

Schedule A to By-Law No. 2017-126

Heritage Committee of West Lincoln Terms of Reference

A) Mission Statement

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

B) Mandate

To advise and assist Planning Committee and Council on all matters relating to Part IV and to Part V of the *Ontario Heritage Act*, including Council's authority to:

- designate individual property (s.29, s.41)
- designate heritage districts (s.4, s.5)
- provide grants and loans to designated property owners (s.39)
- list or remove property of cultural heritage value from the municipal register (s.27)

To advise and assist Planning Committee and Council on other matters of cultural heritage conservation, including:

- identifying cultural heritage properties, including but not limited to: designating individual properties and conservation districts;
- designating individual property;
- comment on permits to demolish a designated property;
- establishing criteria for the evaluation of properties of cultural heritage value or interest
- involving the community and develop partnerships in regards to the municipality's cultural heritage conservation interests
- educating, informing, and promoting the cultural heritage resources within the community
- preparing and maintaining a list of properties and areas worthy of conservation
- be familiar with and advise on legislation that includes cultural heritage provisions
- be familiar with and advise on funding initiatives and the Heritage Property Tax Relief Program and other grant programs
- maintain municipal lists and be aware of provincial and federal cultural heritage properties, and National Historic Sites
- provide input on Official Plan policies pertaining to cultural heritage
- Providing general comments on development applications that may impact a property's heritage value

C) Term of Office

All appointments shall be at the discretion of Council. The term of the voting members of the Committee shall be:

- four years coinciding with the term of the Council that has made the appointment, or until their successors are appointed
- Shall meet a minimum of four times per year

D) General

- The Committee shall act in accordance with the municipality's Procedure By-law, Conflict of Interest, Code of Conduct, and Committees of Council policies.
- The Committee shall elect a chairperson and vice-chairperson, annually at its first meeting, or as soon as possible, from among the voting members. No chairperson or vice-chairperson may serve more than four (4) consecutive years in their respective position.
- There shall be one council member on the committee who will act as a liaison and will be a voting member.
- There shall be one staff coordinator on the committee who will not be a voting member.
- There shall be at least three (3) citizen members on the committee and no more than five (5).
- The Committee shall annually set short and long term goals and evaluate its effectiveness in achieving them.
- The Committee shall prepare and submit to Council, before the 15th day of December each year, a report of its previous year's activities, expenses and revenues, and a report on its planned activities and a proposed operating budget for the upcoming year, for the approval of Township Planning Committee and Council.

* These terms of reference may be expanded or shortened as the council wishes.