

Terms of Reference Template Revised 2015

Terms of Reference

Name: Heritage Victoria

Date Established by Council: January 29, 2008

Regular Review Timeframe: annually

Date Committee Ends: n/a

Mission:

Heritage Victoria is a volunteer Municipal Heritage Committee appointed by Council to assist and advise Council on community heritage matters. In particular, Heritage Victoria will evaluate and recommend candidate sites of cultural heritage value or interest according to the criteria identified in Part IV of the Ontario Heritage Act (conservation of properties of cultural heritage value or interest) and on the identification of potential Heritage Conservation Districts under Part V of the Ontario Heritage Act. The committee serves the citizens of Kawartha Lakes by helping to ensure that plans for change and progress are developed in a way that recognizes the historical continuity of their community.

Roles and Responsibilities:

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct,
- the City Accountability and Transparency Policy
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act
- the Ontario Heritage Act

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or

herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

Activities:

Evaluation:

Heritage Victoria shall evaluate individual properties for potential heritage designation according to the criteria set forth under Section IV of the Ontario Heritage Act.

Advice:

Heritage Victoria shall identify potential Heritage Conservation Districts under Part V of the Ontario Heritage Act. Heritage Victoria shall provide advise to Council with respect to all matters of Part IV and Part V of the Ontario heritage Act and on the means of conserving heritage properties and areas with respect to current heritage conservation legislation and programs.

Programs:

Heritage Victoria shall recommend to Council and implement decisions on programs and activities to increase public awareness and knowledge of heritage conservation issues. The following are the activities and responsibilities of the Heritage Victoria Committee:

- (a) To make recommendations to Council on strategy, policies and various issues to achieve Council's strategic priorities relating to the Board/Committee's mandate.
- (c) To recommend to Council and develop and promote public education programs on local related issues.
- (d) To review other governmental reports and programs, and advise Council of any impacts of those reports for the City.
- (e) To prepare, by September 15th of each year, a projected budget and/or annual workplan for the succeeding year, for Council approval during the budget process. Workplan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.

- (f) Prepare an annual written report to Council by the end of January of the following year to outline the Board/Committees achievements in line with the approved workplan.
- (g) Other – as recommended and approved by Council.

Composition:

The Committee shall be comprised of a maximum of (10) members consisting of a minimum of seven (7) and a maximum of nine (9) members of the public and one (1) Council representative. Committee members will be appointed by Council in accordance with established policy. The Councillor appointed by the Council will be ex-officio on the Committee and have full authority to debate and vote. The Committee shall, at its first meeting in each year, elect from its membership a Chair, and Vice-Chair. 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. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council. No attendance at conferences or workshops shall be allowed by a volunteer member unless clearly identified in the workplan/budget and approved by Council.

Term of Appointment:

Unless exempted by legislation, members will be appointed to varying terms to a maximum of a three year term. An equal number of appointees will be for a one year term and two year term with the balance appointed to a three year term for the first appointees. Successive appointments will be for a three year term to ensure knowledge succession and that there be no complete turnover of membership in any given year.

Resources:

The Economic Development or Planning Department will provide support in the form of advice, day-to-day liaison with the City, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The Department will also assist in the preparation and submission of budget requests/grant submissions, if needed and attend meetings of the committee upon request.

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee/Board or at the call of the Chair.

Meetings:

The Committee shall hold a minimum of two (2) meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of

three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The Committee shall hold a minimum of two (2) formal business meetings in each calendar year to discuss the budget/workplan and the annual report. Other formal business meetings shall be at the call of the Chair. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the committee a minimum of five (5) business days prior to the date of each meeting. Quorum for formal business meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

Working meetings throughout the year to advance the efforts of the workplan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Committee a minimum of three (3) business days prior to the date of each meeting. No formal minutes are required to be taken at working meetings, however, notes shall be taken.

Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with adopted policy.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Procedures:

Procedures for the formal business meetings of the Committee shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

Closed Meetings:

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison and visiting members of Council, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what section of the Municipal Act applies. The Committee shall maintain a record of the meeting which will be stored in the lead department. Formal minutes are not required for working meetings.

Agendas and Minutes:

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Committee Members. The City Clerk's office will distribute the agenda to Council members as per established policy and have it posted on the website. At the first meeting of each year, an Orientation Session shall be held for new members.

Minutes of all formal business meetings and notes from working meetings of the Committee/Board shall be forwarded to the Economic Development or Planning not later than two weeks after the meeting. Minutes of all formal business meeting of the Committee/Board shall be forwarded to the City Clerk's Office not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Economic Development or Planning Department at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

Reports:

Two written reports are required per year from the Board/Committee, being the workplan/budget and the annual report. If there are recommendations of Heritage Victoria that fall outside of these two reports, they are to be forwarded to Council in a formal written report on the City report template. It will be the responsibility of the Committee to identify those recommendations to the Economic Development or Planning Department for final preparation of the report.

Location of Meetings:

The location of the meetings will be set by the Committee.

Purchasing Policy:

This Committee has the following purchasing responsibilities within the budget allocated as follows:

- Designation Plaques
- Heritage reference materials
- Heritage Association membership fee
- Doors Open advertising and promotion
- Mileage

Insurance:

Heritage Victoria will be covered by the City's insurance for committee work and activities sanctioned by Council.

Expulsion of Member:

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Board/Committee or other legal issues. The process for expulsion of a member is outlined with Policy Number 028 CAO 002.

Terms of Reference:

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee/Board at any time. Any changes proposed to these Terms of Reference by the Committee/Board shall be recommended to Council via the Director through a report to the appropriate Committee of Council.

At the discretion of Council or upon the mandate of the Board/ Committee being fulfilled, the Committee may be dissolved by resolution of Council.