



Municipal Heritage Advisory Committee Terms of Reference

**This is a mandated committee established as per By-law 19-08*

1.0 Mission Statement

This Municipal Heritage Advisory Committee provides advice and assistance to Council, Municipal staff and private property owners on matters relating to the conservation of the community's cultural heritage assets.

2.0 General

(a) Identify Heritage Resources:

On an ongoing basis, to compile a list of properties and other resources which are of heritage value or interest according the Regulation 9/06 of the Ontario Heritage Act. These properties are known as "Listed Properties" and shall be included in a municipal database.

(b) Recommend the Protection of Heritage Properties:

Recommend to Council and Staff that properties of significant cultural heritage value or interest be protected by designation under Part IV of the Ontario Heritage Act. The Committee will advise Staff of the necessary information for inclusion in the Bylaw including: legal description, statements of significance, and appropriate heritage attributes in accordance with the Ontario Heritage Act.

The Committee will also engage in early consultation with the property owner to gage interest and receptiveness to designation properties, including providing information and resources related to frequently asked questions.

(c) Recommend the Designation of Heritage Districts:

Review technical reports and background studies provided by qualified consultants regarding heritage conservation district boundaries, property hierarchies, heritage attributes and statements of significance for designation under Part V of the Ontario Heritage Act.

(d) Approval of Heritage Grant Funding:

At the request of the Director, provide direction and decisions on the approval of heritage grant funding for properties within the Downtown

Almonte Heritage Conservation District, where in the opinion of the Director the scope of work for a project falls outside the standard approval criteria (By-law 16-62).

- (e) Recommend Alterations and Additions:**
To make recommendations to Staff regarding the approval of specific alterations or additions to designated properties, which are likely to affect the property's heritage attributes established in the designating bylaw.
- (f) Recommend Regarding Demolition:**
To make recommendations to Council regarding the demolition of buildings and structures associated with listed or designated properties.
- (g) Recommend Acceptance of Heritage Impact Statements:**
At the request of the Director, provide recommendations for the acceptance or modification to Heritage Impact Statements associated with alternations, additions, demolitions or new construction on designated properties.
- (h) Provide Comment on Planning Applications and Proposals:**
At the request of the Director, provide comments on development applications which have potential for impact on heritage resources, and make recommendations regarding mitigative measures for consideration.
- (i) Promote Heritage Conservation Within the Municipality:**
Undertake and engage in promotion and education efforts which foster general awareness of the Municipalities cultural heritage resources and the benefits and myths associated with designation.
- (j) Reporting:**
Prepare and annual report to Staff and Council on the year's activities and expenditures and a projected budget for the succeeding year.

3.0 Appointment of Committee

- a. The Heritage Committee shall consist of no less than five (5) members and no more than nine (9) members, which will include one Council member, at least one member at large, and ideally at least one member from each of the three Wards.
- b. The Heritage Committee shall, at its first meeting of each year, elect from its members its own working groups (who, other than the chairperson thereof, may include persons who are not members of the Heritage Committee), and its own officers, who shall consist of a chairperson and secretary, and such other officers as the Heritage Committee deems advisable.

- c. All meetings of the Heritage Committee shall be open at all times to any person who expresses a desire to attend.
- d. The Heritage Committee should meet once a month, but at least once every four months.
- e. The term of office for committee members will be four years.
- f. Council may, within 60 days of receiving written notice from the Heritage Committee that a vacancy exists in the committee membership, appoint a new member to fill the remaining term of the vacancy. A vacancy shall be considered to exist upon the receipt of voluntary resignation or upon the committee records indicating that a member has been absent for three consecutive meetings unless excused by a simple majority vote of a quorum present.

4.0 Committee Support

The Director of Planning is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

APPENDIX I

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-08

BEING a by-law to establish a Municipal Heritage Advisory Committee and provide for the appointment of members thereto.

WHEREAS Section 28 of the Ontario Heritage Act, R.S.O. 1990, Chap. 0.18 provides that the council of a municipality may by by-law establish a Municipal Heritage Committee to advise and assist the council on all matters relating to Parts IV and V of the Ontario Heritage Act;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it advisable to establish such a committee and provide for the appointment of members thereto;

THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. A Municipal Heritage Advisory committee to be known as the Mississippi Mills Heritage Committee is hereby established.
2. The Heritage Committee shall consist of no less than five (5) members and no more than nine (9) members, which will include one Council member, at least one member at large, and ideally at least one member from each of the three Wards.
3. The Council of the Corporation of the Municipality of Mississippi Mills may by resolution replace members as terms of membership expire, or appoint from time to time such new members as it deems desirable.
4. The Heritage Committee acknowledges that appointment and replacement of members shall be made in consultation with the Corporation of the Municipality of Mississippi Mills, to ensure that the combined total membership of the local advisory committee is not less than five members.
5. The Heritage Committee shall, at its' first meeting of each year, elect from its members its own working groups (who, other than the chairperson thereof, may include persons who are not members of the Heritage Committee), and its own officers, who shall consist of a chairperson and secretary, and such other officers as the Heritage Committee deems advisable.
6. All meetings of the Heritage Committee shall be open at all times to any person who expresses a desire to attend.

