



## Heritage Burlington Terms of Reference

<b>NAME:</b>	Heritage Burlington Advisory Committee
<b>REPORTS TO:</b>	City Council through the Development & Infrastructure Standing Committee
<b>CLERK:</b>	Committee Clerk, Clerks Department
<b>ESTABLISHED:</b>	By-law No. 75-2006, Report CD-88-06, dated June 26, 2006

### BACKGROUND

Originally established as City of Burlington Local Architectural Conservation Advisory Committee on November 14, 1977 through by-law 131-1977.

### VISION

Heritage Burlington is committed to:

- Identifying and conserving cultural heritage properties of significant historical, architectural, archaeological, recreational, aesthetic, natural or scenic value and interest for the benefit of all citizens of Burlington;
- Initiating, promoting and maintaining a climate of collaborative stewardship of such cultural heritage assets through: joint public and private funded conservation programs; and consultation with the property owners, the community at large, City staff and members of Council.

### MANDATE

Heritage Burlington is established as an advisory committee to Burlington City Council and reports to Development & Infrastructure. The committee's statutory and non-statutory roles are as follows:

#### Statutory Role

Burlington City Council is required, under *the Ontario Heritage Act*, to consult with Heritage Burlington (the Municipal Heritage Committee) on matters such as:

- the designation of individual properties;
- repealing the designations of properties;

- amending designations;
- alterations to designated properties;
- demolitions of designated properties;
- easements and covenants to conserve buildings of cultural heritage value; and
- defining and designation of heritage conservation districts.

### **Non-Statutory Role**

Heritage Burlington may advise City Council and city staff on any matter relating to property of historical, architectural, archaeological, recreational, aesthetic, natural or scenic interest all matters to which the Ontario Heritage Act refers, and on all matters assigned to it by City Council in relation to the above noted matters.

Heritage Burlington may, in accordance with the policies and priorities determined by City Council, do all things that they, in their discretion, consider appropriate to help achieve the above noted objectives. This includes, but is not limited to:

- Developing and applying the criteria and process for identifying and prioritizing cultural heritage resources that are worthy of conservation Such criteria:
  - Must meet the requirements of the Ontario Heritage Act; and
  - May include additional factors as approved by Council that:
    - reflect the condition and cost of conservation;
    - reflect the expectations of the majority of the residents of Burlington; and
    - contribute to a vibrant community;
- Working with City staff and other individuals, institutions, agencies and organizations in Burlington to develop, implement and administer a Cultural Heritage Conservation Strategy and related programs to advance Heritage Burlington's objectives;
- Overseeing the maintenance of a Municipal Register in compliance with the Ontario Heritage Act;
- With the co-operation and support of all city staff, keep current on City of Burlington policies and practices that may impact the work of Heritage Burlington and its objectives;
- Provide assistance, advisory services and training programs to individuals, institutions, agencies and organizations in Burlington or serving Burlington, having similar aims and objectives as Heritage Burlington;
- With the consent of the owners of property, placing markers, signs, cairns or other interpretive facilities in or on the property of the interest and guidance of the public;
- Undertaking research and documentation of matters relating to the heritage of City of Burlington and cause information to be compiled and studies to be undertaken;
- Engaging the services of experts and other persons as may be appropriate from time to time;

- Facilitating agreements between the City and property owners, or prospective property owners, respecting any matter within the mandate of Heritage Burlington, and to recommend the provision of financial assistance by way of grant or loan or any other
- means, to such persons who are parties to such agreements, for the purpose of conserving the heritage value in various ways including, but limited to:
  - Providing educational, research and communications programs,
  - Maintaining, restoring and renovating property, and
  - Providing for the management, custody and security of property;
- Conducting and arranging exhibits, tours or other activities and events to inform and stimulate the interest of the public in historical, architectural, archaeological and other Cultural Heritage matters; and
- Sponsoring or participating in programs that honour individuals who have contributed to heritage conservation in Burlington.

