

**Heritage Committee Meeting
AGENDA**

Monday, February 12, 2018, 6:00 pm
Tecumseh Town Hall
www.tecumseh.ca

	Pages
1. CALL TO ORDER	
2. ROLL CALL	
3. DISCLOSURE OF PECUNIARY INTEREST	
4. DELEGATIONS	
5. COMMUNICATIONS	
a. Heritage Committee Minutes January 15, 2018	2 - 5
b. 2018 CHO Membership Renewal	6 - 7
6. REPORTS	
7. UNFINISHED BUSINESS	
a. Heritage Property Listing	8 - 9
1. Heritage Properties Location Map	10 - 10
b. Heritage Committee Terms of Reference	11 - 19
c. Tecumseh Heritage Articles	
8. NEW BUSINESS	
9. NEXT MEETING	
10. ADJOURNMENT	

- B. Community Heritage Ontario Email, dated January 8, 2018 Re: Federal Role in Heritage Conservation
- C. Community Heritage Ontario News - Winter 2018
- D. Heritage Committee Terms of Reference
- E. Heritage Committee 2018 Budget

Motion: (HC-05/18) Moved by Member Charles Gray
Seconded by Member John Levesque

That Communications B through E on the January 15, 2018 Heritage Committee Meeting Agenda be received.

Carried

Motion: (HC-06/18) Moved by Councillor Rita Ossington
Seconded by Member Dwayne Ellis

That the Heritage Committee support the Community Heritage Ontario initiative and prepare a letter to the Minister of Environment, with copies to the Minister of Finance and member of federal parliament supporting the recommendations of the federal House of Commons Standing Committee on Environment and Sustainable Development regarding the preservation of Canada's heritage, with specific emphasis on the importance of municipal preservation;

And that the Heritage Committee respectfully recommends the Community Heritage Ontario correspondence also be included on the next Regular Council Meeting Agenda seeking action for Council's endorsement of a letter of support.

Carried

It is suggested to list the Terms of Reference on the next Heritage Committee Agenda for the Committee's review.

(HC 1-6)

REPORTS

None.

(HC 1-7)

UNFINISHED BUSINESS

Heritage Property Listing

- A. Ontario Heritage Toolkit - Heritage Property Evaluation
- B. Ontario Heritage Act - Criteria for Determining Cultural Heritage Value or Interest

The Manager Committee & Community Services explains the Ontario Heritage Toolkit and Ontario Heritage Act resources which serve as a valuable guide and framework for listing, researching and evaluating cultural heritage properties, for the benefit of the new members.

By way of an update, the Manager Committee & Community Services also advises she spoke with Bert Duclos, Municipal Heritage Committees Advisor in respect of organizing a training session. Mr. Duclos is not able to schedule training until the provincial budget is finalized. However, Mr. Duclos offers scheduling a teleconference to discuss any specific questions the Committee has regarding the Heritage Property Listing. The Members agree with scheduling the teleconference with representation by the Chair and Vice Chair. Members are asked to send the Manager Committee & Community Services any questions they may have in advance of the call, once scheduled.

The Manager Committee & Community Services advises on behalf of Chair Ian Froese, that he is awaiting a call back from the property owners for his respective properties.

Chair Ian Froese also spoke with past member Jerome Baillargeon regarding his assigned properties and he will endeavour to provide Chair Ian Froese with any information he researched.

Councillor Brian Houston advises he will forward information he compiled on his respective properties to the Manager Committee & Community Services for inclusion on the Heritage Property Listing.

(HC 1-8)

NEW BUSINESS

Tecumseh History Articles

Vice Chair Marian Drouillard suggests the idea of coordinating monthly articles in the local newspaper featuring stories on the history of Tecumseh. Vice Chair Marian Drouillard will investigate the potential of collaborating with the local newspapers to develop a monthly feature.

Heritage Day 2018

Further to the Committee’s discussion at the October 17, 2017 meeting and the correspondence circulated via email on January 12, 2018, Heritage Week 2018 takes place the week of February 19. This year’s theme is Heritage Stands the Test of Time.

Suggestions for how the Town may recognize Heritage Day during the week of February 19 is appreciated. The Members concur more sufficient time is needed to plan an event and recommend considering planning an initiative for 2019.

(HC 1-9)

NEXT MEETING

The next meeting of the Heritage Committee will be held on Monday, February 12, 2018, at 6:00 pm.

