



Cultural Heritage Committee - Terms of Reference

Purpose

The Municipality of Dutton Dunwich Committee will make recommendations to Council and provide insight into matters relating to the protection, preservation, promotion, education and interpretation to implement in the Municipality of Dutton Dunwich's cultural heritage assets.

Mandate

The mandate of the Committee is to:

- Assist, in an advisory capacity, Council and staff on matters relating to the designation of all cultural heritage assets in the community including building, structures and landscapes;
- Provide advise to Council and Staff in developing and implementing a cultural heritage asset protection strategy;
- Review and / or participate in the development of municipal policies, programs and initiatives relating to cultural heritage;
- To provide a forum for the exchange of ideas and action plans on programs and initiatives of other Council committees and entities relating to the preservation and improvement of all remaining cultural heritage assets;
- Support and provide interpretation of the history and significance of cultural heritage assets
- To maintain a Heritage Registry of properties;
- Work in partnership with staff and local partners to actively assist in fostering and promoting a positive community image and a healthy environment for ongoing projects;
- Form sub-committees to deal with specific initiatives and identify strategic solutions; and undertake other assignments as may be requested by Council, as it related to the overall purpose of the committee.

Membership / Voting

The Committee will be compromised of up to five (5) members representing diverse sectors who will actively fulfill the directions set out in the mandate.

Voting Members

- One (1) member of Council
- Five (5) community members

Potential Members are brought forward for consideration by their respective committees, boards or coalitions.

Members are selected by resolution of Council. The term of the Committee is reviewed annually.

The Committee shall, from amongst its members, choose a Committee Chair and Vice Chair at their first meeting of each year.

Non-Voting Members

- Clerk as ex officio or designated staff member
- Municipal Planner
- Department Managers (as requested by the Committee)
- Representatives who act as resource support, offer expertise and assistance on matters under consideration by the Committee, and/or for information sharing purposes

Privacy

The meetings of the Cultural Heritage Committee are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Member information other than name or municipality, will be kept confidential in accordance with Provincial legislation.

Role and Responsibilities

All Committee members have the responsibility to help achieve the Committee's Mandate and Mission. The following roles and responsibilities are assigned to specific Committee member positions:

Chair and Vice Chair

- Provide leadership and ensures the effective functioning of the Committee
- Build consensus through team management
- Act as a designated spokesperson for the Committee at public or official functions
- Represent the Committee's interests at Council
- Approve the agenda meeting notes and meeting dates in discussion with staff support
- Provide feedback on any required reports and documentation

Committee Members

- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration
- Submit agenda items to the Chair and staff by noon the Friday proceeding the meeting date
- Make every effort to attend regularly scheduled meetings. If not available, notify the Chair on inability to attend at least one day prior to the meeting date
- Work diligently to complete assigned activities
- Participate on working groups, or events as appropriate

- Agree to describe, process and resolve issues in a professional and respectful manner
- Provide input to help identify future projects or strategic priorities for future years work
- Communicate activities of the Committee to groups represented or those who may have interest and offer information back to the Committee on community activities and events

Notwithstanding any of the above, for greater clarity, Committees of Council will not be responsible for the following:

- Undertaking or directing the daily operations of the Municipality
- Administrative matters including directions to staff
- Reviewing staff structure, staff compensation, or other staffing related matters
- Approving expenses
- Reviewing any matter that may be subject to the Municipality's closed meeting provisions
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters
- Hiring of individuals for special projects, web design, coordinating events.

Replacement

If a representative member leaves the Committee during the term, then the Committee shall request a replacement representative from the group identified. The new member would then have to be endorsed by the Committee for approval by Council.

If a general public member leaves the Committee during the term, then a call for membership shall be given (e.g. advertisement). The new member would then have to be endorsed by the Committee for approval by Council.

Members will be selected based on their special expertise, experience, dedication and commitment to the Committee by stating the following:

- Heritage education or training;
- Heritage employment or volunteer experience;
- Passion and interest in municipal heritage conservation; and
- Commitment to municipal initiatives.

Unless absolutely necessary, calls or requests for membership placements should be limited to once per year to limit disruption.

Attendance

Should a Cultural Heritage Committee member miss three consecutive meetings, the Chair will contact the member to see if the member is able to recommit their time to the Committee or plans to resign and be replaced.

Recruitment

Staff shall solicit membership applications from the representative members and general public members through traditional and non-traditional media sources and may specifically request membership submissions from identified representative groups. Applicants shall be required to provide:

- A letter of interest on their area of expertise, general availability, work ethic and style, and special project interests
- A list of other memberships/associations
- A current resume

Members will be evaluated and appointed on the basis of experience; how their knowledge and skills complement the expertise of the Cultural Heritage Committee; diversity representative of our community; availability; and their ability to think broadly and work collaboratively. The membership will be approved by Council.

Quorum

Quorum for the Heritage Committee, as per the standards of the Municipal Act, 2001 is four (4) voting members, which must include at least 1 Council representative regardless of the number of members in attendance.

The Council representative(s) assigned to the Cultural Heritage Committee count towards quorum.

The Mayor, as ex officio does not count towards quorum. However, the Mayor as ex officio does have the right to vote and make motions.

Sub-Committees

Should the Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. All sub-committees shall be reviewed annually to determine whether they need to continue. Membership on sub-committees may be expanded to include individuals who are not advisory committee members, to take advantage of individual expertise.

Remuneration

No compensation shall be made to members of the Cultural Heritage Committee for their participation.

Meetings

Schedule

The Committee will meet quarterly at 3:00pm. Additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters.

Meetings will be held in Council Chambers, 199 Currie Road, Dutton. If the Council Chambers is not available an appropriate alternative location will be selected.

Meetings are open to the public.

Conflict of Interest

Voting members of the Cultural Heritage Committee will be asked to declare any pecuniary conflict of interest at the start of each meeting, or prior to discussion occurring. If any such conflicts, either actual or perceived are declared, the member will not take part in voting related to the item(s) identified and may be asked to leave the meeting for any related debate/discussion.

Agenda, Minutes and Procedure

Agenda items will be set by the Clerk or designate in consultation and under approval of the chair.

Minutes will be kept by the Clerk or designate who will distribute the minutes to all of Council in accordance with the Municipal practice. All meetings shall be conducted in accordance with the Municipality of Dutton Dunwich procedural by-law.

Support Service

Technical Support

The Cultural Heritage Committee shall receive technical support from staff for tasks and projects initiated by the Committee. It is recognized, however, that staff time and level of participation will be dependent on other departmental priorities and budgeting.

Administrative Support

Administrative support shall be provided and shall include the organization of meetings; booking meeting rooms; preparation and distribution of agendas; meeting notes; other background information and similar administrative functions.