

## **Strategic Goal: Build Strong Communities and Cultural Assets**

### **Departmental Reporting: Community Planning and Development**

#### **Goals**

The Town of Pelham Municipal Heritage Advisory Committee shall be an advisory committee providing advice and recommendations on cultural heritage matters to Council and is established in accordance with Section 28 of the *Ontario Heritage Act*.

The Committee shall be known as the Town of Pelham Municipal Heritage Advisory Committee, hereinafter called the “MHAC”.

The mandate of the MHAC is to advise Council on matters relating to the conservation of significant built heritage resources and significant cultural heritage landscapes within the Town of Pelham including:

- a) The establishment and maintenance of a register of properties of cultural heritage value or interest under Part IV of the *Ontario Heritage Act*, and to encourage the conservation of the heritage attributes of these properties;
- b) The designation of individual properties by By-law under Part IV of the *Ontario Heritage Act*;
- c) Any amendments and repealing of Part IV designation by-laws under the *Ontario Heritage Act*;
- d) The establishment of heritage conservation district (s) under Part V of *Ontario Heritage Act*, and to encourage the conservation of the heritage attributes of the district(s);
- e) Heritage permit applications to alter or demolish cultural heritage resources of properties designated under Part IV or Part V of the *Ontario Heritage Act*;
- f) The establishment and maintenance, including additions and deletions, of a register of properties of cultural heritage value or interest that are not designated under the *Ontario Heritage Act* in accordance with appropriate evaluation criteria; and
- g) Reviewing and providing cultural heritage conservation comments to Council regarding development applications, demolitions and other municipal projects that have a direct impact on cultural heritage resources

The objective of the MHAC is to advise Council on matters of cultural heritage conservation including:

- a) The support of cultural heritage conservation and adaptive reuse within the community;

- b) The review of policies that relate to cultural heritage resources in the community, including resources owned by the Town;
- c) Review and evaluate potential financial incentive programs;
- d) The use of sound cultural heritage conservation practices in the conservation of significant built heritage resources and significant cultural heritage landscapes;
- e) Recommend best practices for cultural heritage conservation;
- f) Research and preparation of reference materials regarding the significant cultural heritage resources in the community.

## Membership

Consideration of appointments to the MHAC by Council shall be based on a demonstrated knowledge, expertise, or skill set related to conservation and/or restoration of cultural heritage buildings, structures and/or cultural heritage landscapes in the following professions:

- Heritage Architect
- Structural Engineer
- Archivist
- Landscape Architect
- Restoration Tradesperson (mason, carpenter, etc.)
- Building Inspector
- Architectural Historian
- Heritage Planner
- Historian

The MHAC shall consist of five (5) members from the community at large and one (1) member of Council as an ex-officio member.

Members shall have access to a computer and shall have an email address in order to receive and respond to committee communications and information.

Members shall be residents of the Town of Pelham, or work in the Town, or have a place of business in the Town.

The Staff Liaison to the MHAC shall be the Director of Community Planning and Development, or designated Town Planner as a resource.

All members shall have voting rights, except staff who serve as a resource and the ex-officio member of Council. Members shall be appointed by by-law by Council and the term of office shall be consistent with the Term of Council. Vacancies shall be replaced by Council appointment. Any Committee Member missing three (3) consecutive meetings without

reasonable cause or explanation will be deemed to have resigned and the Staff Liaison shall inform the Town Clerk to seek applications to fill such vacancy.

The Chair and Vice Chair will be elected from the Committee's membership at the first meeting of the Committee. The ex-officio member of Council is not eligible for such position.

## **Meeting Protocols**

The following meeting protocols shall apply:

- Quorum for meetings of the Committee shall be determined according to the Town's Procedural By-law, and declared by the Chair.
- Approval of any motion shall require 50% plus one of the voting members in attendance at the meeting.
- If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.

Minutes shall be recorded and retained by staff, and copies shall be forwarded to Town Council for information after committee approval.

The Committee reports to Council via minutes of its meetings, presentations as requested and/or as deemed necessary. Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.

Meetings shall be scheduled a minimum of quarterly and to a maximum of once per month. All meetings shall be open to the public and shall be consistent with the Town Procedural By-law, as amended with modifications where necessary, for the conduct of meetings and if so convened, shall not be held in the absence of the staff liaison. Meeting dates shall be posted on the Town website.

The Chair shall call and preside at all meetings of the MHAC. The Chair acts as the contact person between the public, media, staff liaison and the MHAC. During the absence or inability of the Chair to preside, the duties and responsibilities shall be exercised by the Vice Chair.

The MHAC shall be supported in their work by Community Planning and Development staff who will provide expert advice, technical reports, background information and resource support.

The minutes of the MHAC meeting(s) and any recommendations of the MHAC shall be reported to Council and Council will make the final determination/decision as it relates to actions of the MHAC.

The records of the MHAC shall be retained in accordance with the Town's Records Retention By-law.

### **Financial Reporting**

Financial reporting will be administered by the Town of Pelham Corporate Services Department. The MHAC shall maintain an annual budget as determined and approved by Council. Expenditures will be authorized by a majority of vote of the MHAC and in accordance with the Town's Purchasing Policy for initiatives that have obtained Council approval.

Committee Approval Date: n/a

Council Approval Date: September 8, 2020