



South Huron Municipal Heritage Advisory Committee Terms of Reference

Purpose

Pursuant to the authorities granted under the *Ontario Heritage Act*, the purpose of the South Huron Heritage Advisory Committee is to assist the Municipality in an advisory capacity on heritage matters including architectural, material culture, historical and natural heritage.

The role of the Heritage Advisory Committee is advisory and consultative and assists municipal council in gathering and communicating community input on local issues. Their role is to advise and make recommendations at the request of Council and as defined in these terms of reference.

Further, on receipt by Building Services of any applications for demolition, building or sign variance permits relating to Part IV and/or Part V heritage buildings, the Heritage Advisory Committee shall be notified within 2 working days in order to review the application and contact the owner of the subject property to offer advice and assistance. Results of this review and contact shall be conveyed back to Building Services within 5 working days.

Mandate

To recognize, protect and enhance South Huron's architectural, cultural and historical heritage resources, the South Huron Heritage Advisory Committee provides advice and recommendations to Council on:

- i) matters relating to the identification or designation of properties of cultural heritage value or interest as well as the designation of heritage conservation districts pursuant to the *Ontario Heritage Act*;
- ii) promoting awareness, education, stewardship and conservation of South Huron's heritage;
- iii) establishing partnerships with heritage groups and organizations; and
- iv) promoting excellence and recognition in the heritage community.

Objectives

South Huron Heritage Advisory Committee will accomplish its mandate by:

1. Fulfilling its statutory role pursuant to Section 28 of the *Ontario Heritage Act* to advise and assist Council on all matters relating to:
 - a. the designation of individual properties (Part IV) or heritage conservation districts (Part V)
 - b. Applications to alter, erect, demolish or remove any buildings or structures on designated properties or within designated areas
 - c. Applications to repeal by-laws which designate individual properties as heritage properties
 - d. Recommendations to enter into heritage conservation easement agreements or covenants
 - e. any other heritage matters as Council may deem appropriate by by-law.
2. Researching, evaluating and identifying properties and areas that may deserve protection by maintaining an inventory of listed properties of cultural heritage value or interest.
3. Providing advice and recommendations as to how the conservation of heritage features may be achieved through the adoption and implementation of Official Plan policies pursuant to the *Planning Act*.
4. Providing advice and recommendations with respect to municipal policies, regulations and guidelines as appropriate, pertaining to recognition, protection and enhancement of cultural heritage resources.
5. Conducting community recognition programs for architectural preservation through commemorative initiatives such as plaquing, awards for restoration and sympathetic infill development.
6. Conducting education programs and initiatives for property owners with respect to appropriate conservation, maintenance and restoration practices, including the making of sympathetic improvements to enhance the Municipality's heritage character and vibrancy.
7. Conducting community engagement and awareness programs for South Huron's heritage through publications, events, public speaking, displays, signage and plaques.
8. Advising and informing Council of new legislation and funding initiatives and make recommendations pertaining to partnership, grant and funding opportunities, as they relate to the Advisory Committee's mandate.
9. Liaising with other organizations with overlapping roles and responsibilities to promote South Huron's culture and develop relationships for coordinating events with local service groups.
10. To set out clear goals for the committee for the term.

Membership Composition

The Committee should be composed of a minimum of five (5) members, one of which will be a member of Council. A cross section of individuals should attempt to be chosen in order to bring to the committee relevant technical and professional expertise, as well as strong advocacy, communication and organizational skills. Preference may be given to candidates who demonstrate:

- i) an interest in the complexities, benefits and challenges of heritage preservation, both generally and within the context of the Municipality of South Huron; and
- ii) have a special interest or knowledge in one or more of the following areas:
 - a. conducting research with respect to heritage and historical matters
 - b. architecture and urban design
 - c. restoration, conservation, construction practices related to heritage resources
 - d. local history, genealogy
 - e. historical public outreach and education
 - f. planning, land development and geography

Quorum and Voting

A majority of Council appointed Committee Members will constitute quorum for the transaction of business, a tie vote means the motion is defeated. Only members appointed by Council to the Heritage Advisory Committee are able to vote.

Vacancy

Vacancies for citizen appointments will be advertised in local newspapers as per the Municipality's procedures for Committees of Council.

Term

The term of a Committee Member is four years, concurrent with the term of Council. Additional members may be appointed throughout the term. One member will be appointed by vote of the committee at the first meeting of each term to Chair the meetings for that term. At this time, they will select a vice-chair for the same duration.

Meeting Schedule and Location

The Committee will hold their regular meetings three times annually. The date and time of the regular meetings will be established at the first meeting of each year. Additional meetings may be held through a special meeting request to the Chair and dependent on availability of Committee members.

