

Terms of Reference

Wellesley Township Heritage and Historical Society

1. Name of Committee

- Wellesley Township Heritage and Historical Society

2. Purpose/Mandate/Scope

- The Wellesley Township Historical Society was established in 1978. Wellesley Township's Local Architectural Conservation Advisory Committee (LACAC) was established in 1983 by Wellesley Township By-law 33/83 in accordance with the Ontario Heritage Act.
- In 2006, provincial LACACs were renamed heritage committees using the location name plus the word "Heritage." Wellesley Township Heritage was created by By-law 14/06.
- Due to duplication of membership, Wellesley Township Heritage merged with the Wellesley Township Historical Society in 2007 to form the Wellesley Township Heritage and Historical Society (WTHHS).

3. Goals/Objectives

- To identify, protect and preserve archives and artifacts as well as built heritage which document the history of Wellesley Township.
- To provide historical and archival information to the members of the historical society and the public.
- To provide access to historical information pertaining to our built heritage.
- To assist Township of Wellesley families, connect all with research and respond to inquiries from people who have roots in the Township.
- To make non-binding recommendations to Council regarding Heritage and Historical matters
- WTHHS Committee is to act as an advisory committee to Council to advise and assist on matters relating to Part IV of the *Ontario Heritage Act*, R.S.O. 1990, CHAPTER O.18;

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➤ 4. Committee Composition & Appointments

- Membership of the WTHHS Committee shall:
- Consist of a minimum of five (5) members and up to a maximum of 10 members;
- Be appointed by Council for a term of four (4) years, coinciding with the term of Council of the Township of Wellesley and will remain in office until successors are appointed;
- Be open to any person interested in the objectives of the WTHHS;
- Be entitled to receive notice of, attend and vote at all meetings;
- Consist of one member of Council who shall be a voting member;
- Be governed by the Township of Wellesley's policies and procedures;
- Be governed by the Township of Wellesley's Code of Conduct for Council, Local Boards and Committee Members (Mar/17);
- Be governed by the Township of Wellesley's Conflict of Interest Act;
- The Mayor will be an *ex-officio* member but not a voting member of the Committee;
- The liaison between the WTHHS and Council shall be provided by the Township Planner;
- All members shall be required to sign the Oath of Confidentiality.

5. Term of Office

- The Committee shall be appointed to serve for the Term of Council.

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6. Election of the Executive of the Committee

- At its first meeting of each year a Chair, Vice Chair and Secretary shall be elected from the membership;

7. Committee Responsibilities

Heritage Committee:

- ✓ To establish criteria for the evaluation of properties of cultural heritage value or interest;
- ✓ To prepare, evaluate, and maintain a list of properties and areas worthy of conservation;
- ✓ To advise Council on means of conserving heritage properties and areas; and available funding sources;
- ✓ To advise Council on current heritage conservation legislation and to assist Council in the preparation of municipal legislation to conserve heritage properties and areas;
- ✓ To implement programs and activities to increase public awareness and knowledge of heritage conservation issues;
- ✓ To advise and assist Council on all matters relating to Parts IV and V of the *Ontario Heritage Act*, R.S.O. 1990, CHAPTER O.18;
- ✓ To advise and assist Council on any other matters relating to properties or areas of cultural heritage value or interest.

Historical Society Committee:

- ✓ To collect, preserve and exhibit artifacts, photographs and documents pertaining to the history of the Township of Wellesley;
- To research and publish information about significant events, persons, and circumstances bearing on the history of Township of Wellesley;
- To establish and maintain a facility for the storage and exhibition of artifacts, documents, photographs and books;

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- To hold exhibitions, presentations, and events to which members and the public shall be invited;
- To create and maintain a website and social media sites to disseminate information about the history of the Township of Wellesley

8. Meetings

- The Wellesley Township Heritage and Historical Society Committee shall meet on a regular basis;
- The date and time of regular meetings will be established for the following twelve months at the first meeting in the new year;
- Additional meetings may be held through a special meeting request to the Chair and dependent on availability of Committee members;
- The Township of Wellesley's Procedural By-law 51/2015, as amended from time to time, and the *Municipal Act, 2001*, S.O 2001, c. 25, as amended, shall govern the Committee;
- Meetings shall be held virtually and be governed under the Township of Wellesley's Hybrid Council and Committee Meeting Policy;
- An Annual General Meeting will be held each year;
- The Committee shall publish the schedule of meetings, agendas and minutes on the Wellesley Township Heritage and Historical Society website;
- All meetings of the Committee shall be open to the public;
- Advisory Committees do not usually consider business of a "closed" nature, however, if circumstances arise, there must be strict compliance with the Township's Procedural By-law and the Municipal Act.

