

## **TOWN OF RICHMOND HILL**

### **HERITAGE RICHMOND HILL TERMS OF REFERENCE**

#### **Name**

This committee shall be known as Heritage Richmond Hill.

#### **Purpose**

The purpose of Heritage Richmond Hill is to advise and assist Council on matters relating to the Town of Richmond Hill's (the "Town") heritage (pursuant to the *Ontario Heritage Act*) as well as to serve as a resource for the community on heritage-related matters.

#### **Mandate**

The mandate of Heritage Richmond Hill is to act as an advisory committee to Council to advise on matters relating to Part IV (the designation of individual properties) and Part V (the designation of heritage conservation districts) of the *Ontario Heritage Act*.

In addition, the mandate will include acting as a resource for citizens in matters pertaining to conservation, restoration and renovation of heritage properties. It will also work to raise awareness of the Town's heritage in the community.

#### **Delegated Authority**

Heritage Richmond Hill is an advisory committee to Council and does not have any delegated authority.

Heritage Richmond Hill has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by Committee of the Whole and/or Council before any action by staff may be taken.

## **Committee Composition**

The membership of Heritage Richmond Hill will be comprised as follows:

- the Mayor;
- one (1) additional member but not more than two (2) additional members of Council;
- minimum of one (1) citizen member but not more than two (2) citizen members from each of the six (6) wards of the Town;
- one (1) representative from the education community;
- one (1) representative from the Richmond Hill Public Library; and
- minimum of one (1) but not more than two (2) representatives from the Richmond Hill Historical Society.

For the purposes of these Terms of Reference, “citizen member” means a member of the Committee other than a member of Council.

Only members of the Committee may vote on any issue.

## **Appointment**

For the purposes of these Terms of Reference, “Ex-officio members” mean persons who are members of this Committee by virtue of another office. Without limiting the generality of the foregoing, the following are ex-officio members:

- the Mayor.

All members of Heritage Richmond Hill, save and except for ex-officio members, will be appointed by Council.

The advertising of vacancies on and appointments to Heritage Richmond Hill will be in accordance with the policies adopted by Council from time to time.

## **Subcommittees**

Heritage Richmond Hill may establish subcommittees, as needed, to consider specific issues. Subcommittees are not required to be approved through Committee of the Whole and Council. Subcommittees are responsible for the preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only members of Heritage Richmond Hill may be members of any subcommittee.

## **Term of Office**

All members of Heritage Richmond Hill will hold office for a term coincident with the term of Council, and remain in office until their successors are appointed.

For the purposes of these Terms of Reference, “citizen member” means a member of Heritage Richmond Hill other than a member of Council. Notwithstanding the foregoing, all citizen members of Heritage Richmond Hill will remain in office until their replacements have been appointed.

No one citizen member shall be appointed for more than two (2) consecutive terms as a citizen member. After a maximum of eight (8) consecutive years of service on Heritage Richmond Hill, a citizen member will not be appointed again as a citizen member before a four (4) year absence from Heritage Richmond Hill as a citizen member.

Where the representative from the Richmond Hill Public Library is an employee of the Richmond Hill Public Library, he or she shall be deemed not to be a citizen member for the purposes of the foregoing provisos.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, Council shall appoint another eligible candidate in the vacant seat for the unexpired portion of the term, such vacancy shall be dealt with in accordance with the policies adopted by Council from time to time.

### Transition

Any members of the previous Local Architectural Conservation Advisory Committee (term ended November, 2006) will be treated as second term citizen member appointees if appointed to Heritage Richmond Hill for the term 2006 -2010.

## **Lead Department/Reporting Relationship**

The lead department for Heritage Richmond Hill shall be the Planning and Development Department.

Staff from the Parks, Recreation and Culture Department will attend Heritage Richmond Hill meetings to act as a liaison between it and the Richmond Hill Heritage Centre Advisory Committee.

Any staff attending meetings of Heritage Richmond Hill are not members of Heritage Richmond Hill.

## **Administration of the Committee**

Members of Heritage Richmond Hill will serve without remuneration other than reimbursement of expenses approved by Heritage Richmond Hill and also approved by the Commissioner of Planning and Development or her/his designate, incurred in the performance of committee duties. All such expenses shall be within the approved budget for Heritage Richmond Hill.

Save and except as set out in these Terms of Reference, the rules of procedure for Committee of the Whole as set out in the Municipal Code shall apply to Heritage Richmond Hill. In the case of any conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

Heritage Richmond Hill will elect a Chairperson, Vice Chairperson, and any other officers as it may deem necessary.

Heritage Richmond Hill shall submit an annual report to Committee of the Whole outlining accomplishments of Heritage Richmond Hill for the previous year and establishing a plan for the future year.

## **Quorum/Meeting Prerequisites**

Quorum shall be a majority of the members of Heritage Richmond Hill, not including the Mayor. However, if the Mayor is present at a meeting, he/she may be counted in determining if quorum is present.

A Planning and Development Department liaison staff member must be present at all meetings of Heritage Richmond Hill to provide staff expertise for the meeting to take place.

## **Meeting Schedule**

Heritage Richmond Hill will meet monthly with the specific dates and times for meetings to be determined by Heritage Richmond Hill at the beginning of each year. Heritage Richmond Hill will not have meetings during Council's summer recess. Additional meetings may be called by the Chairperson if there are urgent matters that need to be discussed.

Meetings of Heritage Richmond Hill shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Heritage Richmond Hill members are expected to attend all regularly scheduled meetings. In the event a member other than the Mayor is unable to attend a meeting, the member must contact the Chairperson in advance and advise him or her. If a member other than the Mayor has been absent for three consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

### **Staff Resources**

Secretariat assistance to the committee will be provided by the Office of the Clerk.

A Planning and Development Department liaison staff member must be present at all meetings of Heritage Richmond Hill to provide staff expertise.

In addition, the Heritage Centre Coordinator and/or Manager of Adult and Cultural Services from the Parks, Recreation and Culture Department should be present at all meetings of the Committee to act as a liaison between Heritage Richmond Hill and the Heritage Centre Advisory Committee.

Additional staff and/or representatives from special interest groups may be requested to attend meetings at the discretion of Heritage Richmond Hill.

### **Miscellaneous**

Unless otherwise directed by Council, the minutes of all Committee meetings will be presented to Committee of the Whole and subsequently Council for adoption and approval of any recommendations.

These Terms of Reference for Heritage Richmond Hill are established by Council and can only be altered by Council.

Date of Adoption by Council: June 24, 2008

Date of Amendment: