Town of Newmarket

TERMS OF REFERENCE

NAME: Heritage Newmarket Advisory Committee

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: July 21, 1980 (Local Architectural Conservation Advisory Committee)
November 12, 2001 (Heritage Newmarket Advisory Committee)

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Heritage Newmarket Advisory Committee is authorized under the *Ontario Heritage Act,* Part *IV, S. 27* and By-laws 1980-74 and 2001-132.

The Heritage Newmarket Advisory Committee is required to adhere to the provisions outlined in the Town's Procedural By-law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Heritage Newmarket Advisory Committee 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.

The Committee will be responsible for the following:

- Advising and assisting Council on matters related to designation under Parts IV and V of the *Ontario Heritage Act*, the conservation of historic structures and the architectural and natural heritage of the community.

Deliverables

The Committee will accomplish its mandate by:

- Providing recommendations to Council with respect to the designation of buildings or sites under the *Ontario Heritage Act* as being of Cultural Heritage Value or interest.
- Reviewing applications for the completion of works on designated sites in order to ensure the features of the structure or site that are of Cultural Heritage Value or interest are preserved.
- Reviewing development applications involving sites or structures of Cultural Heritage Value or interest to make recommendations to Council on measures to incorporate or preserve these features in the development proposals.
- Conducting research on the community and creating reference materials regarding the history related to the structures and features of the community.

- Participating in the planning and carrying out of education programs such as tours of the municipality outlining these significant features.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Living Well*: By centering on Environmental protection and natural heritage preservation.
- *Well-balanced*: By focusing on arts, culture, entertainment and heritage preservation.

This mandate meets the following Council Strategic Priorities:

- *Enhanced Recreational Activities*: By supporting community and neighbourhood projects.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Heritage Newmarket Advisory Committee will be composed of:

- Six (6) Newmarket residents
- One (1) Member of Council

The Heritage Newmarket Advisory Committee will supported by:

- Senior Planner

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Knowledge of heritage legislation
- Heritage architectural design and research skills
- Skills functioning as members of a team
- Problem solving skills, interpersonal communication skills
- Facilitation skills
- Interest in the community

FREQUENCY OF MEETINGS

Once per month in the evening.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request aligned with the work plan that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments and/or workplan shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.