



TECHNICAL MEMORANDUM

DATE February 21, 2024

TO Matt Alexander, Principal Planner

CC Heidi Schopf, Cultural Heritage Team Lead

FROM Kanika Kaushal, Senior Cultural Heritage Specialist
Marisa Williams, Project Manager/Senior Planner

EMAIL: Kanika.Kaushal@wsp.com
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RE: IMPACTS OF BILL 23 (SCHEDULE 6), *MORE HOMES BUILT FASTER ACT, 2022* ON ONTARIO HERITAGE ACT & ROLE OF HERITAGE ADVISORY COMMITTEE AT MUNICIPALITY OF LAKESHORE, ONTARIO

1.0 INTRODUCTION

The Municipality of Lakeshore (the Client) has retained WSP Canada Ltd. (WSP) to provide an analysis of the impacts of the *More Homes Built Faster Act* (Bill 23) amendments to the *Ontario Heritage Act* (OHA) and how those impacts may affect Council's efforts regarding the conservation of known and potential heritage properties. WSP completed a review the amendments to the OHA that result from Bill 23 and identified high-level implications for the Municipality of Lakeshore (Section 2.0). As shared by the Municipality of Lakeshore, presently there is no Heritage Committee to advise and make recommendations on local Heritage matters. The municipality would thus like to understand what the OHA requires from a Heritage Committee highlighting roles and responsibilities of the Heritage Committee via a Heritage Committee Terms of Reference. WSP completed a review of the OHA and identified requirements for a Heritage Advisory Committee, these have been presented in Sections 2.0 and 3.0 of this memo.

2.0 AMENDMENTS TO THE ONTARIO HERITAGE ACT

Bill 23, the *More Homes Built Faster Act*, was passed by the provincial government and received Royal Assent on November 28, 2022. Schedule 6 of Bill 23 amends the OHA, which impacts processes and planning approvals related to listed and designated heritage properties. The amendments came into effect on January 1, 2023, and all municipalities are required to comply with the changes. A high-level summary of the changes to the OHA made through Bill 23 are summarized below (ERO 2024). A detailed analysis of the amendment is provided in Table 1.

- Listing properties on a municipal heritage register
 - Bill 23 (Schedule 6) imposes changes to municipal heritage registers related to the requirements for the removal and inclusion of listed (non-designated) properties on municipal heritage registers.
 - Listed heritage properties must meet one or more of the following criteria of O. Reg. 9/06 for determining Cultural Heritage Value or Interest (CHVI):
 - 1. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.
 - 2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.
 - 3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.

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- 4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
 - 5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.
 - 6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
 - 7. The property has contextual value because it is important in defining, maintaining or supporting the character of an area.
 - 8. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.
 - 9. The property has contextual value because it is a landmark. O. Reg. 569/22, s. 1.
 - Municipalities must make their heritage registers available on a publicly accessible website
 - Designation
 - A Notice of Intention to Designate may only be issued for properties that are on a municipal heritage register
 - A property must meet two or more criteria of O. Reg. 9/06 to be designated under Part IV of the OHA
 - Heritage Conservation Districts (HCDs)
 - To warrant designation under Part V of the OHA, at least 25% of properties within an HCD must meet two or more criteria of O. Reg. 9/06
 - Bill 23 (Schedule 6) includes an authority to set out processes to amend and repeal existing HCD bylaws. This regulation has not been developed yet and is undergoing consultation with the Ministry of Citizenship and Multiculturalism
 - Bill 23 (Schedule 6) includes amendments related to the demolition or removal of non-contributing (non heritage attribute) buildings or structures within an HCD
 - Other
 - Bill 23 (Schedule 6) establishes new authorities under Part III.1 of the OHA related to the *MCM Standards and Guidelines for the Conservation of Provincial Heritage Properties* (Standards & Guidelines). Specifically, the Crown and provincial agencies may opt out of compliance with the Standards & Guidelines if another provincial priority is deemed to take precedence. Other provincial priorities may include transit, housing, health and long-term care, other infrastructure, and other prescribed provincial priorities

