

# Corporation of the City of Clarence-Rockland Policy 2015-78

## Heritage Advisory Committee Terms of Reference – Schedule F

### Administration

#### Section 1 – Objectives and Responsibilities

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

- a) To establish criteria for determining cultural heritage value or interest of provincial significance in accordance with the Heritage Ontario Act;
- b) To prepare, evaluate, and maintain a list of properties and areas worthy of conservation;
- c) To advise Council on means of conserving heritage properties and areas, and available funding sources;
- d) To advise Council on current heritage conservation legislation and to assist Council in the preparation of municipal policies and legislation to conserve heritage properties and areas;
- e) To implement programs and activities to increase public awareness and knowledge of heritage conservation issues to encourage the public to give their opinion on heritage matters;
- f) To advise and assist Council on all matters relating to Parts IV and V of the Ontario Heritage Act;
- g) To advise and assist Council on any other matters relating to properties or areas of cultural heritage value or interest;
- h) To prepare, before the 15th day of January of each year, a report of the previous and of the upcoming year's activities;
- i) Establish and maintain a data bank of Heritage-related names, pre approved by the City of Clarence-Rockland's Council. This data bank will be made available for consultation for the naming of streets, parks and tourist locations.

#### Section 2 – Committee Members

2.1 The Committee, which is appointed by resolution of the Municipal Council shall be formed by the following:

- a) A maximum of one (1) councillor of the City Clarence-Rockland
- b) A maximum of nine (9) residents of the City of Clarence-Rockland.

2.2 The members of the Committee, at their first meeting of the year must elect a Chairman for a period of one year. The Chairman manages the committee business. He represents the committee when addressing to City Council. He leads the discussions of the committee. He can be nominated for more than one mandate. If absent for cause of sickness or otherwise, the committee can nominate another Chairman for an interim period.

2.3 No member of Council or municipal employees can be appointed to the position indicated in item 2.2.

### Section 3 – Quorum

3.1 The quorum cannot be less than fifty percent plus one (50%+1) of the appointed members. The president only votes when there is a tie.

### Section 4 – Responsible Department/Resource Person

4.1 A municipal employee of the Planning Department shall act as a resource person to the committee.

4.2 The Planning Department will act as the responsible department. The Department shall:

- Convene the Committee's meetings;
- Prepare the agendas;
- Process the minutes of all meetings;
- Follow-up with the correspondence;
- Keep the minutes of all meetings and any files related to the applications as well as to the decisions taken and all official documents of the Committee.

### Section 5 – Preparation of the Agenda

5.1 The Planning Department should send the documentation for members of the committee no later than Friday preceding the committee meeting. The service should ensure that the agenda is available for the public during that day on the City's website.

### Section 6 – Frequency of Meetings

6.1 The meetings will be held on a bimonthly basis (two months), as established by the committee's responsible service.

### Section 7 – Procedures and Guidelines

7.1. All procedures and guidelines stated in Policy C2015-001 or in a later version apply to this committee, unless otherwise indicated in the law. In case of disparity between the present terms of reference and this policy, the latter shall prevail.

7.2. The committee must respect, other than the provisions of the current Ontario Heritage Act, the rules of procedure as prescribed by the existing procedural bylaw.