



MUNICIPAL HERITAGE COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Municipal Heritage Committee is established through a by-law passed by the Council of the Township of Leeds and the Thousand Islands under the authority of Section 28 of the Ontario Heritage Act R.S.O. 1990, c. O.18. It works in direct association with Council and Municipal Staff to carry out the mandates of the Ontario Heritage Act, related legislation, and Council, regarding community heritage initiatives.

At the time of the creation of the new Township of Leeds and the Thousand Islands in 2001, Council indicated that they wished to form a Municipal Heritage Committee to carry forward the work of the existing heritage committees of the Rear of Leeds and Lansdowne and the Front of Escott Townships. This resulted in the establishment of the Municipal Heritage Committee of the Township of Leeds and the Thousand Islands.

2. MANDATE

The Municipal Heritage Committee is established through a by-law passed by the Council of the Township of Leeds and the Thousand Islands under the authority of Section 28 of the Ontario Heritage Act R.S.O. 1990, c. O.18. It works in direct association with Council and Municipal Staff to carry out the mandates of the Ontario Heritage Act, related legislation, and Council, regarding community heritage initiatives.

3. VALUES

The Committee will:

- Function as a collective partnership
- Link to opportunities in the regional area
- Positively and constructively offer and build on ideas to take action
- Demonstrate willingness to work with neighbours and liaison with other community groups
- Ensure two-way collaboration and communication

4. BUDGET

The operational budget shall be prepared and managed by the Director of Planning and Development and/or designate in cooperation with the MHC and CAO for approval by Council as part of the budget procedure.

Recommendations adopted by Council will be incorporated into the operational or capital budget in the appropriate area recommended by the Treasurer and approved by Council. Council may consult with MHC prior to modifying and such approved budget items.

5. ORGANIZATION

a) Governance

The committee shall be governed by applicable law including the Township's Procedural by-law, The Municipal Conflict of Interest Act, The Municipal Freedom of Information and Protection of Privacy Act. (A brief orientation will be provided by the Clerk's department at the start of each term.)

The Chairperson shall be appointed by the membership.

The Vice Chair shall be appointed to act in the Chair's absence.

All Members will:

- provide Council with advice and information regarding matters where Council is required to consult with the Committee under provisions of the Ontario Heritage Act
- assist Council and Municipal Staff in the preparation of municipal legislation and policies to conserve heritage properties and areas, including but not limited to the Official Plan and Zoning By-laws
- establish criteria for the evaluation of properties of cultural heritage value or interest
- prepare, evaluate, and maintain a list of properties and areas worthy of conservation
- advise Council on means of conserving heritage properties and areas
- advise and assist Council relating to the Ontario Heritage Act, the Planning Act, and the Provincial Policy Statement (2005) and related heritage conservation legislation

- advise and assist Council on any other matters relating to properties or areas within the Township of cultural heritage value or interest
- advise/inform Council of new Heritage Legislation and Funding Initiatives
- implement programs and activities to increase public awareness and knowledge of heritage conservation issues
- assist Municipal Staff in activities related to Heritage Preservation
- assist groups or individuals in the Township in activities related to Heritage Preservation
- liaise with groups or individuals participating in Heritage Preservation
- advise Council on matters and help to implement and advise on approved actions as it relates to our culture and heritage

The Clerk's Department will be the secretariat.

Staff liaison will be the Director of Planning and Development. Other staff as appropriate will be invited on an as-required topical basis and their attendance will be based on availability.

Recommendations to Council shall be in writing via motion and prepared in advance with a supported report from the Director of Planning and Development and/or designate. Items to be included on the agenda shall be submitted to the Clerk's office by the Wednesday prior to the agenda with any supporting/background material. Inclusion on the agenda will be at the Chair's discretion. Agendas will be distributed at minimum 48 hours prior to the meeting.

Committee meetings will be videotaped and live streamed and archived for public viewing.

b) Membership and Appointment

Council will appoint members to the Committee at the beginning of their term. The MHC will be composed of residents and taxpayers and may include Members of Council.

c) Qualifications

All members shall have a demonstrated commitment to and interest in the community as identified in their application.

5.4 Meeting Schedule

Meetings shall be monthly on the third Friday of the month at 1:00 p.m. with the exception of August.

Meetings will be held in the Council Chamber, Township of Leeds and the Thousand Islands Administration Building, 1233 Prince St, Lansdowne, ON. Established meeting dates and times will not be changed unless circumstances warrant special consideration. The Committee will be provided with the annual hearing schedule at the beginning of each year.

Meetings may be cancelled at the call of the Chair.

Approved meeting minutes are circulated to Council for review.

5.5 Remuneration

Efforts will be acknowledged at a volunteer appreciate dinner.

5.6 Duties and Responsibilities

Committee Chair

The Chair shall preside at all meetings and exercises authority and performs duties as required, provide guidance and leadership to the committee in the completion of its mandate; and ensure that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

All Members

Committee members shall contribute time, knowledge, skill and expertise to the fulfillment of the Committee's mandate; research issues relevant to their Committee's mandate as required; and commit to attending regular meetings during the year.

Should any Member of a Committee fail to attend three successive regular meetings without being authorized to do so by a resolution of the Committee, the Committee should recommend to Council they declare the committee seat vacant and Council may appoint another Member in the members place.

5.7 Working Groups

The Committee may recommend working groups of MHC to be established for a particular purpose/mandate. Working Group Chairs must be an MHC Committee member.

The MHC chairperson will be an ex-officio member of all working sub-committees.

As a working group, formal agendas, minutes or staff support are not required.

5 6. CODE OF CONDUCT

The Township is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township's goal to provide a healthy and safe work environment that is free from any form of harassment or violence. All Members and employees will refrain from personal harassment and conflict behavior, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions as per the Township's Respect in the Workplace Policy.