## **MEETINGS**

An annual schedule of monthly meetings will be prepared by the Committee Clerk in consultation with the Committee Chair prior to December 31 of the preceding year. Meetings will not be planned in July and August unless approved for special purpose by the Committee. Meetings will be held monthly, generally the 2<sup>nd</sup> week of every month, in Room 247 at City Hall, beginning at 7:00 p.m. and completed within 2 hours unless a vote by members to extend the time to a specified time has been approved. Sub-committee meetings will be scheduled as required to complete the assigned work.

## **QUORUM**

Committee quorum requires 50% +1 of voting members to be present. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Quorum is not required at sub-committee meetings, however any minutes must document the attendees present at the meeting. Sub-committee minutes or action items shall be provided to the clerk for information or possible follow-up.

## **BUDGET CONSIDERATIONS**

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned clerk to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines. The Committee's budget will be presented within the Local Boards and Committees budget submission, detailed with Cost Centre 113180. All financial commitments of the Committee must



be approved through the Committee, with revenues and expenditures authorized through the committee clerk and processed in keeping with corporate policies.

The heritage mandate involves many city departments. To effectively coordinate and plan activities to match available resources, Heritage Burlington will coordinate budget planning with the relevant City departments involved with or affecting heritage matters, and the Heritage

Burlington budget and work plan will reflect the combined allocations to Heritage Burlington as well as other City departments.

### **WORKPLANS AND ANNUAL REPORTS**

The chair and vice chair will work collaboratively with committee members to prepare an annual work plan and budget to support the committee’s mandate as outlined in the terms of reference. The work plan will be from January 1 to December 31 each year.

Within the first quarter of each year, the chair and vice chair will work collaboratively with committee members to prepare an annual report outlining the activities/deliverables of the previous year. The annual report will be provided to Council for information through the Council Information Package or by presentation to the relevant standing committee of Council.

### **COMMUNICATIONS**

Committees may prepare a communication plan to support their workplan. The committee must provide advance notice of communication requests so that their clerk can work with Corporate Communications staff to meet the committee’s needs. Graphics, editing, printing and advertising services are provided through corporate communications, and funded by the Committee’s annual budget allocation. The committee chair or designate will provide the first point of contact for all communication/media requests.

### **7. COMMITTEE COMPOSITION**

<b>Role</b>		<b>Voting</b>	<b>Non-Voting</b>
<b>Citizen representatives</b>	12 Citizens, representing the community at large and including, if possible 2 trained and experienced members of any of the following fields: architecture, carpentry, structural engineering, historical geography, planning, law or communications	✓	

	6 of these 12 positions should be filled by persons who are also owners of properties on the Municipal Register		
<b>Stakeholder representatives</b>	2 Representatives of the Burlington Historical Society, recommended by the Burlington Historical Society	✓	
<b>Appointed Citizen Committee Liaisons</b>		✓	
<b>Designated Alternates</b>	Up to 4 individuals in addition to the approved composition that have been selected through the interview process. Full participation at committee meetings with no voting privileges. Available to fill unplanned vacancies.		✓
<b>Sub-committee volunteer</b>	Individuals selected by committee members and not through the interview process. Attend and participate on sub-committees only.		✓
<b>Council representative</b>	Mayor or member of council appointed by council		✓
<b>Committee Clerk</b>	Administrative support will be provided through the Clerks Department.		✓
<b>Departmental Support</b>	Heritage Planner, Planning and Building Department, will provide technical support on heritage matters and also act as a liaison between various City departments and Heritage Burlington.		✓

## MEMBER SELECTION

Committee members, including members wishing to participate for a subsequent term, will be selected through an application and interview process. The interview panel should include the Committee Chair and/or Vice Chair, the appointed Council representative or delegate, and a staff representative. However, if the Chair or Vice-Chair is re-applying for a subsequent term, he/she is not eligible to participate on the interview panel. All applications to the committee shall be kept confidential and restricted to the review of the interview panel. Upon completion of the interview process, the interview panel will submit their recommendations to Council for final approval and appointment.

