reuse of historical structures and integrate these into the urban and rural fabric.
 - vii. Increase public awareness of the value of heritage resources to the Township as unique education and tourist features.
 - viii. Encourage heritage restoration projects.
 - ix. Develop and recommend heritage conservation policies to Council which complement other goals and policies of the Official Plan.
 - x. Establish an official inventory of heritage resources in the Township through the Loyalist Township Heritage Committee.
 - xi. Investigate means of funding the conservation and restoration of heritage resources such as the Ontario Heritage Foundation.
 - xii. Provide comments and make recommendations on development

applications that include a Heritage Impact Assessment.

- xiii. When requested, provide advice on Heritage Conservation District study(s), on Heritage Conservation District Plan.
- xiv. Assess and promote preservation of significant archaeological resources and sites. The Township may require the excavation and study of identified archaeological sites prior to the development of lands.
- xv. Pursue an ongoing program of promotion and public education with respect to heritage resources.

3. Roles

- a. Members will actively participate and provide any expertise they may have on the subject.
- b. Members will hear and consider public input provided through written or verbal correspondence provided.
- c. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
- d. Staff will manage administrative functions and provide procedural guidance to the Committee.
- e. Members are expected to attend learning sessions from time to time, to stay up to date with current Ontario Heritage Act and planning processes and requirements.

4. Meetings

- a. Heritage Committee meetings will be held as needed.
- b. The meeting, agenda, and minutes will be available to the public on the municipal website. Closed session meetings may only be held in accordance with Section 239 of the Municipal Act.

5. Committee Composition and Quorum

- a. The Committee is composed of seven (7) members, consisting of:
 - i. One (1) Council representative; and
 - ii. Six (6) public representatives.
- b. A Chair and Vice-Chair(s) will be elected from within the membership at the first meeting of each year.

6. Membership Eligibility and Terms of Membership

- a. Recruitment and appointments will be made in accordance with the Township's Committee Framework and Citizen Appointment Policy.
- b. Preference will be given to persons who have:

- i. a demonstrated commitment to and interest in the Community. Candidates shall have a special interest or knowledge in one or more of the following: architecture, cultural landscapes, archaeology, urban design and planning, natural heritage, land development, law, local history, culture, education, heritage trades and crafts (mason, carpenter, etc.).
- ii. a demonstrated expertise in cultural, arts, educational, or in mental and physical wellbeing.
- iii. demonstrate a strong interest in and commitment to remaining informed on community issues;
- iv. past experience on other Township, municipal or community boards or committees; and
- v. access to a computer and an e-mail address in order to receive and respond to Committee communications and information, including agenda packages with large text and graphic files.

7. Budget Considerations

- a. Approved initiatives for the Committee will be included within the operating budget.
- b. Members shall receive \$50 per meeting as remuneration for services. A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO.

8. Support Staff

- a. Staff within Development Services Division and the Heritage, Culture & Tourism Division will be primarily responsible for providing technical support to the Committee, but all Township departments may provide support for specific initiatives of the Committee as directed by the CAO.
- b. The Development Services Division is responsible for providing secretarial support to the Committee such as preparation of agenda and minutes.

9. Procedures of Committee

- a. The procedures of the Committee shall be conducted in accordance with the *Municipal Act, the Municipal Conflict of Interest Act, and the Township's Procedural By-law*.
- b. All Committee minutes will form part of the next applicable Council agenda.

Terms Of Reference Review Date: March 12, 2024

Schedule B to By-law 2024-49

THAT the following persons be appointed to the Heritage Committee:

1. Councillor Proderick
2. Herb Wemp
3. Isaac McClelland
4. Laura Burke
5. Robert Hammond
6. Ron Tasker
7. Marsha Eldridge