(HC 1-10)

ADJOURNMENT

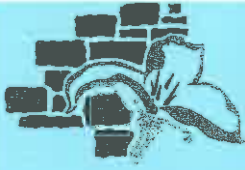
Motion: (HC- 07/18) Moved by Member Charles Gray
Seconded by Member John Levesque

That there being no further business, the January 15, 2018 meeting of the Heritage Committee be adjourned at 7:20 p.m.

Carried

Marian Drouillard, Vice Chair

Christina Hebert, Manager Committee & Community Services



2018 MEMBERSHIP RENEWAL FORM

Name of MHC _____
 or group or individual

Mailing Address _____

City/Town _____ **Postal Code** _____

MHC Chairperson _____ **Number of members** _____

Contact Person: Name _____
 (if different than Chair)

Position _____

Phone: () _____

E mail address: _____

(please print clearly)

Community Heritage Ontario is an incorporated, province-wide organization of Municipal Heritage Committees (MHCs). It serves its members as an "umbrella" organization, providing heritage preservation support, publications, workshops and an annual conference, CHO also welcomes individual members, other groups and corporations to join as well.

Please enclose:

MHC Membership Fee \$ 75.

or: Individual membership: \$ 35.

or: Corporate/Business: \$ 100.

* _____ **Extra** copies **CHOnews:** _____

** *postage surcharge for 10 or more copies* \$ 15.

TOTAL _____

Cheque payable to:
Community Heritage Ontario

Forward form & cheque to:
Community Heritage Ontario
24 Conlins Road,
Scarborough, Ont., M1C 1C3

MHC membership includes six copies of CHOnews, mailed quarterly

** For additional copies, indicate the number of **extras** required and add \$ 4.00 each, per year (+ for 10 or more copies quarterly, add \$ 15. annually for additional postage/handling)*

ie: for total of 8 copies of each issue add \$8.00 (2 extras x \$ 4.) for a total of \$ 83.00

*for total of 10 copies of each issue add \$ 16.00 (4 extras x \$4.)+ shipping surcharge ** (\$15.00) for a total of \$ 106.*

*for total of 12 copies of each issue add \$ 24.00 (6 extras x \$4.)+ shipping surcharge ** (\$15.00) for a total of \$ 114.*

**Please also visit our new website regularly for conference and other updates **

CHO News Digital Edition Option

Community Heritage Ontario is now offering a digital edition of its quarterly newsletter. With your paid membership renewal, you are eligible for the delivery of **CHOnews** in .PDF colour format through email. Digital Edition copies expire in December of the membership year and will renew with the next paid membership. If you or/and any of your MHC members are interested in our digital edition, please fill out the information below. We are asking for your phone number in case of email address errors. All information will remain confidential and for CHOnews use only.

	Member Name	Email Address PLEASE PRINT CLEARLY	Member Phone Number
	sample for Tracy Gayda	Tracygayda@communityheritageontario.ca	613.275.2117
1			
2			
3			
4			
5			
6			
7			
8			

If additional email addresses are required, please complete a separate sheet.

All member groups will continue to receive **ONE paper copy** for their files or to distribute to a local reference library, community centre or other public facility.

Please check here if your MHC does **NOT** require any **additional** paper copies.

If only one email address is included above, that person has agreed to forward copies to all other members of the committee.

We do not require additional paper copies for our committee _____

For our files, you still need to complete the membership renewal form on the reverse side and mail it along with your membership fee payment.

Town of Tecumseh - Potential Heritage Sites						
Name of Property	Street #	Street Name	Year	Architecture/Style	Sector	Brief Description
Bell Tower at St. Anne Highschool	12050	Arbour Street			Tecumseh	Original Bell from old St. Antoine School on Lesperance Road Moved to the new St. Anne's High School, Lakeshore
Seguin House	424	Brighton Road	circa 1870s		St. Clair Beach	Believed to be the old Trolley Station (Sandwich Windsor and Amherstburg) Demolished [2017]
St. Mary's Cemetery	12048	County Road 34		Cemetery	Maidstone	One of the oldest cemeteries in Tecumseh
Victoria Public School	12433	Dillon Dr.	1926	School	Tecumseh	Built on donated Clapp property and named after Ms. Clapp
Sandwich South Council	2725	Highway #3	1893		Oldcastle	Location where first Sandwich South Council Photo was taken
St. Stephen's Church	5280	Howard	1871		Oldcastle	Old Anglican Church
St. Stephen's Cemetery	5280	Howard			Oldcastle	One of the oldest cemeteries in Tecumseh
Lachance Farm	11945	Intersection Road			Sandwich South	One of the last remaining Francophone Farms in Tecumseh
Old Power House - Bonduelle Property	1192	Lacasse Blvd.		Art Deco	Tecumseh	Southwest corner on Tecumseh and Lacasse Blvd, the original canning factory power building
Poisson House	1115	Lacasse Boulevard	early 1920s	Arts and Crafts	Tecumseh	Home of Dr. Poisson, 1st Mayor of Tecumseh
Lacasse Park	590	Lacasse Boulevard	1947		Tecumseh	Clapp property purchased in 1923 by the Town, Baseball Diamond and grand stands (1949) feature
Tecumseh United Church	333	Lacasse Boulevard	1960s	Hillicker Architect	Tecumseh	Vernacular house of worship
Lessard House	1715	Lesperance Road			Sandwich South	Vernacular Farm House
Desjardin House	1722	Lesperance Road			Sandwich South	Greek Revival
Aspect House	1107	Lesperance Road			Tecumseh	Craftsman style old homestead
St. Anne's Cemetery	1521	Lesperance Road	1830s		Tecumseh	Original cemetery in Tecumseh
Lemire House	1061	Lesperance Road			Tecumseh	Original area homestead
Sylvestre House		Manning Road			St. Clair Beach	Original area homestead
Lakewood Golf Course	13451	Riverside Drive			St. Clair Beach	Privately Owned by Bob Oakman & Bert Manning. Later became St. Clair Beach's public Golf Course
Lakewood Club House	13438	Riverside Drive	1919		St. Clair Beach	Privately Owned by Bob Oakman & Bert Manning Now 13400 Riverside Dr.
Beach Grove Club House	14134	Riverside Drive	1921		St. Clair Beach	First Club House Wooden - Originally built in 1921, burned down in 1927. Rebuilt in 1929 as a private Club.
Original St. Clair Beach Home	13749	Riverside Drive				
Severs Property	13158	Riverside Dr.				Residence used for rum running
Beach Grove Pro Shop	115	Kensington				Assumed to be original pro shop
St. Mark's by the Lake Anglican Church	150	St. Marks	1953		St. Clair Beach	First Church in St. Clair Beach Area surrounding property was originally an orchard, owned by Florence and Ethel Wellwood. The property was then donated to the Church.
D.M. Eagle School Site	14194	Tecumseh Road	1928		St. Clair Beach	In 1946 became DM Eagle School, prior to it was a little white building used as a one room school house. Named after David Melville Eagle who taught both English and French in the area.

