

Terms of Reference

Town Historian

2022-2026 Term of Council

1.0 MANDATE

- 1.1 The Town Historian supports municipal staff by researching properties that are being considered for designation under the *Ontario Heritage Act* or for listing on the Niagara-on-the-Lake Municipal Register of Properties of Cultural Heritage Value or Interest (the "Municipal Heritage Register"). The Town Historian may also assist by providing input and research on other matters pertaining to history and cultural heritage within the Town. The Town Historian(s) may be a person or group.

2.0 QUALIFICATIONS

- 2.1 The Town Historian shall have access to a computer and an email address;
- 2.2 The Town Historian shall be a resident of the Town of Niagara-on-the-Lake), work in the municipality or have a place of business in the municipality;
- 2.3 The Town Historian shall have demonstrated commitment to and interest in the Community and a strong knowledge of the history of Niagara-on-the-Lake;
- 2.4 The Town Historian shall have a demonstrated familiarity with respect to resources for Niagara-on-the-Lake History, including but not limited to people, collections and libraries; and
- 2.5 The Town Historian shall have knowledge of tools and techniques need for historical research.

3.0 ORGANIZATION

- 3.1 The Town Historian will be appointed by the Council of the Corporation of the Town of Niagara-on-the-Lake in accordance with these Terms of Reference. The Town Historian shall be guided by these Terms of Reference.
- 3.2 Applications for the Town Historian appointment are requested at the beginning of the term of Council. The Town Historian will be appointed by resolution of Council for the current four (4) term and until their successors are appointed.
- 3.3 Requests for the Town Historian will come directly from Town Staff, specifically Heritage Staff, the Manager or Director of Community and Development Services.

4.0 DUTIES & RESPONSIBILITIES

- 4.1 Duties of the Town Historian may include:
 - 4.1.1 Acquiring, preparing, recording and reporting facts about historically significant Town events, themes, facts, people, properties, buildings or structures.
 - 4.1.2 Assembling research required for commemorating properties, buildings or structures, or landmarks.
 - 4.1.3 Conducting historical research related to properties on the "Municipal Heritage Register".
 - 4.1.4 Collaboration with other Town and Provincial organizations.
 - 4.1.5 Reports to Town Council as required on history-related issues
 - 4.1.6 Consolidating information as required, for distribution on the Town's media platforms, at the discretion of the Manager of Planning.
 - 4.1.7 Providing historical research to Council, the Town's Municipal Heritage Committee, Town Staff, and other Committees of Council.
 - 4.1.8 Assisting in research for the purpose of designating properties under the *Ontario Heritage Act*.
 - 4.1.9 Assisting Planning staff by providing research that may assist in the review of Heritage Permit Applications, Heritage Grant Applications, Heritage Tax Rebate Applications, or Planning Act applications that may impact a cultural heritage resource within the Town.
 - 4.1.10 Researching and writing articles to be placed in media regarding the history and cultural heritage of the Town.

5.0 REPORTING

- 5.1 The Town Historian will forward their findings and research to the Manager of Planning, or their designate.

6.0 REMUNERATION

6.1 Not applicable

7.0 ENABLING LEGISLATION (AS AMENDED)

- By-law No. 5125-19 - Procedure by-law for the Town
- By-law No. 5203-20 – Site Visits & Inspections for Designated Properties or Properties Proposed to be Designated

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