

THE CORPORATION OF THE TOWN OF WASAGA BEACH

BY-LAW NO. 2019-105

A By-law to repeal and replace by-law 2012-47, to establish the Historical Advisory Committee for the Corporation of the Town of Wasaga Beach

WHEREAS Section 8 of the *Municipal Act, 2001*, as amended, grants a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Subsection 5(3) of the *Municipal Act, 2001*, requires that all municipal powers, including natural person powers, are exercised by by-law;

WHEREAS the Council of the Corporation of the Town of Wasaga Beach deems it advisable to establish such a committee, and adopt amended Terms of Reference;

NOW THEREFORE the Council of the Corporation of the Town of Wasaga Beach HEREBY ENACTS as follows:

1. That a local advisory committee to be known as the Wasaga Beach Historical Advisory Committee is hereby established.
2. That as vacancies occur from time to time, Council may by resolution, fill the vacancy for the duration of the appointed term.
3. That the Terms of Reference of the Historical Advisory Committee is attached to this By-Law, substantially, as Schedule "A" and forms part of this By-Law.
4. That this By-Law shall come into force and take effect on the date of its final passing.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29TH DAY OF OCTOBER, 2019.

THE CORPORATION OF THE TOWN OF WASAGA BEACH

Nina Bifolchi, Mayor

Dina Lundy, Director, Legislative Services & Clerk

TOWN OF WASAGA BEACH

Wasaga Beach Historical Advisory Committee

TERMS OF REFERENCE

Purpose

The purpose of the Wasaga Beach Historical Advisory Committee is to advise and assist Council on matters relating to the recognition and promotion of the Town's history.

Mandate

To advise Council on matters of historical significance including properties, individuals, businesses, events or other matters of historical relevance that have contributed to or influenced the history of Wasaga Beach and its predecessor communities; work with community members towards recognizing and promoting the Town's history. At the request of owners, to act as a resource by providing information or advice pertaining to conservation, restoration and renovation of properties of historical significance.

Delegated Authority

The Wasaga Beach Historical Advisory Committee is established as an advisory committee to Council and does not have any delegated authority or the authority to direct staff.

The Committee is to operate within its mandate under the oversight of the General Government Committee.

Committee Composition

The Committee will be composed of up to nine (9) persons who demonstrate an interest in the history of Wasaga Beach and its predecessor communities.

Specifically, the Committee will include:

- Up to eight (8) members of the community at large, who reside and/or own property within the municipality, one of which may include the Town Archivist, as voting members;
- One (1) member of Council as a voting member;
- Town Clerk or designate as a resource;
- The Mayor shall serve ex-officio as a voting member of the Committee.

Only members, appointed by Council, may vote on any issue.

Council may by resolution at any time and from time to time at its sole discretion remove any member, voting or non-voting, from the Committee, as it deems advisable.

Subcommittees

The Wasaga Beach Historical Advisory Committee may establish subcommittees, as needed, to consider specific issues within the mandate of the Committee. Subcommittees are not required to be approved through the General Government Committee and/or Council. Subcommittees are responsible for the preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only appointed members of the Wasaga Beach Historical Advisory Committee may be members of any subcommittees. Subcommittees must distribute a copy of its minutes to the Wasaga Beach Historical Advisory Committee and General Government Committee.

Term of Office

The term of the members of the Committee shall be four years coinciding with the term of the Council that has made the appointment.

Meetings

The Committee will meet monthly, or as required, with the exception of the summer season and the month of December, with the specific dates and times for meetings to be determined by the Committee at its October meeting each year, and provided to the Town Clerk.

Quorum

Quorum shall be a majority of the appointed members of the Wasaga Beach Historical Advisory Committee. A quorum shall consist more than 50% of the voting members.

Committee members are expected to attend all regularly scheduled meetings. In the event that a member other than the Mayor is unable to attend a meeting, the member must contact the Chair in advance and advise him or her. If a member other than the Mayor and affiliate members has been absent for three consecutive regularly scheduled meetings, the member shall be deemed to have abandoned his or her appointment and the position shall be considered vacant.

Agenda

The Committee Agenda shall contain the following items:

- Call To Order
- Disclosure of Pecuniary Interest
- Minutes of Last Meeting
- Deputations/Presentations
- Unfinished Business, if any
- Sub-Committee Reports, if any
- New Business, if any
- Items for Future Meetings, if any
- Date of Next Meeting
- Adjournment

Governance

The Committee shall be subject to the provision of the Town's Procedural By-Law to Govern the Proceedings of Council and its Committee, as amended, and shall adhere to Town policies and procedures.

Communication and Reporting

The minutes of all Committee meetings will be presented to the General Government Committee, for review.

For recommendations requiring a decision of Council, the Committee shall provide advice, through a Report, to the General Government Committee for review and consideration of further action.

Should the Committee wish to be a delegation to the General Government Committee, Committee of the Whole or Council, the request shall be made through the Clerk's Office.

The Committee will submit an annual report at the beginning of each New Year outlining the Committee's accomplishments in the previous twelve months, and its work plan and projects for the coming year.

Web presence is supported through the Town's web site, based on information provided by the Town Clerk.

Municipal Support

The Clerk's Office shall be the lead department and the Town Clerk, or designate, the contact person for the Committee and for general inquiries of a historical nature.

The Town Clerk, or designate is to be present at meetings of the WB Historical Advisory Committee.

Finances

Routine administrative costs associated with the work of the Committee will be allocated from the Committee's annual budget.