Municipality of the District of Yarmouth
Heritage Advisory Committee (HAC) Terms of Reference

Background

Under the Nova Scotia Heritage Property Act, the Municipality of the District of Yarmouth is required to appoint a Heritage Advisory Committee (HAC) to provide input on Heritage Property matters within the Municipality. While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of the HAC is to provide recommendations, advice, and information to the Municipal Council on matters which relate to municipally registered heritage properties.

Purpose

The Heritage Advisory Committee shall make recommendations to Municipal Council on matters related to Municipally Registered Heritage Properties.

The Heritage Advisory Committee reports to Municipal Council and is responsible to make recommendations to Council on the following:

a) The inclusion of buildings, and areas, in the municipal registry of heritage properties.
b) An application for permission to substantially alter or demolish a municipal heritage property.
c) The preparation, amendment, revisions, or appeal of a conservation plan and conservation bylaw.
d) An application for a certificate that is required by the Heritage Property Act to go to a public hearing.
e) Building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act; and
f) any other matters conducive to the effective carrying out the intent and purpose of the Heritage Property Act.

Membership

a) The Advisory Committee consists of three (3) Municipal Councillors and four (4) additional community members. Citizen members shall be appointed for a term pursuant to the Citizen Appointment to Committees, Boards and Authorities Policy C-026-05 and Councillors shall serve at the pleasure of Council;

b) the CAO and/or Designate shall attend all meetings as a non-voting member;
c) the Heritage Coordinator shall attend all meetings as a non-voting member and provide administrative support to the Committee.
d) In the event that citizen representative vacancies prevent the achievement of quorum, for applications under S. 17, 18, 19 of the Heritage Property Act, Council shall appoint additional members from Council sufficient to achieve quorum.

Qualifications

Each member of the HAC is an independent representative and does not represent any specific heritage community groups. The members of the HAC shall work together reasonably and with a practical approach. Members shall be chosen for their special expertise, experience, dedication, and commitment to the mandate of the committee in promoting Heritage in the Municipality of Yarmouth. Council shall endeavor to make both Councillor and citizen appointments with diversity, equity, and inclusion in mind. All members must adhere to Municipal Policies and regulations including, but not limited to, Violence in the Workplace; Diversity, Equity, and Inclusion; and Conflict of Interest.

Roles and Responsibilities – Members

Membership on this Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

a) Attend all regularly scheduled meetings;
b) promote the role(s) of the Committee and its undertakings;
c) offer input to the Committee on all aspects of heritage properties.

Roles and Responsibilities – Chairperson

The Committee shall annually elect from its members a Chairperson.

The Committee shall annually elect from its members a Vice-chairperson.

The Chair and Vice-Chair may serve two consecutive one-year terms after which a one (1) year interval is required.

Any Committee member can serve as Chairperson and Vice Chairperson.

The Chairperson shall:

- In collaboration with the Heritage Coordinator set the draft meeting agenda.
- Facilitate the meeting and allow for input from all committee members.
- The Chairperson shall also act as the spokesperson for the Committee.
- In the Chairperson's absence, the Vice Chair shall be responsible for fulfilling the role.

Roles and Responsibilities – Staff (non-voting)

<u>CAO/Designate:</u>

- Provide advice to the committee

Heritage Coordinator

- Provide administrative support to the committee preparing meeting agendas and minutes.
- Ensuring recommendations from the Committee to Council are filed with the Municipal Clerk.
- Administer the Heritage Rebate Program.
- In collaboration with the Municipality's communications team, do an annual promotional campaign outlining the benefits of registration.

Meetings

a) All meetings of the HAC are open to the public with the exception of items as described in Section 22 of the Municipal Government Act.
b) The Advisory Committee shall meet at least on a quarterly basis, or more frequently as determined by the Committee to fulfill its duties.
c) Agenda items shall be forwarded to the Municipal Heritage Coordinator 2 weeks in advance of meetings. Agendas and staff reports shall be made available to the Advisory Committee three business days prior to the scheduled meetings.
d) A quorum shall consist of a majority of the total number of voting Heritage Advisory Committee members.
e) The Committee shall adhere to the same procedural rules as those found in parts 11, 12& 13 of the Council Procedural Policy C-028-19.
f) Attend all meetings; any committee members absent for three (3) consecutive meetings, without leave of the committee, shall be deemed to have vacated their seat.

Conflict of Interest

Members shall declare all possible conflicts of interest before agenda items are presented and leave the meeting or that part of the meeting during which the matter is under consideration. Members shall adhere to the Council Code of Conduct as well as all Council By-laws and Policies.

Review

These terms of reference are to be reviewed every four (4) years.