Committee Member

Chris

Chris

Chris

Chris

Chris

Dwayne

Dwayne

Dwayne

Dwayne

Dwayne

Terry

Terry

Terry

Terry

Rita

Terry

Terry

Rhonda

Rita

Rita

Rhonda

Rhonda

Rhonda

Brian

Rhonda

Rhonda

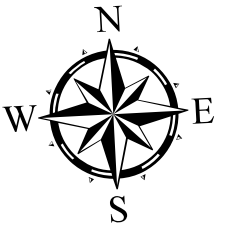
Old Cada Homestead	14242	Tecumseh Road			St. Clair Beach	Original farmhouse of the Cada Family	Rhonda
Robinet Hardware	12222	Tecumseh Road	1870s		Tecumseh		Brian
Lacasse House	12125	Tecumseh Road			Tecumseh		Brian
Tecumseh Area Historical Society site including log cabin and sheds	12350	Tecumseh Road			Tecumseh	Site of the original railroad yard and current location of Lesperance Log Cabin (circa 1799)	Ian
Campeau House	11941	Tecumseh Road			Tecumseh	Blue House on Tecumseh Road Prior to St. Anne's Chapel, the building was used as a place to hold mass	Ian
Stone Porch House	11961	Tecumseh Road		Arts and Crafts	Tecumseh	Residence used for rum running	Ian
Log Cabin	6455	Walker Road			Sandwich South		Ian
Lachance House		William Street			Tecumseh	Building near track field	Ian
Baillargeon House	13028	Tecumseh Road			Tecumseh		Jerome
Baillargeon House	13754	Tecumseh Road			Tecumseh		Jerome
Grain Elevator					Maidstone		Jerome
Mrs. John's General Store					Maidstone		Jerome
Old Seven Ponds					Sandwich South	E.C. Row near Shawnee	Jerome
	5676	Highway #3		Century Farm	Sandwich South	Mrs. Mary (Emmett) McCarthy 5680 Highway 3?	
***IN WINDSOR NOW				Century Farm	Sandwich South	Mr. & Mrs. Ted Ure	
	1826	South Talbot		Century Farm	Sandwich South	Mr. & Mrs. Frank O'Neil	
	6277	Walker Road		Century Farm	Sandwich South	Gary & Russ O'Neil	
		Snake Lane		Century Farm	Sandwich South	Lonboroug/Bedford Family	
				Century Farm	Sandwich South	Ron & Joyce Holden - MOVED	
				Century Farm	Sandwich South	Edmund & Donna Curtis - MOVED	
	4327	11th Conc		Century Farm	Sandwich South	Murry & Marcy McKenzie	
	4890	County Rd 8		Century Farm	Sandwich South	Doug & Annie Pettypiece	
	6519	Malden Rd		Century Farm	Sandwich South	Gordon & Thomas Collins	
	4320	11th Conc Rd		Century Farm	Sandwich South	The Battersby Family	
	5660	S. Talbot		Century Farm	Sandwich South	The Halford Family	
	1988	Cty Rd 8		Century Farm	Sandwich South	The White Family	
	6744	11th Conc		Century Farm	Sandwich South	Pearl Farough & Family	

 = Address Change

TOWN OF TECUMSEH HERITAGE PROPERTY CANDIDATES CENTURY FARMS and DESIGNATED HERITAGE Location Map

Legend

- Designated Heritage Property
- Century Farm
- Heritage Property Candidate



FID	Shape *	Match_addr	NAME_OF_PR
0	Point	12050 ARBOUR ST	Bell Tower at St. Anne Highschool
1	Point	424 BRIGHTON RD	Seguin House
2	Point	12048 COUNTY RD 34	St. Mary's Cemetery
3	Point	12433 DILLON DR	Victoria Public School
4	Point	2725 HIGHWAY 3	Sandwich South Council
5	Point	5280 HOWARD AVE	St. Stephen's Church
6	Point	5280 HOWARD AVE	St. Stephen's Church
7	Point	11945 INTERSECTION RD	Lachance Farm
8	Point	1192 LACASSE BLVD	Old Power House - Bonduelle Property
9	Point	1115 LACASSE BLVD	Poisson House
10	Point	590 LACASSE BLVD	Lacasse Park
11	Point	333 LACASSE BLVD	Tecumseh United Church
12	Point	1715 LESPERANCE RD	Lessard House
13	Point	1722 LESPERANCE RD	Desjardin House
14	Point	1107 LESPERANCE RD	Aspect House
15	Point	1521 LESPERANCE RD	St. Anne's Cemetery
16	Point	1061 LESPERANCE RD	Lemire House
17	Point	13451 RIVERSIDE DR	Lakewood Golf Course
18	Point	14134 RIVERSIDE DR	Beach Grove Club House
19	Point	13749 RIVERSIDE DR	Original St. Clair Beach Home
20	Point	13158 RIVERSIDE DR	Severs Property
21	Point	115 KENSINGTON BLVD	Beach Grove Pro Shop
22	Point	150 ST MARK'S RD	St. Mark's by the Lake Anglican Church
23	Point	14194 TECUMSEH RD	D.M. Eagle School Site
24	Point	14242 TECUMSEH RD	Old Cada Homestead
25	Point	12222 TECUMSEH RD	Robinet Hardware
26	Point	12125 TECUMSEH RD	Lacasse House
27	Point	12350 TECUMSEH RD	Tecumseh Area Historical Society site including log cabin and sheds
28	Point	11941 TECUMSEH RD	Campeau House
29	Point	11961 TECUMSEH RD	Stone Porch House
30	Point	6455 WALKER RD	Log Cabin
31	Point	13028 TECUMSEH RD	Baillargeon House
32	Point	13754 TECUMSEH RD	Baillargeon House
33	Point	11632 COUNTY ROAD 34	Grain Elevator
34	Point	11788 COUNTY ROAD 34	Mrs. John's General Store
35	Point	1826 SOUTH TALBOT RD	Mr. & Mrs. Frank O'Neil
36	Point	4327 11TH CONCESSION RD	Murry & Marcy McKenzie
37	Point	4890 COUNTY RD 8	Doug & Annie Pettypiece
38	Point	6519 MALDEN RD	Gordon & Thomas Collins
39	Point	5660 SOUTH TALBOT RD	The Halford Family
40	Point	1988 COUNTY RD 8	The White Family
41	Point	6744 11TH CONCESSION RD	Pearl Farough & Family
42	Point	13400 Riverside Dr	Lakewood Club House
43	Point	5676 HIGHWAY 3	Mrs. Mary (Emmett) McCarthy, new address?
44	Point	6277 WALKER RD	Gary & Russ O'Neil, New Address?
45	Point	4320 11th CON RD	The Battersby Family
46	Point	6191 SNAKE LANE	Bedford Farm
47	Point	12032 CNTY RD 34	St. Mary's Church
48	Point	2300 BANWELL RD	Smith Cemetery Banwell Road Black Area Settlement



