



TERMS OF REFERENCE

SCUGOG HERITAGE ADVISORY COMMITTEE

Consolidated By-Law

Amendments:

By-Law Number
36-19

Dated Passed
March 25, 2019

Amendment
Section 13 – Procedure By Law

Approved by Council: By-Law Number 18-19 Date: February 11, 2019

Alternative formats available upon request by contacting:
accessibility@scugog.ca or 905-985-7346 ext. 115

Schedule "A"
To By-Law Number 18-19
"Scugog Heritage Advisory Committee"
Terms of Reference

1. Purpose and Mandate

The mandate of the Heritage Advisory Committee shall be as follows:

- That the conservation of heritage in the community be carried out cohesively with economic development and tourism opportunities;
- Act as a resource to residents interested in conserving structures of historic and/or architectural interest;
- Assist local residents who have opted to designate their properties to access funding for heritage conservation and renovation;
- Act as a resource to Staff by reviewing development applications and providing comments as to the applicant's compliance with the Urban Design Guidelines;
- Put forward periodic recommendations to Council to update the Urban Design Guidelines;
- Develop and recommend criteria for the evaluation of properties of architectural or historical value or interest;
- Prepare and maintain a list of properties and areas worthy of conservation;
- Advise Council on means of conserving heritage properties and areas;
- Advise and assist Council on current heritage conservation programs, regulations and legislation;
- Implement programs and activities to increase public awareness and knowledge of heritage conservation issues; and
- Receive for information; Staff approved Heritage Permit applications.

2. Committee Composition

The Committee shall be composed of seven (7) members, one (1) of which shall be a member of Council.

A Council member shall be appointed to the committee to provide continuity between the committee and Council and shall be a voting member of the committee. An alternate Council member shall also be appointed to act only if the appointed Council member is unable to attend the meeting for any reason. The Mayor is a member ex-officio. Youth members (ages 13 – 18) are encouraged and welcomed and would be appointed by Council as non-voting members.

3. 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. As such, agendas and minutes are also not permitted.

4. Staff Support

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 (Committee Coordinator) from the Corporate Services 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.

5. Committee Membership Selection

A Subcommittee of Staff, the Council member appointed to the Committee and/or the Mayor shall review all applications received for

the purpose of identifying a suitable number of candidates for an oral interview which will allow the interested applicant an opportunity to elaborate on their interest in serving on the Committee and how their participation will benefit the Township. Following the interview process, the Subcommittee will make a recommendation to Council in closed session through a Staff Report. The Subcommittee may not require an interview if the applicant is a returning member of the Committee or for any other reason.

6. Length of Term

The length of term for Committee members will be up to four years, corresponding with the term of Council and Committee members shall serve beyond the termination of their appointment until the appointment of their successors have been confirmed by Council. A Committee member may have their membership renewed by Council.

At the discretion of Council or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council at any time.

7. Chairperson / Vice-Chair / Committee Treasurer

A Chairperson and Vice-Chair will be elected by Committee members on an annual basis at the first meeting of the New Year to preside over meetings and committee business. The Council representative or Staff representative shall Chair the meeting until the new Chair is elected but shall not be the permanent Chair of the Committee. The Chair and Vice-Chair shall not serve for a term more than two consecutive terms unless the Committee determines otherwise with the unanimous consent of the membership present at the election for each position. If the committee receives a budget from Council the committee shall also appoint a Treasurer who may be combined with any other position (for example, Vice Chair / Treasurer) or be a standalone position. The Committee Treasurer is responsible for keeping track of all funds used and ensures that the Committee stays within their Council approved budget.

8. Frequency of Meetings

The Committee will hold a minimum of 6 meetings per year. All

meetings of the Scugog Heritage Advisory Committee shall be open to the public. The meeting schedule shall be established on an annual basis and at the first meeting of the calendar year. Additional meetings may be required based on the requirements to review plans and complete an annual work plan and report to Council in a timely manner. Annual work plans shall be presented to Council in the first quarter of each year.

