

## TERMS OF REFERENCE

### Brampton Heritage Board

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**Organization:** Brampton Heritage Board

**Enabling Authority:** The Brampton Heritage Board is a Committee established through by-law by City Council under the authority of the *Ontario Heritage Act*. The Brampton Heritage Board serves as Brampton's "municipal heritage committee" within the context of the *Ontario Heritage Act*.

**Mission:** The mission of the Brampton Heritage Board is to advise City Council on the identification, conservation and promotion of resources that are identified as being of cultural heritage value or interest. These resources include: buildings, sites, certain streetscapes and districts, cemeteries, cultural landscapes and any other real property that can be designated under Parts IV and V of the *Ontario Heritage Act*.

**Strategic Goals:** The City of Brampton recognizes that heritage conservation is a public interest. It is committed to the conservation of significant cultural heritage resources, City-wide, through: a) identification, documentation and resource management; b) promoting and ensuring responsible stewardship and conservation practises; c) promoting public awareness and enjoyment of these resources; and d) ensuring that wise land use management policies and practises are observed and followed with appropriate due diligence by all relevant parties and stakeholders.

**Strategic Outcomes:** The City of Brampton has developed a comprehensive Heritage Program and work plan, which coordinates several initiatives used to identify, preserve and enhance the cultural heritage resources in this City and the mission of the Brampton Heritage Board. City staff manages the heritage projects and services that support the Heritage Program and work plans. The Region of Peel, the Brampton Historical Society and other agencies, are partners in these efforts.

**Strategic Alignment:** Brampton Heritage Board activities are guided by the goals, objectives and policies of Brampton's Strategic Plan (Six Pillars); cultural heritage policies as outlined in the Official Plan and the *Ontario Heritage Act*. A member of City Council sits on the Board.

**General Responsibilities:** The Brampton Heritage Board shall:

- advise City Council within its capacity as a municipal heritage committee under the provisions of the *Ontario Heritage Act*;
- recommend to City Council properties for designation under Parts IV and V of the *Ontario Heritage Act*;
- recommend to City Council properties for listing within the Municipal Register of Cultural Heritage Resources;
- make recommendations to City Council on the potential heritage impacts pertaining to heritage permit applications under Parts IV and V of the *Ontario Heritage Act*;
- advise City Council on the potential heritage impacts pertaining to land use planning initiatives, proposed plans of subdivision, demolition permits, site plan approvals, environmental assessments, heritage impact assessments, public works, and the like, where any known or potentially significant cultural heritage resource may be present;
- advise City Council on the identification, evaluation and conservation of built heritage properties, landscapes, districts and areas;
- advise City Council on current heritage conservation legislation as well as available funding sources;
- assist City Council in the preparation of municipal by-laws and policies to conserve heritage properties and areas;
- advise City Council in the preparation of criteria and approval of applications submitted for financial incentives to assist with the care and conservation of resources designated under Parts IV and V of the *Ontario Heritage Act*;
- work with City staff to implement City Council approved programs and activities within the Heritage Program;
- work with the public to increase public awareness and knowledge of heritage conservation issues related to cultural heritage.

The Brampton Heritage Board may, from time to time, choose to establish sub-committees or ad hoc committees to deliberate on specific issues and to review, in detail, matters related directly to the mission of the Brampton Heritage Board.

The Brampton Heritage Board and its sub-committees do not have decision-making authority. All recommendations of the Brampton Heritage Board are subject to City Council approval through the Planning, Design and Development Committee. Sub-committees may draft motions and propose action items for the consideration of the Brampton Heritage Board.

Meetings of all Brampton Heritage Board sub-committees are subject to the same rules of conduct and procedure as Brampton Heritage Board meetings. Members of the general public are open to attend meetings of sub committees.

Currently active sub-committees and their primary roles include:

Heritage Resources Sub-Committee

-Reviews candidate properties for heritage designation and listing in the Municipal Register of Cultural Heritage Resources, assists with evaluation of potential heritage impacts; identifies potential heritage resources; engages in historical research.

Outreach and Marketing Sub-Committee

-Assists with coordination of special events, Heritage Plaque Program, "Heritage Times" Newsletter, and other outreach projects; provides for public awareness and promotion of issues relating to heritage properties or areas in cooperation with other heritage groups, as required;

Heritage Incentives Sub-Committee

- Reviews applications submitted under the Heritage Incentive Grant Program; reviews proposed incentive programs such as the Heritage Property Tax Rebate Program.

Work Plan Sub-Committee (*formerly known as Budget Sub-Committee*)

-Assists with the preparation and monitoring of five year workplans (amended and updated annually), visioning, identification of potential heritage initiatives and projects within the Heritage Program; reviews ad hoc expenditure requests that may be submitted from time to time by members of the Brampton Heritage Board within the context of the Board's mission, annual budget and City financial policies and procedures;

Awards Sub-Committee

-Reviews and proposes heritage award candidates; prepares applications under award programs; proposes local heritage award programs; recognizes the efforts of citizens to protect, preserve or promote heritage properties;

Churchville Heritage Committee (*Churchville Heritage Committee was re-named as such under By-law 18-93*)

-Reviews and evaluates land use planning applications and heritage permit applications within the context of heritage conservation district designation under Part V of the *Ontario Heritage Act*; determines potential heritage impacts with regard to any property within the boundaries of the Churchville Heritage Conservation District; puts forward motions for consideration of the Brampton Heritage Board; this committee is enabled under municipal by-law.

Annual Meeting of the Joint LACACs of Peel Sub-Committee

-Assists with the planning and coordination of the annual meeting of the area heritage boards; the host community for each annual meeting is determined on a rotating basis; Brampton hosts the 2009 meeting;

**Board Member Expertise:** Members of the Brampton Heritage Board shall be selected on the basis of their demonstrated interest, knowledge and expertise in heritage conservation. To be eligible to sit on the Board a candidate must be a qualified elector (a resident of the City of Brampton, a Canadian citizen and 18 years of age or older).