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9. Quorum

- A quorum shall be the majority of the Committees appointed voting members. Four (4) members constitute a quorum;
- If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled or rescheduled.

10. Agenda/Minutes

- Agendas and minutes from the previous meeting will be distributed to the committee members prior to the next meeting;
- All meetings will have a formal agenda (Schedule “A”) published in advance of the meeting for members of the Committee and the public;
- The agenda should contain the following:
 1. Call to Order
 2. Disclosures of Pecuniary Interest
 3. Adoption of Minutes
 4. Presentations/Delegations/Communications/Social Media Report
 5. Unfinished Business
 6. New Business
 7. Heritage Committee Chair Report
 8. Curator’s Report
 9. Financial Report
 10. Other Business
 11. Next Meeting
 12. Adjournment
- Minutes shall be kept which accurately reflect the recommendations of the Committee including all other proceedings of the meeting without note or comment. (Schedule “B”);
- Minutes shall record the place, date and time of the meeting;
- Minutes shall be reported indirectly to the Committee of the Whole through the Staff Liaison. Committee recommendations that require support and or direction shall be presented to Township Council for consideration.

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11. Delegations

- From time to time, delegations may wish to appear and speak to a matter. Delegations must register with the Secretary prior to the meeting.

12. Rules of Procedure & Records

- The Procedural By-law shall apply to the Committee; a copy of which shall be provided to all members by the Township Clerk;
- Where the by-law is silent, the Township Clerk is available to assist the Committee with the interpretation of the rules;
- When a motion is put forth, every member entitled to vote shall do so by show of hands;
- Failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

13. Expenses/Budget

- The Treasurer of the Township of Wellesley shall establish separate financial account for Wellesley Township Heritage and the Wellesley Township Historical Society;
- The fiscal year of the WTHHS shall coincide with the calendar year, January 1st to December 31st;
- Financial support for WTHHS will be received annually as part of the Township of Wellesley's regular budget preparation process;
- Funds and investments for the Heritage Committee shall be used to further the activities related to built heritage such as creating a municipal heritage register and designating buildings of historical importance;
- Historical Society funds shall be used to further the activities of acquiring, preserving and making available documents, photographs and objects which record the history of the Township;

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- Money received as a result of book or DVD sales shall be submitted to the Treasurer of the Township of Wellesley for deposit in the Historical Society account;
- A petty cash fund of \$200.00 shall be established and used for expenses of less than \$50.00 each. When the petty cash fund is near depletion the receipts for expenses will be submitted to the Treasurer of the Township of Wellesley and a cheque for the value of those receipts shall be issued from the Historical Society's reserve fund to replenish the fund;
- Receipts for purchases or expenses over \$50.00 shall be submitted to the Treasurer of the Township of Wellesley for reimbursement from the Historical Society's reserve fund.

14. Reporting Structure

- The Chair of the Committee indirectly reports to the Committee of the Whole through the Staff Liaison;
- Minutes of the Committee, once adopted or as agreed upon, shall be forwarded to the Clerk for inclusion on the next Council "for information" agenda.

15. Conflict of Interest

- If a Committee member has a conflict of interest or a perceived conflict, the member must declare their conflict of interest and leave the room until the discussion on that matter is completed. The identified conflict of interest and the removal and return time of the member must be recorded in the minutes.

16. Pecuniary Interest

- In accordance with the Municipal Conflict of Interest Act, any member of the Committee shall disclose any direct or indirect pecuniary interest for themselves or a family member and shall state the general nature of such interest. The disclosure shall be recorded accordingly. The Committee member shall not vote on a matter if he or she has declared a pecuniary interest.

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17. Amendments to the Terms of Reference

- Amendments to the Terms of Reference can only be made by Council. The Committee may review the Terms of Reference from time to time and make recommendations to Council regarding amendments.

18. Remuneration

- Unless otherwise stipulated, Committee members shall serve without remuneration

19. Insurance Coverage

- N/A

Attachments: Schedule "A" – Agenda Template
Schedule "B" – Minutes Template

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Schedule "A"

AGENDA

[date – time – location]

1. Call to Order
2. Disclosures of Pecuniary Interest
3. Adoption of Minutes
4. Presentations/Delegations/Communications/Social Media Report
5. Unfinished Business
6. New Business
7. Heritage Committee Chair Report
8. Curator's Report
9. Financial Report
10. Other Business
11. Next Meeting
12. Adjournment

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Schedule "B"

MINUTES

[date – time – location]

Members Present:

Absent:

Staff:

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1. Call to Order
2. Disclosures of Pecuniary Interest
3. Adoption of Minutes
4. Presentations/Delegations/Communications/Social Media Report
5. Unfinished Business
6. New Business
7. Heritage Committee Chair Report
8. Curator's Report
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