



Heritage Committee (HC) Terms of Reference

Definitions

For the purposes of these Terms of Reference, the following definitions shall apply:

- a) "Township" means the Municipal Corporation of the Township of Tay;
- b) "Committee" means the Heritage Committee;
- c) "Council" means the governing body of the Township;
- d) "Councillor" means an elected official of the Township, including the Mayor;
- e) "Heritage" means properties of cultural heritage value or interest under Parts IV and V of the *Ontario Heritage Act*;
- f) "Heritage Act" means the *Ontario Heritage Act, R.S.O. 1990, c. 0. 18*, as amended;
- g) "Mayor" means the chief elected official of the Township;
- h) "Member" means an individual appointed to the Committee;
- i) "Municipal Act" means the *Municipal Act, 2001*, as amended;
- j) "Procedural By-law" means the Township By-law which provides the Rules of Procedure for Council and its Committees.

Purpose

As a Committee of Council, the Heritage Committee will be responsible for advising and assisting Council to ensure that appropriate heritage conservation practices are followed in accordance with the *Heritage Act*. In addition, the Committee's mission is to promote the awareness and significance of heritage within the Township.

Responsibilities

The Committee shall provide advice and recommendations to Council:

- a) on all matters relating to the designation of property, the review of heritage permit applications and other cultural heritage conservation under Parts IV (Conservation of Properties of Cultural Heritage Value or Interest) and V (Heritage Conservation District) of the *Heritage Act*;
- b) on applying the criteria established by the *Heritage Act* for the evaluation of properties of architectural, historical, and/or contextual value or interest;
- c) in the preparation, evaluation and maintenance of a heritage inventory and registry of properties and areas worthy of conservation;



- d) on any other matters relating to the conservation of a heritage inventory and registry of properties or areas of cultural heritage value or interest;
- e) on promoting the awareness and significance of heritage in the Township to Members of Council and the public;
- f) on developing and hosting special events related to the Township's heritage.

Composition

The Committee shall consist of a minimum of five (5) voting Members, being four (4) citizen Member appointments and one (1) Council representative. Citizen Member appointments shall be adopted by Council at the first Regular Council Meeting of each term.

In accordance with the Township's Procedural By-law, the Mayor shall be an ex-officio Member of each Committee, and have the same rights as the other Committee Members, including the right to vote.

Staff representation shall consist of the Manager of Planning and Development Services and/or their designate and other staff resources, as required. Staff shall be non-voting members and shall not be included to establish quorum. Staff responsibilities as they relate to this committee are limited to Agenda creation and Minutes recording, as well as related internal administrative processes.

Committee Members shall be appointed by By-law for the term of Council, four (4) years, and until their successors are appointed. In the event that a membership vacancy presents itself during the Term of the Committee, Council shall fill the vacancy by appointment without the need to advertise.

Chair/Vice-Chair

At its first meeting of each term of office, the Committee shall elect a Chair and Vice-Chair from among its citizen members. If the role of the Chair becomes vacant for any reason during a term of office, the Committee shall elect a new Chairperson from among its citizen members.

The Vice-Chair shall assume the role of the Chair in their absence.

Quorum

A majority of voting members are required to be present to constitute a quorum.



Meetings

The Committee shall adopt the meeting schedule for the year at the first meeting of each year, if not adopted in the final meeting of the previous year.

The Committee shall hold regular meetings on the first Tuesday of each month commencing at 2:00 p.m. Additional meetings shall be scheduled as considered necessary by the Committee or Chair.

If a Member is absent from three (3) consecutive meetings and/or events without cause as established by the Committee, the Chair shall contact the Member in writing to confirm whether they wish to continue serving on the Committee and commit to the remainder of their term. Where a Member advises that they no longer wish to serve, or does not respond to the Chair's written request, the Chair may recommend to Council that the Member be released from their duties and replaced.

Meeting agendas shall be prepared and distributed to all Committee members prior to each regular meeting and the business of the Committee shall be taken up in the order in which it appears on the agenda.

Minutes of all Committee meetings shall be prepared by the Committee staff resource and submitted to Council as part of the next regular Council Agenda.

Resources

The Committee shall request members of management, as well as any other individual as is deemed appropriate to participate in Committee meetings as applicable, so the Committee may fulfill its responsibilities.

Sub-Committees

The Committee, as its sole discretion, may pass a resolution to appoint sub-committee(s) on an ad-hoc basis to deal with specific issues relating to its core mandate. A Sub-Committee so appointed shall produce meeting notes to report to the regular Committee's meeting. Appointments to any sub-committee shall be only for the duration of the sub-committee's assignment.

For reference purposes, sub-committees are not required for activities within the Purposes and Responsibilities of the Committee as detailed in this Terms of Reference document.

Reporting

As referenced under the "Meetings" section of this document, the Committee shall report directly to Council through formal recommendations to be considered at the following regular meeting of Council.



The Committee may, upon request and approval, attend a regular meeting of Council to provide an annual report on its activities, achievements, and recommendations, as well as its proposed objectives and work plan for the upcoming year.

The Legislative Services Division, in consultation with the Staff Resource(s), shall review the Terms of Reference of the Committee prior to the end of the Council Term and make any recommendations for amendments prior to the appointment of the new Committee.

Remuneration

The public members of the Committee shall receive an annual stipend based on \$25.00 per meeting to a maximum of \$250.00 annually. As this Committee meets monthly, it shall not meet during the months of July and December in order to reflect a Committee recess, unless deemed necessary by the Committee and/or Chair. Committee remuneration is based on a maximum of ten (10) meetings per year.

In addition, public members shall receive compensation for attending events and/or functions outside of regularly scheduled Committee meetings, up to a maximum of \$150.00, as follows:

- Major Events/Functions (4 hours or more) = \$25.00
- Minor Events/Functions (less than 4 hours) = \$15.00

Terms of Reference Approved: AUGUST 26, 2026