



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: L. Silani, RPP, MCIP, Director of Development & Strategic Initiatives

Department: Development & Strategic Initiatives

Date of Report: May 29, 2020

Report Number: DS-15-2020

Subject: Municipal Heritage Committee

Recommendation

That the report of the Director of Development & Strategic Initiatives dated May 29, 2020 (DS-15-2020) regarding a Municipal Heritage Committee BE RECEIVED.

Report

As requested, this Staff Report is intended to provide members of Council with information pertaining to:

- i. The Legislative Authority for Ontario municipalities to establish a Municipal Heritage Committee;
- ii. The Roles and Responsibilities of a Municipal Heritage Committee;
- iii. How a Heritage Committee is established;
- iv. Resources required should Council wish to establish a Municipal Heritage Committee.

The Ontario Heritage Act provides a legal framework to be used by municipalities to protect and conserve properties of significant heritage value or interest. Under this legislation, a municipality can establish a Municipal Heritage Committee to advise Council on all matters related to the identification, protection and promotion of cultural heritage.

A Municipal Heritage Committee is appointed by and is responsible and accountable to Municipal Council. It assists Council make decisions on any matter relating to the legal

designation and conservation of property of cultural heritage value or interest, including individual properties and heritage conservation districts.

Section 28 of the Ontario Heritage Act defines the Committee's statutory roles as follows:

- To advise and assist Council on all matters relating to Part IV (Conservation of Properties of Cultural Heritage Value or Interest) and on the identification of a potential Heritage Conservation District under Part V;
- To advise and assist Council on other heritage matters, as Council may specify by by-law.

Under Part IV of the Ontario Heritage Act, once a Municipal Heritage Committee is established, Council is required to consult with it:

- during the designation process for individual properties;
- on applications to alter designated properties;
- on applications to demolish or remove;
- on applications to repeal designation by-laws.

Under Part V of the Act, Council also has to consult with the Municipal Heritage Committee before passing a by-law to define one or more areas to be examined for future designation as a heritage conservation district.

According to advisory documents issued by the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries, Council can and should also assign the following additional responsibilities to their Municipal Heritage Committee:

- a) conducting municipal-wide heritage surveys that identify, examine and evaluate properties and areas that are worthy of protection, leading to the creation of a Municipal Heritage Register;
- b) preparing and providing information for the community pertaining to heritage conservation matters, and producing newsletters, guidelines and other promotional material to be used to educate property owners and the broader community with respect to local cultural heritage resources, best practices, and the applicable provisions of the Ontario Heritage Act;

- c) providing a recognized forum for residents to express their interest in heritage conservation, and supporting community efforts to protect and preserve important local cultural heritage resources.

The following cultural heritage policies were adopted by Council as part of the recently approved LaSalle Official Plan document:

“3.2.3 Cultural Heritage

- a) The Town recognizes the importance of its cultural heritage resources. The Town will, in partnership with community organizations, identify cultural heritage resources while encouraging their conservation, restoration, maintenance and enhancement as part of the community’s ongoing evolution.
- b) Pursuant to the Ontario Heritage Act, the Town may designate properties, including built heritage resources, heritage conservation districts, cultural heritage landscapes, archaeological resources and other heritage elements. The Town shall encourage partnerships with land trusts and private sector partners to promote the appropriate conservation of these cultural heritage resources.
- c) It is the intent of the Town to conserve and enhance designated cultural heritage resources in situ, wherever possible. The proposed relocation, removal or demolition of the heritage attributes assigned to a designated heritage property, and the development or site alteration on a designated property shall be subject to the provisions of the Ontario Heritage Act.
- d) The inventory, evaluation and conservation of cultural heritage resources of all types shall be carried out in accordance with the Ontario Heritage Act and shall conform to the applicable standards and guidelines available in the Parks Canada Standards and Guidelines for Historic Places in Canada, the Ontario Heritage Toolkit, and the Ministry of Tourism, Cultural and Sports’ 8 Guiding Principles.”

