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## Clarington Heritage Committee - Terms of Reference

Approved by Council April 18, 2006, as amended January 4, 2019  
Amended March 1, 2021.

### 1 Goal

- 1.1 To assist the Municipality of Clarington in its efforts to identify, review, discuss and make recommendations to Council on properties and issues of cultural heritage value or interest.

### 2 Mandate

- 2.1 The Clarington Heritage Committee is a volunteer advisory committee established by the Municipality of Clarington Council in accordance with the provisions of the Ontario Heritage Act. Committee members are ultimately responsible to the Municipality of Clarington Council and are bound by the by-law appointing the Committee and these Terms of Reference.

### 3 Responsibilities of the Committee

- 3.1 To prepare, evaluate, update and maintain a list of properties of cultural heritage value or interest, and a list of cultural heritage landscapes.
- 3.2 To advise and assist Council on all matters relating to Part IV and Part V of the Ontario Heritage Act, on all matters relating to properties of cultural heritage value or interest, and on all matters relating to cultural heritage landscapes.
- 3.3 To represent cultural heritage issues on various municipal committees as requested.
- 3.4 To conduct a fair and equitable analysis of all matters relating to cultural heritage conservation prior to making a recommendation to Council.
- 3.5 To implement programs and activities, as decided by the Committee, which would increase public awareness and education of cultural heritage conservation issues, and promote community involvement.

- 3.6 To utilize funds budgeted by Council and generated through fund raising activities to conserve the Municipality's cultural heritage, increase public awareness and education, conduct research, and provide for the general education and administration of the Committee.
- 3.7 To prepare a periodic report to Council to advise Council of the Committee activities.

## 4 Committee Composition and Obligations

- 4.1 The Clarington Heritage Committee shall consist of a minimum of five (5) voluntary members who are appointed by Council for the term of Council. The Council may, by resolution, replace members as members resign or as members are deemed to be inactive. Council may appoint from time to time such new members as considered desirable or as recommended by the Committee. The maximum number of members is set at twelve (12).
- 4.2 The Committee is to consist of members that possess the expertise, experience and willingness to devote the necessary time to the Committee. The Municipality will seek to obtain the following as members:
- A municipal Council liaison
  - A representative from the Newcastle Village and District Historical Society
  - A representative from the Clarington Museum and Archives; if staff, an ex- officio member
  - A representative from Architectural Conservancy Ontario – Clarington Branch (added Jan 14, 2019)
  - An architectural historian
  - A building and design specialist
  - Area residents from each of the municipal wards that are experienced in heritage conservation matters
- 4.3 Openings for membership shall be publicly advertised. All residents and any nominated representative of an organization involved in cultural heritage issues are invited to apply. Applicants will submit the required application form to the Municipality of Clarington Clerks Department. Applicants shall possess knowledge of cultural heritage issues within Clarington. Applicants may also possess relevant heritage conservation experience, technical training in a heritage planning field, and/or current involvement in cultural heritage community activities.
- 4.4 The Committee shall, at the first meeting following their appointment, elect officers from the appointed members. A Chair, a Vice-chair, and a Treasurer shall be appointed by the Committee.

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- 4.5 A recording secretary shall be provided by the Municipality. Duties of the recording secretary shall include the taking of meeting minutes and providing these minutes to the Clerk for Council's information.
- 4.6 The Chair shall provide leadership to the Committee, ensure that the Committee carries out its mandate, and act as the primary liaison between the Committee and staff. The Chair shall set the agenda for each meeting in consultation with the staff liaison.
- 4.7 The Vice-Chair shall assume the position and responsibilities of the Chair if the Chair is temporarily absent. If the position of the Chair becomes vacant the Vice-Chair shall assume the responsibilities until a chair is elected. If the position of Vice-Chair becomes vacant, the Chair may appoint a member of the Committee until a new Vice-Chair is elected.
- 4.8 A majority of the membership shall constitute a quorum. In the event that a quorum is not achieved the meeting may proceed but members shall not vote or make decisions.
- 4.9 The Chair or a spokesperson appointed by the Committee may speak on behalf of the Committee to Council, the media, or the public. Other members shall not act or speak on behalf of the Committee without the prior approval of the Committee.
- 4.10 The Committee or its members shall not issue petitions, resolutions or position papers on behalf of the Committee unless specifically authorized by Council resolution.
- 4.11 The Committee members shall not act outside of the mandate and advisory capacity of the Committee. Should the Committee wish to comment on an issue that is within the mandate of another committee of council the Chair shall consult with the staff liaison and the chair of the other committee.
- 4.12 The Committee shall have the right to censure members that, in the Committee's opinion, are misrepresenting the Committee and may request Council to remove that person from the Committee.
- 4.13 Members who wish to resign shall notify the Chair in writing of their decision. The Chair shall notify the Municipal Clerk in writing of the resignation.

## 5 Meetings, Reporting and Municipal Support

- 5.1 The Clarington Heritage Committee shall determine the location and frequency of meetings. Committee members, if absent for three consecutive meetings without providing regrets, will be considered to have lost interest in the Committee. The Clerk of the Municipality of Clarington shall be informed and the Committee member will be notified by the Clerk that they have been removed from the membership. A new member may be appointed by Council.

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- 5.2 The Committee, by resolution or through its Chair, may invite any individual, interest group, agency or staff to appear at a meeting as a delegation or to submit or present information that will assist the Committee in carrying out its mandate.
- 5.3 A member of the Board is permitted to participate electronically in a meeting and may be counted in determining whether, or not, a quorum of members is present at any point in time. All, or some, members may participate electronically in meetings. Meetings can be held in person when Public Health restrictions permit; and
- 5.4 For clarity, a Member of the Board may also participate electronically in a meeting that is closed to the public, if the meeting is properly held in closed session ( i.e. the deliberations are permitted to be conducted in closed session, moving from open session to closed session, and then rising and reporting, and maintaining minutes of both the closed and open portions of the meeting).
- 5.5 All Committee meetings are open to the public. Members of the public are not permitted to participate in Committee discussions but may appear as a delegation before the Committee. Delegations shall be for a maximum of 10 minutes. Those wishing to appear as a delegation must so advise the staff liaison a minimum of five working days before the meeting.
- 5.6 The Chair may eject any member of the public from a meeting if, in the opinion of the Chair, that person is being disruptive or disrespectful.
- 5.7 Minutes of the Committee shall be submitted by the recording secretary to the Municipal Clerk for inclusion in the Council agenda for information. The minutes of the Committee meetings shall generally not attribute comments to the specific member of the Committee.
- 5.8 Recommendations and decisions reached by the Committee shall be based on consensus, whenever possible. In the event that a consensus cannot be reached the Chair may call for a formal vote by a show of hands. Decisions shall be carried by a simple majority of the voting members present. Each member of the Committee has a vote.
- 5.9 Recommendations from the Committee shall be submitted to the Municipal Clerk for inclusion in Council agenda for direction.
- 5.10 The Planning Services Department shall provide clerical, administrative and technical assistance to the Committee as deemed appropriate by the Department's Director.
- 5.11 The Council through the Municipal Treasurer shall establish separate records on behalf of the Committee.
- 5.12 The Council representative shall be the liaison person between the Committee and Municipal staff.

5.13 To meet monthly for a minimum of eight times per year.