



## **Terms of Reference**

### **Heritage & Planning Advisory Committee (HPAC)**

#### **Mission**

The Village of Merrickville-Wolford's Heritage & Planning Advisory Committee (HPAC) mission 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.

#### **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 as requested by Council 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 reap designation by-laws; and
- Identify and promote strategic initiatives as directed by Council regarding the protection of heritage.

## **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 (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, appoint a Chairperson from amongst its Members. The Committee then shall, at the first meeting of each calendar year, appoint a Chairperson for the duration of the calendar year.

The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Ensuring that procedure is followed during meetings;
- Appointing a Secretary of the Committee at the first meeting of a new term to take minutes of all Committee meetings;
- Sending all Committee agendas to the Clerk for circulation on the Village website;
- Providing all necessary documentation and/or requests to Council through the Committee's Council liaison in conjunction with the Clerk; and
- Ensuring completion of tasks and objectives by Committee members.

### **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.

### **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. Through the minutes of the meetings;
- b. Via Committee reports with the recommendation template as provided by the Village Clerk;
- c. As deemed necessary by the Committee for submission through the Council Liaison;
- d. As requested by Council.

**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 15<sup>th</sup> of the preceding year.

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