

HERITAGE CALEDON
Municipal Heritage Committee (MHC)

TERMS OF REFERENCE
August 2002

1.0 AIMS AND OBJECTIVES:

- 1.1 To advise and assist Council on all matters relating to designation under Part IV and Part V of the *Ontario Heritage Act* R.S.O 1990 c. O.18.
- 1.2 To search out, assess, and recommend to Council for designation any real property, including built features, artefacts, oral history and other, which, in the opinion of Heritage Caledon, is of historical and/or architectural merit as established by the general criteria contained in the *Ontario Heritage Act*.
- 1.3 To advise and assist the citizens of the Town of Caledon in the conservation of its cultural heritage resources, thereby contributing to the goals and objectives of the Cultural Heritage Conservation policies in the Town's Official Plan.

2.0 MEMBERSHIP AND RESPONSIBILITIES:

- 2.1 Heritage Caledon shall consist of a maximum of 25 members appointed by Council, and shall include a minimum of two Councillors and the Town's Heritage Resource Officer. Representation from the local historical societies and all geographic areas of the Town is strongly encouraged. All members are regarded as private citizens and shall not represent any agency or firm in their capacity as a member of Heritage Caledon.
- 2.2 Members shall be appointed for one, two or three year terms with a maximum continuous tenure of three full terms (9 years). Upon expiry of a member's term of appointment, the member may be re-appointed for an additional term by Council, if eligible. If the member has served the maximum tenure permitted, Council shall appoint a replacement. Members who have served the maximum tenure permitted are subject to a mandatory one-year absence from Heritage Caledon prior to seeking re-appointment for any subsequent term.
- 2.3 Members will be selected on the basis of their demonstrated interest, knowledge and expertise in heritage matters.
- 2.4 Eligible members will generally be residents or taxpayers in the Town of Caledon.

- 2.5 A Chair and Vice-Chair will be elected by majority vote among the members at the first meeting of each calendar year. The Chair will be expected to be available to meet with the Heritage Resource Officer when necessary.
- 2.6 In the absence of the Chair, the Vice-Chair shall assume the responsibilities and privileges of the Chair.
- 2.7 In the absence of both the Chair and Vice-Chair, the quorum will appoint, from among its members, a chair for the particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.
- 2.8 All members will be expected to devote some time between meetings to work on matters before Heritage Caledon.
- 2.9 Members who are unable to attend a meeting must notify the Secretary of Heritage Caledon and their name will appear under Regrets on the minutes.
- 2.10 By majority vote, Heritage Caledon may recommend to Council replacement of any member who misses three consecutive full meetings, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from Heritage Caledon should provide adequate written notification to the Chair prior to such action.
- 2.11 Members who have served for one term and wish to resign or, in the case of Councillors, are not re-elected, become Honourary Members. Honourary Members are welcome to attend the meetings and request agendas and minutes, but do not have voting privileges.

3.0 MEETINGS:

- 3.1 Heritage Caledon shall normally meet on the second Tuesday of each month unless it is deemed appropriate to cancel a meeting, in which case adequate notice will be given to all members. All meetings of Heritage Caledon are public.
- 3.2 Quorum for a full meeting of Heritage Caledon will be 50% of the current membership plus one.
- 3.3 All meetings of Heritage Caledon will be chaired by the Chair, or, in the absence of the Chair, the Vice-Chair, or, in the absence of both the Chair and the Vice-Chair, a member appointed in accordance with Section 2.7.
- 3.4 All decisions of Heritage Caledon will be determined by a majority vote of the members present at a meeting.
- 3.5 Heritage Caledon may establish subcommittees for various topics, issues or proposals as required. Such subcommittees may include non-committee members, with the approval of the Chair, provided the subcommittee is chaired by a member of Heritage Caledon. Subcommittees shall report to Heritage Caledon through the subcommittee Chair.

4.0 CONFLICT OF INTEREST:

4.1 Members having a conflict of interest in any matters under consideration by Heritage Caledon shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

5.0 FINANCING:

5.1 Members of Heritage Caledon will receive no remuneration for their involvement in Heritage Caledon's activities.

5.2 Financial support for Heritage Caledon will be reviewed annually as part of the Town's regular budget preparation process. Additional, special project funding requests may also be submitted by Heritage Caledon for consideration by Council.

6.0 REPORTING:

6.1 Heritage Caledon is a Local Architectural Conservation Advisory Committee, established by Council and will report directly to Council on an annual basis and more frequently if required.

7.0 STAFF LIAISON AND SUPPORT SERVICES:

7.1 Administrative support will be provided by the Town's Heritage Resource Office.

