



Municipality of West Perth
Heritage & Culture Committee
Terms of Reference

1. Purpose

1.1. The West Perth Heritage & Culture Committee (“WPHCC” or “Committee”) is an advisory committee that will provide information, advice and assistance to Council and staff on Heritage-related matters and on the advancement of culture initiatives in the Municipality of West Perth.

2. Meetings

- 2.1. The Committee shall meet the 4th Tuesday in January, April, September and November or at the call of the chair.
- 2.2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
- 2.3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
- 2.4. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.

3. Responsibilities

- 3.1. To elect and appoint a Chair;
- 3.2. To advise Council on all matters relating to Part IV (Individual Property Designations) and Part V of the Act (Heritage Conservation Districts) including preparing and maintaining a list of properties, features and areas worthy of monitoring for conservation;
- 3.3. To establish criteria for the evaluation of properties of architectural, historical and contextual significance;
- 3.4. To recommend to Council properties worthy of designation under Parts IV and V of the Ontario Heritage Act;
- 3.5. To encourage and facilitate the retention of documentation that is of architectural and historical significance to the Municipality of West Perth and establish guidelines for the conservation of heritage resources including individual structures, heritage conservation districts and features of natural heritage;
- 3.6. To review planning documents, development applications, building permits and sign permits as they pertain to identified heritage resources and review municipal, provincial and federal heritage legislation;
- 3.7. Be responsive to community needs and priorities in the areas of heritage and culture;
- 3.8. Collaborate with the community in creating projects, pursuing initiatives and applying for funding to promote heritage and culture in the community;

- 3.9. Encourage a diversity of heritage and cultural initiatives and programs and assist in their promotion within the Municipality of West Perth;
- 3.10. Increase the accessibility of the community's history via innovative programming and engagement initiatives;
- 3.11. To undertake other projects and activities of a similar nature as specifically directed by Council.

4. Term & Membership Composition

4.1. Appointed by Council, the Committee shall consist of 5 members composed of:

- a. One (1) member of Council;
- b. 4 citizen appointments.
- c. Mayor as Ex-Officio

4.2. To be eligible to make application and serve on this Committee individuals must be:

- 1. a resident of the Municipality of West Perth;
- 2. at least 18 years old; and
- 3. able to demonstrate compliance with all relevant by-laws of the Municipality.

4.3. Under the direction of the Clerk, secretarial and other support services will be provided by the Municipality of West Perth.

4.4. Resignations from the Committee must be in writing.

4.5. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.

4.6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

4.7. At the end of each term, the Committee will submit a report indicating accomplishments and, if required, objectives going forward.

5. Duties of Committee Members

5.1. All appointed Committee Member positions are voting members. The duties of each of the members are as follows:

5.2. The Chair shall:

- a) Chair all meetings of the WPHCC;
- b) Rule on all procedural matters and maintain decorum;
- c) Ensure motions and amendments are clearly expressed and, if there is no motion under consideration, summarize the discussion for the purpose of the minutes;
- d) Have general supervision of the affairs of the WPHCC;
- e) Sit as voting ex-officio, on all WPHCC sub-committees;
- f) Be the public representative of and spokesperson for the Committee;
- g) Perform any other duties which the Committee may assign from time to time.
- h) Work with staff of the Municipality to ensure legislative obligations are met, including but not limited to those regarding staff, volunteers, sub-committees and members of the WPHCC.

5.3. The Secretary shall:

- a) Give the required notice as per the Municipality's procedural rules contained within this document for every Committee and general meeting of the WPHCC.
- b) Take minutes of each such meeting and shall record in the minutes the following: the place, time and date of meeting, the name of the person presiding, and the Committee members present and absent, any correction to and the adoption of, the minutes of the previous meeting, and all resolutions. All minutes of every meeting shall be printed and signed by the Chair and Secretary and provided to the Clerk for purposes of record keeping;
- c) Perform any other duties that the Committee may assign from time to time.

5.4. The Treasurer shall:

- a) Keep and maintain the financial records and books of the WPHCC which shall include but be not limited to keeping of all receipts and disbursements in proper books of account, depositing all moneys or valuable effects;
- b) Prepare the financial statements of the WPHCC;
- c) Maintain an inventory of all tangible and intangible assets owned or leased by the WPHCC;
- d) Prepare and distribute the proposed annual budget in accordance with the requirements of the Municipality;
- e) Prepare written financial updates for the committee's review and consideration at each regular general meeting; and

6. Subcommittees of the Committee

- 6.1. The Committee may establish sub-committees to carry out the objectives of the WPHCC or to advise the Committee.
- 6.2. The Committee shall prescribe the duties of all such committees by resolution or as defined in Committee approved terms of reference.
- 6.3. Sub-Committee members selected by the Committees need not be members, but shall be individuals committed to the advancement of the purposes of the WPHCC.
- 6.4. The Chair is an ex-officio member of each committee.
- 6.5. The Committee may allocate funding to one or more committees to undertake approved, specific tasks on behalf of the WPHCC, provided an account of all planned expenditures is presented at each Committee meeting throughout the tenure of the committee, for review and approval. Sub-Committee members are responsible for their budgeted funds and must seek Committee approval for any funds that exceed this budget.
- 6.6. Significant decisions of a sub-committee shall be subsequently ratified by the Committee before they are implemented or take effect.
- 6.7. The Chair of a sub-committee shall present progress reports and make recommendations to the WPHCC on all projects undertaken. Sub-Committee(s) of the Committee are at the discretion of the WPHCC and can be restructured at any time.

7. Remuneration

7.1. Members shall serve without remuneration. Members may be reimbursed for all reasonable expenses directly relating to their functions as members provided those expenses are approved in advance by resolution of the Committee.

8. Member in Good Standing

8.1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the Heritage Committee.

9. General Conduct

9.1. All members will abide by the Municipality of West Perth's Code of Conduct and other applicable Municipal policies and guidelines.

10. Budget

10.1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Municipality's purchasing By-law. The budget will be administered by the Treasurer. In addition, other funds may be requested of Council for special projects or undertakings.

11. Use of Municipal Logo/Letterhead

11.1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be approved by the Clerk and shall not bind the Municipality. The Committee shall adhere to the Municipality's logo policy in carrying out the mandate of the Committee.

12. Authority

12.1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council's approval.

13. Confidentiality

13.1. The Municipal Act, S.O. 2001, c. 25, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the Act, which pertain to the conduct of officials.

14. Procedural By-Law

14.1. The rules and regulations contained in the Municipality of West Perth's Procedural Bylaw shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.