

HERITAGE VAUGHAN TERMS OF REFERENCE

Mandate / Objectives

Heritage Vaughan is an Advisory Committee established by Council for the purpose of encouraging community involvement and recommendations to Council on the identification, conservation and preservation of buildings and landscapes of cultural heritage value or interest, as individual properties or as heritage conservation districts pursuant to the Ontario Heritage Act.

The Role of Municipal Heritage Committees:

The *Ontario Heritage Act* defines the statutory role of municipal heritage committees, but also states that other responsibilities may be assigned to these committees through by-laws passed by the municipal council. The establishment of a municipal heritage committee enables a municipality to encourage community participation in local heritage conservation. In practice, a heritage committee often has a dual responsibility:

- To the municipality - to advise Council on heritage issues (under the *Ontario Heritage Act*); and, to carry out assigned duties according to the municipal by-law or resolution and procedures established by the municipality; and
- To the citizens of the municipality - to help ensure that plans for change and progress be developed in a manner which recognizes the historical continuity of their community.

The *Ontario Heritage Act* (s. 28) defines the committee's statutory role as follows:

- To advise and assist the council on all matters relating to the designation of individual properties (Part IV) or heritage conservation districts (Part V);
- Applications to alter, erect, demolish or remove any buildings or structures on designated properties;
- Applications to repeal by-laws which designate individual properties as heritage properties;
- Recommendations to enter into heritage conservation easement agreements or covenants; and
- To advise and assist Council on other heritage matters as Council may deem appropriate by by-law.

Other Responsibilities of Heritage Vaughan

Heritage Vaughan's activities flow from its statutory authority and are part of its advisory functions. In general, these include certain basic responsibilities that are conducted by municipal heritage committees with the assistance of City staff such as:

- Researching, identifying and evaluating all the properties and areas that may deserve protection by maintaining an inventory of listed heritage properties (structures);
- Issues related to designated or listed properties under the Ontario Heritage Act;
- Grants and funding supporting the preservation of heritage properties;
- Promoting heritage conservation as well as advising property owners on appropriate conservation and maintenance practices;
- The development of community recognition for architectural preservation through commemorative initiatives such as plaquing, awards for restoration and sympathetic infill development;
- Advising Council of new heritage legislation and funding initiatives
- Advising Council with regard to provincially-owned heritage properties and National Historic Sites.

Term

Public members are appointed for a four-year term, coinciding with the term of City Council and serve until their successors are appointed.

Membership

The Heritage Vaughan Committee shall be composed of up to eighteen (18) members, which may include Members of Council, with the Mayor as ex-officio.

The majority of members shall be qualified professionals with the following expertise:

- Architecture
- Cultural landscapes
- Archaeology
- Urban design and planning
- Natural heritage
- Land development
- Law
- Local history
- Culture
- Education

Members of Council may not serve as Chair or Vice Chair.

Members are to be appointed by Council. Any changes to the membership will require Council approval.

Remuneration

All Heritage Vaughan Committee members shall be paid an honorarium of \$50 per meeting attended with the Chair receiving \$60 per meeting attended.



Meeting Procedures

The proceedings of the committee are to be governed by the City's Procedural By-law.

Agendas and Reporting

Reports shall be prepared by the Urban Design and Cultural Heritage Division of Planning. Agendas shall be prepared and posted on the City's website at least one week prior to the scheduled date of meeting.

After each meeting of the Committee, a minute document shall be submitted to the Committee of the Whole, under the agenda item "Consideration of Statutory/Ad Hoc Committee Reports".

Meetings

Meeting dates are brought forward by the Office of the City Clerk and approved by the committee. Meetings are usually held on the third Wednesday of each month at 7:00 p.m., either in-person or virtually, unless otherwise noted.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

Notice of Meetings

Meetings will be noted on the City's website on the Agendas, Minutes and Extracts.

Quorum

A majority of members including the Chair shall constitute quorum.

Staff Resources

The role of Staff is to act as a resource to the committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee.

Staff from the Urban Design and Cultural Heritage Division of Planning will provide advisory and technical support specific to the mandate and objectives of the Heritage Vaughan Committee.

The Office of the City Clerk will be responsible for agenda production and distribution. The City Clerk's Office will be responsible for the giving of procedural advice and the recording of the proceedings of the Committee.



Authority

On May 2, 1977, Council established Heritage Vaughan with the enactment of By-law No.86-77 pursuant to Section 28 of the Ontario Heritage Act. The Committee's statutory role is advisory to Council and is recognized as the legitimate vehicle for coordinating and conveying community concerns respecting heritage conservation activities. The *Ontario Heritage Act* defines the statutory role of municipal heritage committees, but also states that other responsibilities may be assigned to these committees through by-laws passed by the municipal council. The establishment of a municipal heritage committee enables a municipality to encourage community participation in local heritage conservation.

The Committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Committee may not direct staff to undertake activities without authority from Council.

Amendment / Expansion of Terms of Reference

Only Council can initiate any amendment and/or expansion of the Terms of Reference.