The Chair or Committee Coordinator shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of 48 hours prior to the date of each meeting.

The Council representative or alternate shall be in attendance for each meeting to act as a liaison between Council and the Committee. If the Council representative is not in attendance the meeting may proceed at the discretion of the Committee.

9. Quorum

A quorum shall consist of a majority of the voting members. If the committee coordinator has not received confirmation 24 hours before the meeting that a quorum will be present, the meeting may be cancelled and / or rescheduled. If there is no quorum after 15 minutes of the scheduled start time, the meeting shall be rescheduled.

10. Delegations at Committee Meetings

Any person(s) wishing to appear before the Committee as a delegation must submit a request to the Chair through the Committee Coordinator, advising of the topic or item to which they wish to speak. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included in the agenda. Any person wishing to address the Committee as a delegation, who has not previously arranged to do so, may be granted permission to do so by Committee resolution or by direction of the Clerk or Director of Development Services.

11. Minutes & Agendas

All agendas and minutes shall be provided to the Municipal Clerk or Legislative Services Associate no later than two weeks after the

meeting for inclusion on the Township website. The minutes of a Committee meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be included in the next regularly scheduled Council meeting to be received for information.

12. Absences

If a Committee Member is absent for three (3) consecutive meetings, they have forfeited their membership unless their absence is justifiable and approved by the Committee.

This section does not apply to a Committee Member who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

13. 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, the Township's Harassment Policy and any other applicable policies and/or procedures.

Amended by By-Law 36-19

14. Conflict of Interest

A conflict of interest may arise for Committee Members when their personal or business interests clash with the duties and decision of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.

If a Committee Member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

15. Reimbursement of Expenses

It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All committee members are

considered volunteer positions. No attendance at conferences or workshops shall be allowed by a volunteer member unless clearly identified in the work plan/budget and approved by Council.

All Committee members will be reimbursed for expenses incurred, based on prior approval of the Director of Development Services, which are directly attributable to committee business and activities in accordance with the Municipality's usual procedures for all other Council committees. Attending a committee meeting is not a reimbursable expense.

16. Reporting Structure: Annual Reports, Work Plan and Budget

The Committee shall report to Council through the Council Liaison by presenting the unapproved minutes to Council. The Committee shall prepare an annual work plan and budget in detail and shall submit the budget request to the Township's Treasurer in accordance with the budget timetable. 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.

If the committee is requesting a budget from Council it shall be requested in accordance with the Township's budget timetable as established by the Township's Treasurer. The Committee's budget will include all Heritage related costs requested by the Committee and approved by Council. This includes the cost to Designate Heritage Properties.

17. Council Role

Council may, at its discretion, at least annually, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to the composition of the committee to ensure Committee effectiveness.

18. Youth Members

Youth members may serve a term of up to 12 months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair.

Residency

Youth members shall reside in the Township of Scugog.

Education

Youth members must be secondary school students aged 13 to 18 and express an interest in the purpose and mandate of the Committee.

Availability

It is important that the youth member be able to attend as many Committee meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.

Letter of Reference/Support

Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.

19. Purchasing / Procurement Policy

This Committee has no purchasing or procurement responsibilities unless stated in the Purpose / Mandate of the Committee. All purchases shall be in accordance with the Township's Procurement By-law and within the Committee's approved budget. All expenses that exceed the Committee's approved budget require Council approval.

20. Insurance

The Township of Scugog's General Liability Policy and Errors and

Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Township of Scugog and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Township of Scugog and Council. Members must adhere to the policies and procedures of the Township of Scugog and Council, including the Terms of Reference.

The Committee must provide an annual updated listing of all members, including member positions, to the Township of Scugog to ensure the applicable insurance coverage remains in force.

Committee members are not entitled to any benefits normally provided by the Corporation of the Township of Scugog, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB) and are responsible for their own medical, disability or health insurance coverage.