

Township of Centre Wellington

Terms of Reference Heritage Centre Wellington

1. Name of Committee

- Heritage Centre Wellington (HCW)

2. Purpose/Mandate/Scope

- HCW will act as an advisory body to Council and Township staff on matters related to cultural heritage conservation within the Township, specifically:
 - Advising Council on all matters relating to Part IV and Part V of the *Ontario Heritage Act*, including Council's authority to:
 - Designate individual properties and districts (s. 29, s. 41) and amend designations (s. 30.1)
 - List or remove properties of cultural heritage value from the municipal register (s. 27)
 - Issue or refuse permits to alter or demolish a designated property (s.33, s.34, s.42, s.43, s.44) or to repeal a designation by-law (s.31, s.32)
 - Delegate power to an employee or official of the municipality to consent to alterations of individually designated property (s.33, s.42)
 - Purchase, lease or expropriate individually designated property (s.36)
 - Provide grants and loans to designated property owners (s.39)
 - Enter into easements and covenants with property owners (s.37(1))
 - Advising and assisting Council on other matters of cultural heritage conservation, including:
 - Identifying potential cultural heritage properties, districts and landscapes
 - Establishing criteria for the evaluation of properties of cultural heritage value or interest, using O. Reg. 9/06 as a minimum standard
 - Involving the community and developing partnerships in regards to the municipality's cultural heritage conservation interests
 - Education, information sharing, and promotion of the community's cultural heritage resources
 - Legislation as it relates to cultural heritage provisions
 - Heritage funding initiatives and a Heritage Property Tax Relief Program
 - Municipal, provincial and federal cultural heritage properties and National Historic Sites
 - Official Plan policies and Strategic Plan directions pertaining to cultural heritage conservation

- Other duties and issues relating to cultural heritage conservation that may be assigned to the Committee by Council

3. Goals/Objectives

- To identify and help conserve heritage resources of significant aesthetic, historic, scientific, cultural, social, or spiritual importance for past, present and future generations of the Township of Centre Wellington.
- To support and develop a climate of collaborative stewardship of the Township's cultural heritage assets through conservation programs and consultation with property owners, the community at large, Township staff and members of Council.
- To increase awareness of the value of responsible stewardship of cultural heritage resources within the Township of Centre Wellington.

4. Committee Membership

- It is recognized that heritage conservation efforts are most effective when property owners, community members and staff work in a collaborative way to craft and execute strategies, therefore membership in the committee will be as follows:

Total Number of members shall not exceed twelve (12) including staff representatives and Council.

Voting Members (9 in total)

- One (1) member of Council
- Eight (8) citizen members

Voting Citizen Members

- Where possible, members will be recruited and chosen to represent a broad spectrum of knowledge and skills in the following fields of expertise: heritage conservation, history, art history, archaeology, planning, law, real estate, property development, architecture, landscape architecture, structural engineering, and communications
- One half of the citizen members should ideally be owners of heritage properties included on the Municipal Register (listed or designated)
- If possible, members will be chosen to represent a broad spectrum of geographic areas across the Township (i.e. Fergus, Elora, rural areas, etc.)
- Where possible, a member of the local historical society or group
- Citizen members shall be residents, property owners or business owners of Centre Wellington and at least 18 years of age.

Non-Voting Members

- One (1) Representative of Planning & Development Department – staff liaison
- One (1) Clerk or designate – staff member

5. Chair and Vice Chair

- The Chair and Vice Chair will be elected from among the members of the committee at the first meeting of each year or as soon as possible thereafter.
- The Council representative to the Committee should not be the Chair or Vice Chair.
- In the event a member of the committee is unable to fulfil the duties of Chair or Vice Chair, the Council representative or staff may fulfill the duties on a temporary basis until they are chosen from the membership.
- The Chair should be able to devote some time between meetings to working informally with Township staff when circumstances warrant.
- No committee member may serve as Chair for more than two consecutive terms.

6. Selection of Members

- Council will be responsible for the appointment of all members of the Committee.
- The Municipal Clerk is responsible for administering the recruitment, selection and appointment process for new members.
- A member who is absent for three consecutive meetings without reasonable explanation may be subject to removal from office and replacement.

7. Term of Office

- Members will sit for a term of four (4) years with recruitment in the year following a municipal election.
- In the event a member resigns or is unable to continue their membership on the committee, the vacancy shall be filled in a timely manner by Council.

