



## MUNICIPAL & MARINE HERITAGE COMMITTEE

### TERMS OF REFERENCE

<b>Established by Council:</b>	<b>June 26, 2023</b>
<b>Regular Review Timeframe:</b>	<b>Once every 4 years by the Clerk</b>
<b>Date Committee Ends:</b>	<b>November 14, 2026</b>

#### 1. REPORTING STRUCTURE

While it is the legislative mandate of Goderich Town Council to make the final decision on all matters that affect the municipality, the role of the Municipal & Marine Heritage Committee is an advisory committee of Council, established by By-Law, to make recommendations to Council on those specialized matters which relate to the purpose of both municipal and marine heritage.

#### 2. MANDATE

The Municipal & Marine Heritage Committee's mandate is to:

- a) Advise Council on all matters pertaining to heritage including architectural, archaeological, natural, marine, and cultural heritage components.
- b) Prepare and review research of properties proposed for designation.
- c) Advise Council on applications pertaining to an individual property (Part IV) or a Heritage Conservation District (Part V) for the purpose of:
  - Designation or de-designation
  - Alteration, addition, or demolition
  - Signage
  - Loans or grants (Goderich Heritage Enhancement Fund)
  - Easement agreements
- d) Advise and assist with the development of heritage conservation guidelines and heritage policies, plans, and programs.
- e) Promote cultural heritage awareness, education, stewardship, and conservation.
- f) Maintain and expand reference materials – photographs, reference books, periodicals, catalogues, that provide resource material for research into Goderich's heritage.
- g) Advise and inform Council of new legislation and funding initiatives.

#### 3. OBJECTIVES

The objective of the Municipal & Marine Heritage Committee is to reinforce the link between the Municipal & Marine Heritage mandate and the Town's strategic direction and Master Plans.

Develop a Work Plan to include:

- Advising Council on cultural heritage matters and recognizing excellence in the cultural heritage community in the Town;
- Promotion of cultural heritage awareness, education, stewardship, and conservation in collaboration with the Building and Clerk's Departments, local businesses, and individual homeowners within the Heritage Conservation Districts.

The Heritage Committee's Work Plan shall be accomplished within its allocated annual budget.

The Work Plan status will be a standing Heritage Committee Agenda Item.

#### **4. Term of Appointment**

The Term of Office for Citizen members and Council members on the Municipal & Marine Heritage Committee shall run concurrent with the term of Council, or until successors are appointed.

#### **5. Qualification**

Members shall be chosen for their special expertise, experience, dedication, and commitment to the mandate of the Committee.

#### **6. Composition of Members**

The Committee shall be composed of not fewer than five members appointed by Council, as per the Ontario Heritage Act, 2002, c. 18, Sched. F, s. 2 (7).

If a Committee member is unable to complete the term as set in Section 4 above, a new Committee member will be selected by Town Council.

Heritage Committee members shall serve without remuneration.

#### **7. Recruitment of Citizen Appointments**

The recruitment of citizens to be appointed to the Committee will be advertised per the Town's Notice By-Law requirements.

#### **8. Staff Appointment**

The Clerk or designate will serve as the Committee Secretary and will provide support for the activities of the Committee.

#### **9. Advisory Staff**

The Chief Administrative Officer, Huron County Planning Staff, Clerk/Planning Coordinator, Chief Building Official/Secretary, as required.

## 10. Quorum

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the scheduled meeting time.

The issuance of an Agenda for a meeting of this Committee will be considered as a notice of that meeting.

## 11. Frequency and Location of Meetings

The Municipal & Marine Heritage Committee meetings will be held quarterly (4 times per year) at 10:00 a.m., or as determined by the Committee at the call of the Chair, and will be held in a hybrid format, both in person in the Menesetung Room, and via an electronic platform. The length of the meetings shall be no more than one hour.

Any member of the Committee who misses (3) three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council shall advertise for the vacant position.

All meetings shall be open to the public, in accordance with the Town of Goderich Procedural By-Law and the Municipal Act. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The Committee shall maintain a record of the Closed meeting with the Town Clerk.

## 12. Agendas and Minutes

The Agenda shall be prepared by the Administrative Assistant to the CAO and Clerk/Planning Coordinator with the assistance of the Chief Building Official. The Clerk's office will post the agenda on the Town's website.

Minutes of all meetings of the Committee shall be provided to members. The Clerk's office will electronically circulate the meeting minutes to all members of Council in the next Council Agenda package for their information and post the meeting minutes on the Town's website.

## 13. Selection of the Chair

The Chair shall be selected by the Committee at the inaugural meeting.

## 14. Role of the Chair

The role of the Chair is to:

- a) Communicate via email or meet with the Committee Secretary to prepare the upcoming agenda;
- b) Preside at the meetings of the Municipal & Marine Heritage Committee per the Town's Procedural By-Law, and to keep the discussion on topic;

- c) Provide leadership to the Municipal Marine and Heritage Committee members to ensure that its activities remain focused on its mandate;
- d) Recognize each member's contribution to the Committee's work.

In the absence of the Chair, members will appoint a Chair for that meeting and will Chair the meetings and act for the Chair as necessary.

#### **15. Role of Secretary**

The role of the Secretary is to confirm the meeting date and location with the Clerk's Office, shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Committee, prepare the Agenda, take the minutes, and provide a copy of the minutes to the Town Clerk's office and all Committee members.

#### **16. Role of Committee Members**

The role of a Municipal & Marine Heritage Committee member is to review applications sent to them in advance of the meeting, consider applicant, agency, and public comments, and make decisions in public regarding applications. Members must also contribute time, knowledge, skill, and expertise to the fulfillment of the Committee's mandate.

Committee Members must comply with the:

- Town of Goderich's Code of Conduct;
- Town of Goderich's Accountability and Transparency Policy;
- Town of Goderich's Procedural By-Law;
- Town of Goderich's Social Media Policy;
- Other applicable Town by-laws and policies;
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

Notify the Clerk/Secretary within 24 hours of the Municipal & Marine Heritage Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member, nor the Committee as a whole, has the authority to make direct representations of the Town to Federal and Provincial Governments or the media.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary. This person will absent him/herself for the duration of the discussion at that meeting or subsequent meeting, as well as any voting (if any) with respect to that matter.

#### **17. Insurance**

The Town of Goderich'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 Town of Goderich 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 Town of Goderich and Council. Members must adhere to the policies and procedures of the Town of Goderich and Council, including these Terms of Reference.

Committee members are not entitled to any benefits normally provided by the Town of Goderich, 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.

#### **18. Expulsion of Member**

The Committee may recommend to Council the expulsion of a member or Council may remove a member. The reasons may be, but are 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 Committee or other legal issues.

#### **19. Terms of Reference**

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes to these Terms of Reference by the Committee shall be recommended to Council via the Clerk through a report to Council.

The Committee may be dissolved at any time by a resolution of Council.