



Heritage Newmarket Advisory Committee

Refresher

November 21, 2023



Agenda

- Welcome
- Heritage Committee “Environment”
- Role of Chair and Members
- Transparency, openness, and conflict of interest
- Questions

Role of Chair the Heritage Committee



Statutory role to advise Council and Planning Department on matter related to its authority under the Ontario Heritage Act:

- Designation of individual properties (Part IV) and conservation districts (under part V)
- Alterations to designated property
- Demolition/removal on designated property
- Amendment to or repeal of a designation by-law
- Adding or removing non-designated properties from the municipal register
- Request for Heritage Plaque requests
- Entering into easement or covenants

Heritage Permit Application in Heritage Conservation District



Heritage permit application for properties within the Heritage Conservation District:

1. Applicant submits a heritage permit application
2. Staff prepares comments to be circulated to the Lower Main Street South Advisory Group via email
3. Consensus reached from the Advisory Group (if consensus not reached, application is brought forward to Heritage Newmarket as an agenda item)
4. Draft heritage permit sent to director of planning for approval or email stating the application has been refused sent to applicant
5. Heritage Permit issued if approved

Meeting Procedures Role of Chair



Newmarket

- Point of Order
- Role of the Chair
 - Chairs meetings of the Committee
 - Decides order of business
 - Acknowledge motions and announce outcome of vote
 - Ensures rules are followed and decorum maintained

Meeting Procedures Members



- Governed by Procedure By-law
- Can ask questions of staff, deputants (if applicable), discuss, and vote on matters.
- Examples of Committee Resolutions – support, support with conditions, defer, not support applications.
- Staff recommendations
- Committee is advisory in nature.

Transparency and Openness



- Members conduct duties in an open and transparent manner
- Municipal Act requires all meetings to be open to the public (with exceptions)

Conflict of Interest

- Members must declare conflicts of interest
- Declarations must be made in writing at the meeting or soon after
- Members will not participate, vote or attempt to influence the vote on any item on which they have a declared interest

Town of Newmarket Integrity Commissioner



- The Town of Newmarket Integrity Commissioner is responsible for the application of the Code of Conduct and investigation of any complaints
- Members may seek advice from the Integrity Commissioner respecting their obligations under the Code of Conduct or the Municipal Conflict of Interest Act

Gifts



- Members shall not accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties
- Limited exceptions listed in the Code of Conduct

Communications and Social Media



- Corporate Communications Department is responsible for Communications
- No Member shall use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way

Next Steps

- Read and sign Confidentiality Agreement and Code of Conduct Attestation

Questions?