

Township of Lake of Bays Heritage Committee

Terms of Reference

Background

In accordance with the Ontario Heritage Act (S. 28), a municipal Council, may by law establish for its purposes, a Heritage Committee. In establishing a Heritage Committee, Council recognizes the need for an active heritage conservation program.

The Planning Act (S.2 (b)) requires that municipalities have regard for matters of provincial interest including “the conservation of features of significant architectural, cultural, historical, archeological or scientific interest. In fulfillment of S. 3 of the Planning Act, the Province has issued a Provincial Policy Statement which states that

2.6.1. significant built heritage resources and significant cultural heritage landscapes shall be conserved

among other statements with respect to the conservation of such resources and mitigation and alternative development approaches that are to be undertaken where significant resources have been identified.

The Township of Lake of Bays Official Plan (Sections D. 117 and D. 123) provide policy directives to conserve heritage features by relying on the Ontario Heritage Act. The Official Plan (Sections A.4, A.5, B.1, B.2, B.3, B.12, C.3, D.1, D.3, D.7, D.9, D.10, D.48, D.49, D.50, D.51, D.52) clearly sets out policy for the conservation of both the built and natural heritage features of the municipality and provides a list of identified features in a Schedule.

In fulfillment of the provincial legislation and its Official Plan, The Township of Lake of Bays Heritage Committee was established by By-law. The Heritage Committee is a standing Committee of Council and is governed by the Township of Lake of Bays procedural by-law for Committees and its Terms of Reference.

Objectives

The Objectives of the Lake of Bays Heritage Committee are to:

- Advise Council on matters of conservation of built and natural heritage features within the Township of Lake of Bays, and assist Council in carrying out its heritage conservation program.

- Act as a liaison between Council and the community with respect to all aspects of conserving heritage features within the municipality
- Provide the community with a resource and instrument for the development and implementation of programs, information, and projects to promote heritage conservation within the municipality.

Roles and Responsibilities

1. Advise Council regarding planning applications and matters by:
 - Developing a criteria for the designation of built and natural heritage features;
 - Maintaining an inventory of built and natural heritage features;
 - Providing recommendations to Council for passing by-laws to designate built and natural heritage features under the Ontario Heritage Act.
2. Advise Council regarding the establishment of heritage districts.
3. Consult with Council as required by Part IV of the Act:
 - Before Council gives its intention to designate a property (S.29(2));
 - Before Council repeals a by-law or part thereof designating property (S. 31(2));
 - Before Council considers an application from an owner of designated property to repeal the by-law or part thereof designating the property (S 32. (2));
 - On an application to alter a designated property where the alteration is likely to affect the reason for designation as set out in the by-law designating the property (33.(1));
 - On an application to demolish or remove any building or structure on designated property (S34.(1));
 - Before passing by-laws providing for the entering into of easements of covenants with owners of real property, or interests therein for

the conservation of building or cultural heritage value or interest (s.37 (1)).

4. Consult with Council as required under Part V of the Act:

- Before Council passes a by-law to define one or more areas as an area to be examined for future designation as a heritage conservation district (s. 40(2)).

5. Survey Inventory and Research

- Conduct research to identify built and natural heritage features for the purposes of the inventory and for designation by Council under the Act.
- Conduct research to identify built and natural heritage features for the purposes of developing a list of features for designation and for recommending such designation to Council.
- Conduct research on identified and designated features to enhance and maintain the for advisory and education purposes.
- Determine the value of heritage resources for protection through designation.
- Advise and assist Council with the preparation of policies for the conservation of built and natural heritage features owned by and under the management auspices of the municipality.

6. Community Involvement and Liaison with Community

- Advise owners of heritage features of ways and means of restoration, conservation and maintenance of features.
- Administer a designated property grant program.
- Develop and maintain a liaison with community groups and individuals within the municipality, District, Province, and at the Federal level, (eg. Lake of Bays Heritage Foundation, Parks Canada, Ontario Parks, etc.) which share the objectives of the Committee in order to foster their joint objectives.
- Develop and maintain a liaison with the lake and ratepayers' associations within the municipality.

7. Information and Education

- Educate the community to encourage a conservation ethic and need for stewardship of resources.
- Educate the community as to the role and function of the Heritage Committee.
- Develop and administer a stewardship award program for the voluntary conservation of heritage features.
- Develop educational materials and community activities to foster a conservation ethic.
- Develop partnerships with the community and private sector for activities and projects that raise awareness, educate and inform the public, and/or conserve, restore and maintain heritage features through donations or in-kind services.

8. Planning

- Develop and advise Council on a Heritage Conservation Program.
- Advise Council on the preparation of self standing heritage conservation policies, heritage conservation, recreation, environmental and economic policies of the Township's Official Plan.
- Advise on the preparation of municipal policies and programs to incorporate heritage conservation into the economic and recreational framework of the municipality.
- Advise Council on planning and development applications where the subject properties exhibit natural and/or build heritage features.
- Assist Council in amending the Official Plan as required to incorporate new policy and update the Schedules as they include identified features.
- Advise Council with respect to the review of impact and assessment studies as required by the Official Plan (S. 54).

Composition

As directed by the Act, the Committee will consist of a minimum of 4 voting members of the public and may include up to 10 voting members of the public.

The Committee will include two voting members of Township Council; one may be elected by the Committee as Chair.

The Committee shall be staffed by a member of the Clerk's or Planning department who shall act as Secretary to the Committee, and be responsible for the preparation and distribution of minutes, keeping of files and records, the preparation and distribution of agendas, and as a resource for information gathering for the Committee.

Term

Committee members shall be appointed for the term of Council. Membership of the committee by the public will be solicited via advertisements in newspapers, the Township website, local community newsletters and postings at public buildings and by direct recruitment as may be recommended by the Committee.

Reporting and Monitoring

The Committee will maintain an annual budget as determined by Council subsequent to recommendations by the Committee. Expenditures will be authorized by a majority vote of the Committee. Records shall be kept by the Committee Secretary.

The Heritage Committee will make at least one report summarizing its activities to Council annually, and report on specific matters as necessary.