

# **Heritage Oshawa Advisory Committee**

## **Terms of Reference**

### **1.0 Mandate**

Heritage Oshawa (the Municipal Heritage Committee) was established in 1995.

The mandate of Heritage Oshawa is to advise and assist Council on all matters relating to the designation and preservation of heritage properties as well as the education and promotion of the City's cultural heritage resources.

### **2.0 Goals and Objectives**

In accordance with By-law 2-2011, Heritage Oshawa shall:

- Establish criteria to evaluate properties of cultural heritage value or interest;
- Prepare and maintain a list of heritage resources including buildings, structures, and other elements which are considered to be of cultural heritage value or interest including heritage conservation districts;
- Advise Council on means of conserving heritage properties and districts;
- Review development applications involving matters of heritage preservation and provide recommendations to Council;
- Advise and assist Council on current heritage conservation programs, regulations and legislations;
- Provide recommendations to the Council on properties worthy of heritage designation;
- Increase public awareness and knowledge of heritage conservation issues through programs and activities;
- Advise and assist Council on all matters relating to cultural heritage including, but not limited to, buildings and structures, cultural landscapes and archaeological sites;
- Prepare an annual report for Council of the previous year's activities and expenditures and projected budget for the succeeding year.

### **3.0 Guiding Principles**

Advisory Committees shall comply with the Advisory Committees of Council Policy and Procedure (which respects the City's Procedural By-law No. 126-75, as amended, regarding meeting processes). The Procedural By-law may be referenced directly through City Clerk Services should further clarity be required on the meeting process. The Policy or Procedure shall reflect changes to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is comprehensive and addresses, amongst other matters:

- the duties and conduct of Advisory Committee members and support staff;
- the operating procedures of Heritage Oshawa;
- the conduct of meetings; and,
- standard templates for advisory committee agendas and reports.

Heritage Oshawa works within the guidelines of the Ontario Heritage Act and the Oshawa Official Plan.

A staff liaison person shall be assigned to attend the monthly Heritage Oshawa meetings to provide planning and procedural advice as necessary. The staff liaison person also acts as liaison between Heritage Oshawa and the Department of Development Services in terms of advancing Heritage Oshawa matters to Council. The staff liaison person will respond to public inquiries as they relate to providing general heritage information. The appropriate City staff will ensure that all directives resulting from Heritage Oshawa correspondence, comments and/or motions are implemented in a timely manner. The staff liaison person will maintain and update the Heritage Oshawa Inventory of Heritage Properties and the appropriate municipal electronic database as required.

### **4.0 Key Success Factors**

For the Heritage Oshawa Committee to be successful, the Committee needs to:

- develop an achievable vision;
- nurture leadership;
- ensure that appropriate funding and staff resources are provided;
- develop effective communication skills;
- nurture partnership development;
- widen volunteer support and commitment;

- develop feasible, realistic and achievable strategies/actions tailored to the community's needs; and,
- ensure Committee members adhere to the Advisory Committees of Council Policy and Procedure.

### **5.0 Number of Members**

Heritage Oshawa shall consist of nine members as follows:

- one Council member; and,
- seven volunteer members.

The Commissioner of the Department of Development Services shall assign a staff liaison person from the Planning Services Branch to be a non-voting member of Heritage Oshawa.

### **6.0 Member Qualifications**

Committee members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in heritage and community matters.

### **7.0 Frequency of Meetings**

In accordance with By-law 2-2011, Heritage Oshawa will meet monthly or otherwise as often as is deemed necessary by Heritage Oshawa.