(ERO 2024)

Table 1: Impacts of Bill 23 (Schedule 6) on the *Ontario Heritage Act* and Regulations

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
PART III.1 STANDARDS AND GUIDELINES FOR PROVINCIAL HERITAGE PROPERTIES		
Section 25.2		
<p>Section 25.2 of the OHA s amended by adding the following subsection: (3.1) Minister’s review of determination</p> <p>Subsection 25.2 (7) of the Act is repealed and the following substituted: Exemption re compliance</p>	<p>Provincial Requirements for Cultural Heritage</p> <p>The OHA currently permits the Minister [of the Ministry of Citizenship and Multiculturalism (MCM)] to prepare heritage standards and guidelines for the identification, protection, maintenance, use, and disposal of property that is owned by the Crown or occupied by a ministry or prescribed public body and that has cultural heritage value or interest (CHVI).</p> <p>The amendment authorizes the exemption of the Crown, ministry or prescribed public body from having to comply with the MCM Standards & Guidelines (S&Gs) if deemed that such an exemption could potentially advance one or more provincial priorities. At present, provincial priorities include transit, housing, health and long-term care, other infrastructure, and other prescribed provincial priorities.</p> <p>Part III.1 S&Gs for Provincial Heritage Properties of the OHA permits the Minister to review and revise the determination (or part of it) of cultural heritage value or interest (CHVI). This review would be carried out through a revision to the S&Gs and may be applied to determinations made on or before the amendment came into effect.</p>	<p>This amendment applies to Crown owned properties or properties occupied by a provincial agency or a prescribed public body, including Provincial Heritage Properties (PHPs) and Provincial Heritage Properties of Provincial Significance (PHPPS). The implication is that the Crown or provincial agency may opt out of following the MCM S&Gs to advance other provincial priorities.</p> <p>There is no implication to the Municipality of Lakeshore as a result to the amendment to Section 25.2 of the OHA. However, the Municipality of Lakeshore should be aware that the province may opt out of the requirements of the MCM S&G in select cases where another provincial priority takes precedence over cultural heritage.</p>
PART IV CONSERVATION OF PROPERTY OF CULTURAL VALUE OR INTEREST		
Section 27		
<p>Section 27(1) of the OHA is amended by adding the following subsection: 1.1 The clerk of the municipality shall ensure that the information included in the register is accessible to the public on the municipality’s website.</p>	<p>Accessibility of Municipal Heritage Register</p> <p>Section 27 of the OHA currently requires the clerk of each municipality to keep a register that lists all property designated under Part IV and Part V of the OHA and property that has not been designated, but that the municipal council believes to be of potential CHVI. Non-designated properties with potential CHVI are often referred to as ‘listed heritage properties’. The amended Subsection 27(1.1) requires that municipalities posted information on Part IV, Part V, and listed properties on the municipal website.</p>	<p>The current OP Policy 4.2.3.1 Cultural Heritage Resources states: f) The Town may prepare and maintain a cultural heritage database and/or heritage management plans for planning purposes, resulting in inventories of significant heritage buildings, heritage districts, cultural heritage landscapes, archaeological sites, and areas of archaeological potential within the Town.</p> <p>The amended Subsection 27 (1.1) requires that information on properties designated under Part IV or Part V of the OHA or listed on the Municipality of Lakeshore’s heritage register is publicly available on the municipal website.</p>

