



Terms of Reference

Town of Halton Hills Advisory Committees of Council

Heritage Halton Hills Advisory Committee

1. Mandate of Committee

Heritage Halton Hills, the Town of Halton Hills' Municipal Heritage Committee, was established on March 13, 1989 (By-Law 1989-0036) as the Local Architectural Conservation Advisory Committee (LACAC), per Section 28 of the Ontario Heritage Act. On May 25, 1993, the Committee was renamed Heritage Halton Hills (By-Law 1993-0075).

The mandate of Heritage Halton Hills is to advise Council and make recommendations on the designation of property, applications for repeal of designations, applications for alterations, and/or removal or demolition of Part IV and Part V properties, as outlined in Section 28 of the Ontario Heritage Act. Council is required, under the Ontario Heritage Act, to consult with Heritage Halton Hills (the Municipal Heritage Committee) on matters such as:

- Listing properties on a Municipal Heritage Register (Section 27);
- Designation of individual properties (Section 29);
- Amendment of a designation by-law (Section 30);
- Repealing the designations of individual properties (Section 31 & 32);
- Alterations to designated properties (Sections 33);
- Demolitions of designated properties (Section 34 and 42);
- Easements and covenants to conserve buildings of cultural heritage value (Section 37); and,
- Defining and designation of heritage conservation districts (Section 40)

2. Goals & Objectives

In addition to fulfilling its mandate as an advisory committee to Council, Heritage Halton Hills will promote the conservation and celebration of the Town of Halton Hills' unique local history and will serve to assist local residents in developing an understanding and appreciation of the community's beginnings, development, and future. Heritage Halton Hills may, in accordance with policies and priorities

determined by Council and in their discretion, consider it appropriate to undertake the following initiatives:

- Promote the history and heritage of the Town of Halton Hills through public outreach, education, exhibits, tours, and special events;
- Identify and evaluate properties and areas of cultural heritage value or interest for designation under the Ontario Heritage Act or addition to the Town's Heritage Register;
- Provide the rationale for resources to carry out Heritage Halton Hills' mandate;
- Participate in various Town committees to provide heritage input as required;
- With the consent of the owners of property, place markers, signs, cairns or other interpretive facilities in or on the property in the interest of the public;
- Sponsor or participate in programs that honour individuals who have contributed to heritage conservation in the Town of Halton Hills.

3. Guiding Principles

The Committee is to serve as an advisory body to Council and does not have any delegated authority. Recommendations requiring implementation, expenditures, reports, or staff actions must be considered by staff and/or Council. Council may cause the Committee to review and report on matters pertaining to the Committee's mandate.

The Committee aligns with the Town's Strategic Plan priority of Shaping Growth Shaping growth as well as Sustainable Development.

4. Membership

The Committee shall be composed of a maximum of eleven (11) members, as follows:

- Two (2) Council Representatives (appointed by the Mayor)
- Nine (9) citizen members (appointed by Council each term)

5. Recruitment, Selection of Committee Members & Member Qualifications

The recruitment process will be followed as outlined in the Town's Public Appointment Policy.

The Town will seek volunteers that have interest and knowledge of historical buildings, architecture and government legislation regarding heritage buildings.

6. Remuneration

There is no remuneration relating to this Committee. The community representatives are volunteers.

7. Responsibilities of Committee Members

Committee members shall:

- attend meetings as required
- provide adequate notice if unable to attend a scheduled meeting
- conduct themselves in a respectful manner to staff and other committee members
- actively participate in meetings providing support and insight to agenda topics
- adhere to the Town's Procedure By-Law

8. Chair

The Chair shall be appointed by the Mayor from the Council Members appointed to the Committee.

In the case of absence of the Chair, another appointed Council member shall act in their place and stead.

9. Meeting Dates & Proceedings

The Committee shall meet monthly (July and August only if required). Additional meetings may be called as required. Meeting dates and times will be determined and provided to the Committee at the beginning of each calendar year. Meetings may be held electronically, or in-person as determined by the Chair. Times and dates may be altered or cancelled by the Committee or the Chair.

Meetings shall be conducted in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

10. Quorum

A quorum means fifty percent (50%) of the membership plus one.

Staff members shall not be included in the calculation of quorum and Committee meetings shall not proceed if quorum is not met.

11. Vacancy

The position of a member of a committee becomes vacant if the member is absent for a certain period of time as outlined in the Town's Advisory Committee of Council - Public Appointment Policy.

12. Call to Order

The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting provided quorum is present. If no quorum is present, the meeting shall not process and the meeting shall stand adjourned until the date of the next regular meeting.

In the absence of the Chair, the Vice-Chair shall assume the Chair position and call the meeting to order.

13. Voting – Motions

Members of the Committee shall declare any pecuniary interest that they may have in any matter under consideration by the Committee. Committee members shall abstain from any discussion or voting on a matter in which they have declared a pecuniary interest.

In the event of a tie vote, the motion is lost.

14. Agenda & Minutes

Committee meeting agendas and minutes will be prepared and distributed as outlined in the Town's Advisory Committee of Council - Administration Policy.

15. Town Policies, Guidelines and Procedures

Committee members shall adhere to all Town policies, guidelines and administrative procedures.

- Code of Conduct
- ACOC - Public Appointment Policy
- ACOC - Administrative Policy
- Procedure By-Law

16. Sunset Clause

The terms of Committee members shall end every four (4) years concurrent with the term of Council.

Committee Terms of Reference and Advisory Committees of Council policies will be reviewed every four (4) years.

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