



OAKVILLE

REPORT

PLANNING AND DEVELOPMENT COUNCIL

MEETING DATE: FEBRUARY 10, 2020

FROM: Clerk's Department

DATE: January 29, 2020

SUBJECT: Terms of Reference for Heritage Oakville Advisory Committee

LOCATION:

WARD:

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RECOMMENDATION:

That the Terms of Reference for the Heritage Oakville Advisory Committee (HOAC) attached as Appendix A to the staff report dated January 29, 2020, be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- Committee terms of reference are reviewed every four years to ensure they are keeping within the committee's mandate.
- Minor changes have been made which are noted in red and deletions have a black line through them.
- The addition of Section 9 – Declaration of Pecuniary Interest has been added to reflect the requirements of Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017*.

BACKGROUND:

Committee terms of reference are reviewed every four years to ensure committees are keeping within their mandate. Minor changes have been made to note changes to the legislation, incorporation of the '*Rules of Procedure for Committees*' and the passing of Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017*.

COMMENT/OPTIONS:

The following changes were made to the *Heritage Oakville Advisory Committee* terms of reference:

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- a) Section 2 '*Mandate*' has been updated to include minor changes to the 'Deliverables' and a revision to e) under what the committee is not responsible for.
- b) Section 4 has minor changes noted in red.
- c) Section 5 noted a clause regarding Special meetings and that all meetings are open to the public. Also the timeframe for achieving quorum changed from 15 minutes to 30 minutes to coincide with the town's procedure by-law.
- d) Section 6 adds the format of the agenda (which was in the rules of procedure). 'Call to Order', 'Business arising from the minutes' and 'Items to be Discussed at Next/Future Meetings' have been deleted. Also an explanation for 'Information Items' was added.
- e) Section 9 pecuniary interest was added as all members now have to declare an interest and fill out the required documentation as the result of Bill 68.
- f) Section 10 – 'Completion Criteria' has been deleted.
- g) Definitions has moved to the end of the terms of reference rather than the front section and changes are noted in red.
- h) Background has moved to the end and follows definitions. Also a definition for 'Pecuniary Interest' has been added.

The Town's Heritage Oakville Advisory Committee reviewed the terms of reference at their meeting of January 21, 2020, and had no comments.

CONSIDERATIONS:

- (A) PUBLIC**
Terms of reference are posted to the Town website for public information.
- (B) FINANCIAL**
There are no financial implications associated with this report.
- (C) IMPACT ON OTHER DEPARTMENTS & USERS**
N/A

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(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS

This report addresses the corporate strategic goal to:

- be accountable in everything we do

(E) COMMUNITY SUSTAINABILITY

Terms of reference for committees address the social, economic, environmental and cultural aspects of the community.

APPENDICES:

Appendix A – Heritage Oakville Advisory Committee Terms of Reference

Prepared by:
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Submitted by:
Vicki Tytaneck
Town Clerk