Ontario municipalities establish a Municipal Heritage Committee through a by-law that is adopted by Council. The by-law establishing this committee would include a Terms of Reference for how the committee is to operate and what the mandate of the committee

is. Attached, as Appendix 1 to this report, is an example of a Terms of Reference/Mandate for a Municipal Heritage Committee.

The Municipal Heritage Committee operates independently of Council, in keeping with the Terms of Reference/Mandate contained in the Council adopted by-law, and in accordance with the statutory/regulatory framework set out by the Province of Ontario in the Ontario Heritage Act.

Each Municipal Council must determine how many members are appointed to this committee, and what qualifications the members must possess. The Ontario Heritage Act requires a minimum of five members, however, most committees have between seven and eleven members. It is important for the Municipal Heritage Committee to have a broad cross-section of technical knowledge and experience --- including local historians, heritage architects, structural engineers, and tradespersons that have experience with historic building restoration. Most committees also have one or two Municipal Councilors as voting members on the Municipal Heritage Committee.

Depending on the size of the municipality and the expertise of the existing available Staff, each Council also assigns one or more municipal staff as a liaison and/or staff resource person(s) for the Municipal Heritage Committee. This staff liaison/resource person(s) would answer routine inquiries, forward and receive correspondence on behalf of the Committee, prepare agendas and minutes, hire and manage outside consultants, publish and serve notifications and perform other administrative/statutory duties required to comply with the legislative requirements as set out in the Ontario Heritage Act, and to complete tasks as prescribed in the Council adopted Terms of Reference/Mandate for this committee. In many municipalities this staff liaison/resource function is performed by Council Services and Planning Staff.

As part of the annual budget deliberations, Council provides the Municipal Heritage Committee with an annual operating budget. The budget dollars allocated across the Province of Ontario for municipal heritage purposes vary, and depend to a large degree on the extent of heritage conservation, education and promotion that is being undertaken in each of those communities.

Should Council wish to move forward with the establishment of a Municipal Heritage Committee for the Town of LaSalle, it should be noted that during the first two to three years from the date that a new Municipal Heritage Committee is established, Council will need to allocate an annual budget of between \$75,000 to \$100,000 per year.

This initial funding is required to cover the operational costs of the new committee and to pay the one-time costs associated with the retention of a qualified consultant to undertake a comprehensive Town-wide Municipal Cultural Heritage Study.

For all subsequent years, there will be a need to set aside and budget approximately \$50,000 to \$70,000 per year, to cover approximately 50 percent of the cost of hiring one additional Staff person (i.e. a new heritage planner), and to offset the on-going program costs associated with the education, outreach and promotion work of the new committee.

The Ontario Government has prepared a guideline to explain what is involved in undertaking this type of initial cultural heritage work – leading to the creation of a Municipal Heritage Register. Attached, as Appendix 2 to this report is a copy of this provincial guideline. The research work that needs to be completed as part of this Town-Wide study is extensive in nature and is very detail oriented --- requiring specialized skills, knowledge and experience to successfully complete.

Once this initial work is completed, the Municipal Heritage Committee would then have the required information to consider various “go-forward” options in terms of how best to further Council’s cultural heritage goals and objectives.

These future options could involve one or more promotion and/or education programs, and would likely also involve moving forward with the formal designation of one or more individual property that has been identified as warranting a formal heritage designation under the provisions as set out in the Ontario Heritage Act.

Consultations

None

Financial Implications

Additional Staff and Financial Resources as noted in this Staff Report will have to be allocated by Council as part of subsequent budgets, should Council wish to establish a new Municipal Heritage Committee.

Prepared By:



Director, Development and
Strategic Initiatives

L. Silani

Link to Strategic Goals

	Enhancing organizational excellence
	Sustain strong public services and infrastructure
Yes	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
Yes	Build on our high-quality of life

Communications

yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	Municipal Heritage Committee.docx
Attachments:	- Appendicies for Staff Report re municipal heritage committee.pdf
Final Approval Date:	May 28, 2020

This report and all of its attachments were approved and signed as outlined below:



Chief Administrative Officer

Joe Milicia