

## **Heritage Grey Highlands Committee**

### **Terms of Reference**

**Name:** Heritage Grey Highlands Committee (HGHC)

**Support:** Corporate Services

**Type:** Advisory Committee of Council

**TOR Approved by Council:** 2024-12-04

#### **Purpose:**

Heritage Grey Highlands Committee (HGHC) shall advise Council on identifying, conserving, and promoting heritage resources in our community and to recognize buildings and properties of historic or architectural value in accordance with the Ontario Heritage Act.

#### **Mandate:**

- To review and make recommendations to Council on matters under the Ontario Heritage Act.
- To promote public awareness of Grey Highlands' cultural heritage and conduct research into cultural heritage resources.
- To maintain knowledge and recruit interested historians to assist the Municipal Heritage Committee.
- To promote, research, and recommend properties eligible for designation under the Municipal Heritage Act.
- To liaise with other Municipal Heritage Committees, historical societies and similar organizations on heritage issues and policies.

#### **Delegated Authority:**

HGHC is an advisory Committee to Council and has no delegated authority to act without Council direction unless otherwise provided for under the Delegation of Authority By-law in effect at the time or as provided for in the Ontario Heritage Act.

HGHC has no authority to direct staff. HGHC is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

#### **Composition:**

HGHC will consist of:

- 1 member of Council and 1 alternate member of Council
- Up to 6 citizen volunteer appointments

Citizen members will be appointed by Council for the term of Council. During an election year, current members will remain in place until a new term of Council commences and new term appointments are made by Council. As early as possible in a new term of Council, Municipal staff will post for appointments for any citizen positions. Current citizen members will need to re-apply each term.

At the first meeting of each calendar year, HGHC will elect a Chair and Vice-chair for the committee.

Only those members appointed by Council may vote on any matter.

All appointed members shall be required to sign off and adhere to any Code of Conduct in place during the appointment.

**Vacancies Mid-Term:**

Any vacancies on the Committee will be posted to the Grey Highlands website. All appointments must be approved by Council.

**Lead Department/Reporting Relationship:**

The Lead Department supporting the Committee will be Corporate Services. The Lead Department may call on other departments and outside agencies as required.

Meeting minutes will be forwarded to Council upon Committee review for inclusion on the next available Consent agenda to be received for information. Any recommendations for heritage designation will be presented to Council by Corporate Services staff as taken from the minutes of the Committee.

**Administration:**

Corporate Services will provide meeting management support.

Save and except as set out in these Terms of Reference, the rules of procedure for Committees or as set out in the Procedural By-law shall apply in this Heritage Grey Highlands Committee. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

**Schedule/Location of Meetings:**

HGHC will endeavor to post a yearly schedule and location of meetings prior to January 1 of each year when possible, with a minimum of 4 meetings per year to be scheduled. Notice of HGHC meetings will be posted on the Municipal website at least 48 hours in advance of the meeting and all meetings are open to the public.

**Meeting Attendance:**

It shall be the duty of members to make every effort to attend all committee meetings.

Where a member is absent from three (3) consecutive meetings, their absence will prompt a review of their membership status by the Clerk or their designate.

**Budget and Financial Report:**

This advisory committee does have access to a budgeted amount, if approved annually by Council for Heritage related membership dues, mileage, conferences and other materials and supplies.

All citizen volunteer members will serve without remuneration. Any out-of-pocket expenses incurred by a Committee member must be pre-approved for reimbursement by the Municipality.

**Special Considerations:**

HGH will be designated by By-law as the Municipal Heritage Committee as per section 28 of the Ontario Heritage Act.

Joint research activities and discussions can occur if there is not a quorum of members in attendance and no decisions are made. Research activities for the Committee shall be undertaken by the Committee members. Research documents for specific items to be discussed at an upcoming meeting shall be forwarded to Corporate Services staff for inclusion on the agenda no later than 1 week prior to the meeting.