Tecumseh Council established a Tecumseh Heritage Committee under the following Terms of Reference.

Statement of Recognition:

Our inheritance of architecture, cultural and natural landscape is an important and irreplaceable asset and resource. The conservation of these resources is fundamental to creating community pride and identity, attracting new residents and tourism, all of which have important economic impacts on our community. As well, the benefits from conservation of our heritage architecture and cultural/natural landscapes occur not only to the present generation but also to generations in the future. The immediacy of such conservation and heritage planning comes from the fact that, unfortunately, what is not saved and preserved today cannot be saved and preserved tomorrow.

Overview:

The *Ontario Heritage Act R.S.O. 1990 c.O.18* (Act) provides a framework for helping municipalities conserve properties of significant heritage value or interest. It also enables and encourages citizen participation in heritage conservation locally. Through the Act, municipal Councils are authorized to establish a Municipal Heritage Committee (MHC): a municipal advisory committee made up of at least five (5) people. The function of the MHC is to

1. advise Council on local heritage matters; and
2. assist Council in carrying out its heritage conservation program.

Cultural heritage resources can be:

- Buildings and structures;
- Cemeteries;
- Natural heritage;
- Cultural heritage landscapes;
- Archeological sites, including marine archaeology;
- Spiritual sites;
- Cultural heritage resource collections;
- Intangible heritage;
- And more...

The 2005 amendments to the Act provide stronger protection for our cultural heritage, and a more important role for MHC's. MHC's are now even more crucial to municipal decision-making on heritage planning and conservation.

Council is empowered under the Act to:

- Designate individual property and designate districts or areas;
- Issue or refuse permits to alter or demolish a designated property;
- Repeal designation bylaws;
- Purchase or lease individually designated property;
- Expropriate designated property;
- Provide grants and loans to designated property owners; and,
- Enter into easements and covenants.

These statutory powers give rise to the following responsibilities of a municipal Council:

- Setting the municipal budget to be used for heritage conservation;
- Carrying out heritage conservation policies in the Official Plan and its amendments; and,
- Receiving recommendations and consulting with the MHC, where one is established, and having due regard for the committee's advice on designation, alterations to designated property, demolition, repeal of designation bylaws, and other matters relating to heritage conservation in the municipality.

The MHC is the resource base of information and knowledge for Council, administration and the community for all heritage matters.

In addition, the MHC, as an advisory committee of Council, is representative of the community and, as such, is recognized as the legitimate vehicle for co-ordinating and conveying community concerns. It, therefore, plays an important role by enabling the community to participate more directly in the decision-making process.

The role of the MHC may be summarized as follows:

- To advise and recommend;
- To provide knowledge and expertise;
- To facilitate the work of the organizing body by ensuring open and honest representation;
- To create a climate of consensus;
- To be sensitive to the range of views in the community which it represents;
- To promote good-will and trust within the community; and
- To act as a liaison between politicians, organizational staff, members of the public, and other stakeholders.

