

# Board - Committee

## Chapter 0057 - Heritage Advisory Committee

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### Chapter Index

#### Article 1 - Established

- 57.1.1 Committee - purpose
- 57.1.2 Committee - composition - members - qualifications
- 57.1.3 Appointment - effective - upon resolution - expiry
- 57.1.4 Vacancy - term
- 57.1.5 Chair - chosen - first meeting
- 57.1.6 Chair - term - expiry
- 57.1.7 Chair - not Council member
- 57.1.8 Quorum - minimum
- 57.1.9 Members - with disability

#### Article 2 - Responsibility

- 57.2.1 Presentation - to Council
- 57.2.2 Objectives - policy - development
- 57.2.3 Objectives - activities - consideration - as required
- 57.2.4 Policy matters - as required
- 57.2.5 Program - status - need - determination
- 57.2.6 Capital project - determination - as required
- 57.2.7 Fundraising venture - as required
- 57.2.8 Members - to speak as Committee - directly to Council
- 57.2.9 Committee recommendations - to Council
- 57.2.10 Committee members - to respect decision

#### Article 3 - Staff - Responsibility

- 57.3.1 Curator - attendance - advisory capacity only
- 57.3.2 Secretary

#### Article 4 - General Provisions

- 57.4.1 Meeting - determined by Chair - bi-monthly
- 57.4.2 Meeting - notice - in advance - all members - Curator
- 57.4.3 Meeting - open - exception confidential matters
- 57.4.4 Project - heritage related - attend to
- 57.4.5 Education - public awareness - community
- 57.4.6 Heritage property - value - historic - architectural

- 57.4.7** Properties - under consideration - resume - description
- 57.4.8** Property - for consideration - recommendations
- 57.4.9** Policy - procedure - established by Council - execution

## **Article 5 - Enactment**

### **57.5.1 Effective date**

## **Article 1 - Established**

### **57.1.1 Committee - purpose**

A special body to be known as the "Heritage Advisory Committee" herein after called the "Committee" is hereby established in order that Woodstock City Council may receive direct citizen input regarding properties for heritage designation, heritage permits, and other heritage planning matters, particularly relating to the *Ontario Heritage Act*.

### **57.1.2 Committee - composition - members - qualifications**

The Committee is to be composed of:

- a. one voting member of the Woodstock City Council; and
- b. a minimum of five voting members shall be members who are a resident, an owner of property or an employee within the City of Woodstock.

### **57.1.3 Appointment - effective - upon resolution - expiry**

All appointments to the Committee shall be for the term of the current Council and become effective upon the passing of a resolution of Council which provide for such appointments, and shall expire upon the completion of the term appointed by Council or when a successor has been appointed. All appointments are at the discretion of Council.

### **57.1.4 Vacancy - term**

Persons appointed to fill vacancies where a committee member has resigned or is removed, shall have the same term as the committee member who has resigned or is removed.

### **57.1.5 Chair - chosen - first meeting**

A Chair shall be chosen from among the members of the Committee at the first meeting of the Committee following Council's appointment at which at least a majority of members are present after November 30.

### **57.1.6 Chair - term - expiry**

An appointment as Chair shall continue until November 30 in the following year, unless revoked by the Committee in the interim.

### **57.1.7 Chair - not Council member**

The Chair shall not be a member of Council.

**57.1.8 Quorum - minimum**

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as being part of quorum.

**57.1.9 Members - with disability**

The City will reimburse Committee members the equivalent of a local round trip taxi fare for all lay members who are unable, due to their disability, to utilize a personal automobile to attend scheduled meetings within the City.

**Article 2 - Responsibility**

**57.2.1 Presentation - to Council**

The Committee shall be responsible for presenting to Council its recommendations relating to the matters set out in this Article in the form of a written report which may be accompanied by a presentation to Council.

**57.2.2 Objectives - policy - development**

The Committee shall make recommendations relating to the setting of objectives and policies to be followed in connection with appropriate heritage programs for the City.

