

Municipal Revitalization and Heritage Advisory Committee Terms of Reference

Purpose

The Municipal Revitalization and Heritage Advisory (MRHA) Committee is a committee of the Township of Cavan Monaghan Council. The MRHA Committee has been appointed to advise Council on matters relating to revitalization, protection and promotion of the Township's heritage resources and features.

Operation

The MRHA Committee is a volunteer advisory committee whose members are responsible to the Township of Cavan Monaghan Council and bound by these Terms of Reference. Members are subject to a Confidentiality Agreement with the Municipality and all other applicable policies.

All points of order or procedure for which rules have not been provided in this Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law. The Committee shall also have regard to the policies and guidelines of the Township of Cavan Monaghan specifically the Strategic Plan, Downtown Millbrook Revitalization Strategy, Detailed Streetscape and Design Guidelines, Ontario Heritage Act, Cultural Heritage Mapping, Heritage Designation By-laws, Zoning By-law, Official Plan, and the Community Improvement Plan and any updates and renewals of these documents or any relevant documentation.

All Committee meetings are open to the Public.

Responsibilities of the Committee

Municipal Revitalization and Heritage Role

- Advise and make recommendations to Council regarding the implementation of the Downtown Millbrook Revitalization (DMR) Strategy;
- Provide recommendations on direction for phasing and timing of revitalization and enhancement projects;

- Advise and make recommendations to Council regarding Part IV and Part V properties under the Ontario Heritage Act;
- Develop and maintain an inventory of the Township's significant heritage buildings, cultural landscapes, heritage mapping tool and cemeteries;
- Educate and promote revitalization and heritage awareness, conservation and preservation within the Township;
- Make recommendations on applications for consents, zoning by-law amendments, official plan amendments and for subdivisions that have a potential impact on heritage resources;
- Make recommendations on permit applications for alterations to designated properties which are likely to affect the property's heritage attributes as set out in the designation by-law;
- Educate and assist heritage property owners with finding viable, economical maintenance and alteration solutions sympathetic to their building's historical integrity;
- Receive and review Municipal Heritage Recognition Awards;
- Provide input regarding revitalization and heritage matters on other committees as required;
- Make recommendations on the annual budget for the Community Improvement Plan and the programs to make available;
- Establish well-defined goals and objectives for the upcoming year;
- Work within the annual budget approved by Council.
- Other matters as directed by Council.

Role of the Chair

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. The Chair is responsible for:

- Provide input in the creation of an agenda in consultation with municipal staff.
 - Chair the meetings.
 - Participate as an active voting member and encourage active participation by all Committee members;
 - Review reports from other Committee members and affiliates in consultation with municipal staff designate(s) for inclusion on the agenda;
 - Represent the MRHA Committee on other Committees when necessary or ensuring an appropriate staff designate(s).
 - Calling of meetings as required to address issues of an urgent nature.
 - In the absence of the Chair, these responsibilities will be undertaken by a
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Committee member designated as Vice-chair.

Role of Committee Members

- Attend and actively participate in all scheduled meetings as a voting member;
- Read and understand all information supplied;
- Make site visits to areas identified in the DMR Strategy to make assessments and gather information for recommendations;
- Undertake research of properties for historical designation;
- Prepare information for use in the development of designation related by-laws.
- Review applications and make recommendations for building permits that affect the identified features of a heritage designated property;
- Contribute input into Committee reports to Council;
- Undertake training as required to effectively perform their role as a Committee member;
- Be familiar with Municipal, Provincial and Federal legislation as they apply to the DMR Strategy and architectural preservation;
- Participate when needed on the Community Improvement Plan Evaluation Committee;
- Make delegation requests to Council for budget request;
- Publicly support all recommendations made by the Committee; and
- Work with other members to attempt to reach a consensus on decisions brought before the Committee.

Role of Clerk

- Provide notice of meetings and create the agenda;
- Take minutes of MRHA Committee meetings;
- Maintain an up-to-date record of previous MRHA Committee meetings, attachments and reports;
- Distribute minutes of previous meetings and the agenda for the upcoming meeting at least 48 hours prior to the next scheduled meeting;
- Work with the Chair to develop the agenda;
- Act as a resource for the Committee during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of the MRHA Committee;
- Undertake an orientation with MRHA Committee members at the first meeting after Council's selection of the Committee;

- Ensure that all members of the MRHA Committee have entered into a Confidentiality Agreement with the Municipality at the start of their term; and
- Post approved MRHA Committee agendas and minutes on the Municipality's website;
- Staff are non-voting members.

Role of Staff

- Facilitate the recommendations of the MRHA Committee to Council and staff through the creation of reports;
- Ensure that other departments of the Municipality, whose responsibilities and actions may impact properties within the downtown area are aware of the DMR Strategy goals and priorities;
- Administer the use of allocated funds to the MRHA Committee;
- Submit a report to Council for budget requests or reallocation of funds;
- Assist in administering the use of allocated funds to the MRHA Committee and provide financial updates at each Committee meeting;
- Staff are non-voting members.

Composition

The membership of the MRHA Committee shall consist of not fewer than seven (7) and not more than nine (9) members appointed by Council.

In addition to one (1) staff member and one (1) appointed Council representative, preference will be given to the following representation:

- Resident and/or Ratepayer of the Municipality – Members at Large Five (5)
- Member of the Millbrook Business Improvement Area (B.I.A.) Board of Management – One (1)

At the first meeting of the new term of the MRHA Committee, the members shall appoint, from among their members, a Chair and Vice-Chair.

Members of Subcommittees will be appointed within the existing membership as required.

Term of Office

The term for the MRHA Committee shall run concurrent with the term of Council, or until successors are appointed by Council as required.

Members are required to notify the Chair or designated municipal staff if they are unable to attend a meeting. Should any member of an Advisory Committee neglect to attend four (4) or more meetings, the Council may discharge that member by resolution and appoint another member in his/her place. Members who wish to resign shall notify the Chair and the Clerk in writing. Replacement of the member will be through the process

outlined in the Advisory Committee Policy.

Quorum

A majority of Committee members will constitute a quorum for the transaction of business. No less than 4 of the 7 Committee members must be present before a quorum is achieved.

Minutes and Agendas

Reports including recommendations from the MRHA Committee will be sent through the Township Clerk to be included on the next Regular Council Meeting agenda. Minutes will be forwarded to Council for adoption. The Council appointed representative will report updates at Regular Council Meetings on the Committee's activities.

Distribution of the agenda for the upcoming meeting will be sent via email to Committee members at least 48 hours prior to the next meeting and will be posted on the Municipal website. Meetings will be livestreamed and recorded. The livestream and recording will be maintained in accordance with the Records Retention By-law.

Subcommittees

The MRHA Committee may establish subcommittees from time to time to deal with specific issues. All subcommittees must be comprised of appointed MRHA Committee members. The subcommittees make recommendations to the MRHA Committee. All appointed members of the subcommittee have the right to vote. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

Meeting Times and Locations

The MRHA Committee shall meet quarterly each year. Meetings will occur during the months of January, March, June and September on the third (3rd) Thursday of the month or as otherwise approved by the Committee. Meetings will take place from 9:00 a.m. – 11:00 a.m. in the Municipal Council Chambers, Committee Room or an alternative option when required. Meetings will be livestreamed and recorded.

Additional meetings may be held as required at the call of the Chair and recommendation of staff.

Remuneration

- This is a voluntary position and there is no financial compensation associated with the appointments.
- Reimbursement for expenses incurred by Committee members will be paid for by the Municipality subject to the approval of Council.