



TOWNSHIP OF KING
HERITAGE ADVISORY COMMITTEE
TERMS OF REFERENCE

1. PURPOSE

The purpose of the Heritage Advisory Committee (HAC) is to advise and assist Council on matters relating to the Township of King's heritage (pursuant to the *Ontario Heritage Act*) as well as to serve as a resource for the community on heritage-related matters.

The Heritage Advisory Committee is to act as an advisory committee to Council to advise and assist on matters relating to Part IV (the conservation of Properties of Cultural Interest) and Part V (heritage conservation districts) of the *Ontario Heritage Act*, and other such matters as the Council may specify by by-law.

In addition, the mandate will include acting as a resource for citizens in matters pertaining to conservation, restoration and renovation of heritage properties. It will also work to raise awareness of the Township's heritage in the community.

These Terms of Reference for the Township's Heritage Advisory Committee are established by Council and can only be altered by Council.

2. DEFINITIONS

2.1 "Advisory Committee Member" means:

- (a) those individuals appointed by by-law to act as members of a Township Advisory Committee

3. OBJECTIVES, RESPONSIBILITIES AND GENERAL ACTIVITIES

The Township's Heritage Advisory Committee (HAC) shall submit an annual report to Committee of the Whole outlining accomplishments of HAC for the previous year and establishing a plan for the future year, in accordance with the mandate established through this terms of reference.

Establish sub-committees or working groups as directed by the Committee or Council to address specific issues or when necessary to accomplish necessary projects as detailed within the annual work plan.

Coordinate with Township staff the development, promotion and presentation of education and outreach of relevant information pertaining to heritage initiatives and points of interest within the Township.

- (a) The HAC is an advisory committee to Council and does not have any delegated authority.
- (b) The HAC has no authority to direct staff or make any recommendations requiring implementation; reports or staff actions must first be considered by Committee of the Whole and/or Council before any action by staff may be taken.
- (c) The Heritage Advisory Committee (HAC) will report to Council through the Planning Department.

4. MEMBERSHIP COMPOSITION & MEETING INFORMATION

The HAC will consist of appointed community representatives and members of Council, having a total composition of 7 (seven) members. Community representation will be selected based on the Township's Recruitment/Appointment Policy for Advisory Committees/Boards/Task Forces.

Township staff may be appointed on an ex-officio basis (by virtue of their position) or may be invited to attend and participate in discussions at meetings, in an effort to assist in any way. Township staff will not vote.

The Heritage Advisory Committee's composition shall be as follows:

- (a) Community representation shall be 6 (six) citizen members with a special interest in Heritage
- (b) One (1) member of Council

Staff support will be provided by the Planning Department

Additional support may be provided from all/any Departments, as needed.

The Planning Department will act as the liaison between the Heritage Advisory Committee, Council, Township staff, the internal Communications Committee, the public and community groups. The Secretariat function will be addressed by the Planning Department, responsible for preparing meeting logistics, *minutes*, monitoring progress, flagging needs and issues, etc. The Committee does not have the authority to direct the work of the Township staff except as specifically provided by these Terms of Reference.

- (a) Solicitation for members and appointment of the members to the Heritage Advisory Committee shall be advertised in a similar manner to all other Council appointed advisory committees in the Township, in accordance with the Township of King's Recruitment/Appointment Policy.
- (b) Members of the Heritage Advisory Committee serve without remuneration, but will be compensated by the Township for any expenses related to carrying out their duties as Committee members. All such expenses shall be approved by the Director of Planning.
- (c) Council shall appoint members by By-Law and the term of appointment shall be concurrent with the term of Council.
- (d) Annually, the Heritage Advisory Committee shall elect a chair and vice-chair from the appointees.
- (e) The Chair shall vote on every motion. In the event of a tie vote, the motion is defeated.
- (f) The Heritage Advisory Committee shall meet approximately ten times per year. The Committee may choose not to hold meetings during the summer months.
- (g) Each member should attend a minimum of 50% of the meetings per year and shall not miss more than three consecutive meetings; special circumstances shall be addressed on an individual basis.

