



Heritage Permit Task Team Terms of Reference

Purpose

The purpose of the Heritage Permit Task Team is to:

1. Establish a process for preliminary involvement of the Prince Edward Heritage Advisory Committee (PEHAC) in the heritage permit process while respecting the legislated requirements of the Ontario Heritage Act and PEHAC Terms of Reference; and
2. Execute the duties of the Task Team with the understanding that it functions as a working group of the Prince Edward Heritage Advisory Committee and not independently.

The key goal is to support the PEHAC mandate of providing advice, assistance and recommendations to Council on matters related to heritage expertise with the Task Team being a method for PEHAC members to collaborate with staff to promote efficiency in the heritage permit application process.

Responsibilities

The responsibility of the Heritage Permit Task Team is to:

1. Coordinate early involvement in the planning process on matters related to major heritage permits and ensure all work is subsequently presented at the next open meeting of the Prince Edward Heritage Advisory Committee
2. Coordinate the participation of one of the two Task Team members at applicable planning pre-consultation meetings on Major Permit Applications to provide a heritage perspective in the collaboration with staff and stakeholders on the determination of a complete planning application.
3. Collaborate with staff to create a clear definition of Major versus Minor permits and to work with staff to make an appropriate determination of Major/Minor where legislation leaves room for interpretation on specific types of work. This work may also identify where specific conditions, situations or activities allow permit work to move forward without the need to be reviewed at a formal meeting of the Prince Edward Heritage Advisory Committee.

4. Collaborate with staff to develop and utilize a standardized Major Permit Feedback Template which is routinely drafted by the Task Team and subsequently presented at an open meeting of the PEHAC for its consideration and subsequent decision on the specified permit.
5. It is the responsibility of all members to comply and work with County procedures, By-laws and Provincial legislation, with guidance from staff including:
 - 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*

Membership

A minimum of two (2) members of the Prince Edward Heritage Advisory Committee, selected by the Committee. The number of members shall not be a quorum of PEHAC members.

Term

The term of office for the Heritage Permit Task Team 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 Task Team as required, with the approval of the CAO and/or the relevant Director.

Reporting Relationship to Council

The Task Team will act as a resource to the Prince Edward Heritage Advisory Committee (PEHAC) and does not have any delegated authority. Recommendations for implementation will be provided to Council via PEHAC.

The Task Team will report to PEHAC. The Task Team is intended to support PEHAC in their advisory role to Council.

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