1.0 Role of the Town of Tecumseh Heritage Committee (THC)

Municipal Heritage Committee activities are largely determined by its provincially and municipally legislated role and include:

1.1 Advise Council on matters of cultural heritage;

- 1.2 Advise Council on all applications pertaining to a heritage property or a heritage district for the purpose of:
 - Designation or de-designation;
 - Alteration, addition or demolition;
 - Loans or grants; or
 - Easement agreements.
- 1.3 Advise and assist with the development and maintenance of an inventory of the Town's heritage resources. Typical activities include: Surveying, Inventory and Researching.
 - Many municipalities begin their heritage conservation programs by examining, researching, and evaluating all the properties and areas that may deserve protection now and in the future. The results of such a survey or inventory can make individual designation decisions easier and more objective. An inventory is also an effective tool for showcasing a community's properties of heritage value or interest.
- 1.4 Advise and assist with the development of municipal heritage conservation guidelines and significance criteria, and with municipal heritage policies, plans and programs; input to be included in development of policies, land use plans and related to the Town's Official Plan.
- 1.5 Advise and inform Council of new heritage legislation and funding initiatives.
 - The THC will inform and advise Council on new heritage legislation and funding initiatives either directly through reports and minutes or indirectly through noted input in reports developed by Tecumseh administration.
- 1.6 Advise and develop working relationships with owners of heritage designated properties such as, providing advice to property owners and appropriate conservation and maintenance practice.
- 1.7 Advise and assist with the development of education programs and promote the activities of the THC.
 - MHC's are active in promoting heritage conservation within communities. Municipal Heritage Committees often produce newsletters, descriptive guides, exhibits, and other educational material about notable buildings, streets, landscapes and districts to raise awareness of the unique qualities of the properties of heritage value or interest.
- 1.8 Liaise with other like organizations to promote Tecumseh's cultural heritage.
 - The MHC enables the community to express its interests in heritage conservation through a recognized forum, and to know and understand heritage issues. However, keep in mind that municipalities by themselves

cannot provide all the heritage conservation opportunities in the community. Cooperation and consultation with other heritage and community organizations not only supports existing networks but also promotes community involvement.

- 1.9 Develop an annual budget for submission to Council along with well-defined goals and objectives for the upcoming year.
 - Ultimately MHC budget approval rests with Council. MHC is accountable to Council for its financial transactions.
- 1.10 Advise and inform Council with regard to provincially-owned heritage properties.
 - In accordance with the Environmental Act, the THC will advise and inform Council on proposed alterations to or sale of heritage properties owned or leased by the Province of Ontario which are located in Tecumseh.
- 1.11 Advise/Inform Council with regard to national historic sites.
 - The THC will advise and inform Council on the heritage properties proposed for designation by the Historic Sites and Monuments Board of Canada, on cost-sharing agreements between Parks Canada and National Historic Sites and on issues relating to railway stations designated under the Railway Stations Protection Act.

2.0 Organization of the THC:

The THC should be composed of people residing within the Town of Tecumseh who demonstrate a strong commitment to the terms of reference. A cross section of people should attempt to be chosen in order to bring to the MHC relevant technical and professional expertise as well as strong advocacy, communication and organizational skills.

- 2.1 Appointment will be advertised in local newspapers as per the Town's procedures for Committees of Council.
- 2.2 Committee Members will be appointed by Council.
- 2.3 The term of a Committee Member is one (1) year coinciding with the term of the Council that has made the appointment.
- 2.4 Additional members may be appointed throughout the one (1) year for the duration of the term.
- 2.5 The Committee will be composed of up to ten (10) members. The THC must have a minimum of five members as stipulated in the Act.

- 2.6 A Committee Member may apply for a re-appointment for any number of consecutive or non-consecutive terms, in order to ensure transfer of knowledge and continuity amongst Committee Members.
- 2.7 One member will be appointed by vote of the committee at the first meeting of each new year to chair the meetings for that year. The committee will also, at this time, select a vice-chair for the same duration.
- 2.8 A Municipal staff person will record the minutes of meetings of the THC. The Clerk and Planning Departments shall interact in an advisory manner to the committee on an as-required basis.
- 2.9 The regional representative of the Provincial Ministry will be invited to provide support to the THC in an advisory manner.

3.0 Meetings:

- 3.1 The THC will hold their regular meetings monthly.
- 3.2 The date and time of the regular meetings will be established at the first meeting of each year.
- 3.3 Meetings will have a formal agenda.
- 3.4 Agendas and information packages, that will include the minutes from the previous meeting, will be sent (via mail, e-mail, or fax) to Committee Members five (5) days prior to the next meeting.
- 3.5 A majority of Council appointed Committee Members will constitute quorum for the transaction of business.
- 3.6 The members may meet occasionally informally to discuss issues as warranted.

4.0 Role of The Chair:

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- 4.1 Calling the meetings to order.
- 4.2 The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format.
- 4.3 Creating an agenda in consultation with the municipal staff designate(s).

