

MUNICIPAL HERITAGE COMMITTEE TERMS OF REFERENCE

SCHEDULE “A” to By-law 01-2017

1. Name of Committee/Board

The Committee shall be known as the Municipal Heritage Committee

2. Nature of Committee/Board

Standing Committee (Advisory)

3. Mandate

To advise and assist Council to ensure that appropriate cultural heritage conservation practices are followed throughout the Township of Norwich, in accordance with the Ontario Heritage Act, the Ontario Planning Act, the County of Oxford Official Plan and associated by-laws, in order for the long-term benefit of the community. The Committee shall provide advice and recommendations on cultural heritage conservation to Council, municipal staff and to the community.

The Township of Norwich is proud of their heritage and the Municipal Crest depicts “Historical, Agricultural, Beautiful”.

4. Objectives

- To advise and make recommendations to Council on all matters under the *Ontario Heritage Act* in which Council is required to consult with the committee relating to Council’s authority under Part IV and Part V of the Act.
- To advise and make recommendations to Council on other matters of cultural heritage conservation.
- To establish criteria for the evaluation of properties of heritage or cultural value or interest
- To conduct research on heritage related issues
- To establish and maintain an inventory of properties of heritage value or interest, which shall be forwarded to the Clerk’s department for Council information
- To promote public awareness of heritage and culture within the Township of Norwich
- Advise and develop working relationships with owners of heritage designed properties in order to foster appropriate conservation and maintenance practices
- Advising Council on any new heritage legislation, government programs and/or funding initiatives
- Research and identify properties of historical or cultural value and recommend recognition to Council for consideration. Upon approval the property will be included on the Register and a plaque presentation will be scheduled.
- Prepare and submit information for inclusion in the Heritage Section of the Township of Norwich website

5. Membership/Composition

Appointments to the Committee will be made by Council. Membership will be comprised of 1 member of Council, a minimum of 4 and maximum of 8 individuals with varied representation that are Township residents and / or ratepayers.

Committee members will be selected by Council on the basis of experience, interest, and availability to attend meetings.

6. Term of Office

Committee members will be appointed by Council resolution for a term concurrent to that of the appointing Council. Members wishing to serve a subsequent term will submit an application in writing to staff indicating their interest to be reappointed for another term.

7. Vacancy

All voting members will remain in office until their respective successors are appointed by Council. Should vacancies occur during a term which brings the Committee to its minimum membership; the Committee will recruit replacement members and recommend appointments to Council.

8. Support

The Deputy Clerk will provide support to the Committee, as needed.

9. Officers

A Chairperson, Vice Chairperson, and Secretary shall be elected at the first meeting of the Committee of each calendar year. Council representatives will not be eligible to hold these positions.

The Chairperson is responsible for moderating the discussion at each meeting pursuant to the agenda. With the assistance of the Secretary, the Chair will prepare and distribute meeting agendas and minutes to committee members. The Vice-Chair will assume the role of the Chair in his/her absence. If circumstances warrant, the Chair and/or Vice-Chair will have the ability to devote some time between meetings to work with appropriate municipal staff and/or stakeholders as required.

The Secretary will prepare minutes for each meeting, assist the Chair in agenda preparation, and provide copies of minutes to the Clerk's department for presentation to Council

10. Frequency of Meetings

The Committee will establish a meeting schedule, setting the time and place for meetings, at the beginning of each year. The Committee will meet a minimum of semi-annually and as required. A copy of the schedule shall be provided to the Deputy Clerk.

11. Quorum

Attendance of a minimum of fifty percent (50%) plus one (1) of the appointed members at any regular or special meeting shall constitute a quorum.

12. Attendance

A member will notify the Secretary if they are unable to attend a scheduled meeting. A member who misses three (3) consecutive meetings without a valid reason may be requested to resign as a member.

13. Rules of Procedure

The Committee shall observe the rules of procedure outlined in the Township Procedural By-law, as far as applicable, keeping in mind that a more informal atmosphere may assist in discussion/exchange of views. The Committee shall act in accordance with the Committee of Council Policy.

14. Open Meetings

All meetings shall be open to the Public, unless permitted to be closed in accordance with the Municipal Act. Any person(s) wishing to appear before the Committee as a deputation shall submit a request to the Committee secretary advising of the topic or item to which they wish to speak prior to the meeting to ensure that the deputation is included on the agenda.

The Committee may also hold public information meetings or events on specific projects for the purpose of providing community input at the discretion of the committee.

15. Minutes, Agendas & Resolutions

Minutes shall be kept of all Committee meetings, and will be forwarded to the Clerks Department. Decisions and directions of the Committee shall be defined by resolution and reflected in the minutes.

Agendas and minutes will be in a format directed by Council policy.

16. Resources and Finances

All resources and resource transactions relating to activities of the Committee must be approved by Council. Annually, by December 30th, the Committee shall submit a proposed budget (operating and capital) to Council for consideration for the following fiscal year. All expenditures must be included in the approved budget, and Committee expenditures are subject to the Township procurement policies. Members will not receive remuneration, but may be reimbursed for approved expenses.

17. Pecuniary Interest

The Municipal Conflict of Interest Act applies to the Committee and its members. If a member has a pecuniary interest in any matter and is, or will be present at a meeting at any time at which the matter is the subject of consideration, the member;

- shall at the commencement of the meeting orally disclose the interest and its general nature
- shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter; and
- shall leave the meeting and remain absent from it at any time during consideration of the matter.