

Heritage Newmarket Advisory Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Amendments
Format (by sub-heading)	<ol style="list-style-type: none"> 1. Alignment with Corporate Strategic Plan 2. Heritage Newmarket Committee Mission 3. Governance (Roles, Responsibilities, Assignment) 4. Term 5. Recruitment 6. Work Plan 7. Support Services 8. Program Budget 9. Meetings. 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resource 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Mission/ Mandate	<p>Heritage Newmarket has been created to assist the Town of Newmarket in achieving its goals for the documentation and preservation of historical structures, buildings, properties and artifacts.</p>	<p>The Heritage Newmarket Advisory Committee assist the Town of Newmarket in achieving its documentation and preservation of historical structures, buildings, properties and artifacts.</p> <p>The Committee will be responsible for the following:</p> <ul style="list-style-type: none"> • Advising and assisting Council on matters relating to the documentation and preservation of historical structures and the architectural and neighbourhood character of the community.
Alignment with Corporate Strategic Plan/ Strategic Plan Linkages	<p>The Corporate Strategic Plan for the Town of Newmarket articulates the organization’s goal to strive to preserve our heritage and to provide and be recognized for our community-centered arts, recreation and culture opportunities</p> <p>The Strategic Plan also articulates goals to:</p> <ol style="list-style-type: none"> 1. Heighten appreciation for Newmarket’s cultural identity through preservation of historical buildings and artifacts. 	<p>This mandate meets the following corporate strategic goals:</p> <ul style="list-style-type: none"> • Living Well: By centering on Environmental Protection and Heritage Preservation. • Well-balanced: By focusing on arts, culture, recreation and heritage preservation. <p>This mandate meets the following Council strategic goals:</p> <ul style="list-style-type: none"> • Enhanced Recreational Activities: By support neighbourhood projects.

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Governance	<p>Sponsor Responsibilities: • Responsible for making decisions regarding the program of the preservation of historic or architecturally significant structures and properties • Responsible for the allocation of the budget and resources for the Program. • Council Members participate as a member on the Committee and also provide a communication link between the Committee and Council. Assignment: Mayor and Members of Council</p> <p>Committee Chair Responsibilities: • Chair meetings, facilitating group discussion and in cooperation with the Administration and Staff Resources ensuring an open and productive environment exists to meet the mandate of the group. Assignment: Citizen Member of the Committee.</p> <p>Staff Resource Responsibilities: • Provide advice and information to Heritage Newmarket regarding applicable legislation, Town policies, procedures and regulations and specific development or property issues. • Provide secretarial support for the meetings of the Heritage Newmarket Committee. Assignment: Director of Planning or Designate, Town Clerk's Office provides committee secretarial support</p> <p>Citizen members of Heritage Newmarket Committee Responsibilities : • Provide recommendations to Council with respect to the designation of buildings or sites under the Ontario Heritage Act as being of architectural or historical significance. • Review applications for the completion of works on designated sites in order to ensure the features of the structure or site that are of historical or architectural importance are preserved. • Review development applications involving sites or structures of historical or architectural significance to make recommendations to Council on measures to incorporate or preserve these features in the development proposals. • Conducts research on the community and create reference materials regarding the history related to the structures and features of the community and participates in the conduct of education programs such as tours of the municipality outlining these significant features • Other responsibilities as set out through Bylaw. Assignment: Citizen Volunteers and Designated Member(s) of Council.</p> <p>Communication and Reporting Relationships Responsibilities: • Staff and Members of Council serving on the group are responsible to communicate the views and recommendations of Advisory Committees to Council and to provide feedback to the Advisory Committee regarding Council's disposition of the Committee business. Assignment: Council Representative if applicable and Assigned Staff Resource Persons</p>	Not Included.
Term	The Advisory Committee will be appointed for the term of Council and shall serve at the pleasure of Council.	A Member's term on the Committee shall be c the Term of Council, unless otherwise indicate Mandate, or until a successor is appointed.
Recruitment/ Qualifications	<p>The Town will seek individuals who are eligible electors in the municipality to serve as members on this group that exhibit:</p> <ul style="list-style-type: none"> • Knowledge and interest in the subject area; • Skills functioning as members of a team; • Problem solving skills, interpersonal communication skills; • Facilitation skills; • Interest in the community 	<p>Consideration shall be given to inclusion of the qualifications during the appointment process</p> <ul style="list-style-type: none"> • Knowledge of Heritage Legislation • Heritage architectural design and research si • Skills functioning as members of a team; • Problem solving skills, interpersonal commu • Facilitation skills; • Interest in the community
Work Plan	Not Applicable	A report or presentation summarizing the Con accomplishments and/or work plan shall be pr the fourth (4th) quarter annually.
Support Services	The Departments listed in the Governance model shall provide support Services.	Not Included.
Program Budget/ Budget Consider:	To be determined by Council.	The fiscal year of the Committee shall be from 31. The Committee will work with the assigner submit a budget request that reflects their upc and capital needs, in keeping with corporate b timelines.
Meetings	The Heritage Newmarket Committee shall conduct such meetings as are deemed necessary by the Members to complete their objectives.	<ul style="list-style-type: none"> • Committee shall meet typically one (1) per n <p>(As this Committee maintains an office, an adc commitment of three hours per week staffing</p>

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Enabling Legislation	Not Included.	<p>The Heritage Newmarket Advisory Committee to the <i>Ontario Heritage Act, Part IV, S. 27</i> and B) and 2001-132.</p> <p>The Heritage Newmarket Advisory Committee to the provisions outlined in the Town's Procedure as amended from time to time, Committee Policy, and Committee Administration Policy.</p>
Deliverables	Not Included.	<p>The Committee will accomplish its mandate by</p> <ul style="list-style-type: none"> • Providing recommendations to Council with designation of buildings or sites under the Ontario Heritage Act of architectural or historical significance • Reviewing applications for the completion of sites in order to ensure the features of the structure or historical or architectural importance are preserved • Reviewing development applications involving historical or architectural significance to make recommendations to Council on measures to incorporate or preserve development proposals. • Conducting research on the community and materials regarding the history related to the heritage of the community • Participating in the planning and carrying out programs such as tours of the municipality outlining heritage features.
Committee Composition and Staff Resources	*See information under Governance	<p>The Heritage Newmarket Advisory Committee</p> <ul style="list-style-type: none"> • Six (6) Newmarket residents • One (1) Member of Council <p>The Heritage Newmarket Advisory Committee</p> <ul style="list-style-type: none"> • Senior Planner
Remuneration	Not Included.	<ul style="list-style-type: none"> • No remuneration
Committee Review/Sunset Date	Not Included.	<p>Every four years to coincide with the Term of Council or a change to legislation impacts the obligations of the Committee.</p>