5. FREQUENCY OF MEETINGS

- (a) The Chair of the Committee can cancel any meeting but must give sufficient notice to members, in accordance with the Township's Procedural By-law.
- (b) The Chair of the Committee may call special meetings but must give sufficient notice to members, in accordance with the Township's Procedural By-law.
- (c) All Heritage Advisory Committee meetings will take place at the Municipal Offices. To engage the community, additional Public Sessions and Workshops can be held throughout the municipality with adequate promotion and advertisement in advance
- (d) Dates and times for meetings are to be determined by the Committee at the beginning of the year. Meetings, once the schedule is approved by the Committee, will be held on a rotational system, (e.g. the second Tuesday at 7:00 p.m. of every month, excluding summer recess) or on an as needed basis.
- (e) Meetings shall not conflict with regular meetings of Council and regular Committee of the Whole meetings.

6. Minutes and Agenda

- (a) The Minutes of each meeting will be prepared for adoption at the following meeting. When adopted, the minutes will be provided to Council (*by whom*) for information only.
- (b) The Township will provide recording secretarial services including the preparation of minutes and Heritage Advisory Committee reports with the support and assistance from the Planning Department.
- (c) The Heritage Advisory Committee Agenda will be prepared by the Planning Department in consultation with the Committee Chair and/or Vice Chair.
- (d) Meeting schedules, agendas and minutes will be published within the Township's website.

7. Reporting Structure

- (a) The Heritage Advisory Committee will report through the Planning Department
- (b) The Heritage Advisory Committee is an advisory Committee to Council and does not have any delegated authority.
- (b) Only Committee recommendations requiring Council action will be placed on the Committee of the Whole Agendas for consideration.
- (c) The Heritage Advisory Committee has no authority to direct staff but may make recommendations requiring implementation; reports or staff actions must first be considered by Committee of the Whole and/or Council before any action by staff may be taken.

8. Reporting

- (a) The Township's Heritage Advisory Committee shall submit an annual report to Committee of the Whole outlining accomplishments of the Committee for the previous year and establishing a plan for the future year, in accordance with the mandate established through this Terms of Reference.

9. Task Forces/Working Groups

- (a) Establish Task Forces or Working Groups as directed by the Heritage Advisory Committee or Council to address specific issues, when necessary to accomplish necessary projects as detailed within the annual work plan.

10. Amendments to the Terms of Reference

- (a) Amendments to the Terms of Reference may be only made by Council. The Heritage Advisory Committee can propose amendments, if endorsed by a majority vote of the Heritage Advisory Committee.

11. Resignations

- (a) Any resignation from the Heritage Advisory Committee during the term of the Committee shall be tendered in writing to the Chair of the Committee who will advise Council through the Clerks Department. Township Council shall appoint a replacement member in accordance with the Township's Recruitment/Appointment Policy for Committees/Boards/Task Forces who will serve the remainder of the term.
- (b) In order to maintain a high level of commitment, members may be required to resign if they have been absent for three (3) consecutive meetings without good cause.

12. General Conduct

- (a) The meetings shall be conducted in accordance with Council's current procedural By-Laws governing meetings and Robert's Rules of Order.
- (b) All meetings shall be open to the public. Meetings will be declared in Camera by a majority vote of those present and should be so declared to discuss matters only in accordance with Section 239 of the Municipal Act.

13. Media/Communications

- (a) Coordination of any communication pieces/advertisements, etc., will be through the dedicated Township support staff to the Township Communications Committee, and fully supported to promote the progress of initiatives and/or plan updates and to communicate all/any engagement activities within the community to encourage active participation and consultation.

14. Budget

- (a) It will be the responsibility of the Committee to prepare and submit an annual budget and submit any resulting invoices to the Township for approval by the Planning Department and to keep track of any expenses generated by the activities of the Committee.
- (b) This budget shall provide for the following:
 - i) Shingle Plaques
 - ii) Brochures and other educational materials
 - iii) Maps
 - iv) Research/designation reports
 - v) Educational/volunteer development – Subscriptions, conferences and similar.