

**The Corporation of the Township of  
Smith-Ennismore-Lakefield**

**By-law Number 2010- 086**

**Being a By-law to Enact a Municipal Heritage Committee**

**Whereas** the geographic Township of Smith-Ennismore-Lakefield has been established from the historic Townships of Smith and Ennismore and the former Village of Lakefield;

**And Whereas** Section 28 of the *Ontario Heritage Act R.S.O. 1990, CHAPTER O.18*, as amended authorizes the Council of a local municipality to pass a By-law establishing a Municipal Heritage Committee to advise and assist the Council on matters relating to the conservation of properties of local heritage value or interest and the establishment and designation of heritage conservation districts;

**And Whereas** the Council of the Corporation of the Township of Smith-Ennismore-Lakefield deems it advisable and expedient to establish such a committee and provide for the appointment of members thereto;

**Now Therefore** the Council of the Corporation of the Township of Smith-Ennismore-Lakefield enacts as follows:

**Section 1 - Definitions and Interpretations**

1.1. For the purpose of the By-law:

“Township” means the Corporation of the Township of Smith-Ennismore-Lakefield.

“Committee” means the Smith-Ennismore-Lakefield Heritage Committee.

“Act” means the *Ontario Heritage Act, R.S.O. 1990 Chap. O.18*, as amended.

**Section 2 - Establishment**

2.1. A Municipal Heritage Committee is hereby established to be known as the “Smith-Ennismore-Lakefield Heritage Committee”. The Committee shall replace the Village of Lakefield’s former Local Architectural Conservation Advisory Committee (“LACAC”).

**Section 3 - Duties**

3.1. The Committee shall advise and assist Council in matters relating to heritage conservation districts and individual structures of historical and/or architectural significance, and the conservation of archaeological resources and cultural landscape features. The Committee will also encourage and promote heritage conservation within the Township and assist property owners in undertaking appropriate conservation/preservation and maintenance practices. The Committee will achieve this purpose by working with Township staff, other Township Committees and related agencies.

Specific duties and functions shall include, but not be limited to the following:

- (a) Making recommendations to Council and establishing criteria for the evaluation of properties of cultural heritage value or interest;
- (b) Developing and maintaining an inventory of the Township’s significant heritage buildings, cultural landscapes and cemeteries;
- (c) Updating and maintaining data relating to the Ontario Heritage Database;
- (d) Encouraging and promoting heritage awareness and conservation and preservation within the Township;
- (e) Assisting and educating the public in undertaking appropriate conservation, preservation and maintenance practices;

- (f) Acting as a resource for Council and municipal departments on built heritage and archaeological issues;
- (g) Contributing to the development, implementation and evaluation of plans, policies and programs to guide heritage development in the Township;
- (h) Encouraging and supporting community heritage celebrations;
- (i) Encouraging, recognizing and rewarding initiative and excellence in heritage pursuits in matters including, but not limited to, volunteerism, or public conservation projects;
- (j) Co-operating with other public agencies and civic organizations and groups interested in built heritage and its conservation and/or preservation;
- (k) Participating with other public Committees and Township departments in the development of design guidelines for heritage properties;
- (l) Encouraging community awareness, appreciation and support of heritage activities;
- (m) Making recommendations regarding properties of historical and/or architectural significance for designation;
- (n) Reviewing applications and public works affecting properties of historical and/or architectural significance and responding to the operating department of the Township within a period of ten (10) working days from the date such material is received for review;
- (o) Marking or supervising the marking of properties considered to be of historical, architectural, archaeological, cultural or aesthetic significance as designated by Council;
- (p) Appointing sub-Committees, to perform functions, including but not limited research and public education;
- (q) Establish well-defined goals and objectives for the upcoming year; and
- (r) Submitting an annual report at the beginning of each new year outlining the Committee's accomplishments in the previous twelve months.

#### **Section 4 - Meetings**

- 4.1. The Committee will meet quarterly, or on a more frequent basis, as may be required from time to time.
- 4.2. Each Committee member will receive notice of proposed meetings.
- 4.3. If a member is absent for three or more consecutive meetings, or five meetings in any twelve-month period, then the Committee shall make a recommendation to Council regarding the removal of the member from the Committee.
- 4.4. Meetings will have a formal agenda however, the Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas.

#### **Section 5 - Committee Structure**

- 5.1. Committee members will be appointed by Township Council.
- 5.2. The term of the members of the Committee shall be four years coinciding with the term of the Council that has made the appointment.
- 5.3. Council may, by Resolution and when required in order to maintain the requisite number and composition of members on the Committee, select and appoint new members to the Committee for the duration of the term.

- 5.4. The Committee will be composed of a minimum of 5 persons with a maximum of 7 persons, one of which shall be a member of Council, the balance of which will demonstrate the following wide range of skills or membership in community organizations:
- (a) an understanding of heritage conservation approaches;
  - (b) a knowledge of historical research;
  - (c) trades-work;
  - (d) expertise in architectural history including local vernacular architecture;
  - (e) knowledge of land-use planning policies and regulations;
  - (f) understanding of municipal procedures and regulations;
  - (g) effective marketing strategies and approaches;
  - (h) knowledge of legal issues;
  - (i) research and writing; and
  - (j) a keen interest in heritage.
- 5.5. Council may by Resolution, at any time and from time to time at its sole discretion, remove any member from the Committee, as it deems advisable.
- 5.6. A Committee member may apply for a re-appointment for any number of consecutive or non- consecutive terms. Future Councils shall consider and have regard to the benefits of maintaining some continuity of the Committee through the reappointment of a minimum of two (2) members from the most recent composition of the Committee, but shall retain full discretion to make appointments to the Committee as they deem advisable, with or without any such reappointment(s).
- 5.7. One member will be chosen by vote of the Committee at the first meeting of each new year to chair the meetings for that year. The Committee will also, at this time, select a vice-chair for the same duration.
- 5.8. The Committee shall be subject to the provisions of the Township's Procedural By-law, as amended, as it applies to Committees.

## **Section 6 - Communication**

- 6.1. The Committee shall:
- (a) Provide Council with minutes of its meetings as passed by Committee Resolution.

## **Section 7 - Finances**

- 7.1. Committee members will be paid in accordance with the approved Council/Committee Remuneration By-law.
- 7.2. The Committee and/or Committee members shall not, while serving in such capacity, incur any financial expenses not previously passed by a Resolution of Council.
- 7.3. All expenditures are to be budgeted through the Building and Planning Department budget. Financial support will be reviewed annually as a function of the Township's budget review process.

## **Section 8 - Indemnities to Committee Members and others**

- 8.1. Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.

**Section 9 - Repeal**

9.1. By-law Number 83-58 being a By-law to establish a Local Architectural Conservation Advisory Committee in the Village of Lakefield is hereby repealed.

This By-law shall come into force and take effect on the date it is finally passed.

**Read a First, Second and Third Time and finally passed this      day of                      , 2010.**

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Reeve  
Mary Smith

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Angela Chittick  
Clerk

Corporate Seal