

**The Corporation of the Township of Prince  
By-Law 2016-05**

**Being a By-Law to establish a Municipal Heritage Committee and provide for the  
appointment of members thereto.**

**WHEREAS** section 28 of the *Ontario Heritage Act*, R.S.O. 1990, CHAPTER O.18, provides that the council of 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*, R.S.O. 1990, CHAPTER O.18; and

**WHEREAS** the Council of the Corporation of the Township of Prince deems it advisable to establish such a committee and provide for the appointment of members thereto;

**THEREFORE** the Council of the Corporation of the Township of Prince enacts as follows:

- 1 A municipal heritage committee is hereby established, to be known as the "Prince Township Heritage Committee".
- 2 That the Prince Township Heritage Committee is established to advise and assist Council on all matters within the jurisdiction of the Council of the Corporation of the Township of Prince under the *Ontario Heritage Act*, as amended from time to time.
- 3 The committee shall consist of a minimum of five members. Members shall be appointed by Council who are residents and/or ratepayers of the Municipality, being a minimum of 18 years of age, and are not employees of the Municipality.
- 4 The Council of the Corporation of the Township of Prince may, by resolution, replace members as terms of membership expire, or appoint from time to time such new members as it considers desirable.
- 5 That the Terms of Reference of the Prince Township Heritage Committee are set out in Schedule "A" attached hereto and forming part of this By-law.
- 6 This by-law shall come into force and take effect on the date of its passing on the 9th day of February, 2016.

Read three times and passed on the 9th day of February, 2016.

  
Head of Council, K. Lamming

  
Clerk, P. Greig

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Schedule "A"

Terms of Reference

**A. Background**

Quoting from the Ministry of Tourism, Culture and Sport website: "The *Ontario Heritage Act* encourages local citizen participation in heritage conservation. It authorizes the council of a municipality to create a by-law that establishes a municipal heritage committee. Municipal heritage committees, comprised of local citizens who serve their community as volunteers, advise municipal councils and residents on local heritage matters and help municipalities carry out their heritage conservation programs. They are legitimate vehicles for coordinating and conveying community concerns".

The Prince Township Heritage Committee is thus created to identify, preserve and protect for future generations the Municipal Heritage that makes us uniquely Prince.

**B. Mission Statement**

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

**C. Mandate**

To advise and assist Council on all matters under the *Ontario Heritage Act* in which Council is required to consult with the committee relating to Council's authority under Part IV and Part V of the Act to:

1. designate individual property (s.29).
2. amend a designation by-law (s.30.1)
3. consent to refuse alterations of designated property (s.33)
4. issue or refuse permits to demolish a designated property (s.34, s.42)

**D. Members/Composition/Quorum**

The Committee will be no less than 5 members and of that minimum number:

- At least 1 but no more than 2 member(s) will be from Prince Township Council.
- Members shall be residents or ratepayers of the Municipality.
- No one under the age of 18 years.
- No employees of the Municipality.

A Quorum will be 50% + 1.

**E. Chair Responsibility**

- Call meetings mindful of adequate notice for greatest representation.
- Chair all meetings of the committee.
- Through consultation with committee members set the agenda.
- Ensure that appropriate agenda materials are distributed.
- Guide the committee in addressing issues and concerns as they arise.
- Act as the official spokesperson for the committee.

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F. **Member Responsibility**

- Contribute ideas.
- Attend and actively participate in meetings.
- Declare any conflict of interest regarding specific agenda items.
- Keep confidential any information which is identified by the Committee as such.

G. **Terms of Membership**

The Committee will meet formally as necessary either at the discretion of the chair or alternately by a simple majority of appointed members. Our agenda driven public meetings will be held at the Community Centre. Every meeting will schedule an open discussion time and allow for the occasional guest speaker.

Unanimous consent of the committee members or a request from Council is sufficient to dissolve the committee.

H. **Goals**

Make use of the resources made available to the Prince Township Heritage Committee through "*The Ontario Heritage Act*", the offices of the "Ministry of Tourism, Culture and Sport" and the "Prince Township Council" to record, preserve and protect for future generations that which the citizens of Prince Township consider to be of significant Heritage value.

I. **Jurisdiction**

The Committee is limited to matters directly relating to its stated Goals.

J. **Budget and Resources**

The Committee's budget is \$0.

Committee resources include the use of the Township Office supplies (ex. paper, photocopier), Township Office Staff, and the Council Chambers.

K. **Remuneration**

This is a volunteer Committee and there will be no remuneration.