



## HERITAGE CALEDON

### TERMS OF REFERENCE

*Approved February 28, 2023*

#### 1. MANDATE

Heritage Caledon will provide recommendations and advice on matters which have a direct or indirect impact on cultural heritage resources within the Town of Caledon.

The Committee will be responsible for the following:

- Providing assistance and advice to Council on matters relating to designation under Part IV and Part V of the *Ontario Heritage Act*, R.S.O. 1990 c. O. 18;
- Promoting heritage awareness/education, planning, stewardship and conservation;
- Establishing effective partnerships with local, regional, provincial and national historical and heritage groups; and
- Recognizing excellence in the heritage community.

#### Deliverables

The Committee will accomplish its mandate by:

1. Searching out, assessing and making recommendations to Council for designating or listing on the Town's Heritage Register any real property, including built heritage and natural heritage features, cultural heritage landscapes and other, which in the opinion of the Committee is of cultural heritage value as established by *Ontario Heritage Act*.
2. Reviewing plans and providing comment on proposed alterations to heritage designated properties.
3. Advising Council on the proposed removal or demolition of structures from a non-designated property listed on the Heritage Register or removing reference to such properties from the Heritage Register.
4. Reviewing and evaluating applications for the Designated Heritage Property Grant Program in accordance with the Designated Heritage Property Grant Program By-law.
5. Advising and assisting in the conservation of cultural heritage resources, both tangible and intangible, thereby contributing to the goals and

objectives of the Cultural Heritage Conservation policies in Official Plan and the Community Based Strategic Plan.

6. Advising on policies, regulations and guidelines pertaining to cultural heritage resources and the development of a strong cultural identity in Caledon.
7. Implementing projects and strategies in support of policies, regulations and guidelines pertaining to cultural heritage resources and identity in Caledon.
8. Advising Council of the issues, concerns and initiatives of the local heritage community.
9. Encouraging community involvement in matters and projects related to cultural heritage resources, including public educational events.
10. Promoting research and the collection of information on cultural heritage resources in Caledon.
11. Making recommendations to Council regarding recipients for the Heritage Caledon Award of Excellence.

## **2. TYPE OF COMMITTEE**

Statutory Committee

## **3. ROLES AND RESPONSIBILITIES**

### **Chair and Vice-Chair**

A Chair and Vice-Chair shall be appointed by the committee at the first meeting and shall serve in this capacity for the term.

### **Role of the Chair**

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- a) calling the meetings to order;
- b) the Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format;
- c) creating an agenda in consultation with the Secretary;
- d) chairing the meetings;
- e) acting as spokesperson;
- f) the Chair shall conduct meetings in accordance with the Town's Procedural By-law;
- g) in the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

### **Role of Members**

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- a) Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting;
- b) Review all information supplied to them;
- c) Prepare information for use in the development of materials for the Committee;
- d) Promote the role of the Committee;
- e) Offer input to committee reports to Council;
- f) Attend training as required to effectively perform their role as a committee member;

### **4. MEMBERSHIP**

Heritage Caledon will be composed of eleven (11) citizen members and one (1) member of Council in a liaison capacity.

#### **Qualifications**

Appointed citizen members shall have the following qualifications:

- a) a resident of the Town of Caledon;
- b) not an employee of the Town of Caledon;
- c) demonstrated interest, knowledge or expertise in heritage matters within the community;
- d) previous experience on a committee, task force or tribunal is preferred;
- e) an interest regarding heritage matters;
- f) relevant training or professional expertise in heritage fields;
- g) preference will be granted to those with a planning, engineering, archeology or architecture background.

Where possible appointments to the Committee be comprised of members who belong to local historical groups and represent the geographical areas of the municipality.

#### **Term of Office**

A Members term on the committee shall be concurrent with the Term of Council or until a successor is appointed for the purpose of considering applications for under Part IV and V of the Ontario Heritage Act.

#### **Committee Budget and Compensation**

The Committee shall allocate annually the Heritage Caledon Committee Budget

following the Town's annual budgeting process, including an allocation for mileage incurred for site visits and public education events approved by the responsible Manager.

Mileage shall be compensated in accordance with the Corporate Staff Expense Policy and be at the current rate established by the Town in its annual budgeting process.

### **Vacancy**

A vacancy on the Committee shall occur if a Committee member is absent for three (3) consecutive meetings without confirmation from Council.

A Committee member who is unable to carry out his/her duties through illness or otherwise shall provide a note to the Secretary. The Secretary shall notify the Town Clerk of the member's absence and the anticipated date of return. Council shall then confirm the absence or deem the seat vacant.

A vacancy that occurs within six (6) months of a municipal election shall not be filled.

## **5. CONFLICT OF INTEREST**

All Members are subject to The Municipal Conflict of Interest Act, R.S.O, 1990, c.M50 and shall disclose any direct or indirect Pecuniary Interest for themselves or a family member and shall state the general nature of such Pecuniary Interest and it shall be recorded by the Secretary accordingly.

The Member shall not take part in the discussion or vote on any question with respect to the matter and shall not attempt in any way before during and/or after the meeting to influence the voting on any such question.

At a meeting at which a member discloses a Pecuniary Interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk of the municipality or the secretary of the committee or local board.

## **6. MEETING SCHEDULE**

Heritage Caledon shall meet on a monthly basis. Meetings scheduled in July and August where there are no legislative matters to be considered may be cancelled in consultation with the Town Clerk or designate and the Chair.

The time for the Committee meeting shall be determined in consultation between the Clerk and Chair following the first meeting that the Committee convenes. Unless otherwise specified, the meeting time and schedule shall serve for the remainder of the term however the meeting frequency may be altered during an election year.



## **7. SUB-COMMITTEES AND WORKING GROUPS**

The Committee may form sub-committees and working groups as necessary to complete specific tasks related to the Committee's mandate and work plan.

These subcommittees and working groups must be comprised of Committee members and shall not constitute the full membership of the Committee.

Meetings of sub-committees and/or working groups may meet at any time and at any location and are in addition to the regular meetings of the Committee.

## **8. GENERAL**

The Committee shall act in accordance with the Town's Procedural By-law, the *Municipal Conflict of Interest Act* and the *Ontario Heritage Act*.