

Woolwich Heritage Committee  
Terms of Reference

**1. Name**

The Committee will be called the Woolwich Heritage Committee.

**2. Purpose/Mandate**

The purpose of the Woolwich Heritage Committee is:

- a. To provide advice to Council on cultural heritage matters in the Township of Woolwich;
- b. To, more specifically, provide advice to Council on matters relating to designation under Part IV (individual properties) and Part V (heritage conservation districts) of the *Ontario Heritage Act* and with regards to the process of listing non-designated property of cultural heritage interest on the Township's Register of Heritage Properties;
- c. To promote cultural heritage awareness, education, stewardship, and conservation; and
- d. To recognize excellence in the cultural heritage community within Woolwich.

Cultural heritage resources are important in the Township of Woolwich because they remind us of the stories, places and events of the people who shaped our community of communities. The Township of Woolwich Official Plan defines cultural heritage resources as consisting of built heritage resources, including contextual landscapes associated with these built heritage resources, archaeological resources, and cultural heritage landscapes.

In Ontario, the task of conserving cultural heritage resources is primarily a municipal responsibility. The *Ontario Heritage Act* and the *Planning Act* provide a framework within which municipalities can act to ensure the conservation of cultural heritage resources.

Under Section 28 of the *Ontario Heritage Act*, a council of a municipality is authorized to establish, through by-law, one Municipal Heritage Committee that is made of five or more people.

**3. Operation**

Council will, under Part IV of the *Ontario Heritage Act*, and through the Development Services Department, consult with the Woolwich Heritage Committee:

- a. When updating the Township's Register of Heritage Properties;
- b. Before serving notice of intent to designate a property;
- c. Before amending a by-law of designated property;

- d. Before repealing a by-law, or part thereof, designating a property;
- e. Before considering an application from an owner of a designated property to repeal the by-law, or part thereof, designating the property;
- f. On an application to alter a designated property where the alteration is likely to affect the heritage attributes as set out in the by-law designating the property;
- g. Before delegating power to an employee or official of the municipality to consent to minor alterations of individually designated property;
- h. On an application to demolish or remove any building or structure on designated property; and
- i. Before passing by-law to establish easements or covenants with owners of real property for conserving properties of cultural value or interest.

Council will, under Part V of the *Ontario Heritage Act*, and through the Development Services Department, consult with the Woolwich Heritage Committee:

- a. Before passing a by-law to define a study area for a future heritage conservation district;
- b. Before a proposed heritage conservation district plan is passed;
- c. Before Council delegates by by-law, its power to grant permits for the alteration of property situated in a heritage conservation district; and
- d. On an application to demolish or remove any building or structure on property in a heritage conservation district.

#### **4. Committee Composition**

The Woolwich Heritage Committee will be composed of people who demonstrate a strong commitment to the conservation of heritage resources in the Township. Where possible the Committee will seek members to support the tasks with skills in communications, graphic design, research, building construction, and architecture.

A minimum of five and up to nine Committee members will be appointed by Council of the Township of Woolwich. In making appointments to the Heritage Committee Council will have regard to geographical representation across the municipality and to the technical and professional qualifications of applicants concerning cultural heritage conservation.

Appointed members shall be at least 18 years of age and shall reside, or be employed in, or possess a strong desire to support the heritage of The Township of Woolwich.

The term of Committee members is four years coinciding with the term of Council that has made the appointment. Additional members may be appointed throughout the four years for the duration of the term, as needed. A Committee member may apply for re-appointment for any number of consecutive or non-consecutive terms.

Council may appoint one of its members to the Committee. The Council member will be the Chair of the Committee and act as a liaison between the Committee and Council.

One member will be chosen by vote of the Committee at the first meeting of each new year to be the vice chair, or co-chair who will chair the meetings in the absence of the chairperson.

## **5. Meeting Frequency**

The Woolwich Heritage Committee will meet formally as needed, to conduct the business of the Committee which includes but is not limited to, making decisions on how to spend the budget, passing motions to designate properties, deciding on budget requests to Council for the following year. Additional meetings may be held as required at the call of the Chair, in consultation with the staff supports to the Committee.

The date and time of regular meetings will be established for the following twelve months at the first meeting in the new year. For ease of planning, every attempt will be made to hold the regular meetings on a consistent day. If a formal meeting is scheduled and there is no need for the Committee to meet formally, the meeting will be rescheduled or cancelled at the call of the Chair.

## **6. Working Subcommittees**

At any time, the Committee will establish working subcommittees to accomplish the work of the Committee. At the first meeting of each year, the Committee will review the established working subcommittees and members and make any changes as needed.

Working Subcommittees will meet informally, without formal minutes, agendas, public notice or staff attendance, as often as needed to complete the work of the Committee.

## **7. Term of Office**

Woolwich Heritage Committee members will be appointed for a four-year term of office aligned with the term of Council. Woolwich Heritage Committee members may continue to serve up to six-months after a new term of Council until new members are appointed.

## **8. Formal Meeting Procedures**

Woolwich Heritage Committee will follow the Township's Procedural By-law with necessary amendments to apply to the Committee. All formal meetings shall be public unless the Committee is authorized to meet in closed session under section 239 of the Municipal Act. Subcommittee meetings are not formal meetings and therefore are not public meetings.

Meeting agendas will be prepared by the staff support in consultation with the Committee. Agendas will be posted on the Township's website and circulated via email to Woolwich

Heritage Committee members approximately one week, but no less than 3 days prior to the next meeting.

A majority of Council appointed Committee members will constitute quorum for the transaction of business.

Meeting notes will be prepared by the staff support person and approved by Woolwich Heritage Committee at the following meeting. Meeting notes will be provided to Council for information as soon as possible following approval by Woolwich Heritage Committee.

When looking to designate a property as having cultural or heritage value, the Woolwich Heritage Committee members will prepare a recommendation report for Council's approval. Committee members are also responsible for preparing the two required notices and Heritage Designation By-law with a covering memo for Council to pass. Development Services and other staff support for the Committee must review the recommendation reports, notices, memos and by-laws before they are presented at a Council meeting.

Woolwich Heritage Committee members will prepare a work plan for Council's consideration and approval. This work plan will consist of objectives established within the four purposes (or goals) of the Committee, and strategies aimed at achieving the objectives established by the Committee. This work plan will be presented to Council in the third quarter of each year together with any budget requests. This timing will enable budget requests made by the Committee to be considered in the broader municipal budget process that begins in the autumn of each year.

In addition to presenting a work plan to Council each third quarter, the Committee will present an annual report as well. This annual report would document work toward the previous year's work plan objectives that had been accomplished in the intervening year.

Development Services Department will provide a staff member who will advise on Planning matters and circulate or present Planning Applications with Heritage related matters to the Committee for comment and consideration. One member should be appointed by the Committee to provide comments on behalf of the entire Committee via email. Members of municipal staff do not have a vote on the Committee.

Other staff support to be provided to the Committee will include undertaking an orientation with Committee members at the first meeting after Council's selection of the Committee, preparation and distribution of agendas, preparation and administration of the Committee's budget, and, generally, acting as a resource to the Committee.