



Terms of Reference

Committee Name: Midland Heritage Committee	Committee Type: Statutory
Staff Support/Departmental Support: Planning and Building Services Planning Division	Created by By-law 2018-71 (Repealed By-law 2009-3 as amended)
Date Approved: September 24, 2018	Amendments:

Mandate/ General Statement

- To advise and assist Council on matters relating to the *Ontario Heritage Act*, and such other heritage matters as Council may specify by by-law

Strategic Plan Priorities/ Legislative Requirements

- *Ontario Heritage Act*, R.S.O. 1990, c.18

Committee Composition

1. The members shall be appointed by Council for a term to coincide with the current Term of Council and shall consist of:

9 Public representatives

X N Legislative/statutory requirement for Council representation.
2. A Chair and Vice Chair shall be elected annually by the voting members, but shall not be a Council member.
3. The Human Resources Sub Committee shall review all Committee applications.

Committee Criteria

1. Preference will be given to persons who are residents and/or property owners within the Town of Midland.
2. Members shall be appointed based on the following skills and/or knowledge:
 - Keen interest and knowledge of local History and Architecture
 - Knowledge of Heritage aspects of the *Planning Act* and *Ontario Heritage Act*.

3. Members must be able to commit the necessary time to Committee meetings and events (if applicable).
4. Members shall provide adequate notice to staff if unavailable to attend meetings.
5. Members should demonstrate a strong interest in the Committee's mandate, etc.
6. Acting on behalf of the Town/Code of Conduct, members shall conduct themselves as a representative of the Town.
6. Resignations from Committee members shall be tendered in writing to the Clerk or designated staff support. The Clerk will advise Council.
7. Attendance
 - a) If a member misses three (3) consecutive meetings and the Chair of the respective Committee has not granted permission for same, the Chair shall notify Council in writing concerning the absence.
 - b) Upon notification by the respective Committee Chair regarding the absence, Council may declare the seat of any member of the committee vacant.

Committee Duties

To advise and assist Town Staff and Council:

- on all matters relating to the designation of property, the review of Heritage Permit applications and other cultural heritage conservation measures under Parts IV and V of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended.
- on establishing criteria for the evaluation of properties of architectural and/or Historical value or interest.
- in the preparation, evaluation and maintenance of a Heritage Inventory and Registry of properties and areas worthy of conservation.
- on any other matters relating to the conservation of a Heritage Inventory and Registry of properties or areas of cultural heritage value or interest.
- on programs and activities to increase public awareness and knowledge of heritage conservation issues.

Staff Support and Duties

Council shall determine the staff resources at the time of establishing the Committee.

1. The Planning staff shall attend as required in an advisory capacity.
2. The Director of Planning and Building Services or designated Planning Staff support shall confirm meeting dates and provide proper notice.
3. The Director of Planning and Building Services or designated Planning Staff support shall publish and distribute agendas, and record and distribute the minutes to the Committee for approval.

Meetings

1. The Clerk shall determine the meeting schedule at the commencement of each Council term in conjunction with the appointed Chair. Notice of any changes to the meeting dates shall be provided to the public in accordance with the Town's Procedural By-law. Meetings during the months of July and August shall be at the discretion of the Chair.
2. Meetings shall be held at the Town Municipal Offices or in such other place as appointed.
3. A quorum for meetings shall be 50% plus one (1) of the voting members
4. Items which are recommendations to Council will require a Committee resolution.
5. Committee meetings shall follow the Town Procedural By-law as amended from time to time.

Reporting Structure

1. The Committee shall report directly to Council through the Clerk (or designate) by way of a Committee report. Report format shall be in accordance with the Town's standard report format.
2. Minutes of the Committee meetings shall be approved by the Committee at its next meeting and forwarded to Council as information through the Council Information Package (CIP).
3. The Committee shall provide a deputation to Council semi-annually outlining the Committee's accomplishments and provide an overview of its objectives for the following year. Where there is a significant requirement for funding the Committee shall submit a request deemed appropriate by the Treasurer during Budget deliberations.

Budget

As determined by Council annually.

Remuneration

Not applicable.

Review of Terms of Reference / Sunset Clause

Prior to the end of the first quarter of the fourth Year of the Council Term, the Committee shall review the Terms of Reference and recommend to Council any amendments by way of a Committee report.

Signature of Committee Members:
