

INFORMATION NOTE

Title:	Built Heritage Experts Panel – Membership Status
Date Prepared:	March 10, 2020
Report To:	Built Heritage Experts Panel
Councillor and Role:	Councillor Maggie Burton – Lead for Planning & Development
Ward:	N/A

Issue: To provide the Committee with the background on membership and report on next steps to be in full compliance with the Seniors Advisory Committee Terms of Reference.

Discussion – Background and Current Status:

Following a review of all Advisory Committees in early 2016, terms of reference were prepared and/or updated and a call for interest in membership was published. In February 2016, committee members were appointed by Council. The terms of reference allow for no more than seven members from the following stakeholder groups:

- Architect
- Contractor
- Historian/Archival Expert
- Planner, MCIP
- Landscape Architect
- Other – Demonstrated Relevant Experience

Other considerations under the Terms of Reference dealing with membership are as follows:

Public Member Experts

Unless otherwise indicated, the Built Heritage Panel term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of four years. In some cases members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

Cooling-off Period (Former City Staff and Council)

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There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

Additional Considerations:

- Public members may not serve on more than one experts' panel at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill a vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the experts panel would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee's purpose as defined in its Terms of Reference.

A recent review has revealed that membership for the following members expires as follows:

Glenn Barnes	February 21, 2020
Mark Whalen	February 21, 2020
Bruce Blackwood	February 21, 2020
Garnet Kindervater	February 21, 2020
Rachel Fitkowski	April 23, 2020 – eligible for two-year extension
Dawn Boutilier	April 23, 2020 – eligible for two-year extension
Robert Sweeney	Resigned in 2019 – has been advertised with no selection

If both Rachel and Dawn are agreeable, a Decision Note recommending the extension is appropriate.

Otherwise, unless provided for under the terms of reference, advertisement of vacancies is appropriate

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Heritage Stakeholders as outlined in TOR
3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications: compliance with Terms of Reference

5. Privacy Implications: - N/A
6. Engagement and Communications Considerations: Communications Department will develop marketing strategy
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications:

Conclusion/Next Steps:

Staff is requesting that all members remain in place until the recruitment process has concluded and Council has made its decision on appointment. If those eligible for extension accept, staff will advertise for positions in the following categories:

- Architect
- Contractor
- Historian/Archival Expert
- Other – Demonstrated Relevant Experience

A closing date of March 27th is recommended

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Approved by: Elaine Henley

Report Approval Details

Document Title:	BHEP - Membership Status.docx
Attachments:	
Final Approval Date:	Mar 10, 2020

This report and all of its attachments were approved and signed as outlined below:

Karen Chafe - Mar 10, 2020 - 11:10 AM

Elaine Henley - Mar 10, 2020 - 1:46 PM