

## **Heritage Wilmot and Castle Kilbride Advisory Committee**

Committee Type: Advisory

Reports to: Council

Administered by: Development Services / Community Services

Committee Administrator: Director of Development Services / Curator

Effective: February 27, 2023

### **1. Enabling Legislation/Authorizing By-law.**

The Ontario Heritage Act R.S.O. 1990 c.0.18, provides a legislative framework for municipalities to establish a Municipal Heritage Committee.

The Township's Procedural By-law provides Council with the authority to establish a committee for matters within its jurisdiction.

The Township's Committee Governance Policy provides for the establishment of advisory Committee's by Council.

The Standards for Community Museums in Ontario as set by the Ministry of Tourism, Culture and Sport.

### **2. Purpose/Mandate**

The Heritage Wilmot and Castle Kilbride Advisory Committee is a committee of Council, response for advising on heritage and museum matters. It is a consolidated committee of the former Heritage Wilmot Advisory Committee and Castle Kilbride Advisory Committee.

The Committee is appointed by Council to advise and make recommendations to Council, and the Director of Development Services and Chief Building Official, regarding the Township's built heritage and other heritage features. The Committee has a statutory role which is set out in the Ontario Heritage Act. These roles include:

- Making recommendations relating to the:
  - designation of properties under Part IV of the Ontario Heritage Act;
  - repeal or amendments to designations;
  - alteration or demolition of heritage structures;
- Providing advice and recommendations on other heritage matters referred to the Committee by Council and the Director of Development Services and Chief Building Official.

The Committee advises Council on matters related to Castle Kilbride, specifically related to the Museum's Strategic Plan and policies, and supports activities, services and programs provided by the museum.

Additionally, the committee will consider the use of funds in the Museum Trust Fund and make recommendations to Council on the use of those funds in accordance with Township policies.

**3. Responsibilities/Specific Functions**

The goals and responsibilities of the Committee include:

**3.1 Heritage:**

3.1.1 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.

3.1.2 To recommend steps to preserve the local heritage features identified in 3.1.1.

3.1.3. Recommend properties for heritage designation to Council. This includes preparing and reviewing research of properties proposed for designation, statements of designation and text for heritage designation plaques.

3.1.4. To interpret this heritage to include appreciation and understanding of these community assets. Support interpretive activities such as exhibits, newspaper articles and architectural activities such as exhibits,

3.1.5. To maintain and expand reference materials – photographs, reference books, periodicals, catalogues, documents such as deeds, abstracts – that provide resource material for research into Wilmot's heritage.

3.1.6. To refer the heritage permit application to the Council where the Committee deems appropriate.

3.1.7. To review, provide comments, recommendation and any terms or condition to the Director of Development Services, the Chief Building Official, or their designates, within sixty (60) days of heritage permit applications for the renovation, restoration, alteration and demolition of Ontario Heritage Act Part IV or Part V designated properties as they concern external features of designated buildings and internal features identified through designation.

3.1.8. To review, provide comments, recommendation and any terms or conditions to the Director of Development Services, the Chief Building Official, or their designates, on development and site alterations on adjacent lands to protected heritage property to ensure that the heritage attributes of the protected heritage property are conserved.

3.1.9. Review the Municipal Register of Cultural Heritage properties that includes all designated properties and a list of significant, non-designated heritage properties.

4.0 To annually plan and co-ordinate event(s) for Heritage Week to promote and enhance the public appreciation for the rich heritage of Wilmot Township.

**3.2. Castle Kilbride:**

3.2.1. Provide input into the development of the Museum's strategic plan and ongoing review of the goals and objectives outlined.

3.2.2. Provide feedback on Museum activities, services and programs provided by the museum.

3.2.3. Advise on any artifact considered for deaccession.

3.2.4 Consider the use of funds in the Museum Trust Fund and make recommendations to Council on the use of those funds in accordance with Township policies.

Additionally, the Committee may undertake special projects assigned to the Committee by Council from time to time. They may also be asked to assist with municipal special events that focus on heritage.

The Committee will not be responsible for the following:

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

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

The Committee will be composed of a maximum of ten (10) citizen members.

In accordance with the Committee Governance Policy, one (1) member of Council

Consideration shall be given to inclusion of the following qualifications during the process:

- Persons with an interest in heritage, museums or other heritage functions and professional designations in the fields of archaeology, planning, architecture, and engineering.

#### **5. Chair Appointment**

The members of the Committee shall elect a Chair and Vice-Chair from among themselves. When the Chair and Vice-Chair are absent through illness or otherwise, the Committee may appoint another member as acting Chair

#### **6. Quorum**

Quorum for the Heritage Wilmot and Castle Kilbride Advisory Committee shall be a majority of the members.

#### **7. Frequency and time of meetings**

The Committee shall meet monthly. The traditional meeting time of this Committee is the second Thursday of the month at 7:00 p.m.

**8. Agendas and Procedures**

Agendas will be created and distributed in accordance with the Township's Procedural By-law.

Meetings of the Heritage Wilmot and Castle Kilbride Advisory Committee will be conducted in accordance with the rules and procedures outlined in the Township's Procedural By-law.

**9. Closed Meetings**

The Rules of Procedure for Committees shall be the same as Council as set out in the Procedural By-law, except that committees shall not be permitted to hold closed meetings, unless permitted by legislation.

**10. Minutes and Reporting Requirements**

Minutes will be created and distributed in accordance with the Township's Procedural By-law.

Heritage Wilmot and Castle Kilbride Advisory Committee will submit an annual report to Council in accordance with the Committee Governance Policy.

**11. Compensation**

This advisory Committee is volunteer based and therefore is not compensated.