

**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law Number 03 - 45**

**A By-law to establish a Municipal Heritage Committee known as the “The Town of Erin Heritage Committee (TEHC)” and provide for the appointment of members.**

Whereas Section 28 of the Ontario Heritage Act, R.S.O. 1990, C.O.18, s.28, provides that the Council of a municipality may, by by-law establish a Municipal Heritage Committee known as “the Town of Erin Heritage Committee (TEHC)”, to advise and assist Council on all matters relating to Parts IV and V of the Ontario Heritage Act and such other heritage matters as Council may specify by by-law and:

Whereas the Council of the Town of Erin deems it advisable to establish such a committee and provide for the appointment of members thereto;

Now, Therefore, the Council of the Town of Erin hereby **ENACTS AS FOLLOWS:**

- 1.0** A local municipal Heritage Committee to be known as the “Town of Erin Heritage Committee (TEHC)” is hereby established.
- 2.0 Membership and Responsibilities**
  - 2.1 The Town of Erin Heritage Committee shall consist of not fewer than five members and a maximum of nine members appointed for the term of Council by resolution of Council, and shall include a minimum of one Council member. Representation from local interested residents and heritage groups from all geographic areas of the Town is strongly encouraged. All members are regarded as private citizens and shall not represent any agency or firm in their capacity as a member of the Town of Erin Heritage Committee.
  - 2.2 The Council of the Corporation of the Town of Erin may by resolution, replace or appoint from time to time such new members as it considers desirable.
  - 2.3 The Committee shall, at its first meeting of each year, elect a Chairperson from its membership.
  - 2.4 Members will be selected on the basis of their demonstrated interest, knowledge and expertise in heritage matters.
  - 2.5 Eligible members will generally be residents or taxpayers in the Town of Erin.
  - 2.6 In the absence of the Chair, the quorum will appoint, from among its members, a Chair for the particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.
  - 2.7 All members will be expected to devote some time between meetings to work on matters before the Town of Erin Heritage Committee.

### **3.0 Meetings**

- 3.1 Town of Erin Heritage Committee shall meet when it is deemed appropriate and shall provide the Town of Erin with its meeting schedule. All meetings of the Town of Erin Heritage Committee are open to the public.
- 3.2 Quorum for a full meeting of the Town of Erin Heritage Committee will be a majority of the current membership.
- 3.3 All meetings of the Town of Erin Heritage Committee will be chaired by the Chair, or, in the absence of the Chair, a member appointed in accordance with Section 2.6.
- 3.4 All recommendations and decisions of the Town of Erin Heritage Committee will be determined by a majority vote of the members present at a meeting.
- 3.5 The Town of Erin Heritage Committee may establish subcommittees for various topics, issues or proposals as required. Such subcommittees may include non-committee members, with the approval of the Chair, provided the subcommittee is chaired by a member of the Town of Erin Heritage Committee. Subcommittees shall report to the Town of Erin Heritage Committee through the subcommittee Chair.

### **4.0 Conflict of Interest:**

- 4.1 Members having a conflict of interest in any matters under consideration by the Town of Erin Heritage Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

### **5.0 Financing:**

- 5.1 Members of the Town of Erin Heritage Committee will receive no remuneration for their involvement in the Town of Erin Heritage Committee.
- 5.2 Financial support for the Town of Erin Heritage Committee will be reviewed annually as part of the Town's regular budget preparation process. Additional, special project funding requests may also be submitted by the Town of Erin Heritage Committee.

### **6.0 Reporting:**

- 6.1 The Town of Erin Heritage Committee will be established by Council and will report directly to Council on an annual basis and more frequently if required.
- 6.2 The Committee shall keep proper minutes and records of every meeting and provide the Town with a copy of same.

### **Terms of Reference and Role of the Town of Erin Heritage Committee as Defined by Council:**

- 6.3 To initiate and provide Council with advice with respect to the designation of properties and districts under Parts IV and V of the Ontario Heritage Act.
- 6.4 To provide advice as to how the conservation of heritage features may be achieved through the adoption of appropriate municipal policies such as zoning by-laws and Official Plan policies under the Planning Act.

- 6.5 To establish criteria for the evaluation of properties of heritage value or interest.
- 6.6 To establish and maintain an inventory of properties of heritage value or interest, which inventory shall be forwarded to Council for information.
- 6.7 To promote the awareness of the Town of Erin's heritage through publications, events, public speaking, displays, signage and plaques.
- 6.8 To be circulated on all relevant development, demolition and capital project applications for the purposes of providing comments on any relevant matters.
- 6.9 To liaise between the Town and the Wellington County Museum and Archives and other heritage organizations, as desirable, to implement the objectives of the Town of Erin.
- 6.10 To provide advice to property owners with respect to the restoration of heritage buildings, or the making of sympathetic improvements thereto.
- 6.11 To report to Council on Heritage in a broader sense as it relates to man-made features (e.g. altered landscapes, architecture, archaeological remains), the natural environment (e.g. cultural landscapes, forests, wildlife, geology, rivers) and culture (e.g. oral history, skills, story, dance, music).
- 6.12 To advise Council as a means of conserving heritage properties through a variety of means, review available funding sources and advise on current heritage legislation.

**Read a FIRST, SECOND and THIRD time and PASSED in Open Council  
this 3<sup>rd</sup> day of September, 2003.**

**Original Signed, Sealed and in Municipal Office Vault**

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**Mayor**

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**Clerk**