



St. Marys Heritage Committee Terms of Reference

MANDATE

Originally created in 1977 as the St. Marys Local Architectural Conservancy Advisory Committee (LACAC) under the authority of the Ontario Heritage Act, Section 28, this committee was renamed Heritage St. Marys following review and revisions of the Ontario Heritage Act in 2005. Town of St. Marys Official Plan 1987 (consolidated 2007) provides additional authority in Section 2.3.2: Policies including:

2.3.2.1 Council has established and will continue to maintain a citizen's heritage advisory committee known as "St. Marys Heritage Committee" to advise and assist Council on heritage matters. Council shall continue to consult with the St. Marys Heritage Committee on all matters and development application that pertain to heritage resources.

2.3.2.2 The "Heritage Conservation" policies shall apply throughout the Town, where applicable.

Heritage St. Marys is a committee appointed by Town Council to advise and make recommendations to Council about St. Marys' built heritage and other heritage features. The committee has a statutory role which is set out in legislation as the following:

- Designations under Part IV of the Ontario Heritage Act
- Repeals, Amendments or Alterations of Designations
- Demolition of heritage structures
- Easements or Covenants
- Heritage Conservation Districts under Part V of the Ontario Heritage Act
- Other heritage matters as directed by the Municipal Council

More specifically, the goals and responsibilities of the committee include:

1. To identify and record the community's significant heritage features including: built heritage resources, cultural heritage landscapes, heritage conservation districts, archaeological resources and/or areas of archaeological potential that have cultural heritage value or interest.
2. To recommend steps to preserve the local heritage features identified in 1.
3. To interpret this heritage to residents and to visitors to increase appreciation and understanding of these community assets.
4. To provide a pool of expertise to Town Council on all matters relating to built heritage and to the features identified in 1.
5. To maintain and expand reference materials – photographs, reference books, periodicals, catalogues, documents such as deeds, abstracts – that provide resource material for research into St. Marys' heritage.
6. Recommend properties for heritage designation to Town Council.
7. Advise on renovation and restoration projects as they concern external features of designated buildings and internal features if identified through designation.

8. Prepare and review research of properties proposed for designation.
9. Prepare statements of designation.
10. Prepare text for heritage designation plaques.
11. Maintain the Municipal Register of Cultural Heritage Properties that includes all designated properties and a list of significant, non-designated heritage properties.
12. Create a digital photographic inventory of these properties, including historic photographs.
13. Undertake long term strategic planning, especially regarding the implications of the Heritage District.
14. Review and comment on new sign applications for the downtown.
15. Develop or support interpretive activities such as exhibits, newspaper articles and architectural walking tours on occasions such as Doors Open and the Heritage Festival.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

COMMITTEE STRUCTURE

- 1 Elected Official as appointed by Council.
- Up to 10 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).
- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

GENERAL RULES OF OPERATION

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.



At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

ROLE OF COUNCIL REPRESENTATIVES

- The Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

ROLE OF COMMITTEE CHAIR

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

ROLE OF COMMITTEE MEMBERS

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

ROLE OF STAFF

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary, including meeting package preparation.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Give notice of meetings and prepare all associated correspondence.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.



REPORTING REQUIREMENTS

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

FINANCIAL PLANNING

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of the Committee's duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

FREQUENCY OF MEETINGS

The Committee will meet a minimum of monthly, with the actual frequency to be determined by the Committee once it is seated.

The traditional meeting time of this Committee is the second Saturday of the Month at 9:00 am.

TERM

The term of the Committee shall coincide with the term of the appointing Council.