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
<p>Subsection 27 (3) of the OHA is repealed and the following substituted: Non-designated property</p> <p>Subsection 27 (3) is re-enacted to require that non-designated property must meet the criteria for determining whether property is of cultural heritage value or interest, if such criteria are prescribed.</p>	<p>Impacts to Listing Criteria</p> <p>This amendment increases the standard for including a non-designated property on a municipal heritage register by requiring that the property meets prescribed criteria which is defined in O. Reg. 9/06. This requirement would apply to non-designated properties added to the municipal register on or after the date amendments came into force.</p>	<p>The amended Subsection 27 (3) requires that a property must fulfil one criteria under OHA 9/06 in order to be eligible for listing.</p> <p>The amended Subsection 27 (3) requires the Municipality of Lakeshore to establish an administrative process to address the increased workload for the Municipality to conduct evaluations as well as regarding Council approvals.</p>
<p>Subsection 27 (13) – Expanded Objections</p> <p>Subsection 27(13) is re-enacted and the following substituted: (13) In addition to applying to properties included in the register under subsection (3) on and after July 1, 2021, sub sections (7) and (8) apply in respect of properties that were included in the register as of June 30, 2021 under the predecessor of subsection (3).</p>	<p>Objection Process</p> <p>Current subsection 27 (13) is re-enacted to provide that, in addition to applying to properties included in the register on and after July 1, 2021, the objection process set out in subsections 27 (7) and (8) apply to non-designated properties that were included in the register as of June 30, 2021.</p>	<p>All owners of properties listed prior to July 1, 2021 would be able to file a notice of objection to having their property included on the City's Heritage Register regardless of when it was added to the municipal register.</p> <p>The amended Subsection 27 (13) requires the Municipality of Lakeshore to establish an administrative process to address the increase in enquiries as well as reports to Council on any objections.</p>
<p>Subsection 27 (14) Removal of non-designated property</p>	<p>Removal from Heritage Register</p> <p>Bill 23 requires municipalities to remove properties from the heritage register if the municipality has given a notice of intention to designate the property and any of the following circumstances exist:</p> <ol style="list-style-type: none"> 1. The council withdraws its notice of intention to designate; 2. The council does not pass a by-law designating the property within 120 days after the notice of intention to designate is publicized, or in other prescribed circumstances; 3. A by-law passed by council is subject to an appeal to the Ontario Land Tribunal, where the Tribunal repeals the by-law or directs that the by-law be repealed. 	<p>The Municipality of Lakeshore must remove properties from the heritage register if the municipality has given a notice to designate the property and a) council withdraws its intention to designate; b) a designation by-law is not passed within 120 days, or c) the designation by-law is appealed by the Ontario Land Tribunal.</p> <p>Subsection 27 (14) requires the Municipality of Lakeshore to establish an administrative process to remove heritage properties from the register when the three conditions listed above are met.</p>

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
<p>Subsections 27 (14) to (18) Prohibition re: including property in register</p> <p>(15), (16) Removal of non-designated property</p> <p>(18) Prohibition re including property in register, subs.</p>	<p>Impact to Properties Listed on a Heritage Register</p> <p>Listed Properties that are not designated under Part IV or Part V of the OHA within the two-year timeframe, from when they are added to the Register or, for existing listings, from the date the Act came into force, are automatically removed from the Register and cannot be placed back on the Register for five years.</p>	<p>These amendments could lead to a major impact if the Municipality of Lakeshore has listed properties on the Municipal Register that need to be evaluated for Cultural Heritage Value or Interest. In this respect, the Municipality should engage with the Heritage Advisory Committee once established to proactively review the existing registry of listed properties to determine if any should be considered for designation. A third-party heritage consultant may be engaged for preliminary assessments and evaluations by the Municipality.</p> <p>Subsections 27 (14-18) require the Municipality of Lakeshore to establish an administrative process to designate listed properties where property meets evaluation criteria and remove listed heritage properties from the register that are not designated after the two-year timeframe.</p>
<p>Subsection 27 (17) Consultation not required</p>	<p>Consultation with Municipal Heritage Committee</p> <p>The Council of a municipality is not required to consult with its municipal heritage committee, if one has been established, before removing a property from the register.</p>	<p>Municipal Council is no longer required to consult with its municipal heritage committee in order to remove a property from the heritage register.</p> <p>Subsection 27 (17) requires an administrative process change with regards to the role of the heritage advisory committee if and when established for the Municipality of Lakeshore.</p>

