Heritage Whitby Advisory Committee Terms of Reference

Number:	ToR-AC-06
Reference:	Council Resolution #492-17, By-law #7328-17
Date Approved:	October 30, 2017
Date Revised:	N/A
Approval:	Council
Point of Contact:	Office of the Town Clerk (Secretariat Support) Planner II, Heritage (Staff Liaison)

1.0 Enabling Legislation

As per Section 28(1) of the Ontario Heritage Act, 2005, a municipal council may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to Part IV, matters relating to Part V, and such other heritage matters as the council may specify by by-law.

2.0 Mandate and Responsibilities

2.1 The Committee's mandate is to:

- Review development and heritage permit applications referred to the Committee by Council and/or staff, and provide input as to the effect that such applications may have on existing heritage designations or properties;
- Provide public awareness of Whitby's cultural heritage;
- Assist with the review and update of the Municipal Heritage Register;
- Conducting research into cultural heritage resource matters that support the work plan of the Policy and Heritage Planning Division;
- Provide recommendations to Council on matters under the Ontario Heritage Act; and,
- Review and provide input on relevant policy and legislation.

3.0 Lead Department

3.1 The Planning and Development Department will be the lead for the Heritage Whitby Advisory Committee. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

4.0 Membership and Composition

4.1 The Heritage Whitby Advisory Committee shall be comprised of up to eleven (11) and no less than five (5) citizen appointments, one (1) Whitby Youth Council Liaison, and one (1) Member of Council.

4.2 Where possible, appointments to the Committee may include representatives from the Town's Heritage Conservation District(s) and/or individually designated or listed properties on the Municipal Heritage Register.

4.3 The Honourary Member, recognized and appointed by Council, has voting rights on the Heritage Whitby Advisory Committee but does not constitute towards quorum.

#	Committee Members	Member Type
11	Citizen Appointments	Voting
1	Honourary Member	Voting
1	Youth Council Liaison	Non-Voting
1	Member of Council	Non-Voting

#	Contributing Stakeholders
1	Whitby Public Library Archivist

5.0 Member Qualifications

5.1 The following qualifications should be considered for appointing members to the Heritage Whitby Advisory Committee:

5.1.1 Knowledge and/or interest in heritage matters

6.0 Meeting Frequency and Schedule

6.1 The Heritage Whitby Advisory Committee shall meet on the second Tuesday of each month.

6.2 The duration of the meeting shall be two (2) hours for each scheduled meeting date, from 7:00 p.m. to 9:00 p.m.

This Terms of Reference is hereby approved by By-law #7328-17 on this 30th day of October, 2017.