



**HERITAGE ADVISORY COMMITTEE ELECTRONIC
MEETING
MONDAY, JULY 10th, 2023 AT 6:30 P.M.
AGENDA**

Heritage Advisory Committee meetings are recorded and will be available on the Township website under the Boards and Committee (Heritage Advisory Committee) section within 5 business days of the Committee meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81677410925?pwd=bWxyS1hUSDERRRHUvNW9vUURsckpBZz09>

Meeting ID: 816 7741 0925

Passcode: 052360

One tap mobile

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Dial by your location

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 780 666 0144 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

Meeting ID: 816 7741 0925

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1. Call to Order by Chair

Welcome to all in Attendance and note to the Public – this Committee meeting is being recorded and will be available on the Township website under the Boards and Committee (Heritage Advisory Committee) section within 5 business days of the Committee meeting.

2. Land Acknowledgement

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways, and resources.

3. Additions/Deletions/Approval of Agenda

Moved by _____ Seconded by _____ be it resolved that the agenda be approved as _____.

4. Approval of Draft Minutes – May 1st, 2023

Moved by _____ Seconded by _____ be it resolved that the minutes of the Heritage Advisory Committee meeting held on May 1st, 2023 be approved as _____.

5. Business Arising from the Minutes

6. Declaration of Pecuniary Interest or Conflict of Interest

7. General Business

1. New Code of Conduct By-law 29-2023
2. Heritage Advisory Committee Terms of Reference - Mandate
3. Updated Information on the One Room Schoolhouses
4. Brainstorming Roundtable
5. Other/Addition
6. Unfinished Business
 - 1) Interview Questions for One Room Schoolhouses
 - 2) Confirm a Plan to Present Information to the Public and Next Steps
 - 3) Research Visit to the Museum of Dufferin
 - 4) Discussion Surrounding a Bursary for the History Department at CDDHS
 - 5) Feedback from Member McLean on his contact at CDDHS and any Feedback about Student Involvement in Committee Research

8. Recommendations to Council

9. Public Question Period

10. Confirmation Motion

Moved by _____ Seconded by _____ 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.

11. Adjournment and Date of Next Meeting

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

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER 29-2023

**A BY-LAW TO ADOPT A CODE OF CONDUCT FOR
MEMBERS OF COUNCIL & MEMBERS OF LOCAL
BOARDS**

WHEREAS the Municipal Act, S.O., 2001, Section 223.2(1) provides that municipalities are authorized to establish codes of conduct for Members of the Council of the Municipality and of Local Boards of the Municipality;

AND WHEREAS Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by By-law;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON ENACTS AS FOLLOWS:

Code of Conduct	1.1	Members shall conduct themselves according to the Code of Conduct.
Preamble	1.2	A written Code of Conduct helps to ensure that the Members of Council and Members of Local Boards share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the Members must operate. These standards should serve to enhance Public confidence that Township’s elected representatives and representatives of Local Boards operate from a base of integrity, justice and courtesy.
Guiding Principles	1.3	This Code shall be interpreted based on the principle that all Members should serve their constituents in a conscientious and diligent manner. Members should act in a way that represents the Township.
Misuse of Office	1.4	No Member shall use the influence of office for any purpose other than the exercise of their official duties.
General	1.5	<p>The Township of Melancthon Council and Local Boards Code of Conduct is a general standard that augments the provincial laws and municipal By-laws that govern conduct. Examples of provincial legislation that governs the conduct of members of Council include:</p> <ul style="list-style-type: none">• Municipal Act 2001, c.25• Municipal Conflict of Interest Act, R.S.O. 1990• Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990• Municipal Elections Act, S.O. 1996• The Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009• Human Rights Code <p>It is not intended to replace personal ethics.</p>
Gifts and Benefits	1.6	<p>Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties except compensation authorized by law.</p> <p>This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits that are received as an incident of protocol or social obligation that normally</p>

		<p>accompanies the responsibilities of office.</p> <p>No Member shall seek or obtain by reason of their office any personal privilege or advantage with respect to Township services not otherwise available to the general Public and not consequent to their official duties.</p>
Hospitality	1.7	<p>The following are recognized as exceptions to Section 1.5 (Gifts and Benefits):</p> <ul style="list-style-type: none">• Food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the federal government or by a foreign government within a foreign country.• Food and beverages consumed at banquets, receptions or similar events if: a) attendance serves a legitimate business purpose; b) the person extending the invitation or a representative of the organization is in attendance; and c) the value is reasonable and the invitations infrequent.
Confidentiality	1.8	<p>The Township's collection, use and disclosure of personal information are governed by the Municipal Freedom of Information and Privacy Act. A Member shall do nothing that causes a contravention of MFIPPA. A Member shall use personal information only for the purpose for which it was collected. If the Information and Privacy Commissioner finds that a contravention of MFIPPA occurred, then a Member who was responsible or partly responsible for the contravention may be found by the Integrity Commissioner to have breached this section of the Code of Conduct.</p> <p>All information, documentation or deliberation received, reviewed or taken in Closed Session of Council or Board meeting and its Committees are confidential, except as otherwise directed by Council or Local Boards.</p> <p>Members shall not disclose or release by any means to any Member of the Public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so.</p> <p>Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.</p> <p>Particular care should be exercised in ensuring confidentiality of the following types of information:</p> <ul style="list-style-type: none">• Labour negotiations• Information about suppliers provided for evaluation which might be useful to other suppliers• Matters relating to the legal affairs of the Township• Sources of complaints where the identity of the complainant was given in confidence• Items under negotiation• Information defined as "personal information" under the Municipal Freedom of Information and Protection of Privacy Act <p>This list is provided for example and is not inclusive. Requests for information should be referred to the Office of the Clerk to be addressed as a formal request under the</p>