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
Section 29		
<p>Subsection 29 (1.2) of the Act is repealed and the following substituted: Limitation</p> <p>1. Restrictions on Notice of Intention to Designate (NOID)</p> <p>2. 90 Day timelines to issue NOID</p>	<p>Impacts on issuance of a Notice of Intention to Designate</p> <p>Bill 23 removed a municipality’s ability to issue a notice of intention to designate (NOID) a property under Part IV of the OHA, unless the property is already listed on the register. If a prescribed event occurs with respect to a property (e.g. a development application), a NOID may only be issued if the property was already included in the municipal register as a non-designated property on the date of the prescribed event.</p> <p>The 90-day timeline for a municipality to issue a NOID following a prescribed event would then apply¹. This restriction would only apply where the prescribed event occurs on or after the date Bill 23 came into force.</p>	<p>Subsection 29 (1.2) amendment could lead to a major impact if the Municipality of Lakeshore has inventoried heritage properties that need to be evaluated for Cultural Heritage Value or Interest to include them on the Municipal Heritage Register. Once the property is listed, only then a NOID may be issued. In this respect, the Municipality should engage with the Heritage Advisory Committee once established to proactively review the existing inventoried properties to determine if any property should be listed. A third-party Heritage consultant may be engaged for preliminary assessments and evaluations by the Municipality.</p> <p>Subsection 29(1.2) requires a planning and administrative process change requiring heritage evaluations prior to issuing NOID and issuing NOID within the 90 days timeframe if a prescribed event has occurred.</p>
<p>Subsection 29 (1.2) of the Act is repealed and the following substituted: Limitation</p> <p>Criteria for Designation of Individual Properties</p>	<p>Impacts to Designating a non-designated property under Part IV of the OHA</p> <p>Bill 23 amendments proposed increase in the threshold for designation under Section 29, Part IV from one to two criteria (O.Reg.9/06). Furthermore, this requirement would apply only to properties where the NOID is published on or after the regulatory amendment came into force.</p>	<p>Section 29 amendment’s proposed increase in the threshold for designation from one to two criteria may focus more on architecturally significant cultural heritage resources and may lead to marginalization of underrepresented histories and groups.</p> <p>Subsection 29(1.2) requires a planning and administrative process change to review and evaluate the existing registry of listed properties to determine which properties should be considered for designation while ensuring the protection of buildings with high historical value and under-represented communities. A third-party heritage consultant may be engaged for preliminary assessments and evaluations.</p>

¹ [Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 \(Schedule 6\) - the Proposed More Homes Built Faster Act, 2022 | Environmental Registry of Ontario](#)

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
Part V HERITAGE CONSERVATION DISTRICTS Section 41		
<p>Section 41 (1) is repealed and the following substituted:</p> <p>Designation of Heritage Conservation Districts (HCDs)</p>	<p>Impacts to designating a Heritage Conservation District (HCD) property under Part V of the OHA</p> <p>Section 41 (1) of the Act permitted a council of a municipality to designate, by by-law, the municipality or any defined area of it as an HCD, if there is in effect in the municipality an official plan that contains provisions relating to the establishment of an HCD. This subsection is re-enacted to also require the municipality or defined area or areas to meet criteria for determining whether they are of CHVI, if such criteria are prescribed.</p> <p>Changes to O. Reg. 9/06 Criteria for Determining Cultural Heritage Value or Interest to establish that at least 25% of the properties within an HCD must meet two or more criteria in the regulation to be designated.² This amendment would apply only to HCDs where the notice of designation bylaw is published on or after the date the amendments came into force.</p> <p>Bill 23 permits the MCM to prescribe a process for municipalities to amend or repeal existing HCD designation and HCD plan bylaws.</p> <p>The outstanding amendments to the OHA made through Bill 108, the <i>More Homes, More Choice Act, 2019</i>, will also be proclaimed into force on January 1, 2023. These amendments speak specifically to the demolition or removal of an attribute that is not a building or structure within an HCD³.</p>	<p>Section 41 amendment's proposed increase in the threshold for designation of a heritage conservation district by requiring municipalities to apply prescribed criteria to determine an HCD's CHVI.</p> <p>Section 41(1) requires a planning and administrative process change to evaluate HCDs not just from an architectural value perspective but also from a historical and associative value. It is recommended that the Municipality of Lakeshore establish Priority focus areas that may subsequently recommended to be pursued for Part V designation. These may include:</p> <ol style="list-style-type: none"> 1. An area where a group of listed properties are in close proximity to one and another and together may form a cohesive cultural heritage landscape, in addition to the cultural heritage value the properties hold as individuals. 2. Commercial or mixed-use areas that have high cultural value 3. Residential areas (generally lower risk of demolition and redevelopment). <p>The Municipality should work with the Heritage Advisory committee, Council and the community to identify and designate HCDs in the future. The designation will follow the processes prescribed in Sections 40 and 41 of the OHA.</p>

3.0 HERITAGE ADVISORY COMMITTEE

The *Ontario Heritage Act* enables all municipalities to establish a municipal heritage advisory committee to advise, assist and make recommendations to Staff, Council on matters relating to build and cultural heritage matters, and other matters the Council may specify and educate the public. For municipalities with no heritage committees, either there is a delegation authority (bylaw), or the matters are addressed directly to Council for final decision. The Council will review and consider the heritage permit applications factoring in comments and recommendations of the Heritage staff and/or Planning Development Committee (if one exists) to approve the permit without conditions, approve the permit with certain conditions or refuse the permit. All applicants have

² [Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 \(Schedule 6\) - the Proposed More Homes Built Faster Act, 2022 | Environmental Registry of Ontario](#)

³ Ibid

the right to appeal if a heritage permit application is reduced by the Council or if the applicant does not support any terms or conditions.

Section 28 Municipal Heritage Committee under 'Register and Municipal Heritage Committee' of Part IV 'Conservation of Property of Cultural Heritage Value or Interest' of the *Ontario Heritage Act* provides the following commentary re: a municipal heritage committee:

Municipal heritage committee

28 (1) The council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to this Part, matters relating to Part V and such other heritage matters as the council may specify by by-law. 2002, c. 18, Sched. F, s. 2 (7).

Members

(2) The committee shall be composed of not fewer than five members appointed by the council. 2002, c. 18, Sched. F, s. 2 (7).

Continuation of old committees

(3) Every local architectural conservation advisory committee established by the council of a municipality before the day subsection 2 (7) of Schedule F to the *Government Efficiency Act, 2002* comes into force is continued as the municipal heritage committee of the municipality, and the persons who were the members of the local architectural conservation advisory committee immediately before that day become the members of the municipal heritage committee. 2002, c. 18, Sched. F, s. 2 (7).

At present, the Municipality of Lakeshore does not have a heritage advisory committee. WSP completed a review of the OHA and the approved Lakeshore Official Plan to identify requirements and list the typical roles and responsibilities of a Heritage Advisory Committee. These have been presented in the Table 2.

