

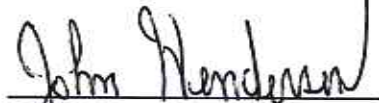
**A BY-LAW TO AMEND BY-LAW NO. 008-2019 TO INCLUDE THE TERMS OF REFERENCE FOR COBOURG HERITAGE ADVISORY COMMITTEE SUBCOMMITTEE REVIEW BY-LAW NO. 097-2009**


**WHEREAS** Council of the Town of Cobourg authorized a preparation of a by-law to amend the Terms of Reference By-law (008-2019), to include a Cobourg Heritage Advisory Committee Subcommittee of Council for the Review of By-Law No. 097-2009, at the Regular Council Meeting held on December 13, 2021;

**NOW THEREFORE** the Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** the Terms of Reference By-law (008-2019) be amended to include Schedule 'C' – 8 of the by-law to include the Terms of Reference for the Cobourg Heritage Advisory Committee Subcommittee Review By-Law No. 097-2009
2. **THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 31<sup>st</sup> day of January, 2022.

  
MAYOR

  
MUNICIPAL CLERK



## Cobourg Heritage Advisory Committee Subcommittee Review By-Law No. 097-2009 Terms of Reference

### 1.0 Authority

At the December 13, 2021, Regular Council Meeting Council Approved Resolution 524-21 that provided direction to Staff to establish a Subcommittee of the Cobourg Heritage Advisory Committee for the purpose of reviewing the By-law to Regulate the alteration of designated property located within Heritage Conservation Districts within the Town of Cobourg and individual designated properties.

### 2.0 Purpose, Mandate and Duties

The CHAC Subcommittee know as the "Heritage By-law Revision Subcommittee" is established to carry out a review of By-law 097-2009 to make recommendations to the Cobourg Heritage Advisory Committee and ultimately with final recommendation to Municipal Council on the revision or repeal/replacement of By-law 097-2009.

### 3.0 Composition and Term of Appointments

The Heritage By-law Revision Subcommittee will have six (6) members with membership to be comprised of three (3) members of the CHAC, two (2) public members and the Council Coordinator, two (2) members of Staff, namely Director of Planning and Development or Designate; Planner - Heritage, and the Municipal Clerk or designate.

Following the creation of the Subcommittee the two (2) public members from the CHAC will be chosen through a nomination and vote by all members of the CHAC and any necessary replacements required during the period of the Heritage By-law Revision Subcommittee's deliberations will be chosen in the same manner.

The Heritage By-law Revision Subcommittee will choose its chair at its first meeting of the Heritage By-law Revision Subcommittee and at that time agree on a schedule of meetings, at least monthly, to bring a recommendation to the CHAC and the final draft by-law recommendation to Council for approval in 2022.

The purpose of the Heritage By-law Revision Subcommittee is to:

- a) define the nature and extent of amendments of By-law 097-2009 needed to clarify and define the scope of the roles and responsibilities of the Planning Staff and the CHAC respectively;
- b) facilitate the management of the heritage permitting process and the fulfillment of the obligation of Council under the Ontario Heritage Act to

consult with the CHC on matters specified for consultation and on such other matters that Council indicates it seeks the advice and recommendation of the CHAC; and

- c) bring forward comments and an updated draft by-law to be presented to CHAC and subsequently to Municipal Council for the Regulation of the alteration of designated property located within Heritage Conservation Districts within the Town of Cobourg

#### **4.0 Reporting Structure**

The Heritage By-law Review Sub-Committee is a Sub-Committee of the Cobourg Heritage Advisory Committee and shall report its recommendation to the CHAC to be recommended to Municipal Council.

Sub-Committee updates should be regularly reported to the CHAC at each meeting with a summary of meetings and process to date and form part of the CHAC Minutes to be circulated to the Clerk for inclusion on the Regular Council Meeting Agenda for information.

#### **5.0 Resources**

Secretarial support will be provided by the Municipal Clerks Office to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Additional Municipal Staff shall provide advisory support to the Committee, including background information and technical advice, to assist it with its role when, in the opinion of the Director of Planning and Development, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.