TOWNSHIP OF CAVAN MONAGHAN

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# Municipal Revitalizaiton and Heritage Advisory Committee Terms of Reference

## Purpose

The Municipal Revitalization and Heritage Advisory Committee is established by the Council of the Township of Cavan Monaghan, as per section 28 of the Ontario Heritage Act, 1990, to advise and assist Council on matters relating to the conservation and designation of properties of cultural heritage value or interest to the Township, assist in the implementation of the Community Improvement Plan, and any other heritage matters that Council or Staff may require advice on.

## Operation

The Municipal Revitalization and Heritage Advisory Committee is a volunteer Advisory/Working Committee whose Members are responsible to the Council of the Township of Cavan Monaghan and bound by these Terms of Reference. Decisions of the Municipal Revitalization and Heritage Advisory Committee are made collectively by resolution and no one Member of the Committee has the authority to speak for or bind the Committee. Members are subject to a Confidentiality Agreement with the Township and all other applicable policies.

All points of order or procedure for which rules have not been provided for in this Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law. The Committee shall also have regard to the policies and guidelines of the Township's Corporate Strategic Plan, Detailed Streetscape and Design Guidelines, the Ontario Heritage Act, Heritage Designation By-laws, Cultural Heritage Mapping, Zoning By-law, Official Plan, and the Township's Community Improvement Plan (CIP).

All Committee meetings are open to the Public.

## Responsibilities of the Committee

- Advise and make recommendations to Council on the designation of properties as per Part IV and Part V of the Ontario Heritage Act;
- Assist in the developing and maintenance of an inventory of the Township's significant heritage buildings, cultural landscapes, cultural mapping tool, and cemeteries;
- Conserve and promote awareness of the cultural and architectural heritage of the Township;
- Make recommendations on applications for consents, zoning by-law amendments, official plan amendments, and proposed plans of subdivision that

have a potential impact on architectural or cultural heritage of the Township;
- Make recommendations on permit applications for alterations to designated properties which are likely to affect the property's heritage attributes as set out in the designation By-law;
- Educate and assist heritage property owners on finding viable, economical maintenance and alteration solutions sympathetic to their building's historical integrity;
- To assist in the implementation of the CIP by providing one or more representatives from the Committee to sit on the Community Improvement Plan Implementation Committee;
- Promote the Municipal Heritage Recognition Awards;
- Establish well-defined goals and objectives for the upcoming year;
- Work within the annual budget approved by Council;
- Other initiatives, projects, or programs as directed by Council.

## Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its roles include:

- Providing input in the creation of an agenda in consultation with Township Staff;
- Chairing the meetings;
- Participating as an active voting Member and encouraging active participation by all Committee Members;
- Representing the Municipal Revitalization and Heritage Advisory Committee on other Committees when necessary or ensuring an appropriate staff designate is present;
- That financial requests are supported by a motion;
- Make a presentation to Council as part of the annual budget request;
- That in the absence of the Chair, these responsibilities will be undertaken by a Committee Member designated as Vice-Chair.

## Role of Committee Members

Municipal Revitalization and Heritage Advisory Committee Members, including the Chair and Vice-Chair, responsibilities include:

- Attending and actively participating in all scheduled meetings as a voting Member;
- Actively supporting and participating in the implementation of the Committee's heritage promotion initiatives, Work Plan items, and any other programs under the Committee;
- Conducting inspections of Township owned cemeteries and any other sites of cultural heritage requiring a review;
- Undertaking research of properties for historical designation and preparing

information for use in the development of designation related By-laws;
- Reviewing applications and making recommendations for building permits that affect the identified features of a heritage designated property;
- Engage with stakeholders, property owners, and residents to promote the cultural and architectural heritage of the Township;
- Promoting and assisting in the review of Municipal Heritage Recognition Award applications;
- Completing any assigned mandatory governance training and other required training to effectively perform their role as a Committee Member;
- Being familiar with any Municipal, Provincial and Federal legislation that is applicable to the mandate of the Committee including the Ontario Heritage Act;
- Publicly supporting all recommendations made by the Committee and Council;
- Working with other Members to attempt to reach a consensus on decisions brought before the Committee;
- For Members sitting on the CIP Implementation Committee, to be knowledgeable of the CIP and CIP Expansion;
- Being aware and knowledgeable of the Township's Heritage By-laws and property inventory, Detailed Streetscape and Design Guidelines, and any other Township policies, publications, or procedures that are relevant to the Committee's business.

## Role of the Clerk

The role of the Clerk, or their designate, includes the following:

- Providing notice of meetings and creating the agenda;
- Taking minutes of Committee meetings;
- Maintaining an up-to-date record of previous meetings including agendas minutes, and meeting recordings;
- Distributing the minutes of previous meetings and publishing the agenda for the upcoming meeting at least 48 hours prior to the next scheduled meeting;
- Working with the Chair to develop the agenda;
- Maintain a register of designated properties within the Township that are of cultural heritage value or interest;
- Acting as a resource for the Committee during meetings that may include presenting background reports and distributing information pertaining to the mandate of the Committee;
- Undertaking an orientation and training session with Committee Members at the first meeting after Council's appointment of Members to the Committee;
- Ensuring that all Members of the Committee have entered into a Confidentiality Agreement with the Township at the start of their term;
- Posting Committee agendas and minutes on the Township's website.

## Role of Staff

The role of Staff includes the following:

- Acting as a resource for the Committee during meetings that may include presenting background reports and distribution of government information pertaining to the mandate of the Municipal Revitalization and Heritage Advisory Committee;
- Facilitating the recommendations of the Municipal Revitalization and Heritage Advisory Committee to Council through the creation of reports;
- Submitting a report to Council for budget requests or reallocation of funds;
- Ensuring that finances will be managed through the Committee via motion and administered by the Staff representative.

## Composition

The membership of the Municipal Revitalization and Heritage Advisory Committee shall consist of not fewer than five (5) Members appointed by Council:

In addition to one (1) appointed Council representative, preference will be given to the following representation:

1. Residents and/or ratepayers of the Township – Members at Large – Four (4)

Additional representatives to represent any other public sector bodies or community stakeholders may be added as required. These additional representatives are considered non-voting Members.

At the first meeting of the new term of the Municipal Revitalization and Heritage Advisory Committee, the Members shall appoint from among their Members a Chair and Vice-Chair. If the resignation of a Chair or Vice-Chair is received by the Committee, the Committee will appoint a new Chair or Vice-Chair at the same meeting.

## Term of Office

The term of office for Members on the Municipal Revitalization and Heritage Advisory Committee shall run concurrent with the term of Council until successors are appointed at the start of the term of the next Council.

Members are expected to actively participate in the business of the Committee and are required to notify the Chair or the Clerk if they are unable to attend a meeting. Should any Member of an Advisory Committee neglect to attend four (4) or more meetings or fail to take an active role in the business before the Committee, upon the recommendation of Staff, Council may discharge that Member by resolution and appoint another Member in their place. Members who wish to resign shall notify the Chair and the Clerk in writing. Replacement of the Member will be through the process outlined in

the Advisory Committee Policy.

## Quorum

A majority of the appointed complement of Committee Members at the start of a meeting will constitute a quorum for the transaction of business. No less than three (3) Members must be present before a quorum is achieved.

## Minutes and Agendas

Reports, including recommendations from the Municipal Revitalization and Heritage Advisory Committee, will be sent through the Clerk to be included on the next Regular Council Meeting agenda. Minutes will be forwarded to Council for adoption. The Council appointed representative will provide updates on the Committee's activities at the next Regular Council Meeting following a Committee meeting.

Distribution of the agenda for the upcoming meeting will be sent via email to Committee Members at least 48 hours prior to the next meeting and will be posted on the Township's website.

## Meeting Times and Locations

The Municipal Revitalization and Heritage Advisory Committee shall hold a minimum of four (4) meetings per year. Meetings will occur during the months of January, March, June, and September of each calendar year on the third (3) Thursday of the month or as otherwise approved by the Committee. Meetings will take place at 9:00 a.m. to 11:00 a.m. in the Council Chambers' Hybrid Room or an alternative option when required. Staff will endeavour to stream and record the meetings of the Municipal Revitalization and Heritage Advisory Committee.

Additional meetings may be held as required at the call of the Clerk in consultation with the Chair.

## Remuneration

- Municipal Revitalization and Heritage Advisory Committee Members are volunteers and there is no financial compensation associated with the appointments.
- Committee Members may be reimbursed for expenses incurred as part of their duties subject to the expense being supported by a resolution by the Committee and processed by the Corporate Services Department.