

Staff Report to Council

Title: Heritage Kincardine – Terms of Reference Update

Report Number: Legislative Services-2024-01

Director: Corporate Services

Manager: Legislative Services

Meeting Date:
Wednesday, January 10, 2024

Date to be considered by Council:
Wednesday, January 10, 2024

Recommendation:

That Council pass a By-law to approve the updated Terms of Reference for Heritage Kincardine; and

Further, that Council appoint _____ to sit as a Council member and Chair on Heritage Kincardine.

Executive Summary:

With the recent Governance Review and update to the Committee policies, the Heritage Kincardine Terms of Reference was reviewed and updated with the new format. The committee composition was reviewed with two changes proposed: to add a member of Council to this Committee, as this is the only Committee without Council representation; and to reduce the number of members overall.

Strategic Priorities:

C.10-Support arts, culture and heritage to enrich the lives of residents and attract visitors

Financial Considerations:

No change to the current budget.

Policy:

- Ontario Heritage Act
- Heritage Kincardine – Terms of Reference
- Recruitment and Appointment of Advisory Committees of Council and Local Boards Policy
- Advisory Committees of Council and Local Boards – Administration Policy

Context and Background Information:

As part of the recent Governance Review, Council approved the Recruitment and Appointment of Advisory Committees of Council and Local Boards Policy. With this update, the Terms of Reference templates for all Committees will be updated.

The current Heritage Kincardine Terms of Reference has been in existence since 2011. With the latest committee recruitment, insufficient numbers of volunteers for Heritage Kincardine were submitted. A second call for members was completed, with no new volunteers putting their name forward.

Therefore, the Terms of Reference for Heritage Kincardine has been reviewed, and the number of members has been updated to reflect no fewer than 5 members as per the Ontario Heritage Act, to a maximum of 7 members, as the need and volume of volunteers is brought forward.

Another change to the composition is the addition of one Council Member being appointed to Heritage Kincardine. A Council member sits on all other Committees appointed by Council, therefore it is recommended that a Council Representative is warranted on Heritage Kincardine, to advocate for heritage on behalf of Committee.

Once the new Terms of Reference are approved, the membership of the current committee will be reviewed to ensure compliance.

Consultation Overview:

Heritage Kincardine has reviewed the draft Terms of Reference and agrees with the new composition. Heritage Kincardine members look forward to having a member of Council sit on the Committee.

Origin:

Governance Review.

Implementation Considerations:

Updates from Heritage Kincardine will be presented to Council, as needed. Future recruitment of members may be required.

Risk Analysis:

Heritage Kincardine currently has issues achieving quorum due to a lack of members. A change in the number of members on Heritage Kincardine will assist with quorum issues that the current Committee is experiencing.

Heritage Kincardine is legislated under the Ontario Heritage Act and concerns with quorum lead to the committee not being able to fulfill their legislative obligations and impact the timelines required by Council. In addition, it can lead to delays for designated heritage property homeowners in their applications for a Heritage Permit when making alterations to the heritage attributes of the building.

Attachments: Draft Terms of Reference; 2011 Terms of Reference

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