

# Thorold Heritage Advisory Committee — Terms of Reference

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# Thorold Heritage Advisory Committee — Terms of Reference

## Preamble

The Thorold Heritage Committee was created in accordance with the *Ontario Heritage Act* to advise and assist council on matters relating to municipal heritage.

## Mandate

To advise City Council on measures to protect and enhance heritage conservation, to advise and recommend changes relating to the Ontario Heritage Act, and to provide recommendations to Thorold City Council on policies, procedures and strategic direction.

## Goals and Purpose

The purpose of the committee shall be:

- a) To further the objectives of heritage conservation, as defined by the Ministry of Tourism, Culture & Sports in the Ontario Heritage Act, originally legislated in 1974 and Bill 60 (Chapter 6, Statutes of Ontario, 2005) - an Act to amend the Ontario Heritage Act (receiving Royal Assent April 28<sup>th</sup>, 2005).
- b) Further, with changes to the Ontario Heritage Act, the province is asking local heritage committees to advise, recommend, provide expertise, facilitate community awareness, assist in open and honest dialogue on heritage matters, be sensitive to the range of views in the community, promote good-will and trust within the community and act as liaison with stakeholders in heritagematters.
- c) In addition, they are required to advise and assist the local Council on matters relating to the conservation of the heritage of the City. Specific tasks may include carrying out research, conducting surveys and inventories of local properties of historical, cultural and architectural significance, developing community responsibility for its heritage resources through educational programming, drafting of heritage policy for the Official Plan of the City and the formulation of other policies and practices. The committee may be asked to review various development proposals, road changes, demolitions, etc., to assess their impact on the heritage resources of the City of Thorold.

## Reporting Structure

The Thorold Heritage Advisory Committee will report directly to City Council.

## Membership

### Composition

The Committee shall consist of the following members:

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- At-large members (9)
- Councillor (Minimum of 1)

Manager, Economic Development (or designate) will support the committee as the City of Thorold's staff liaison.

### **Term**

The term of office for the committee shall be in line with the term of City Council.

The term of the Committee itself is determined by the Committee's mandate, goals and objectives.

## **Roles and Responsibilities**

### **Chair and Vice Chair**

The Chair will:

- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- Work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents.
- Serve as the spokesperson for the Committee to City Council
- Provide annual reports to Council.

The Vice Chair, shall act as the Presiding Officer in absence of the Chair, or should the Chair be unable to fulfill his or her duties.

### **Committee Members**

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

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- Electing a Chair and Vice-Chair
- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee
- Represent interests of community
- Create working groups as required to report back to them on specific matters
- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff.

### Staff Liaison

The staff Liaison will:

- work with the Chair and Vice-Chair in order to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee/Board
- ensure matters within the mandate of the Committee are circulated to the Committees attention through Reports and Memorandums where applicable.
- incorporate input from the Committee into staff reports where applicable.

### Working Groups

The following working groups may be set up:

- Designation working group
- Downtown Thorold working group
- Public Relations / Education working group

And/ or any other sub-committee deemed necessary to deal with matters on the table.

Each sub-committee would elect a Chair and report its activities to the general meeting of the committee as a whole.

Subcommittee Presiding Officers shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings to the staff representative of the Committee, and the preparation of subcommittee reports to the Committee

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### **Resources**

The City's Administration department is the designated department providing resource support to the committee, however, the committee also has access to staff from other departments as may be required.

The Clerks department shall be responsible for preparing and distributing meeting agendas and meeting minutes.

### **Meetings**

There shall be 9 regular meetings scheduled each year. The date and time of meetings will be determined at the first meeting of each term. Special meetings will be at the call of the Chair.

Meetings shall be held at the City of Thorold Municipal Office. As required, the Committee may identify other meeting locations from time to time.

Meetings of the Committee are open to the public, members of the public are invited to address the Committee on specific matters at the beginning of each meeting. Presentations to the committee shall not exceed ten minutes for any individual or group.

The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to five minutes, and are permitted to reply to comments made by other members.

### **Absenteeism**

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Committee prior to the meeting date/time.

### **Amendments to the Terms of Reference**

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Thorold Heritage Advisory Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

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### **Glossary of Terms**

n/a