

TOWN OF COLLINGWOOD
HERITAGE COMMITTEE
TERMS OF REFERENCE

A) Mission Statement

The mission of the Town of Collingwood Heritage Committee is to advise and assist Council to ensure that appropriate cultural heritage conservation practices are followed throughout the Town of Collingwood, in accordance with the *Ontario Heritage Act*, the *Ontario Planning Act* and the Official Plan and associated by-laws, for the long-term historical benefits of the community. This mission shall be accomplished through the provision of advice and recommendations on cultural heritage conservation to Council, municipal staff and to the community.

B) Mandate

To advise and make recommendations to Council on all matters under the *Ontario Heritage Act* in which Council is required to consult with the committee relating to Council's authority under Part IV and Part V of the Act to:

- designate individual property (s.29)
- amend a designation by-law (s.30.1)
- consent or refuse alterations of designated property (s.33)
- issue or refuse permits to demolish a designated property (s.34, s.42)
- delegate power to an employee or official of the municipality to consent to alterations of designated property (s.33, s.42)
- repeal designation by-laws (s.31, s.32)
- undertake a study designating a heritage conservation district (s.40)
- adopt a heritage conservation district plan (s.41.1)
- purchase or lease individually designated property (s.36(1))
- expropriate designated property (s.36(2))
- provide grants and loans to designated property owners (s.39)
- list or remove property of cultural heritage value from the municipal register (s.27)
- enter into easements and covenants with property owners (s.37(1))

To advise and make recommendations to Council on other matters of cultural heritage conservation, including:

- identifying cultural heritage properties
- establishing criteria for the evaluation of properties of cultural heritage value or interest
- involving the community and developing partnerships in regards to the municipality's cultural heritage conservation interests

- educating and informing on, and promoting the cultural heritage resources within the community
- legislation that includes cultural heritage provisions
- funding initiatives and the Heritage Property Tax Relief Program
- municipal, provincial and federal cultural heritage properties, and National Historic Sites
- Official Plan policies pertaining to cultural heritage

C) Term of Office

All appointments shall be at the discretion of Council. The term of the voting members of the Committee shall be as prescribed in By-law No. 2015-003, being the establishing by-law for the Committee, as well as the Procedural By-law 2016-020.

As outlined in By-law No. 2015-003, the Committee consists of seven (7) voting members, six (6) citizen members and one (1) member representing the BIA.

As outlined in By-law No. 2016-020, the committee members are appointed for staggered terms and are generally for a length of three (3) years unless otherwise determined by Council. This is to ensure the knowledge of the committee is passed on to new members as the membership changes over time. A public member shall not be appointed for more than two (2) consecutive terms. If no qualified public expressions of interest are received as a result of the advertisement to fill the vacancies, Council may, at their sole discretion, waive the "sunset clause" by resolution of Council and appoint a public member whose term had expired immediately preceding the vacancy. A public member may not apply to the same Committee until one year after their term had expired.

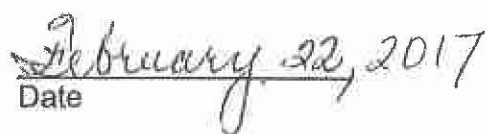
D) General

The Committee shall act in accordance with its establishing by-law, the municipality's Procedural By-law, Code of Conduct for Council, Local Boards and Committee Members, and Municipal Conflict of Interest Act.

The Committee shall elect a chairperson and vice-chairperson, annually at its first meeting, or as soon as practicable, from among the voting members. No chairperson or vice-chairperson may serve more than two consecutive years in their respective position.

The Committee shall annually set short and long term goals and evaluate its effectiveness in achieving them.


Chairperson


Date