

## Report to Council

<b>Report Title:</b>	Brockton Heritage Committee Terms of Reference		
<b>Prepared By:</b>	Sarah Johnson, Jr. Deputy Clerk and Fiona Hamilton, Clerk		
<b>Department:</b>	Clerk's		
<b>Date:</b>	June 22, 2021		
<b>Report Number:</b>	CLK2021-17	<b>File Number:</b>	C11CL, C08
<b>Attachments:</b>	Revised Heritage Committee Terms of Reference		

### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number CLK2021-17 - Brockton Heritage Committee Terms of Reference, prepared by Sarah Johnson, Jr. Deputy Clerk and Fiona Hamilton, Clerk and in doing so approves a By-Law coming forward adopting the revised terms of reference for the Brockton Heritage Committee.

### Report:

#### Background:

In 2020, Staff underwent a review of all Brockton's Committee and Local/Boards, bringing forward a number of reports including various general recommendations for all Committees/Boards, and specific recommendations for each Committee/Board. On December 8, 2020 Council formally adopted the recommendations from the Review as per Resolution 20-27-20, including the recommendation that the Brockton Heritage Committee mandate continue to focus on heritage designations, archives, removing consideration of library programming or facilities.

#### Analysis:

The Clerk and Jr. Deputy Clerk originally reviewed the Brockton Heritage Committee (BHC)'s original Terms of Reference, and brought them forward to the Committee for a fulsome review by all Committee members earlier this year. The BHC have reviewed the Terms of Reference for over the past four (4) months. Library programming or facilities was completely removed from the Terms of Reference. Staff have also begun discussions with the Committee regarding archive storage and long-term planning for historical artefacts.

The revised Terms of Reference include an overview of the roles and responsibilities of a Municipal Heritage Committee under the *Ontario Heritage Act*. Municipal Heritage Committees are advisory committees of Council, representing the community and ensuring that plans for change and progress are developed in a manner that recognizes the historical continuity of the community.

The Terms of Reference also include the specific mandate for the BHC including statutory and non-statutory roles, the Committee's organization/structure, responsibilities of the Chair, members, and Municipal staff, and how information is presented to Council.

The maximum number of Committee members is nine (9) - five (5) of which must be appointed by Council (as per regulations requiring Municipal Heritage Committees to consist of a minimum of five (5) members). Currently, the BHC consists of 10 voting members due to grandfathering of existing members. The Clerk currently acts as Recording Secretary for the Committee in a non-voting capacity.

On June 7, 2021 the BHC reviewed the redlined revised Terms of Reference based on their comments, and made minor amendments which are included in the final revised version attached to this report. The BHC further passed the following resolution:

Moved by Lynda Breig                      Seconded by Barb Kerry

That the Brockton Heritage Committee hereby approve the revised Terms of Reference for the Brockton Heritage Committee as amended and in doing so recommend that the Council of the Municipality of Brockton formally adopt the Terms of Reference at the next Council Meeting.

Carried.

As noted, staff have amended the Terms of Reference, providing the final version as attached to this report. Staff recommend approval of the revised Terms of Reference for the Brockton Heritage Committee by By-Law.

### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- |   |     |
|---|-----|
| • Do the recommendations help move the Municipality closer to its Vision? | Yes |
| • Do the recommendations contribute to achieving Cultural Vibrancy?       | Yes |
| • Do the recommendations contribute to achieving Economic Prosperity?     | Yes |
| • Do the recommendations contribute to Environmental Integrity?           | N/A |
| • Do the recommendations contribute to the Social Equity?                 | Yes |

### **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective?  
N/A

**Reviewed By:**



**Trish Serratore, Chief Financial Officer**

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**Respectfully Submitted by:**

A handwritten signature in blue ink that reads "Sarah Johnson".

Sarah Johnson, Jr. Deputy Clerk

A handwritten signature in black ink that reads "Fiona Hamilton".

Fiona Hamilton, Clerk

**Reviewed By:**

A handwritten signature in black ink that reads "Sonya Watson".

**Sonya Watson, Chief Administrative Officer**