- 4.4 Chairing the meetings.
- 4.5 Acting as spokesperson.
- 4.6 Representing the THC on other committees when necessary.
- 4.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-law.
- 4.8 In the absence of the Chair, these responsibilities will be undertaken by a committee member designated as vice-chair.

5.0 Role of Members:

Membership on the THC is a position of responsibility and requires a strong commitment to the Terms of Reference. THC members are required to:

- 5.1 Attend all regular scheduled meetings. Members who miss two (2) or more meetings in a year without cause will be removed from the committee. Members are required to notify the Chair or the designated municipal staff liaison if they are unable to attend a meeting.
- 5.2 Review all information supplied to them.
- 5.3 Prepare information for use in the development of heritage designation related by-laws.
- 5.4 Make site visits to properties proposed for heritage designation and to heritage designated properties applying for building/renovation/demolition permits when required.
- 5.5 Promote the heritage resources, architectural preservation and the role of the THC.
- 5.6 Offer input to committee reports to Council.
- 5.7 Research inventoried properties as may be necessary.
- 5.8 Attend training as required to effectively perform their role as a committee member (expenses to be covered through the THC budget).
- 5.9 Be familiar with municipal, provincial and federal legislation that applies to architectural preservation.

- 5.10 Committee Members are subject to The *Municipal Conflict of Interest Act R.S.O. 1990 c.M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

6.0 Role of Municipal Staff:

The THC, by its nature and purpose, affects and is affected by many different Municipal departments (i.e. planning, solicitor, building permits, building maintenance, etc.) Assistance will be provided on an as-required basis from the Corporate Services & Clerks and the Planning and Building Services Departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- 6.1 Assisting the Chair in the creation of an agenda.
- 6.2 Recording minutes at regular meetings.
- 6.3 Maintaining THC meetings, minutes and agendas.
- 6.4 Distribution of regular meeting agendas.
- 6.5 Acting as an information resource.
- 6.6 Orientation of THC members at the first meeting after Council appointment.
- 6.7 Assist the THC in its reporting to Council (see Sec. 7.0).
- 6.8 Ensure that departments are aware of designated properties, the implications of designation and of the role of the THC.
- 6.9 Present THC proposed budget to Council for approval.
- 6.10 Monitor the THC budget and approve expenses.
- 6.11 The Clerk will maintain a list of designated properties situated in the municipality that is of cultural heritage value or interest in accordance with Sec 27 of the Act.
- 6.12 Provide applications for demolition permits to the THC for review in advance of a demolition permit being issued.
- 6.13 Provide correspondence related to heritage matters to the THC.

7.0 Reports to Council:

The THC may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows:

- 7.1 Verbally by a Council representative.
- 7.2 Verbally by the Chair or the designated representative.
- 7.3 Minutes from the THC meetings.
- 7.4 Written reports.

An annual report will also be submitted to Council at the beginning of each new year outlining the THC's accomplishments in the previous twelve months.

8.0 Council's Obligations to the THC:

Under Part IV of the *Ontario Heritage Act* on Conservation of Cultural Heritage Value or Interest, Council is required to consult with the THC:

- 8.1 When updating the list of properties on the register;
- 8.2 Before giving notice of its intention to designate a property;
- 8.3 Before amending a by-law affecting a property under the Act;
- 8.4 Before repealing a by-law or part thereof designating a property;
- 8.5 Before considering an application for designated property to repeal the by-law or part thereof designating the property;
- 8.6 On an application to alter a designated property where the alteration is likely to affect the heritage attributes (listed in the statement of heritage value or interest) as set out in the bylaw designating the property;
- 8.7 Before delegating power to an employee or official of the municipality to consent to minor alterations of individually designated property;
- 8.8 On an application to demolish or remove any building or structure on a designated property; and,
- 8.9 Before passing bylaws providing for the entering into easements or covenants with owners of real property, interests therein, for the conservation of properties of cultural value or interest.
- 8.10 Under Part V of the *Ontario Heritage Act* on Heritage Conservation Districts, Council is required to consult with the THC:
 - Before passing a bylaw to define a study area for future possible designation as a heritage conservation district;
 - Before a proposed heritage conservation district plan is passed;

- Before Council delegates by bylaw its power to grant permits for the alteration or property situated in a heritage conservation district; and,
- On an application to demolish or remove any building or structure on property in a heritage conservation district.