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: [DATE]
Evaluation Date: [DATE]

1.0 PURPOSE

1.1 To advise and assist Council on matters relating to Parts IV, V of the *Ontario Heritage Act*, and such other heritage matters as Council may specify through resolution or municipal by-law.

1.2 To increase public awareness and knowledge of local heritage and heritage preservation and conservation issues and efforts.

1.3 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:** December 14, 2026 to November 14, 2030

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 local heritage and heritage preservation and conservation issues and efforts.

4.0 REQUIRED SKILLS

Communications	Critical Thinking/Analysis
Stakeholder Relations	Land Use Planning