7. The Heritage Committee should meet once a month, but at least once every four months.
8. The term of office for committee members will be four years.
9. Council may, within 60 days of receiving written notice from the Heritage Committee that a vacancy exists in the committee membership, appoint a new member to fill the remaining term of the vacancy. A vacancy shall be considered to exist upon the receipt of voluntary resignation or upon the committee records indicating that a member has been absent for three consecutive meetings unless excused by a simple majority vote of a quorum present.
10. The terms of reference of the Heritage Committee shall be as follows:
 - (a) **Identify Heritage Resources:**

On an ongoing basis, to compile a list of properties and other resources which are of heritage value or interest according the Regulation 9/06 of the Ontario Heritage Act. These properties are known as “Listed Properties” and shall be included in a municipal database.
 - (b) **Recommend the Protection of Heritage Properties:**

Recommend to Council and Staff that properties of significant cultural heritage value or interest be protected by designation under Part IV of the Ontario Heritage Act. The Committee will advise Staff of the necessary information for inclusion in the Bylaw including: legal description, statements of significance, and appropriate heritage attributes in accordance with the Ontario Heritage Act.

The Committee will also engage in early consultation with the property owner to gauge interest and receptiveness to designation properties, including providing information and resources related to frequently asked questions.
 - (c) **Recommend the Designation of Heritage Districts:**

Review technical reports and background studies provided by qualified consultants regarding heritage conservation district boundaries, property hierarchies, heritage attributes and statements of significance for designation under Part V of the Ontario Heritage Act.
 - (d) **Approval of Heritage Grant Funding:**

At the request of the Director, provide direction and decisions on the approval of heritage grant funding for properties within the Downtown Almonte Heritage Conservation District, where in the opinion of the Director the scope of work for a project falls outside the standard approval criteria (Bylaw 16-62).

- (e) Recommend Alterations and Additions:**
To make recommendations to Staff regarding the approval of specific alterations or additions to designated properties, which are likely to affect the property's heritage attributes established in the designating bylaw.
- (f) Recommend Regarding Demolition:**
To make recommendations to Council regarding the demolition of buildings and structures associated with listed or designated properties.
- (g) Recommend Acceptance of Heritage Impact Statements:**
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- (h) Provide Comment on Planning Applications and Proposals:**
At the request of the Director, provide comments on development applications which have potential for impact on heritage resources, and make recommendations regarding mitigative measures for consideration.
- (i) Promote Heritage Conservation Within the Municipality:**
Undertake and engage in promotion and education efforts which foster general awareness of the Municipalities cultural heritage resources and the benefits and myths associated with designation.
- (j) Reporting:**
Prepare and annual report to Staff and Council on the year's activities and expenditures and a projected budget for the succeeding year.

11. This By-law shall come into force and take effect on the passing thereof.

12. By-law No. 07-16 and shall be and hereby is repealed.

BY-LAW READ, passed, signed and sealed in open Council this 22nd day of January 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

Appendix A (to By-law 19-08)
Heritage Conservation District
Grant Criteria

The Council of the Municipality of Mississippi Mills has established a Heritage Grant Program to encourage the conservation of properties designated under Part V of the Ontario Heritage Act.

The Municipality will provide matching grant funding up to 50% (or a \$5,000 maximum) of the estimated cost of eligible heritage conservation work. This program is available for any designated property that is not eligible for the tax relief program because they do not pay tax on the property.

Application Intake:

Applications will be received by staff between March 1st and September 31st each fiscal year. Grants will be awarded on a first come first serve basis until the annual grant reserve is depleted.

Application Review:

Applications will be reviewed by the Planning Department for consistency with the Guidelines of the Heritage Conservation District Plan. Applications which demonstrate conformity with the guidelines will be approved by Staff. Applications which fail to demonstrate compliance will be forward to the Municipal Heritage Advisory Committee for review and final decision.

Any applicant unsatisfied with the decision of staff will be eligible to appeal to the Municipal Heritage Advisory Committee. The decision of the Advisory Committee shall be final.

Minimum Eligibility Criteria:

Successful applications must meet one or more of the following minimum eligibility criteria:

- Work represents repair or restoration of existing original materials and historic features;
- Work represents the removal of later layers and previous interventions that are not original to a structure;
- New development is contemporary in style, demonstrates good design and craftsmanship, and respects the diversity of building types and styles in the District;
- Work improves pedestrian environments and public spaces in a way which is sensitive to the character of the area;
- Work conserves, protects or enhances significant views of the river and townscape;

- Work represents the use of correct materials, sizes and detail appropriate to the buildings style and context;
- Work seeks to preserve, retain and protect the ongoing use and conservation of the property;