

Municipal Heritage Advisory Panel			
Subject:	Terms of Reference	Issued by:	Council

1. Name:

1.1. The name of the Advisory Panel is the “Municipal Heritage Advisory Panel”.

2. Duration:

2.1. The Term of the Advisory Panel is for a four (4) year term, which runs consecutive with the Term of Council.

3. Mandate:

- 3.1. The Municipal Heritage Advisory Panel will serve to process Heritage Permit Applications as required under the *Ontario Heritage Act*.
- 3.2. The Municipal Heritage Advisory Panel will make recommendations to Council in regards to Heritage Property Designations and Non-Designated Listings.
- 3.3. The Municipal Heritage Advisory Panel will work on projects of historic significance as determined by the Advisory Panel members and/or Council.

4. Membership:

4.1. The Advisory Panel will be composed of one (1) member of Council and five (5) members of the public.

5. Advisory Panel Selection:

- 5.1. The Advisory Panel selection will be conducted in accordance with Procedural By-law No. 2016-094, as amended.
- 5.2. The appointment of the Advisory Panel shall be done by Council through an Application screening process.
- 5.3. The appointment of replacements/alternates to the Advisory Panel shall be done at the discretion of Council.
- 5.4. Applications will be considered confidential, in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*, until such time as Council appoints the Advisory Panel members at which time only the successful members will be publicly announced.
- 5.5. The Council may not appoint a direct family member to sit on any committee and/or board.

- 5.6. The Terms of Reference and Application form will be posted on the Town's websites in addition to selected local media outlets.
- 5.7. The selection process will be based upon clearly understood and equitable criteria. Members will be selected on the basis of the following:
 - 5.7.1. Demonstrated knowledge and understanding of the local history
 - 5.7.2. Proven analytical and decision-making skills;
 - 5.7.3. Experience working on a committee, task force or similar setting;
 - 5.7.4. Availability and willingness to attend meetings, and;
 - 5.7.5. Excellent oral and written communication skills.

6. Conflict of Interest:

- 6.1. The principles of the Council Code of Conduct Policy, apply to this Advisory Panel. Failure to adhere to this requirement will result in the individual being removed from the Advisory Panel.

7. Chair:

- 7.1. The Chair shall be selected in accordance with the Procedural By-law.

8. Meetings:

Meeting of the Advisory Panel will be conducted in accordance with the Procedural By-law, as amended.

8.1. Timing of Meetings

- 8.1.1. The date and time of the meeting will be determined by Advisory Panel members. The Advisory Panel will meet on a quarterly basis with additional meetings as required.

8.2. Meeting Location

- 8.2.1. The Advisory Panel shall meet at the Town Hall Boardroom, 30 King Street East unless otherwise noted.

8.3. Meeting Notices, Agendas and Minutes

- 8.3.1. Staff shall give notice of the respective Advisory Panel's meeting by posting the Agendas and backup material on the Town's website in accordance with the Town's Notice Policy.
- 8.3.2. Minutes of the Advisory Panel shall be recorded, adopted by the Advisory Panel, signed by the Chair and recording secretary, posted on the Town's website, and then forwarded to the Clerk.

8.4. Quorum

- 8.4.1. Quorum for meetings shall consist of a majority of the members of the Advisory Panel.

8.4.2. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, Staff shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

8.5. Meeting Attendance

8.5.1. Any member of the Advisory Panel, who misses three (3) consecutive meetings, without being excused by the Advisory Panel, may be removed from the Advisory Panel. The Advisory Panel must make recommendations, by a report to Council for the removal of any member.

8.6. Motions and Voting

8.6.1. A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

8.6.2. Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

8.6.3. In the case of a tie vote, the motion shall be considered to have been lost.

8.6.4. The manner of determining the vote on a motion shall be by show of hands.

8.6.5. The Chair shall announce the result of every vote.

9. Administrative Practices and Procedures:

9.1. The Terms of Reference constitute the Administrative Practices and Procedures of the Advisory Panel.

10. Records Retention:

10.1. Will conform with the Town's Records Management Policy.