



Prince Edward County Built & Cultural Heritage Advisory Committee

Terms of Reference

Mandate

The mandate of the Built & Cultural Heritage Advisory Committee is to fulfill its advisory role by providing advice, assistance and recommendations to Council and staff pertaining to matters relating to the administration of Part IV and Part V of the *Ontario Heritage Act, R.S.O. 1990* within Prince Edward County. The Committee will also promote the heritage of local cemeteries and be guided by the provisions and regulations of the *Cemeteries Act*, as amended, and the *Funeral, Burial and Cremations Services Act*, as administered by the Bereavement Authority of Ontario.

The Committee undertakes the responsibilities of a municipal heritage advisory committee as defined under section 28 of the *Act* and other such matters as Council or the Chief Administrative Officer (CAO) may specify.

The Committee will advise Council on built and cultural heritage matters, educate the public, and promote heritage in the community.

Goals/Purpose

The goals and purpose of the Built & Cultural Heritage Advisory Committee are to:

1. Review all development applications referred to it by Council and/or staff and provide input as to the effect that such applications may have on existing designated or listed Heritage Properties, Cultural Heritage Landscapes or the Heritage Conservation District(s).
2. Review application for the Heritage Grant program and recommend recipients to Council.
3. Provide input to staff on heritage policy matters when requested.
4. Provide input and expertise to Council on the active (open for sales) and pioneer (no longer open for sales) cemeteries under the management of the Municipality of Prince Edward County.

5. Identify and recommend to Council for listing or designation those buildings, properties or cultural landscapes that meet the criteria for listing or designation pursuant to the *Act*.
6. Provide education to the community concerning heritage conservation practices and promote interest and involvement in heritage conservation through periodic publications, presentations, maps, books, recognition programs and liaising with related agencies.
7. Conduct research, carry out surveys, inspect properties and prepare documentation, as necessary, to assist Council to fulfill its obligation under the *Act*.
8. Receive, assess, research, 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*.
9. When requested, provide advice to Council on Heritage Conservation District study(s), on Heritage Conservation District Plan(s).
10. When requested provide advice to Council respecting the approval or disapproval of building permit applications affecting properties designated under Part IV of the *Act* or contained within a Heritage Conservation District under Part V of the *Act*.
11. Assist with heritage grant application information and support when requested.
12. Seek grants and donation opportunities for cemeteries under the management of the municipality.
13. Promote the rich historical heritage of the active and pioneer cemeteries under the management of the municipality.
14. Support special projects that develop public awareness of the museums in Prince Edward County; and
15. Advocate for the preservation of Prince Edward County museums and artifacts.

Membership

1. One (1) member of Council.

2. Seven (7) public representatives appointed by Council, all of whom have demonstrated interest or expertise in local built and cultural heritage.
3. Up to Two (2) youth representative(s) (16 - 25).
4. One representative from Wellington Cemetery.
5. One representative from Glenwood Cemetery.
6. Mayor is an ex officio member of the committee.
7. A Chair and Vice-Chair will be elected by members at the first meeting annually.
8. Council may terminate the appointment of any member without notice.

Roles

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
3. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
4. The Clerk's Office will manage administrative functions, and provide procedural and legislative guidance to the committee.

Responsibilities of the Heritage Advisory Committee

1. It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:
 - a. Council's Code of Conduct
 - b. *Ontario Heritage Act*
 - c. County Accountability and Transparency Policy
 - d. County Procedural By-law
 - e. Other applicable County by-laws and policies
 - f. *Municipal Act*
 - g. *Planning Act*
 - h. *Municipal Freedom of Information and Protection of Privacy Act*
 - i. *Municipal Conflict of Interest Act*;

- j. Cemeteries Act, as amended, and the Funeral, Burial and Cremations Services Act.*
2. The Committee will make recommendations to Council on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.
 3. The Committee may take on additional initiatives as recommended or approved by Council or the CAO.

Working Groups

The Built & Cultural Heritage Advisory Committee may form working groups on specific subject matters. The Committee will ensure that working group opportunities are shared with the public, receive and review applications, and recommended appointments to be ratified by Council.

The working groups will report to the Committee and include at least one Committee member. The establishment of a working group and any changes to the group must be reported in the Built & Cultural Heritage Advisory Committee meeting minutes.

Term

The term of office for the Built & Cultural Heritage Advisory Committee will be the term of Council.

Staff Support

While the Clerk's Office provides procedural support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant Director.

Reporting Relationship to Council

The Committee will act as an advisory body and does not have any delegated authority. Recommendations for implementation must first be considered and approved by Council or recommended by the CAO.

The Committee will report to Council or Committee of the Whole as required, and once per year with a written report and 10-minute deputation on its activities and its intended direction or projects.

The Committee is encouraged to exercise their advocacy role.

All Committee minutes will form part of the next applicable Council agenda.

Finances

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Attendance

If a Committee Member is absent for three consecutive meetings they have forfeited their membership unless their absence has been approved by the Chair.

Meetings

The Built & Cultural Heritage Advisory Committee shall meet monthly, and more frequently at the discretion of the Chair. Meetings shall be governed by The County's Procedural By-law as may be amended from time to time.

The meeting, agenda, and minutes will be available to the public, on the municipal website. Meetings shall be governed by The County's Procedural By-law as may be amended from time to time. The meeting, agenda, and minutes will be available to the public, on the municipal website. Meetings may be held electronically. A member may participate electronically in open or closed meetings. Any such member shall be counted toward quorum of members present at any point in time and shall be able to vote, as permitted by the Municipal Act.