## COMMITTEE ORGANIZATIONAL STRUCTURE

The committee will meet with the chair presiding or vice chair in their absence.



**The Chair and Vice Chair** are committee members elected by committee members. Only voting members can be elected as chair or vice chair.

**Sub-committees:** The committee may establish sub-committees as needed to consider specific issues. Establishing sub-committees does not require approval from a Standing Committee or Council. Sub-committee members prepare their own agendas and minutes as required. The chair of a sub-committee must be a member of the Heritage Burlington Advisory Committee. Additional community volunteers may provide assistance on specific initiatives and are not required to be members of the advisory committee.

## **WORKING RELATIONSHIP WITH CITY STAFF**

In order to effectively fulfill its mandate, Heritage Burlington requires a collaborative and open working relationship with each of the City departments who touch or impact on cultural heritage properties. This interaction with respect to substantive heritage matters is to be facilitated through the heritage planner assigned to Heritage Burlington. That heritage planner will act as the contact with, and liaison amongst, all City departments, the public, property owners and Heritage Burlington.

The heritage planner assigned to work with Heritage Burlington is also the City's primary contact and relationship manager for the City with all owners of heritage properties.

Administrative support for Heritage Burlington is provided by the Clerk's department

With respect to financial and budgetary matters, the primary contact and resource for budget preparation and approval is a representative from the City's finance department. Day to day support and coordination of bill payments are to be provided through the Clerk assigned to work with Heritage Burlington.

The activities of City staff and Heritage Burlington need to be coordinated. Such co-ordination is to occur between the Chair of Heritage Burlington and the Department head where there are competing demands for the services of a particular staff member or for department services. City staff is the primary service provider on all fronts. The role of Heritage Burlington is primarily advisors to City staff and Council. As a secondary matter, members of Heritage Burlington are encouraged to support City staff in their efforts where at all possible.

## **TERM OF OFFICE**

**Committee members:** three years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of two consecutive terms at a time.



Once a member has completed their two consecutive terms, he or she has the option of volunteering on a sub-committee or can apply again to the committee one year following the completion of their terms.

Members of the Committee who have completed their first term of office and wish to reapply for membership must indicate their interest by responding to public advertisements for membership and participating in the interview process.

**Chair and Vice-Chair:** One year from the date of election (one year term). An individual may serve a maximum of three consecutive years as a chair or vice-chair.

If the chair resigns before the completion of his or her term, the vice chair will complete the remainder of the term. If the vice chair resigns or vacates their position to fill the position of chair, a new vice-chair will be elected to complete the remainder of the term.

**Designated Alternates:** If a voting member resigns before the completion of their term, a designated alternate (if one is available) shall fill the vacancy and become a full, voting member of the Committee. Alternates are subject to the same term of office procedures as full members

## **ELECTION OF CHAIR AND VICE-CHAIR**

Elections for the advisory committee chair and vice-chair shall occur in November for the following year beginning in January.

Committee members may nominate a fellow voting committee member to the position of chair or vice-chair provided the nominee has a minimum of one year voting or non-voting member experience gained from his or her membership on the committee in the preceding year.

## **REFERENCE TO CITY'S STRATEGIC PLAN:**

Burlington, Our Future – Strategic Plan 2011-2014

- Vibrant  
Neighbourhoods
- Prosperity
- Excellence in  
Government

## **COMMITTEE REVIEW DATE:**

Spring 2014 and every four years thereafter to coincide with the release of the City's Strategic Plan.



## **REFERENCE DOCUMENTS:**

All members of the Heritage Burlington Advisory Committee will have read and understood the following reference documents:

- Handbook on Citizen Committees, June 2010
- Procedural By-law No. 24-2013
- Council Boards and Committees – Appointments to Boards and Recruitment of Citizens for Committees, City of Burlington Corporate Policy
- Council Boards and Committees – Mileage and other Expenses for City of Burlington Committees, City of Burlington Corporate Policy
- Code of Conduct, City of Burlington Corporate Policy
- Respect in the Workplace, City of Burlington Human Resource Policy