



## **Terms of Reference**

### **Scugog Heritage Advisory Committee**

Approved by Council Resolution CR-2023-128 on April 3, 2023.

# Scugog Heritage Advisory Committee

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### 1. Purpose

The purpose of the heritage advisory Committee is to provide advise to Council concerning properties of architectural or historic value or interest.

### 2. 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.

### 3. Committee Composition

The Committee shall be composed of eight (8) 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. 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.

#### **4. Subcommittees**

The Committee may form Subcommittees and working groups as may be necessary to address specific issues. 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. 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 Committee. Staff support will not be provided to a Subcommittee or working group.

#### **5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

## **9. Youth Members**

Youth members shall serve a term of up to twelve (12) months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair, and must meet the following requirements:

- Youth members shall reside in the Township of Scugog.
- Youth members must be secondary school students aged 13 to 18 and express an interest in heritage interests.
- It is important that the youth member be able to attend as many Advisory Committee meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.
- 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.