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## **Background**

With each new term of Municipal Council, applications are accepted from members of the public, wishing to serve on various municipal Committees and Boards such as the Hamilton Municipal Heritage Committee (HMHC) and Heritage Permit Review (HPR) Sub-committee.

During the typical application process, limited information is provided to individuals interested in volunteering for these particular heritage related groups. Often detailed information is not provided to applicants until the interview process or only once a successful applicant begins their 4-year term when an orientation session is held.

## **Proposed Recommendations for Amendments to Terms of Reference**

**WHEREAS**, in order to achieve their Council approved mandate(s), the volunteer work of the Hamilton Municipal Heritage Committee, its Working Groups and Sub-Committees may be more demanding than other municipal committees and boards; and

**WHEREAS**, it is important to offer transparency during the application process, to provide potential applicants with a better understanding of the scope of work, roles and responsibilities, to facilitate a more informed decision;

That the following revisions and updates offered by the Hamilton Municipal Heritage Committee, be approved for inclusion in the HMHC Terms of Reference for the call for volunteer members of municipal Committees and Boards; effective for the 2018 application process and all future terms.

### **1. Provide the HMHC Mandate**

- a) To provide greater transparency, fully describe the mandate of HMHC and the commitment of time required (note standard date and time of monthly meetings).
- b) Define the required role of “Advisor” to City Council on matters related to the Ontario Heritage Act, compared to the definition of “Heritage Advocate”.
- c) Outline the need for representation from Hamilton and each of the former municipalities of Ancaster, Dundas, Flamborough, Glanbrook and Stoney Creek.

### **2. Provide a Summary of Working Groups and Sub-Committees**

- a) To provide greater transparency, briefly describe the existing Working Groups of HMHC - their roles and responsibilities – provide each of their mandates and outline the importance of these working groups
  - Inventory and Research (Meet monthly)
  - Policy and Design (Meet monthly, or as needed)
  - Education and Communication (Meet as needed)

## **Proposed Amendment to the Hamilton Municipal Terms of Reference and Recruitment Process**

Hamilton Municipal Heritage Committee - August 16, 2018

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- Heritage Permit Review Sub-Committee (Meet monthly – membership includes selected members of HMHC, but is completed through a separate application process)
- b) As previously approved by Council, the Chair of each Working Group and Sub-Committee must be an active member of HMHC.
- c) Chair (or delegated representative) from each Working Group to provide an update at each monthly HMHC meeting in the form of a verbal update, through minutes of meetings, etc.

### **3. Provide a Summary of HMHC Representation on External Groups & Stakeholder Committees**

To provide greater transparency, briefly describe other external groups / stakeholder committees in which HMHC volunteers may be called to participate. For example:

- Cross-Melville District Heritage Committee (Dundas) (includes 1 elected member of HMHC)
- Joint Plaquing Sub-committee with the former Historical Board (included 2 elected members of HMHC)
- Gore Park Master Plan Stakeholder Group
- Century Manor Focus Group
- Community Enrichment Fund Focus Group
- Special Heritage Event Planning Groups
- Etc.

### **4. Provide a Summary of HMHC Representation in Heritage Events & Activities**

To provide greater transparency, briefly describe other opportunities, heritage events, activities and public outreach, in which HMHC volunteers may be called to participate. For example:

- Hamilton Municipal Heritage Committee Heritage Recognition Awards Event (organized and hosted by HMHC each June)
- Annual Heritage Day Marketplace and Awards (Interactive HMHC Display Table)
- Waterdown East Flamborough Archives & Heritage Society Book Fair (Interactive HMHC Display Table)
- Places of Worship Resource Event
- Heritage related workshops and special presentations
- Ontario Heritage Conference (opportunity for 1-2 HMHC members to attend)
- National Trust Conference
- Etc.

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Hamilton Municipal Heritage Committee - August 16, 2018

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### **5. Additional Notes**

All members are strongly encouraged to participate in working groups and in public outreach opportunities as representatives of HMHC.

Working Groups are an important method of expediting the process of review and recommendation for heritage matters. The work done at the working group level, assists City Staff and HMHC to work more efficiently. This is imperative for the successful operation of the committee.

Should the number of volunteers on a Working Group be so limited that work can no longer continue effectively, then HMHC members will be asked to assist in the search for appropriate heritage volunteers and/or HMHC volunteer nominations will be requested.

If HMHC volunteer nominations are called, and no nominations are received, it may be necessary to assign HMHC members, and/or equally distribute volunteer resources to fulfil each working group's mandate.