The process for choosing membership for the Brampton Heritage Board will follow the approved Procedure for Citizen Appointments to Committees. The City Clerk shall coordinate the selection process.

**Composition:** The Brampton Heritage Board shall have no fewer than five (5) members and no more than sixteen (16) members. The number of Members of Council to be appointed is not specified. City Council shall review and approve all appointments to the Brampton Heritage Board.

A chair and vice-chair or co-chairs will be elected by majority vote among the members of the Brampton Heritage Board at the first meeting of the new term.

Staff Resources: Primary Staff Contacts:

- Jim Leonard, Heritage Coordinator, Planning, Design and Development;
- Antonietta Minichillo, Heritage Coordinator, Planning, Design and Development;
- Terri Brenton, Legislative Coordinator, Corporate Services.

Senior Staff Contacts:

- Alex Taranu, Manager of Urban Design, Public Buildings, Planning, Design and Development;
- Michael Halls, Executive Assistant to the Mayor;
- Karl Walsh, Director of Community Design, Parks Planning and Development, Planning, Design and Development.

**Term:** The term of office is concurrent with the term of City Council - to November 30, 2010.

**Quorum:** Standard rules of quorum shall apply. Quorum for a full meeting will be 50% of the current membership, plus one.

**Meeting Frequency:** The Board meets at City Hall on the third Tuesday of every month. Meetings start at 7:00 pm.

**Reporting Authority:** The Brampton Heritage Board and its sub-committees do not have decision-making authority. The Board serves an advisory, consultative role only. The lead department for the Brampton Heritage Board shall be the Planning, Design and Development Department (Community Design and Development Division). The Brampton Heritage Board and its individual members shall work in conjunction with the identified staff resources.

The Brampton Heritage Board shall report through the Planning, Design and Development Committee (PDD) to City Council.

With regard to certain complex or potentially contentious issues, Brampton Heritage Board recommendations shall be put forward through a staff recommendation report so that background, context and any impacts on staff resources, or any budget implications can be framed and so that the positions of the Brampton Heritage Board and City staff can be fully articulated.

The Brampton Heritage Board may make formal delegations before Planning, Design and Development Committee following submission of staff recommendation reports to that body.

Other more routine recommendations may be put before Planning, Design and Development through the minutes of the regular meetings of the Brampton Heritage Board.

**Workplans and Annual Reports:** The Brampton Heritage Board must report annually to City Council through the Planning, Design and Development Committee (timing to be determined by the Co-Chair, Heritage Coordinators and City Clerk) on the activities of the Board in the current year and on the Board's work plan for the following year.

**Administration:** An agenda shall be prepared for each meeting distributed prior to the meeting. Each meeting shall be followed with minutes including action items and correspondence. The City Clerk's Office shall provide legislative services. The Brampton Heritage Board shall follow the Council Procedure By-law, as it applies to the Board's business and meetings.

**Financing:** Members of the Brampton Heritage Board will not receive remuneration for their involvement in the Brampton Heritage Board. However, members will be compensated for expenses incurred as a result of Heritage Board responsibilities in accordance with City policy.

The Brampton Heritage Board does not have an established budget. All expenditures are budgeted through the Planning, Design and Development departmental current budget. Financial support for the Brampton Heritage Board will be reviewed annually as part of the City budget review process.

**Current Budget Expenditure Pre-Approval Process:** From time to time, Brampton Heritage Board members may submit ad hoc or previously un-funded requests for project expenditures to be drawn from the current-year Planning, Design and Development departmental budget for Brampton Heritage Board and Heritage Program matters.

All proposed expenditures must be fully compatible with the scope and purpose of the City Heritage Program and with the mission of the Brampton Heritage Board.

Pre-approval is required for all ad-hoc or previously un-funded requests for project expenditures, using the following process:

- All current budget expenditure proposals shall be endorsed by recommendation at a regular meeting of the Brampton Heritage Board;
- The current budget expenditure proposal shall be accompanied by a brief business case in the form of a memo that outlines how the expenditure reflects the mission of the Brampton Heritage Board and its priorities as reflected in the Heritage Program work plan. The business case must outline: a) why the expenditure is needed; b) what advantages are brought to the Board, the heritage community and City Heritage Program; c) description of required resources, task list, responsibilities and action items; d) schedule for implementation; e) estimate of cost or vendor quotations (as applicable);
- The preparation of the business case shall be the responsibility of the Brampton Heritage Board member proposing the expenditure, working in cooperation with City staff;
- All expenditure proposals shall be reviewed by City staff, prior-to submission to Brampton Heritage Board, to ensure that sufficient funds and resources are available in the current year budget and to confirm scheduling considerations.

All expenditure requests from the Brampton Heritage Board budget shall be subject to the City's Purchasing Policy and may also be subject to the approval of City Council through the Planning, Design & Development Committee.

**New Project Initiation:** The Brampton Heritage Board may propose new projects or initiatives from time to time. Prior to the approval and launch of any new project (including the creation of new sub committees) staff shall review potential impacts on workload, capacity, scheduling, and compliance with work plans, along with budgetary and other resource considerations. Senior staff must approve any new project prior to initiation to ensure staff resources, budgets and existing projects are not negatively impacted or delayed.

**Conflict of Interest:** City conflict of interest policies and the *Municipal Conflict of Interest Act* shall apply to all members of the Brampton Heritage Board. Members having a conflict of interest in any matter under consideration by the Brampton Heritage Board shall declare their conflict at the beginning of the meeting and shall remove themselves from the meeting during any discussion or voting on the matter.