

South Frontenac Heritage Committee (SFHC) TERMS OF REFERENCE

PURPOSE

- To advise and assist Council on matters relating to Part IV (conservation of properties of architectural and / or cultural heritage value or interest) and Part V (identification of a potential Heritage Conservation District) of the Ontario Heritage Act. Specifically, a Heritage Committee would be engaged:
 - during the heritage designation process for individual properties and for districts;
 - on applications to alter heritage designated properties;
 - on applications to demolish or remove heritage designated properties;
 - on applications to repeal designation by-law of a heritage designated property.
- To identify properties and features which have architectural and / or cultural heritage value or interests.
- To assist with the registration of properties which have been identified as having architectural and / or cultural heritage value or interests.
- To assist and advise Council on the research, education/training, promotion and celebration of the heritage of South Frontenac and the area's rural traditions and values.
- To initiate programs such as interpretive plaques showcasing heritage locations and features, historical walking tours, Doors Open events and similar celebrations of heritage which contribute to the overall sense of place and appeal of South Frontenac as a place to live and visit.
- To explore financial assistance programs related to the conservation of heritage properties and features.
- To assist and advise Council on changes to Official Plan policies and Zoning By-law regulations related to heritage matters.
- To assist and advise Council on proposals for adaptive reuse of properties and features having architectural and / or cultural heritage value or interests.
- To facilitate and assist with communication with local and regional heritage interests and the exchange of ideas and expertise through cooperation, partnership and consultation.
- To prepare an Annual Work Plan and Budget estimates for Council's consideration.
- To carry out other assigned duties and responsibilities identified by Council related to heritage matters.

Reporting Structure

- The committee reports regularly to the Development Services Committee through the Director of Development Services by means of distribution of minutes and periodic reports and recommendations.

Composition

- Committee positions are advertised at the beginning of each council term or as vacancies occur.
- Council shall appoint one councilor and a minimum of 4 members of the public. The Committee shall have a maximum size of 9 members, including the Council representative but not including the Mayor who shall sit on the Committee as an ex officio, voting member. The Director of Development Services shall sit on the committee as staff resource and a non-voting member.
- The committee selects a Chair and Vice Chair annually at its first meeting of the calendar year.
- The Chair and Vice Chair positions must be community members.
- Vacancies on the Heritage Committee will be advertised and filled as soon as possible.
- In appointing committee members, Council will seek individuals who have one or more of the following skills sets:
 - a demonstrated interest in heritage conservation and an ability to work with Council;
 - an understanding of heritage conservation approaches;
 - a knowledge of historical research;
 - a knowledge of heritage construction trades;
 - an expertise in architectural history;
 - a knowledge of land use planning;
 - an understanding of municipal procedures; and,
 - other related skills.
- The term of office for members of the committee shall be as per the Township's Procedural Bylaw
- The Director of Development Services will be responsible for screening applicants for the Heritage Committee and making recommendations to Council on the best candidates.

Meeting Frequency

- The committee will meet routinely at a minimum of 6 times per year or at the call of the Chair.
- Quorum: A quorum is considered a majority of the voting members.
- Meetings are held in Council Chamber's or at a location as arranged by the Chair.
- All meetings of the Heritage Committee shall be open to the public.

Decision Making/Authority

- The committee follows Council's procedures for conducting meetings and making decisions as a group.
- The Municipal Conflict of Interest Act applies to the all members of the committee.
- The committee will strive for consensus on all items, however if voting is necessary; all members of the committee shall have a vote, a simple majority will decide an issue, questions resulting in a tie vote will be defeated.

- The Committee Chair may seek direction from the Director of Development Services or Senior Staff to assist with the decision making process.
- The Committee is to operate within the bounds of these terms of reference and the approved work plan and budget set by Council.
- The Committee may identify properties and features determined as having architectural and / or cultural heritage value or interests to be included on an inventory of properties of architectural and / or cultural heritage value or interest without the consent of the property owner. The inventory is different from the full designation under Part IV of the Ontario Heritage Act.
- The Committee may only consider applications for the designation of properties under Part IV of the Ontario Heritage Act which have the support of the property owner or as requested by Council

Meeting Agendas

- The Director of Development Services, or designate, will prepare an agenda in consultation with Heritage Committee Chair based on previous agenda items, the draft minutes, Township/Council priorities and input from the Committee members.
- Agendas will be published electronically and distributed by email generally three business days before the meeting. Agendas and reports will be available on screen at the meeting.

Meeting Minutes

- Written minutes of all meetings shall be prepared by the Director of Development Services using the Township's standard minute template.
- Minutes will be provided to the committee for discussion and approval at the next committee meeting and distributed to Council after they have been passed by the committee.

Sub Committees

- Sub-committees for South Frontenac Heritage Committee may be established, as necessary, for a limited time and for a specific purpose. Sub-committees will report back to the next full committee meeting.

Meeting Attendance & Compensation

- The Committee Chair will sign off on attendance list and provide it to the Director of Development Services for authorization for remuneration.
- Committee and subcommittee members (excluding councilors and staff) will be compensated in accordance with Township policies
- All members are paid for their mileage to attend the Heritage Committee meetings.

Delegations to Committees

Delegations by groups or individuals may be made to the committee and will follow the following process;

- Delegations will be received by the Committee and will be limited to a maximum ten minute presentation, unless otherwise approved by the Committee, and are considered in the following order:
 - Those persons the Committee has requested to appear
 - Citizens, organizations or their representatives who have notified the Chair or Director of Development Services in advance of the Agenda being set with their desire to appear. The Chair or Director of Development Services may request that the delegation presentation be moved to a different meeting date if the meeting agenda is full.

Communication between the Committee and Township

- The Committee Chair will communicate directly to the Director of Development Services who will bring any requests for information or concerns to the appropriate Township staff.
- The Director of Development Services will:
 - attend each Heritage Committee meeting and will invite other Township Staff if required;
 - bring matters of importance to the attention of the Heritage Committee;
 - share information of importance with the Heritage Committee;
 - make recommendations to Heritage Committee based on Township Staff direction; and
 - advise the Committee of any Council direction.

Budget Process

The development of the Heritage Committee budget will be a joint effort between the Committee and Township Staff along with direction from Council. The Heritage Committee Budget will be based on an annual work plan prepared by the Committee and approved by Council.

Note: Council makes the final decision on Budget items submitted

Review

- The committee at the first meeting of each year will review these terms of reference.
- Recommendations for change will be forwarded to Council for approval.