



Town of Georgina Heritage Committee (GHC)

Terms of Reference

1. Purpose

1. The **Ontario Heritage Act**, R.S.O.1990, c. 0.18 (the “Act”) provides that the Council of a municipality can establish a Heritage Committee. The Georgina Heritage Committee (“GHC” or “Committee”) is an advisory that will provide information, advice and assistance to Council and staff of the Town of Georgina on Heritage-related matters impacting the Town of Georgina.

2. Meetings

1. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.

3. Responsibilities

1. To elect and appoint a Chair and Vice Chair;
2. To advise Council on all matters relating to Part IV (Individual Property Designations) and Part V of the Act (Heritage Conservation Districts) including preparing and maintaining a list of properties, features and areas worthy of monitoring for conservation;
3. To establish criteria for the evaluation of properties of architectural, historical and contextual significance;
4. To recommend to Council properties worthy of designation under Parts IV and V of the *Ontario Heritage Act*;
5. To encourage and facilitate the retention of documentation that is of architectural and historical significance to the Town of Georgina, and

establish guidelines for the conservation of heritage resources including individual structures, heritage conservation districts and features of natural heritage.

6. To review planning documents, development applications, building permits and sign permits as they pertain to identified heritage resources and review municipal, provincial and federal heritage legislation.

4. Term & Membership Composition

1. Appointed by Council, the Committee shall consist of seven (7) members composed of:
 - a. One (1) member of Council;
 - b. Six (6) citizen appointments.

To be eligible to make application and serve on this Committee individuals must be:

- a. a resident of the Town of Georgina;
 - b. at least 18 years old; and
 - c. able to demonstrate compliance with all relevant by-laws of the Town.
2. Under the direction of the Town Clerk, secretarial and other support services will be provided by the Town of Georgina.
3. Resignations from the Committee must be in writing.
4. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
6. An end of each term, the Committee will submit a report indicating accomplishments and, if required, objectives going forward.

5. Remuneration

1. \$40.00 per meeting, not to exceed eight (8) paid meetings per year, not including emergency or special meetings.

6. Member in Good Standing

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the GHC.

7. General Conduct

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

8. Budget

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Office of the Deputy CAO. In addition, other funds may be requested of Council for special projects or undertakings.

9. Use of Town Logo/Letterhead

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

10. Authority

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council's approval.

11. Confidentiality

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

12. Procedural By-Law

1. The rules and regulations contained in the Town of Georgina Procedural By-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.