Table 2: Roles and Responsibilities of a Municipal Heritage Advisory Committee

HERITAGE MATTERS	TYPICAL ROLES AND RESPONSIBILITIES OF THE HERITAGE ADVISORY COMMITTEE
<i>Ontario Heritage Act</i>	<ul style="list-style-type: none"> Advise and assist Council on all matters related to OHA aligning with Section 4.2.3.2 Heritage Committee⁴ within the Lakeshore Official Plan (as approved by the Ontario Municipal Board) November 22, 2010 'Heritage Committee may be established and maintained pursuant to the OHA to advise and assist Council on matters related to the Act and other matters of heritage conservation. Additionally, Council may elect to expand the role of the Heritage Committee to advise and assist Council on other matters of cultural heritage conservation.'
Heritage Register	Aligning with Section 4.2.3.2 Heritage Committee ⁵ policy (b), the Heritage Committee will: <ul style="list-style-type: none"> Provide advice to Council on processes and procedures related to municipal register per Section 27(1) of the OHA. Advise on removal and inclusion of non-designated properties on the register to ensure it meets Bill 23 amendments and make recommendations as and where necessary. Work with Municipal Staff to ensure that Heritage Register is up to date and is publicly accessible online. Seek advice of local historical societies and genealogical societies in addressing cultural heritage matters.
Heritage	Provide recommendations to Council on property designations by

⁴ Lakeshore Official Plan (as approved by the Ontario Municipal Board) November 22, 2010. Accessed online from [1408234-001 Lakeshore_OP_Cov_OMB_Approved.cdr](https://www.lakeshore.ca/1408234-001_Lakeshore_OP_Cov_OMB_Approved.cdr)

⁵ Municipality of Lakeshore Official Plan (March 2021). Accessed online from: [1 \(lakeshore.ca\)](https://www.lakeshore.ca)

HERITAGE MATTERS	TYPICAL ROLES AND RESPONSIBILITIES OF THE HERITAGE ADVISORY COMMITTEE
Designations	identifying properties that meet prescribed criteria per Section 29 of the OHA and are worthy of designation under Part IV or Part V.
Heritage Permits	<ul style="list-style-type: none"> • Heritage attributes, both interior and/or exterior, of a property that is designated under Part IV and/or Part V of the OHA are protected through the heritage permit process. A heritage permit is required for designated heritage properties to: <ol style="list-style-type: none"> a) ensure that the heritage attributes as described in the designation by-law are not obscured, damaged or destroyed by a new development, alternations or any other form of intervention. b) ensure the new feature or any replacement feature does not diminish the heritage value of the property. c) ensure the new feature or any replacement feature is compatible yet distinguishable from the heritage attributes of the heritage property. <p>Section 33 of the OHA states that Council must provide its 'consent in writing' before any alterations can proceed that are likely to affect heritage attributes on properties designated under Part IV of the Act. Section 42 of the OHA applies to properties designated under Part V of the Heritage Act (districts). It should be noted that even though section 33 of the OHA only refers to 'consent in writing' from Council and does not specifically refer to a 'permit', as an Industry practice all municipalities seek Council's consent in writing which is considered as a Heritage Permit.</p> <p>It is the role of the Heritage Committee to reviewing heritage permit applications and provide recommendations to proponents, staff, and Council.</p>
Heritage Property Design Guidelines	<ul style="list-style-type: none"> • Advise and make recommendations on maintenance of and alterations to Heritage Properties to Staff, Applicants and Council on design guidelines for heritage homes and property owners.
Development/ Site Alterations/ Public Works Applications	<ul style="list-style-type: none"> • Review proposed development/site alterations / public works for properties that are: <ul style="list-style-type: none"> • non-designated listed on the Municipal Register as per Section 27(1) of the OHA, • properties Designated under Section 29 of the OHA, • properties within a Heritage Conservation District that are designated under Section 41 of the OHA, or that are being considered for designation under Section 40.1 of the OHA, • properties that are located adjacent to any non-designated or designated property as defined in the Provincial Policy Statement (PPS)
Commemorative Design Features and Heritage Plaques	<ul style="list-style-type: none"> • Advise Staff, Applicant and Council on commemorative features design to promote the history and heritage of the historic site.
Funding Opportunities for Heritage Properties	<ul style="list-style-type: none"> • Advise Staff, Council and public on funding incentives, grants, tax rebates available for Heritage properties.
Public Outreach and Education	<ul style="list-style-type: none"> • To advise and implement programs and activities that enhance public awareness and knowledge of conservation of heritage properties.
Attend Heritage Advisory Committee Meetings	<ul style="list-style-type: none"> • Attend HAC Meetings every month and if unable to attend, provide notification of absence to clerk. • Review materials provided by the clerk prior to the meetings