8. Meetings

- HCW will meet on a monthly basis on the second Tuesday of every month at 6:00 p.m., or at an alternate time as decided by the chair, except for the months of July and August (unless determined to be necessary to advance projects or issues). The meetings shall not exceed 2 hours unless extended by a majority vote to a specified time.
- In addition to the scheduled meetings, the committee will meet at the request of a majority of members or at the call of the Chair provided a quorum can be established, in circumstances where business of the Committee cannot wait until the next scheduled meeting date.

- The Committee may from time to time require experts or other representatives to attend meetings as presenters, advisors or observers because of their knowledge of the subject or as part of a project or consultation mechanism.

9. Agendas/Minutes

- Staff will be responsible for the development and distribution of the agenda, in consultation with the Chair or Vice-Chair, one week prior to the meeting.
- The agenda and meeting minutes will be distributed to committee members and posted on the Township website so they may be accessed by the public.
- The Committee shall keep accurate minutes and records of its meetings and shall keep copies of all documents relating to the business of the Committee. All documents shall be open to the inspection of the members of Council or of any other person or persons appointed for that purpose by Council.
- The Committee shall forward true copies of the meeting minutes and records to all members of the Committee, the Clerk, and the Managing Director of Planning and Development, as soon as possible after each meeting.

10. Delegations

- Delegations wishing to speak to an item on the agenda are asked to register with the staff liaison by noon on the day of the meeting.
- Delegations will be allowed five (5) minutes for individuals and ten (10) minutes for groups.

11. Closed Meetings of Committees

- Advisory Committees of Council, with the exception of Standing Committees, do not usually consider business of a “closed” nature; however, if circumstances arise, there must be strict compliance with the Township’s Procedural By-law and the Municipal Act.

12. Committee Procedures

- Quorum will be a majority of the voting members, excluding Township staff.
- If quorum is not attained within the first 30 minutes, the Committee Clerk or Recording Secretary shall record the names of the members present and the meeting will be adjourned to the next scheduled meeting date or rescheduled. The Committee Clerk/Recording Secretary is not required to remain and/or take minutes.
- A meeting can proceed without quorum for information exchange only, however, no decisions/recommendations can be made.
- All recommendations made by the Committee will be provided to the Committee of the Whole and/or Council through the Managing Director of Planning and Development or their designate.

- Decisions/recommendations of the committee will be made by a show of hands with a majority vote deciding the question. Where there is a tie vote, the decision is deemed to be lost.
- The Township Procedure By-law governs Committee procedures and the conduct of individual members of the committee.
- HCW will develop an annual work plan identifying short and long term goals and projects (including timelines) that will be worked on over the course of the year and their term and provide regular communications on this work plan to Council.
- The Committee will appoint a spokesperson, normally the Chair, to speak with the public and media on behalf of the committee. When the public and media approach members of the Committee, they must be careful to distinguish whether they are speaking on behalf of the Committee or presenting their personal views.
- The Committee shall ensure that programs and/or activities operated by the Committee comply with Township policies, including access, equity, anti-racism, etc.
- The Committee may establish sub-committee working groups for specific topics, issues or proposals as required on an ad-hoc basis.
- Sub-committees will meet as required and will report back to the HCW committee. Sub-committees may include non-committee members when additional expertise is required and will cease when the work has been reported on or resolved.
- Notes will be taken of each sub-committee meeting, but not formal minutes.

13. Expenses/Budget

- No member of the Advisory Committee shall receive payment for any work or services performed for the Committee or Centre Wellington, except that, with the approval of the Advisory Committee, reimbursement may be made for travel or other expenses incurred in the performance of duties specifically requested by the Committee. Rates paid will be consistent with rates paid Township of Centre Wellington employees in effect when the expenses are incurred.

14. Reporting Authority

- HCW shall report to Committee of the Whole and Council through the Managing Director of Planning and Development or their designate.
- The Committee does not have decision-making authority. It serves an advisory consultative role only and may make recommendations to Council within its mandate.

15. Conflict of Interest

- All members of the committee shall adhere to the Conflict of Interest Policy for Advisory Committees approved by the Township of Centre Wellington.
- Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interest could be in conflict with the interests of the Township is obliged to disclose same at the meeting. Members will

not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents in the municipality.