

# **Heritage Advisory Committee**

## **Terms of Reference**

### **Mandate**

All Committees of Council are required to follow the Committees of Council Administration Policy.

To provide assistance and recommendations to Council associated with identification, conservation and celebration of Brighton's cultural heritage resources as outlined in section 3.7 of the Municipal Official Plan and as governed by the Ontario Heritage Act.

It is understood that the Committee takes direction from Council in conducting this work.

It is further understood that recommendations of the Committee are devoid of political considerations and may be rejected or modified by Council.

### **Definitions**

- Heritage Properties include buildings of all types; structures such as monuments, roads and bridges; natural features; landscapes; archaeological sites; spiritual sites and cemeteries.
- Cultural Heritage Properties are those properties situated within the Municipality of Brighton that have cultural heritage value or interest for the community.
- Listing means the placing of a property on the Municipal Register of Properties of Cultural Heritage Value per section 27 of the Ontario Heritage Act.
- Designation means designation, by Municipal Bylaw, of a property per section 29 of the Ontario Heritage Act.

### **Goals and Objectives**

The Committee shall undertake work and provide advice to Council in the following matters:

- In partnership with community organizations, individuals and museums work to raise awareness of the importance of heritage properties and Brighton's history to the cultural, social and economic well-being of the community.
- Maintain a list of heritage properties situated within the Municipality, including research into individual properties to identify attributes of architectural and historical significance.
- Provide information to owners of heritage properties regarding Listing and/or Designation of their properties, and provide clarification, advice and assistance as requested.

- Identify properties of significant cultural heritage value to the community and determine the owner's willingness to have their property formally recognized through Listing. Make recommendation to Council regarding Listing of individual properties.
- When requested by the owner or Council undertake research and prepare documentation for the Designation of individual properties by municipal bylaw.
- When requested by Council or the Municipal Planning Department, review planning issues that affect specific heritage property and provide comment and recommendations.

NB. The Ontario Heritage Act requires that some specific matters be referred to the HAC for their advice.

- Identify opportunities for education of interested heritage property owners as to recommended methods for conservation and preservation.
- Identify potential incentives to owners to have their properties designated.
- Participate in the meetings and activities of the Northumberland Heritage Alliance and host meetings and events as appropriate.

### **Hilton Hall Heritage Centre**

1. Council and Staff are to be informed in advance of planned activities, with opportunity to intervene, either through the budget planning process or through Committee minutes. Uses would include but not necessarily be restricted to workshops, discussion groups, presentations and displays focused on heritage research, identification, conservation, education and celebration.
2. As a heritage centre one of the aims will be to retain and preserve, for research purposes, information and records pertaining to Brighton's heritage. Storage of this data will utilize electronic means and there will no long term accumulation and retention of bulky documents, artefacts or other physical items in the building.
3. The Heritage Advisory Committee may add furniture including items such as cupboards or filing cabinets, and the walls may be utilized to hang professional quality display boards and/or framed photographs subject to the approval of Staff.
4. Activities must comply with Municipal policies as advised by Staff.
5. The Facility programming and bookings will be the determination and responsibility of the Heritage Advisory Committee with the sanction from Council.
6. Utility and building maintenance costs will continue to be borne by the Municipality. The cost of programs, equipment and material improvement to the facility will be covered in the Committee budget (subject to Council approval on an annual basis), and/or by Committee fundraising activities.
7. The Committee will be responsible for initial 'sprucing up' of the facility subject to staff approval of any physical changes such as painting and decorating. The Municipality will be responsible for any improvement needed to bring the building

up to public occupancy standards. The Committee will be responsible for ongoing housekeeping associated with its use of the building.

8. The Committee will create a Sub-Committee with one or more Committee members plus additional volunteers to organize and supervise activities in the centre. The additional volunteers would not be considered Committee members but the entire Sub-Committee would be considered 'under the auspices' of the Committee and be eligible for protection by Municipal insurance coverage. Committee minutes will record the names of such individuals. The Sub-Committee will be known as "The Friends of Hilton Hall" (or another name adopted by them and approved by the Committee).

## **Member Requirements**

The Committee shall consist of a minimum of 5 voting members and a maximum of 8 voting members from as many of the following categories as practicable:

- A member of Council.
- Citizens from the urban area that have demonstrated interest in heritage preservation and/or local history.
- Citizens from the rural area that have a demonstrated interest in heritage preservation and/or local history.
- Citizens with a background or interest in the construction or renovation trade.
- A citizen currently attending ENSS as a student.

Staff support:

- A technical representative from the Municipal Planning Department (non-voting)
- Clerk Department staff for agendas and minute taking (non-voting)

The Committee or its members do not have the authority to make direct representations of the Municipality to Federal or Provincial Governments.

## **Term**

The term of office for the Heritage Advisory Committee will be the term of Council. However, the Committee members shall remain in their position until such time as new Committee members are appointed by a new Council following an election.

## **Frequency of meetings**

The Heritage Advisory Committee shall meet four (4) times per year, and more frequently at the discretion of the Chair and in consultation with staff. Meetings shall be governed by The Municipality's Procedural By-law as may be amended from time to time.