



Terms of Reference
Heritage & Planning Advisory Committee (HPAC)

Purpose

The Village of Merrickville-Wolford's Heritage & Planning Advisory Committee (HPAC) purpose is to provide Council with recommendations and guidance in areas related to land use planning and cultural heritage. The Committee will advise Council regarding heritage issues, including the protection, enhancement, preservation and conservation of the Village's heritage and historically significant environments while adhering to the *Ontario Heritage Act* and all other applicable legislation and policies. The Committee will aim to encourage appropriate development while preserving our valuable heritage. The Committee will assist Council in reviewing land use planning applications, when necessary, while adhering to the *Planning Act*, and will contribute to projects such as the Village's Zoning By-law and Official Plan.

Objectives

The Committee will assist Council as follows:

- Review, as necessary, the provisions of the Official Plan and Zoning By-Law and related municipal policies and recommend amendments to Council that would be in the best interests of the Village;
- Review and provide recommendations to Council on any other planning matters including, but not necessarily limited to, Official Plan Amendments, Zoning By-law Amendments, applications for approval of Draft Plans of Subdivision, etc.;
- Advise and assist Council as a Municipal Heritage Committee on all matters as required and in compliance with Section 28(1) of the *Ontario Heritage Act*, R.S.O. 1990, and report to and advise Council on specific projects or reviews as directed by Council;
- Provide recommendations to Council for those matters that require legislated consultation of the Committee, including the heritage designation process for individual properties and districts, applications to alter the designated properties, applications to demolish or remove designated properties and application to repeal designation by-laws; and

- Research and identify projects and strategic initiatives to provide recommendations to Council regarding heritage and planning matters;
- The Committee has the authority to seek out projects and initiatives within its scope to recommend to Council for consideration.

Composition

In accordance with Section 8(4) of the *Planning Act* and the *Ontario Heritage Act* Section 28(2), the members of the HPAC shall be appointed by Council and shall include:

- a. A total of nine (9) Voting Members selected at large by resolution or by-law through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member and which shall include at least one (1) resident of the municipality who is neither a member of Council, nor an employee of the municipality;
- b. One (1) Council liaison appointed by Council as a non-voting member for the term of the Committee, who has the authority to delegate a designate in their absence; and
- c. Head of Council as a non-voting member (Mayor – ex officio)

Terms of Office

Membership of the Committee shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

Quorum

A quorum will consist of a minimum of four (4) or more of the voting members. No meeting shall proceed without quorum present. If the Committee cannot achieve quorum for a meeting, then no business shall be conducted, and the meeting shall be cancelled.

Motions

All decisions made during Heritage & Planning Advisory Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee Members present. All motions and decisions shall be captured in the meeting minutes by the Secretary.

Meetings

Meetings of the Committee shall be governed by Council's Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Committee shall meet on a bi-monthly basis, for a total of six (6) meetings per year, with the authority to call a special meeting at the call of the Chairperson if necessary to conduct business.

All meetings are mandated to be open to the public.

All meetings may be conducted either virtually via Zoom, or in-person.

Role of Chairperson

The Committee shall, at the first meeting of a new term, elect a Chairperson from amongst its Members. The Committee then shall, at the first meeting of each calendar year, elect a Chairperson for the duration of the calendar year.

The Committee chairperson shall:

- Establish a regular meeting schedule;
- Facilitate meetings;
- Ensure that procedure is followed during meetings;
- Facilitate the election of a Secretary of the Committee at the first meeting of a new term to take minutes of all Committee meetings;
- Send all Committee agendas to the Clerk for circulation on the Village website at least seven business days before the scheduled meeting;
- Provide all necessary documentation and/or requests to Council through the Committee's Council liaison in conjunction with the Clerk; and
- Ensure completion of tasks and objectives by Committee members.

Role of Secretary

The Committee shall, at the first meeting of a new term, elect a Secretary from among its Members. The Committee then shall, at the first meeting of each calendar year, elect a Secretary for the duration of the calendar year.

The Committee secretary shall:

- Record the mover, seconder and vote for any motion before the Committee;
- Keep record of any recorded votes;
- Take accurate Minutes of a Committee meeting that capture decisions and actions of the Committee and key discussion points;
- Forward any recommendations and Minutes from the Committee to the Clerk for inclusion on Council agendas;
- Prepare Committee agendas in consultation with the Chair;
- Book the Council Chambers for meetings by emailing reception@merrickville-wolford.ca and copy in the CAO and the Clerk.

Role of Members

The roles of the members of the Heritage & Planning Advisory Committee include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;

- Participating in discussions and planning and sharing the workload of the Committee;
- Participating respectfully with other Committee members, and follow the procedure and conduct as included in the Procedural By-law 30-17;
- Providing expertise advice and solutions in their professional area of expertise, if any;
- Providing regrets to the chairperson as soon as possible if unable to attend a scheduled meeting; and
- Declaring conflicts of interest as defined in the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such conflict exists or may exist.

Role of Council Liaison

Council Liaison's will be appointed to the Committee for the duration of the Council term.

The Council Liaison shall:

- Chair the beginning of the first meeting of each calendar year and facilitate the election of a Chair. The Chair may then be passed to the newly elected Chairperson.
- Attend meetings regularly and if unable to attend, informs the Chair;
- Arrive early to provide access to the Village office and to secure the Municipal building following the meeting;
- Participate and provides insight and discussion at meetings;
- Act as the link between the Committee and Council. The Council Liaison is responsible for speaking to any Committee recommendation brought to Council for consideration;
- Respect Council's authority as the ultimate decision-maker of the Village;
- Act in good faith in preserving the integrity of the Committee's advisory role.

Conflicts of Interest

All members shall familiarize themselves with the definitions of a conflict of interest as contained in the *Municipal Conflict of Interest Act* and shall disclose any conflict of interest to the chairperson and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Reporting to Council

The Heritage & Planning Advisory Committee shall report to Council:

- a. Via Committee Reports to Council with the recommendation template as provided by the Village Clerk;

- b. Through the minutes of the meetings that are to be submitted to Council to receive for information once they have been confirmed and approved by the Committee;
- c. As requested by Council.

Scope of Communication

The Committee shall communicate through Village staff to ensure that all information and communications are delivered on behalf of and by the Village. The Committee, via the Committee Chair, is granted authority by Council to provide staff with information and promotional materials to post on the municipal website, social media, and public bulletin boards when necessary. Staff have the right to forward any communication materials to Council for further review and approval, if necessary. Promotional materials or information for posting may include, but are not limited to, initiatives or projects that the Committee is working on, events, and resource materials pertaining to the scope of the Committee.

Budget

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.