



Town of Lakeshore
Terms of Reference
Heritage Advisory Committee

1.0 Purpose

- 1.1 Municipal Heritage Advisory Committee (MHC) advise Council during the designation/repeal-of-designation process for individual properties or districts and on applications to demolish/remove structures from, or otherwise alter designated properties.
- 1.2 MHC advise Council prior to entering into any easements or covenant pertaining to designated properties.

2.0 Membership

- 2.1 Shall be composed of residents of the Town of Lakeshore who demonstrate a strong commitment to the terms of reference. A cross section of people who have relevant technical and professional expertise, as well as strong educational, communication and organizational skills.
 - 2.1.1 The committee will be composed of seven members of the public appointed by Council.
 - 2.1.2 One member of Council will be appointed by the Mayor.
 - 2.1.3 The regional representative of the Ministry of Tourism, Culture and Sport will be included as an ex-officio committee member who will not have a vote.
 - 2.1.4 The Chief Administrative Office shall appoint the municipal liaison to the committee.

3.0 Responsibilities

- 3.1 Under the Ontario Heritage Act, once a MHC is established, the Committee is required to consult with Council:
 - 3.1.1 Prior to serving notice of intent to designate a property;
 - 3.1.2 Prior to the repeal or amendment of a by-law or part thereof designating a property.

- 3.1.3** On applications to alter a designated property where such proposed alteration may affect the reasons for designation (heritage attributes listed in the statement of heritage value or interest) as set out in the by-law designating the property.
- 3.1.4** On applications to demolish or remove any building or structure on designated property.
- 3.1.5** Before the passing of by-laws providing for the entering into of easements or covenants with the owners of real property, or interests therein, for the conservation of buildings of historical or architectural value or interest.
- 3.1.6** Before passing a by-law to define one or more areas to be examined for designation as a heritage conservation district.
- 3.1.7** When updating the municipal register of heritage properties.
- 3.1.8** Before delegating power to an employee or official of the municipality to consent to minor alterations of individually designated property.
- 3.1.9** Before a proposed heritage conservation district plan is passed.
- 3.1.10** Before Council delegates, by bylaw, its power to grant permits for the alteration of property situated in a heritage conservation district.
- 3.1.11** On an application to demolish or remove any building or structure on property in a heritage conservation district.
- 3.2** Develop an inventory of heritage properties.
- 3.3** Work to educate individual property owners and the community on the heritage resources within the community and the importance and methods of proper conservation/preservation.
- 3.4** Provide input to be incorporated into the development of land use plans and covenants.
- 3.5** Provide input to be considered when proposed renovations/alterations to municipally-owned heritage properties are made.
- 3.6** In accordance with the Ontario Heritage Act, the MHC will advise and inform Council on proposed alterations to or sale of heritage properties owned or leased by the Province of Ontario which are located in the Municipality.
- 3.7** Advise and inform Council on the heritage properties proposed for designation by the Historic Sites and Monuments Board of Canada, and on cost-sharing agreements between Parks Canada and National Historic Sites.

- 3.8** Inform and advise Council on new heritage legislation and funding initiatives either directly through reports and minutes or indirectly through noted input in reports developed by the Town of Lakeshore administration.
- 3.9** Conduct site visits to properties proposed for designation and to designated properties applying for building/renovation/demolition permits when required.
- 3.10** Promote the heritage resources, architectural conservation and the role of the committee within their respective Wards.
- 3.11** Undertake research of inventoried properties within their respective communities.
- 3.12** Undertake training as required to effectively perform their role as a committee member (expenses to be covered through the MHC budget),
- 3.13** Be familiar with municipal, provincial and federal legislation that applies to architectural, and heritage conservation.
- 3.14** Publicly support the recommendations of Municipal Heritage Committee.
- 3.15** An annual report will be submitted to Council at the beginning of each year outlining the committee's accomplishments in the previous twelve months.

4.0 Meetings

- 4.1** The committee will meet a minimum of four times a year, usually quarterly with the exception of the summer and Christmas season. Additional meetings may be held as required at the call of the Chair.
- 4.2** The committee is encouraged to form working groups, which can meet informally to undertake the tasks of the committee. These working sessions will not constitute a formal meeting.

5.0 Resources

- 5.1** The Municipal liaison is a resource to the Committee.

6.0 References

- 6.1** Ontario Heritage Act