

TERMS OF REFERENCE

HERITAGE PLANNING ADVISORY COMMITTEE (HPAC)

1.0 COMMITTEE MANDATE

- 1.1 The Heritage Planning Advisory Committee (HPAC), in accordance with the policies in Chapter 3 of the Regional Official Plan, will fulfill its mandate under the direction of the Community Services Committee and the Commissioner of Planning, Development and Legislative Services.
- 1.2 The Heritage Planning Advisory Committee will provide advice on heritage policy and implementation. Upon request from the Commissioner of Planning, Development and Legislative Services, they will:
 - a) Advise on heritage matters that are in accordance with the Regional Official Plan.
 - b) Assist in monitoring the implementation of the Regional Official Plan policies and their impact on heritage resources.
 - c) Review and comment on development applications, environmental assessments, and other processes that may impact heritage resources of Regional interest.
 - d) Review and comment on Regional projects that may impact heritage resources.
 - e) Assist the Region and support Local Municipalities in developing new heritage policies and strategies.
 - f) Assist in the implementation of the Ontario Heritage Act in matters of Regional jurisdiction.
 - g) Comment on policies, plans, programs or legislation of other bodies for the promotion and/or conservation of heritage in the Region.
- 1.3 The Heritage Planning Advisory Committee will serve as a forum for soliciting representation from diverse viewpoints on particular heritage issues of concern to the Regional Council, and report on its findings.
- 1.4 The Heritage Planning Advisory Committee will endeavour to increase public awareness and understanding about heritage issues of Regional interest.
- 1.5 The Heritage Planning Advisory Committee will undertake or support research on heritage resources and issues, in accordance with an annual work plan, and will report findings to Regional Council, Area Municipal Councils and the public, as appropriate.

- 1.6 The Heritage Planning Advisory Committee will comment on any proposed changes to heritage resources owned by the Region.
- 1.7 The Heritage Planning Advisory Committee will ensure that the research documentation is kept in the Regional Archives and is publically accessible.

2.0 MEMBERSHIP

- 2.1 The Regional Municipality of Waterloo will appoint fourteen members to the Committee.
- 2.2 The fourteen members will be composed of:
 1. A (1) Regional Councillor
 2. Eleven (11) members at large appointed on a 3-year staggered cycle
 3. A (1) member who is an official representative of the Friends of the Waterloo Region Museum
 4. A (1) member who is an official representative of the Friends of Joseph Schneider Haus
 5. Regional Chair, ex-officio
- 2.3 Members will be appointed on the basis of experience, knowledge, research capabilities and skills in heritage areas of regional concern that complement the overall expertise of the committee, and their availability to attend meetings and serve on various sub-committees. Membership will broadly represent the various communities in the Region. Members at large may be members of, but do not represent, particular agencies, organizations or interest groups.
- 2.4 Committee members may serve up to nine years (three consecutive three-year terms) in accordance with Regional Council policy. Advisory Committee members should be encouraged to assist with recruitment of potential members.
- 2.5 The Chair and Vice-Chair will be elected from among Committee members at the beginning of the Council Term, or earlier if necessary. The Chair will be available to work with Regional staff and attend meetings of the Council Committees or Council, as required.
- 2.6 Any member missing three consecutive meetings or a total of four meetings in a year without excuse shall be requested to resign from the Committee and will be replaced at the earliest opportunity.
- 2.7 Members will be expected to serve on sub-committees to comment on heritage impact assessments, conduct research or review draft reports.
- 2.8 The Commissioner of Planning, Development and Legislative Services or his/her designate shall be in attendance at all meetings.

3.0 REPORTING STRUCTURE

- 3.1 The Heritage Planning Advisory Committee reports to the Community Services Committee through the Commissioner of Planning, Development and Legislative Services.
- 3.2 A yearly review of the activities of the Heritage Planning Advisory Committee will be prepared and presented to Council.

4.0 MEETINGS

- 4.1 The Heritage Planning Advisory Committee will meet once a month with up to ten meetings a year.
- 4.2 The quorum for any decision shall be seven members.
- 4.3 The Heritage Planning Advisory Committee may invite individuals to provide expert advice, or to brief the committee on the policies and activities of government bodies or other organizations dealing with matters relating to heritage issues.
- 4.4 Minutes of meetings will be kept by the Department of Planning, Development and Legislative Services.
- 4.5 The Heritage Planning Advisory Committee will be supported by Planning, Development and Legislative Services staff in the preparation of agendas, minutes, distribution of information, facilitation of meetings, research and preparation of draft reports as appropriate.

5.0 CONFLICT OF INTEREST POLICY

All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by Council on May 28, 2003. At the start or renewal of member terms, members shall review and complete the agreement and signature form attached to the policy. Signature forms are to be returned to the Committee Clerk for safe keeping.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the Region is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.

Updated December 2013.