

**Subject: Built Heritage Committee Terms of Reference**

**File Number: ACS2023-OCC-CCS-0002**

**Report to Built Heritage Committee on 17 January 2023**

**and Council 25 January 2023**

**Submitted on January 6, 2023 by Caitlin Salter MacDonald, Manager, Council and  
Committee Services, Office of the City Clerk**

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**Ward: Citywide**

**Objet : Mandat du Comité du patrimoine bâti**

**Dossier : ACS2023-OCC-CCS-0002**

**Rapport au Comité du patrimoine bâti**

**le 17 janvier 2023**

**et au Conseil le 25 janvier 2023**

**Soumis le 6 janvier 2023 par Caitlin Salter MacDonald, Gestionnaire des Services  
au Conseil municipal et aux comités, Bureau du Greffier municipal**

**Personne ressource : Mélanie Blais, coordonnatrice intérimaire du Comité du  
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**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATION**

**That the Built Heritage Committee recommend Council approve its Terms of  
Reference, as outlined in this report and attached as Document 1.**

## **RECOMMANDATION DU RAPPORT**

**Que le Comité du patrimoine bâti recommande au Conseil d'approuver son mandat, tel qu'il est énoncé dans le présent rapport et dans le document 1 ci-joint.**

## **BACKGROUND**

At its meeting of December 7, 2022, Ottawa City Council considered a report titled [2022-2026 Council Governance Review \(ACS2022-OCC-GEN-0030\)](#). In approving this report, Council approved the revised Terms of Reference for Standing Committees, Sub-Committees and the Transit Commission be submitted in draft form to the respective Committees/Commission at their first meeting in 2023 for consideration and recommendation to Council for approval. Accordingly, this report is presented to the Built Heritage Committee for its consideration and approval.

## **DISCUSSION**

As part of the 2022-2026 Council Governance Review report, Council approved the following Motion moved by Councillor King and seconded by Councillor Gower:

**WHEREAS the 2022-2026 Council Governance review report recommends maintaining the Built Heritage Sub-committee, requiring most matters still to rise to Planning Committee to be considered and approved before rising to Council; and**

**WHEREAS as many as 14 other Ontario municipalities including Toronto, Waterloo, Guelph, and Kingston have heritage committees which report directly to their City Councils; and**

**WHEREAS heritage matters are not exclusively a subset of planning matters in the Province of Ontario and are governed by the Ontario Heritage Act; and**

**WHEREAS Ottawa is the Nation's Capital, reposed with Canadian history and built heritage, which represent the rich cultural stories of our national collective past; and**

**WHEREAS Ottawa is also reposed with the rich local history and built history of the amalgamated villages, towns and cities which now form the City of Ottawa; and**

**WHEREAS the intention of the City's heritage program is to become a corporate**

**champion for equity and diversity through the narration of the history of marginalized and historically overlooked Ottawa residents, which will require strong leadership from the municipal heritage committee; and**

**WHEREAS changes to the Ontario Heritage Act through Bill 23 (More Homes Built Faster Act, 2022) have fundamentally impacted the City's ability to recognize and protect significant cultural heritage resources; and**

**WHEREAS new statutory timelines and limitations imposed through Bill 23 (More Homes Built Faster Act, 2022), Bill 108 (More Homes, More Choice Act, 2019) and Bill 109 (More Homes for Everyone Act, 2022) will require the City of Ottawa to be more agile in dealing with heritage matters, which is made difficult through the Built Heritage Sub-committee structure which requires reporting through the Planning Committee; and**

**WHEREAS promoting the Sub-Committee to a full Standing Committee would demonstrate Council's enhanced commitment to champion our City's history, particularly considering the newfound limitations imposed by Bill 23 (More Homes Built Faster Act, 2022); and**

**WHEREAS the new Built Heritage Committee would be comprised of a combination of expertise from volunteer members with a majority of Councillors (five members), comprising a strong, capable committee to form its own decisions and advice to Council; and**

**WHEREAS of the five Council members on the new Built Heritage Committee, one member will sit on Planning Committee, and one will sit on the Agricultural and Rural Affairs Committee, allowing for cross pollination between committees; and**

**WHEREAS the new Built Heritage Committee would benefit from having more of an advocacy role, providing advice to Council on important heritage matters in the City and not just heritage applications under the Ontario Heritage Act.**

**THEREFORE BE IT RESOLVED THAT the 2022-2026 Council Governance review report be amended to include the creation of a full Built Heritage Standing Committee, which will include:**

- 1. Five (5) Members of Council including at least:  
One (1) member of the Planning Committee**

**One (1) member of the Agriculture and Rural Affairs Committee; and, One (1) member of Council whose ward encompasses a Heritage Conservation District; and,**

**Four (4) citizen 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.**

- 2. Report directly to Council on Heritage matters; and**
- 3. Where applicable, heritage applications that have an associated planning application would continue to be considered jointly by Planning Committee, as is current practice.**

The draft Terms of Reference for the Built Heritage Committee are attached at Document 1. The Terms of Reference reflect:

- The changes in title, responsibilities and reporting relationship approved as part of the above-noted Motion.
- Changes recommended by staff to reflect current legislation and organizational structure, to reflect new legislative and statutory processes, and expanded opportunities for the Committee to be meaningfully consulted on heritage matters, within the scope of the mandate approved by Council.
- Formatting Changes to align with the format of other Standing Committee terms of reference.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report

## **LEGAL IMPLICATIONS**

There is no legal impediment to the adoption of the recommendation in this report

## **COMMENTS BY THE WARD COUNCILLOR**

This is not a ward-specific report

## **CONSULTATION**

As part of the preparation for the 2022-2026 Council Governance Review report and associated recommendations on committee mandates, the City Clerk consulted with Members of the 2018-2022 and 2022-2026 Terms of Council, the Senior Leadership Team, as well as staff that work most closely with the legislative process.

The public was notified of this report through the weekly meeting advertisements and on Ottawa.ca, and the publication of the agenda. Public delegations may be received by the Committee.

## **ACCESSIBILITY IMPACTS**

There are no specific accessibility impacts associated with this report.

## **DELEGATION OF AUTHORITY IMPLICATIONS**

No additional delegated authority is being sought by staff as part of this report.

## **RISK MANAGEMENT IMPLICATIONS**

No risk management implications have been identified associated with this report.

## **RURAL IMPLICATIONS**

No rural implications have been identified associated with this report.

## **TERM OF COUNCIL PRIORITIES**

This report implements the Committee mandate approved by Council as part of the 2022-2026 Council Governance Review.

## **SUPPORTING DOCUMENTATION**

Document 1 - Draft Built Heritage Committee Terms of Reference (proposed changes from the former 2018-2022 Built Heritage Sub-Committee Terms of Reference are underlined/ struck out for ease of reference).

## **DISPOSITION**

Upon approval of the report by Council, the Terms of Reference will become the mandate and governing authority for the Built Heritage Committee, and will be published to Ottawa.ca by the Office of the City Clerk.