



**HERITAGE ADVISORY COMMITTEE ELECTRONIC
MEETING
WEDNESDAY, MAY 19TH, 2021 AT 4:30P.M.
AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/86571796264?pwd=U3cxbkZwMy9WNldid0RTb3ZRb2c4QT09>

Meeting ID: 865 7179 6264

Passcode: 714632

One tap mobile

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Dial by your location

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+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

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1. Meeting Called to Order by Township Staff

2. Appointment of Chair and Vice-Chair

Be it resolved that _____ be appointed as the Chair of the Heritage Advisory Committee of the Township of Melancthon

Be it resolved that _____ be appointed as the Vice-Chair of the Heritage Advisory Committee of the Township of Melancthon

3. Additions/Deletions/Approval of Agenda

Be it resolved that the agenda be approved as _____.

3. Declaration of Pecuniary Interest or Conflict of Interest

4. General Business

1. Discussion – Terms of Reference – Mandate of the Committee and Objectives and Goals moving forward
2. Discussion – What other Communities are doing for Heritage (outside of designating properties)
3. Other/Addition

5. Delegations

6. Recommendations to Council

7. Public Question Period

8. Confirmation Motion

Be it resolved that all actions of the Members and Officers of the Heritage Advisory Committee with respect to every matter addressed and/or adopted by the Board on the above date be hereby adopted, ratified, and confirmed; and each motion, resolution and other actions taken by the Board members and Officers at the meeting held on the above date are hereby adopted, ratified, and confirmed.

9. Adjournment and Date of Next Meeting

Be it resolved that we adjourn this Heritage Advisory Committee meeting to meet again on _____ at _____ or at the Call of the Chair.

**Township of Melancthon
Heritage Advisory Committee
Approved Terms of Reference
February 18, 2021**

PURPOSE:

The Township of Melancthon's Heritage Advisory Committee is committed to promoting and making the public aware of heritage within the township including but not limited to historical, cultural, and natural heritage such as properties of significant historical, architectural, indigenous, archaeological, recreational, aesthetic, natural or scenic value and interest for the benefit of all citizens in Melancthon.

MANDATE:

Established as an advisory committee to Melancthon Township, the Committee reports to Council.

The Committee plays a non-statutory role in that it does not designate heritage properties.

In accordance with the policies and priorities determined by Melancthon Council, the Committee may:

- Work with staff and other individuals and organizations in Melancthon to develop, implement and administer a Cultural Heritage Conservation Strategy to advance heritage;
- Provide assistance, and training to individuals, and organizations in Melancthon or serving Melancthon that have similar aims and objectives as the Heritage Advisory Committee;
- With the consent of owners, the Committee may place markers, signs, cairns or other interpretive facilities in or on a property of interest for the guidance of the public;
- Undertake research and documentation related to heritage in Melancthon for the purpose of compiling information and studies;
- Conduct and arrange exhibits, tours or other activities and events to inform and stimulate the interest of the public in historical, architectural, indigenous, archaeological and other heritage matters;

- Sponsor participation in programs that honour individuals who have contributed to heritage conservation in Melancthon.

OBJECTIVES/GOALS:

The objectives of the Committee are to reinforce the link between the Township's heritage, and official and strategic plans.

WORK PLAN:

The Committee will work to prepare an annual work plan and budget to support the committee's mandate as outlined in these terms of reference. The work plan will cover an annual time period of January 1 to December 31 in the coming year. This is subject to the approval of Council during budget deliberations.

OPERATIONS/AUTHORITY:

The Heritage Advisory Committee shall operate according to the Council Procedural By-law regulating the operation of meetings of Council and its Committees and within the policies and guidelines of the Ontario Heritage Act. Members are required to attend meetings on a monthly basis to discuss issues related to the mandate of the Committee.

GUIDING PRINCIPLES:

Melancthon's Heritage Advisory Committee works within the guidelines of the Ontario Heritage Act and the Township of Melancthon Official Plan, and Strategic Plan.

Township staff will respond to public enquiries as they relate to providing general heritage information. The appropriate Township staff will ensure that all information from the Committee such as correspondence, comments and/or motions are implemented in a timely manner.

MEMBERSHIP:

The Committee will consist of a Chair and Vice-Chair along with three additional members.

All members are subject to the Code of Conduct and Complaint Protocol for the Township of Melancthon.

COMPOSITION:

The Committee will be composed of two members of council and three members of the public.

All members of the Committee have the right to vote.

QUORUM:

Committee quorum requires 50 percent + 1 of voting members to be present. If quorum is not attained in the first 20 minutes, the formal meeting cannot proceed and the recording secretary (staff person) is not required to remain and/or provide notes.

COMMITTEE RESPONSIBILITIES:

The Committee is designed to:

- 1) Involve the community and develop partnerships: provide a forum for discussion and understanding heritage from the standpoint of promoting understanding of heritage conservation and looking at opportunities and issues.
- 2) Educate and inform the community: build awareness and where possible, promote heritage conservation.

TERM OF OFFICE:

Committee members will serve for the full term of council. Members will generally serve a maximum of two consecutive terms.

Elections for chair and vice-chair shall occur in November for the following year beginning in January.

STAFF RESOURCES:

One dedicated Melancthon Township employee will be assigned to attend the monthly meetings to provide administrative and procedural advice as necessary.

MEETINGS:

The Committee will prepare an annual schedule of meetings with meetings occurring once per month. Meetings in July and August may be optional. Generally, however, meetings will be held monthly and are open to the public.

Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Any recommendations arising from the minutes must relate to the Committee's mandate.

DECISION-MAKING AND VOTING:

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. All recommendations are made to Council by way of motion.

BUDGET/FINANCIAL REPORTING:

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the clerk to submit a budget request that reflects upcoming operating needs, in keeping with corporate budget directions and timelines.

RUMUNERATION:

Council members will receive the standard meeting stipend for each meeting. When face-to-face meetings are held, these will take place in a public building with the location announced in advance of the meeting.

SPECIAL CONSIDERATIONS:

The Heritage Advisory Committee may establish subcommittees from time to time to deal with specific issues. The subcommittees make recommendations to the Heritage Advisory Committee, which are then brought to Melancthon Council for discussion.