

SECTION: COUNCIL
SUBSECTION: COMMITTEES
SUBJECT:

Approved by: Council
Venue approved: Council Meeting
Date approved: June 27, 2005
Applicable By-law:
Applicable Resolution: 2005-200
Applicable Staff Report: CL2005 - June 27, 2005
Revision Date:
Repeal Date:

PURPOSE: To establish Terms of Reference for the Heritage Wilmot Committee.

**TOWNSHIP OF WILMOT
MUNICIPAL HERITAGE COMMITTEE
(KNOWN AS HERITAGE WILMOT COMMITTEE)
TERMS OF REFERENCE**

1. PURPOSE AND SCOPE

The purpose of the municipal heritage committee (hereinafter referred to as the Heritage Wilmot Committee) is to advise and assist the Council/staff of The Township of Wilmot on any matter relating to the legal designation and conservation of property of cultural heritage value or interest, as individual properties or as heritage conservation districts (Parts IV and V of the Ontario Heritage Act, R.S.O. 1990 Chapter 0.18); to promote heritage interests and to assist with the recognition of the historical continuity within the community .

2. PRIMARY FUNCTIONS OF HERITAGE WILMOT COMMITTEE

- 2.1 The Heritage Wilmot Committee shall prepare, evaluate and maintain a list of properties of cultural and historical significance and worthy of conservation, considering the following criteria:
- 2.1.1 the property's association with the life of an historic personage or the role of the property in some historic event;
 - 2.1.2 the property's significance as an example of the architecture or construction of a specific period or area, or the work of an important builder, designer or architect;
 - 2.1.3 antiquity may be a vital factor where comparable structures have become rare;
 - 2.1.4 the property may be an integral part of a distinctive area of a community or is considered to be a landmark;
 - 2.1.5 the property may have other distinctive features which, in the opinion of the Committee, are worthy of preservation.
- 2.2 The list prepared and maintained based on the criteria established in the preceding paragraph, shall be classified in such a manner so that priorities for preservation may be established.

- 2.3 The Heritage Wilmot Committee shall recommend to Township Council/staff, the designation of specific properties of architectural and/or historical and cultural significance. When recommending a property for designation the following information is required:
- 2.3.1 a description of the property which includes details of the significance and specific elements to be designated;
 - 2.3.2 a legal description or survey in a form that is able to be registered as part of the designation by-law.
- 2.4 The Heritage Wilmot Committee shall from time to time, forward comments or recommendations concerning matters of architectural and/or historical and cultural significance to Township Council/staff.
- 2.5 Subject to the provisions of the Ontario Heritage Act, the Heritage Wilmot Committee shall advise Township Council/staff on:
- 2.5.1 applications to demolish designated properties;
 - 2.5.2 applications to alter the designated external and/or internal features of a designated property;
 - 2.5.3 applications to alter buildings upon which the Township holds a Heritage Easement;
 - 2.5.4 with respect to paragraphs 2.5.1 and 2.5.2, the Heritage Wilmot Committee may suggest to Township Council/staff, conditions for approval of applications to alter designated buildings or facades.
 - 2.5.5 building/planning applications to alter the properties contained within a Heritage Conservation District;
 - 2.5.6 building/planning applications to alter buildings or structures contained within the inventory of properties prepared by the Heritage Wilmot Committee as per paragraph 2.1 above.
- 2.6 The Heritage Wilmot Committee will provide an inventory of properties (may include photographs) as per Paragraph 2.1 above) which will be updated from time to time by the Committee and submitted to the Director of Development Services, who will inform Heritage Wilmot Committee of any applications for demolition, alteration or additions to the subject properties.
- 2.7 In addition to specific buildings or properties, a function of the Committee may also be to recommend groups of properties as Heritage Conservation Districts within the Municipality.

3. PUBLIC RELATIONS

- 3.1 The Heritage Wilmot Committee may liaison with the community to express and promote its interests in knowing and understanding heritage issues of a cultural, and historic significance and heritage conservation through a recognized forum of information and education.
- 3.2 The Heritage Wilmot Committee may network with other heritage and community organizations in partnership on special projects.

4. CITIZEN APPOINTMENT AND MUNICIPAL REPRESENTATIVES

- 4.1 Wilmot Township staff shall place an advertisement at the beginning of each council term requesting interested residents to submit letters of interest for appointment to the Heritage Wilmot Committee. Council shall determine the individuals for appointment and shall recommend a minimum of 7 individuals and a maximum of 12 to serve as members of the Heritage Wilmot Committee.
- 4.2 Appointments shall be made by resolution at the beginning of each council term and if a vacancy occurs in the Committee for any reason, the Township shall place an advertisement in the local papers to recruit a replacement candidate. By resolution of Council, the eligible candidate will be appointed for the remainder of the term for which his/her predecessor was appointed.
- 4.3 Each member of the Committee is eligible for re-appointment on the expiration of his/her term of office.
- 4.4 The Mayor shall be an ex officio member of the Committee. The Chief Administrative Officer, Director of Development Services and the Curator/Director of Castle Kilbride shall be staff advisors to the Committee and a member of Council may be appointed to the Committee.
- 4.5 The term of appointment office for the members of the Heritage Wilmot Committee shall be as per a four year term of council.
- 4.6 The Committee shall, at its first meeting of each year, elect a Chair from its membership.
- 4.7 Meetings of the Committee shall be held at such times as the Committee may determine at the first meeting of the year. The Committee may monitor attendance of the meetings and make recommendations to Council if necessary, for member replacement, by resolution as Council considers desirable.
- 4.8 A quorum shall be a majority of the appointed members of the Committee and the Mayor, if present, is a member to be included in determining the quorum.

5. REPORTING PROCEDURES AND FINANCIAL OBLIGATIONS

- 5.1 The Heritage Wilmot Committee shall prepare an Annual Report/Presentation to Council/staff, providing details of the previous year's activities prior to June 30th of each year.
- 5.2 The Heritage Wilmot Committee shall provide the Curator/Director of Castle Kilbride with projected budget expenditures annually.
- 5.3 The Heritage Wilmot Committee may solicit or receive funds from other private or public organizations such as service clubs, businesses or government agencies or through the sale of merchandise.

Revised June , 2005