



Terms of Reference

Essex Municipal Heritage Committee

Authorizing or Mandating Legislation: *Ontario Heritage Act*, section 28
Procedural By-Law: By-Law Number 2159, as amended from time to time
Approved: March 20, 2023 – Council Resolution R23-03-105
Evaluation Date: August 2026

1.0 PURPOSE

- 1.1 To advise and assist Council on matters relating to Parts IV, V of the *Ontario Heritage Act*, and other such other heritage matters as Council may specify through resolution or municipal by-law.
- 1.2 To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

- 2.1 **Type:** Statutory Committee
- 2.2 **Resources:**
 - a) Staff Support: Planning Services Division
 - b) Number of Council Members: One
 - c) Number of Community Members: Minimum of five (5), maximum of ten (10), as per the Ontario Heritage Act
- 2.3 **Term:** January 1, 2023 to November 14, 2026
- 2.4 **Meeting Frequency:** Monthly
- 2.5 **Remuneration:** None

3.0 SCOPE OF WORK

- 3.1 The Essex Municipal Heritage Committee shall advise Council or the delegated employee/authority on matters relating to:
 - a) The addition or removal of reference to a property on the Municipal Heritage Register.
 - b) The designation of property and heritage conservation districts.
 - c) Amendments to a designation by-law save for exceptions listed under the Ontario Heritage Act.
 - d) An initiative of Council or a Property Owner to Repeal a designation by-law.
 - e) Heritage Alteration Permit applications, including the demolition and removal of a designated building or structure, or identified heritage attribute.

- f) Establishing criteria for the evaluation of properties of architectural and/or historical value or interest.
- g) The preparation, evaluation, and maintenance of a Heritage Inventory and Registry of properties and areas worthy of conservation.
- h) The conservation of a Heritage Inventory and Registry of properties or areas of cultural heritage value or interest.
- i) Programs and activities to increase public awareness and knowledge of heritage conservation issues.

4.0 REQUIRED SKILLS

Communications
Stakeholder Relations

Critical Thinking/Analysis
Land Use Planning