Meetings will have a formal agenda and agendas and information packages (including previous meeting minutes) will be sent electronically to Committee Members prior to each meeting and posted on the municipal website in accordance with the Municipality's Procedural By-Law.

Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

- Calling the meetings to order.
- Encouraging an informal atmosphere to encourage the exchange of ideas.
- Creating an agenda in consultation with staff.
- Chairing the meetings to ensure business is carried out efficiently and effectively.
- Acting as spokesperson.
- Representing the Committee on other committees when necessary.
- The Chair shall conduct meetings in accordance with the Municipality's Procedural By-Law.
- In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- Attend all regularly scheduled meetings. Members shall notify the Chair or staff liaison if they are unable to attend a meeting.
- If a member has an unexplained absence of 3 or more consecutive meetings then their seat on the Committee shall be declared vacant.
- Review all information supplied to them.
- Prepare information for use in the development of materials for the Committee.
- Promote the role of the Committee and its decisions made.
- Offer input to committee reports to Council.
- Attend training as required to effectively perform their role as a committee member.

Subcommittees

Subject to the approval of Council the Committee may form subcommittees and working groups as may be necessary to address specific issues. Prior to approval by Council the Committee shall establish a clearly defined, specific work plan for the subcommittee or working group, which shall not be the core function of the Committee.

The work plan for the subcommittee or working group shall be provided to Council for consideration at the time the request is made. These subcommittees may draw upon a member of the Committee as well as outside resource members, as deemed necessary. The Chairperson of a subcommittee and/or working group shall be a

voting member of the Heritage Advisory Committee. Staff support will not be provided to a subcommittee or working group.

Role of Municipal Staff

Staff has two principle functions in regard to Committee: Committee Coordinator role and Staff liaison role, providing technical support, policy advice and guidance, as needed.

The Committee will receive administrative support from the Clerk Department. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be necessary from time to time within the scope of their duties.

The preparation of project tracking charts and/or records is the responsibility of the committee members. Municipal staff will provide applications for demolition permits to the Advisory Committee for review in advance of a demolition permit being issued. The Clerk will maintain a list of designated properties situated in the municipality in accordance with Sec. 27 of the Ontario Heritage Act, R.S.O. 1990, c.O.18. Staff will present the budget to Council for approval and monitor the budget and approve expenses.

Reports to Council

The Committee shall report to Council by presenting the unapproved minutes to Council. The committee shall also prepare an annual report to Council reviewing their goals, objectives and success on their work plan in the first quarter of each year. This process shall be led by the Chair of the Committee and may include a presentation to Council. The substance of the report shall be prepared by the Committee members, with administrative assistance and policy advice given by Staff.

The Work Plan is to be developed annually in consultation with Staff and presented to Council for endorsement.

Establishing a Committee Budget

Municipal Council provides the Advisory Committee with a budget for individual projects or tasks to be undertaken in any year. The Committee shall submit an operating budget once a year, as part of the annual report to Council outlining its activities and expenditures.

The operating budget shall include the following essential budget items:

- Publication costs (e.g. for pamphlets promoting designation, inventories etc)
- Advertising costs

- Program costs (e.g. for plaques or markers)
- Mileage for transportation needs (e.g. for inventories, assessing properties and traveling to conferences)
- Training and seminar
- Miscellaneous expenses

Remuneration

Members shall serve without remuneration.

Procedures and Rules

As a formal Committee of Council the Committee is subject to the Procedure By-Law which governs the procedures of Council and its Committees and Board, Rules of Procedure for Committees, Code of Conduct and any other applicable policies and/or procedures.

Municipal Conflict of Interest Act

Advisory Committee Members are subject to the *Municipal Conflict of Interest Act* R.S.O. 1990, c. M50 and must disclose any direct or indirect pecuniary interest. Members should be cognizant of any conflict of interest or perceived conflict in terms of issues which may serve to benefit them personally.

Where a Member, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Committee meeting at which the matter is considered, the Member,

- Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- Shall not take part in the discussion of, or vote on any question in respect of the matter;
- Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where the interest of a Member has not been disclosed by reason of the Member's absence from the meeting, the Member shall disclose the interest, and comply with the requirements listed above, at the first Committee meeting attended by the Member after the meeting at which the matter was considered.

Every declaration of interest and the general nature thereof shall be recorded in the minutes of the meeting by the Secretary of the Committee.

Municipal Freedom of Information and Protection of Privacy Act

Committee Members will act to protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the

Committee and to ensure that personal information is used solely for the purposes that it was collected.

Amendments to the Terms of Reference

The non-statutory provisions of this Terms of Reference may be eliminated or amended in any way by Council at its full and final discretion. Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

The Clerk or designate is delegated the authority to make administrative changes to this Terms of Reference that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Terms of Reference.

Enabling Legislation

Ontario Heritage Act
Planning Act