

## **BUILT HERITAGE COMMITTEE**

### **Terms of Reference**

#### **Mandate**

The mandate of the Built Heritage Committee is to advise and assist Council on matters relating to Parts IV and V of the *Ontario Heritage Act*, and such other heritage matters as Council may specify by by-law or as specified in the City's Official Plan.

#### **Membership**

The Built Heritage Committee shall consist of:

- Five (5) Members of Council appointed by Council including at least:
  - One (1) member of the Planning Committee;
  - One (1) member of the Agriculture and Rural Affairs Committee;
  - One (1) member of Council whose ward encompasses a Heritage Conservation District; and
- Four (4) public members, with appropriate experience, appointed by Council with at least one of the citizen members that resides within a Heritage Conservation District.

The Mayor is an *ex-officio* member of the Committee.

#### **Responsibilities**

The Built Heritage Committee shall meet monthly to review matters under the *Ontario Heritage Act*.

The Committee shall make recommendations to Council on matters under Part IV and V of the *Ontario Heritage Act*, including the following matters:

1. Under Part IV of the *Ontario Heritage Act*
  - a. Listing and removal of properties from the Heritage Register under Section 27;
  - b. Issuance, withdrawal and consideration of objections to Notice of Intention to designate heritage properties under Section 29;
  - c. Consideration of applications to alter or demolish under Sections 33 and 34.

2. Under Part V of the *Ontario Heritage Act*
  - a. Designation of Heritage Conservation District Study Areas under Section 40.1;
  - b. Designation of Heritage Conservation Districts under Section 41;
  - c. Adoption of new Heritage Conservation District Plans under Section 41.1;
  - d. Consideration of applications to alter or demolish under Section 42.
  - a. Consideration and receipt of annual reporting on the activities of the Heritage Planning Branch of the Planning, Real Estate and Economic Development Department, including but not limited to, reporting on use of Delegated Authority, refusal of designation requests.
  - b. The ability to comment on Zoning By-law amendments, Official Plan amendments and Plan of Subdivision applications that involve designated or listed heritage properties.
  - c. The ability to comment on Notices of Demolition relative to properties listed on the City's Heritage Register.
  - d. The ability to be consulted by staff and/or have matters referred to it by other Standing Committees relative to the built heritage portfolio.
  - e. The ability to make recommendations to Council and other Standing Committees on matters related to the built heritage portfolio that may be identified by the Committee.
  - f. The ability to be consulted on development projects by other levels of government or large-scale private sector developments where consultation would assist in the planning process and the protection of built heritage resources.

~~The Committee shall meet monthly to review applications under the *Ontario Heritage Act*. The Committee shall also have:~~

- ~~1. The authority to recommend to Council, through the appropriate Standing Committee, opportunities to issue notice of intent to designate heritage properties; and~~
- ~~2. The ability to be consulted by staff and/or have matters referred to it by other Standing Committees relative to the built heritage portfolio; and,~~

- ~~3. The ability to comment on Zoning By-law amendments and Official Plan amendments that involve designated heritage buildings.~~

### **Reporting Relationship**

On heritage applications that have an associated Planning Act application, reports shall be considered jointly by both the Built Heritage Committee and either the Planning and Housing Committee or Agriculture and Rural Affairs Committee before rising to City Council.

For all other matters the Built Heritage Committee shall report independently to Council.

~~The Built Heritage Sub-Committee has the authority to recommend the following matters directly to Council, without consideration by the Planning Committee or Agriculture and Rural Affairs Committee (ARAC):~~

- ~~• Approval of additions to the Heritage Register;~~
- ~~• Approval of annual staff reports regarding removal of properties from the Heritage Register, as required under Section 4.1 of the Heritage Register Procedures;~~
- ~~• Approval for alteration, demolition, or new construction for buildings designated under Part IV or V of the *Ontario Heritage Act* where there are no associated *Zoning By-law* or Official Plan amendments;~~
- ~~• Approval of a staff recommendation for Part IV designations where there are no associated *Planning Act* applications; and~~
- ~~• Approval of a staff recommendation for the creation of new Heritage Conservation Districts.~~

~~For all other matters, the Built Heritage Sub-Committee shall report through the Planning Committee or ARAC to City Council; however, it may also report to another Standing Committee where appropriate, depending on the issue.~~