

Brampton Heritage Board

Orientation

Council Chambers
4th Floor, City Hall

June 20, 2023

Overview

1. Committee Process and Meetings
2. Role of Committee Members

Brampton Heritage Board

- Brampton Heritage Board re-established by New Terms of Reference by [By-law 12-2010](#) and Council Resolution C23-2010
- 2022-2026 term Board appointed May 3, 2023 by Council Resolution C111-2023, until November 14, 2026 or until successors are appointed.

Brampton Heritage Board

Membership

- 17 members of the public, appointed until November 14, 2026, or until successors are appointed
 - Surinder Ahuja
 - Hunyah Irfan
 - Lovejot Bhullar
 - Steve Collie
 - Nick Craniotis
 - Roy de Lima
 - Ajaypal Dhillon
 - Nicardo Francis
 - Prianka Garg
 - Sharron Goodfellow
 - Carla Green
 - Dian Landurie
 - Douglas McLeod
 - Christiana Nuamah
 - Naveed Suleman
 - Rajesh Vashisth
 - Paul Willoughby
- 1 Councillor:
 - Regional Councillor Paul Vicente - Wards 1 and 5

Brampton Heritage Board

Attendance and Quorum

- **Quorum** = 9 citizen members
a majority of the 17 citizen members to be present to convene a meeting
- If a member is absent for three consecutive meetings, that position may be declared vacant and an alternate member is appointed
- *Please contact Chandra Urquhart if unable to attend a meeting*

Meeting dates and location

- **Monthly (3rd Tuesday at 7:00 p.m.)**
- meetings held at City Hall (Council Chambers, 4th Floor)

Brampton Heritage Board

Responsibility

- To advise Council on the identification, conservation and promotion of preservation of resources that are identified as being of cultural heritage interest or value under Parts IV and V of the Ontario Heritage Act

Scope

- Serves an advisory, consultative role
- Does not have decision-making authority, but may make recommendations to City Council through Planning and Development Committee

Meeting Procedures, Agendas and Minutes



Meeting Procedures

- Council Procedure By-law 160-2004, as amended

[City of Brampton | By-laws | Procedure By-law 160-2004](#)

Agendas

- digitally published the Thursday before the scheduled meeting date
- available on the City website

[City of Brampton | City Hall | Meetings and Agendas](#)

- meeting information available in alternate formats, upon request

Minutes

- Board recommendations/proceedings recorded in meeting Minutes
- Minutes presented to Planning and Development Committee for approval
- Planning and Development Committee Minutes are approved by Council

Board Agenda Sections

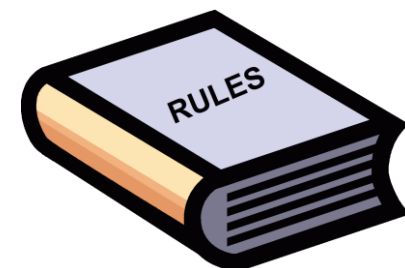


1. Call to Order
2. Approval of Agenda
3. Declarations of Interest under the Municipal Conflict of Interest Act
4. Previous Minutes
5. Consent
6. Delegations/Presentations
7. Sub-Committees
8. Designation Program
9. Heritage Impact Assessment
10. Correspondence
11. Other New Business
12. Current Heritage Issues
13. Referred/Deferred Items
14. Information Items
15. Question Period
16. Public Question Period
17. Closed Session
18. Adjournment

Municipal Conflict of Interest Act

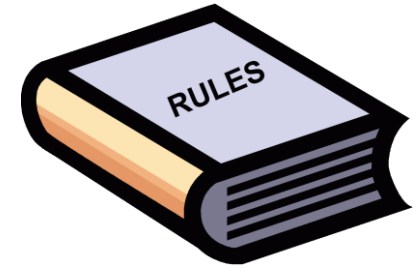
- The Act applies where a **direct or indirect pecuniary (financial benefit) relationship** may exist for a member as a result of a matter before the Board
 - “relationship” includes parent, spouse, child
- The member must declare a conflict of interest at the beginning of the meeting and excuse themselves from the proceedings and involvement in the decision
- Declaring a conflict is up to the individual member
- New requirement for declaration to also be in writing
- Can seek advice regarding conflict of interest from Integrity Commissioner

Rules of Debate and Decision-Making



- Considering an agenda item:
 - Chair calls the item
 - May be introduction of item by Chair, member, staff
 - Board members consider the item
 - May ask questions of staff/proponent
 - May speak in favor/against the item/issue/proposal
 - Speaking and debate must be relevant to item under consideration

Rules of Debate and Decision-Making



- Making a decision
 - Consensus-based decision-making
 - Committee member introduces a motion to do something
 - Verbal or in writing
 - Does not require a seconder
 - Motion debated and may be amended, referred, deferred
 - After debate, Chair puts motion to a vote
 - Majority vote to pass Motion (does not carry on tie vote)

City By-laws and Policy

- Procedure By-law
[City of Brampton | By-laws | Procedure By-law 160-2004](#)
- Code of Conduct
[City of Brampton | City Hall | Council Code of Conduct](#)
- Lobbyist Registry
[City of Brampton | City Hall | Lobbyist Registry and Gift Registry](#)
- Brampton Heritage Board
[City of Brampton | Council and Committees | Brampton Heritage Board](#)

Role of Board Members

- Be familiar with Board responsibilities
- Review agenda materials
- Attend meetings
- Listen to the presentations and debate; be respectful of everyone
- Contribute to discussions and ask questions for clarification
- **Work on sub-committees and participate at Board events**
- Avoid emotional attachment
- If delegating to a Council or other Committee meeting, qualify your role (an interested citizen or Board representative – if authorized)
- Support the Board decision once approved
- Avoid criticizing Council decisions
- Refer media inquiries to the Chair or City staff
- Remember staff is available to help
- Enjoy the experience!

Brampton Heritage Board

Orientation – June 20, 2023

***Discussion
Questions?***

Committee Contact

**Chandra Urquhart, Legislative Coordinator, City Clerk's
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