HERITAGE MATTERS	TYPICAL ROLES AND RESPONSIBILITIES OF THE HERITAGE ADVISORY COMMITTEE
	<ul style="list-style-type: none"> • Provide comments, suggestions and share resources from community members. • Share suggested agenda items to the Chair and clerk for future committee meetings.

To assist the Municipality of Lakeshore in establishing a Heritage Advisory committee, a description for committee members appointment criteria, committee composition and management has been listed below:

HERITAGE COMMITTEE COMPOSITION

As listed in Section 28 of the OHA, the committee shall be composed of not fewer than five members appointed by the council. A committee will work with the Chair, Vice- Chair and support staff.

HERITAGE COMMITTEE MEMBER CRITERIA FOR APPOINTMENT

- Resident of the municipality or works in the municipality or is a business owner in the municipality.
- Interest or knowledge in one or more of the following areas: heritage conservation, history, architecture, archaeology, indigenous history, planning, urban design, heritage trades, education
- Previous or existing volunteering experience within the community
- Committee member should have access to a computer and an email address to participate in virtual meetings and be able to access and review files.

MANAGEMENT

- Meetings: The committee shall meet once every month, e.g. third Wednesday of each month.
- Delegations: Delegations shall be limited to a ten-minute presentation after which the committee will make its recommendations. Delegations will be limited to applicants seeking comments on their applications under the Planning Act, Proponents of heritage permit applications and those seeking comments on their future heritage permit applications and Proponents seeking the designation of properties under their ownership.
- Conflict of Interest (COI): All committee members have the duty to advise of any conflict of interest with respect to all matters before the committee. In cases where there is a COI, the member should decline to participate in the disposal of that specific matter where a real or apparent conflict of interest is present.
- Providing recommendations and final reporting: The minutes of the committee meeting and committee’s recommendations will be forwarded to the Council. Should there be any concerns in regard to the committee’s recommendations, the staff may provide a separate report.

REMUNERATION

- Travel allowances for in person committee meetings.

The above Heritage Committee commentary and guidance is recommended to be referenced to prepare a ‘Heritage Advisory Committee Terms of References’ for the Municipality of Lakeshore and subsequently establish a Heritage Advisory Committee to address Heritage Conservation matters.



4.0 CLOSURE

Should you have any questions regarding this proposal, please do not hesitate to contact the undersigned.

Yours sincerely,

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5.0 REFERENCES CITED

Environmental Registry Ontario (ERO)

- 2024 *Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 (Schedule 6) - the Proposed More Homes Built Faster Act, 2022*. Available online: [Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 \(Schedule 6\) - the Proposed More Homes Built Faster Act, 2022 | Environmental Registry of Ontario](#). Last accessed February 7, 2024.

Government of Ontario

- 1990a *Ontario Heritage Act*. Available online: [Ontario Heritage Act, R.S.O. 1990, c. O.18](#). Last accessed February 8, 2024.
- 1990b *O. Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest*. Available online: [O. Reg. 9/06: CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST \(ontario.ca\)](#). Last accessed February 7, 2024.
- 2022 *Bill 23, More Homes Built Faster Act, 2022*. Available online: [Bill 23, More Homes Built Faster Act, 2022 - Legislative Assembly of Ontario \(ola.org\)](#). Last accessed February 7, 2024.

Ontario Association of Heritage Professionals (OHAP)

- 2023 OHAP/CAHP Submission Proposed Changes to the *Ontario Heritage Act* and its regulations: *Bill 23 (Schedule 6) - the Proposed More Homes Built Faster Act, 2022*