

Heritage Oshawa Advisory Committee

Terms of Reference

1.0 Mandate

Heritage Oshawa (the municipal heritage advisory committee) was established in 1995. The mandate of Heritage Oshawa is to advise and assist Council on all matters relating to the preservation and promotion of cultural heritage resources within the city of Oshawa.

2.0 Goals and Objectives

- In accordance with By-law 2-2011, as amended, 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 associated with cultural heritage resources 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 cultural heritage resources within the city and 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 heritage landscapes and archaeological sites;

3.0 Guiding Principles

Advisory Committees shall be compliant with the Advisory Committees of Council Policy and Procedure (which respects Council Procedure By-law 111-2017, as amended, regarding meeting process). The Procedure By-law may be referenced directly through City Clerk Services should further clarification on meeting process be required. Changes or clarifications to the Policy or Procedure shall be reflected in updates 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, duties and conduct of Advisory Committee members and support staff, operating procedures, conduct of meetings, and standard templates for advisory committee agendas, advisory committee reports to Council, etc.

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 staff liaison person 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;
- 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;
- seven volunteer members; and,
- one Stakeholder Member representing the Oshawa Historical Society.

The Commissioner, Development Services Department 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, as amended, Heritage Oshawa will meet monthly or otherwise as often as is deemed necessary by Heritage Oshawa. There will be no scheduled meetings in July and August. In the year of a Municipal Election, Heritage Oshawa will meet eight times (8). There will be no scheduled meetings in July, August, October and November. Additional special meetings may be called, as required, by the Chair.