**57.2.3 Objectives - activities - consideration - as required**

The Committee shall make recommendations relating to those matters pertaining to the general objectives and policies as may, from time to time, be referred to it for consideration by Council.

**57.2.4 Policy matters - as required**

The Committee may make recommendations relating to other related policy matters that may come to the attention of the Committee.

**57.2.5 Program - status - need - determination**

The Committee shall make recommendations relating to the status of programs, and their relationship to community needs.

**57.2.6 Capital project - determination - as required**

The Committee may make recommendations relating to capital projects as may, from time to time, become necessary.

**57.2.7 Fundraising venture - as required**

The Committee shall obtain the authorization of Council prior to proceeding with fundraising ventures.

**57.2.8 Members - to speak as Committee - directly to Council**

The role of the Committee is to provide advice to Council on matters identified herein and matters referred to it from time to time by Council. Individual

members shall contribute to the recommendations of the Committee and are expected to respect any recommendations forwarded to Council by the Committee.

**57.2.9 Committee recommendations - to Council**

Committee recommendations are to be directed to Council and not to external agencies, boards, individuals, or other authorities unless authorized by Council.

**57.2.10 Committee members - to respect decision**

Individual members of the Committee have a responsibility to speak through the Committee and to respect the decisions of the Committee and Council. They shall not criticize the deliberations and decisions of the Committee or Council to any outside body or person.

**Article 3 - Staff - Responsibility**

**57.3.1 Curator - attendance - advisory capacity only**

The Curator of the Museum or his/her designate shall attend all meetings in an advisory capacity only and request the attendance of staff members from the Building and/or Planning Department as required from time to time.

**57.3.2 Secretary**

The Curator of the Museum or his/her designate shall serve as the secretary at Committee meetings to be responsible for the recording of the minutes of the Committee and preparing the reports as required to communicate the recommendations of the Committee to Council.

**Article 4 - General Provisions**

**57.4.1 Meeting - determined by Chair - bi-monthly**

The Committee shall meet at the time or times to be determined in advance by the Chair provided that at least six meetings are held annually.

**57.4.2 Meeting - notice - in advance - all members - Curator**

The Curator or his/her designate shall give notice of any meeting to all members of the Committee at least twenty-four hours in advance. The notice of the meeting shall include an agenda detailing the matters to be dealt with.

**57.4.3 Meeting - open - exception confidential matters**

All meetings of the Committee shall be public except when the provisions of subsection 239 (2) of the *Municipal Act, 2001*, c. 25 apply to the matter or matters being discussed.

**57.4.4 Project - heritage related - attend to**

The Committee shall attend to any project of a heritage nature, as requested by Council.

**57.4.5 Education – public awareness – community**

The Committee may make recommendations regarding the education and increased public awareness of the community in regards to heritage properties in the city.

**57.4.6 Heritage property - value - historic - architectural**

The Committee shall advise and assist Council, when requested, in all matters pertaining to the designation of property of historic and architectural value.

**57.4.7 Properties - under consideration - resume – description**

The Committee shall prepare detailed resumes of the properties containing an architectural description of the building and the historic role of the building in the development of the community, to assist Council in the determination of designating properties. The Committee shall not proceed with resumes until so authorized by Council.

**57.4.8 Property - for consideration - recommendations**

The Committee may make recommendation to Council of properties for consideration.

**57.4.9 Policy - procedure - established by Council - execution**

Upon establishment by Council of any change in policy as set out in this Chapter or any other Chapter or by-law, the Chief Administrative Officer, through the Manager of Culture and Museum Curator, and such other members of City administrative staff as may be prescribed or may be necessary, the Committee shall be responsible for the proper execution of such policies and procedures.

**Article 5 - Enactment**

**57.5.1 Effective date**

This Chapter shall become effective as of the third and final passing of the enabling by-law. By-law 9045-16, April 7, 2016.