		Municipal Freedom of Information and Protection of Privacy Act.
Use of Township Property	1.9	<p>No Member shall use for personal purposes any Township property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Township duties or associated community activities of which Township Council or Local Board as been advised. Personal use of Township-issued devices such as an iPad or cellular is permitted.</p> <p>No Member shall obtain financial gain from the use of Township-developed intellectual property, computer programs, technological innovations, or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Township of Melancthon.</p> <p>No Member shall use information gained in the execution of their duties that is not available to the general Public, for any purposes other than their official duties.</p>
Work of a Political Nature	1.10	<p>No Member shall use Township facilities, services, or property for their re-election campaign.</p> <p>No Member shall use the services of Township employees for their re-election campaign, during hours in which the employees are in the paid employment of the Township.</p>
Representing the Township	1.11	Members shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed.
Influence On Staff	1.12	<p>Members shall be respectful of the fact that Staff work for the Township as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual Member or group of Members of Council or of Local Boards.</p> <p>In addition, Members shall be respectful of the fact that Staff carry out directions of Council and administer the policies of the municipality, and are required to do so without any undue influence from any individual Member or group of Members of Council or of Local Boards.</p> <p>The Council Staff Relationship Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Township by its Members as duly elected public representatives.</p> <p>This Code shall be interpreted in a manner consistent with the general principles (in Section 2.0 of the Council Staff Relationship Policy) that Members should:</p> <ul style="list-style-type: none"> a) relate to one another in a courteous, respectful and professional manner; b) maintain formal working relationships in order to promote equality and discourage favouritism; c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;

		<ul style="list-style-type: none"> d) work together to produce the best results and outcomes for the Township and always taking into account the collective public interest of the Township; e) demonstrate a commitment to accountability and transparency among Council, Staff and with the general public; and f) act in a manner that enhances public confidence in local government.
Business Relations	1.13	No Member shall borrow money from any person who regularly does business with the Township unless such person is an institution or company whose shares are Publicly traded and who is regularly in the business of lending money.
No Member shall Act as a Paid Agent	1.14	No Member shall act as a paid agent before Council or a Committee of Council or any agency, Board, or Committee of the Township.
Encouragement and Respect for Township	1.15	Members shall encourage Public respect for the Township, its By-laws and Policies. Further, this Code shall be interpreted in a manner consistent with the principle that Members should act in a way that represents the Township.
Attendance at Meetings	1.16	Members shall make best attempts to attend Council, Committee and Board meetings and be on time. When a Member cannot attend a meeting they shall contact the Clerk's Department in advance or the Secretary of the Board.
Conduct During Meetings	1.17	<p>During meetings, Members shall conduct themselves with decorum. Respect for Delegations and fellow Members and Staff requires that all Members show courtesy and not distract from the business of the Council, Committee or Board during presentations and when other Members have the floor.</p> <p>Members will avoid any conduct towards a Member of Council or Staff which is known or ought reasonably to be known to be unwelcome, which offends, embarrasses or intimidates, or which reflects intolerance towards any group or individual.</p>
Harassment	1.18	<p>Harassment is defined in accordance with the Ontario Human Rights Code as vexatious comment or conduct that is unwelcome or ought reasonably to be known to be unwelcome.</p> <p>Members of Council and Members of Local Boards acknowledge that every person who is a Councillor or employee has a right to freedom from harassment in the workplace.</p> <p>Harassment of another Member, Staff or any Member of the Public is misconduct.</p>
Bullying	1.19	Workplace bullying is defined as "repeated" unreasonable behaviour directed towards an employee or a group of Staff, that creates a risk to health and safety. Unreasonable behaviour can be defined as behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades or humiliates another Staff Member/s.

		<p><u>Examples of Workplace Bullying</u></p> <p>The most common types of workplace bullying are:</p> <ul style="list-style-type: none">• Spreading malicious rumours, gossip or innuendo that is not true• Excluding or isolating someone socially• Intimidating a person• Undermining or deliberately impeding a person's work• Withdrawing necessary information or purposefully giving the wrong information• Setting impossible deadlines• Making inappropriate jokes• Persistent criticism of appropriate work• Freezing out, ignoring or excluding• Attempts to humiliate Staff in front of others• Unjustified monitoring of work• Verbal/non-verbal threats• Abusive, offensive or insulting language• Behaviours that frighten, humiliate, belittle or degrade• Belittling a person's opinions• Damaging or interfering with a person's property or work equipment• Threats of violence or actual incidents of violence• Regular ultimatums and/or threats of dismissal• Inappropriate comments about a person's appearance, lifestyle or their family. <p><i>When bullying escalates to include incidents of physical assault or threats, it is considered workplace violence.</i></p> <p>Bullying another Member of Council, Board Member, Staff or any Member of the Public is misconduct.</p>
Interpretation	1.20	Members of Council and Members of Local Boards seeking clarification of any part of this Code of Conduct should consult with the Integrity Commissioner.
Effective date	1.21	This By-law shall take effect on the date of its final passing.
Alleged Breaches of the Code of Conduct	1.22	If a breach of the Code of Conduct is alleged a complaint, specifying the specific rule that was contravened and setting out the grounds for the allegation, may be lodged with the Integrity Commissioner.
Repeal By-law	1.23	By-law 11-2019 is hereby repealed in its entirety.

By-law read a first and second time this 15th day of June, 2023.

By-law read a third time and finally passed this 15th day of June, 2023

Original Signed

MAYOR

Original Signed

CLERK

**Township of Melancthon
Heritage Advisory Committee
Amended Terms of Reference
April 3rd, 2023**

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 five 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 five 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.