

## **Terms of Reference Heritage Pickering Committee**

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### **1.0 Mandate**

Heritage Pickering Advisory Committee is hereby established in order to advise and assist Council on all matters relating to the conservation of property of cultural heritage value or interest and heritage conservation districts, and such other heritage matters as the council may specify by by-law.

Enabling Legislation - The Heritage Pickering Advisory Committee is provided for under Part IV, Section 28, of the *Ontario Heritage Act*. The Committee is deemed to be a statutory committee.

### **2.0 Goals, Objectives and Responsibilities**

Undertake research into Pickering properties having cultural heritage value or interest and advise Council on matters related to their conservation;

Advise Council on applications pertaining to a heritage property or a heritage district involving:

- a) designation or de-designation
- b) alterations, additions, new construction or demolition
- c) loans, grants or other forms of assistance to heritage property owners; or
- d) easement agreements.

Provide guidance and assistance to owners of heritage properties in meeting their conservation obligations and obtaining heritage approvals;

Advise and assist with the development and maintenance of an inventory of the City's heritage resources; and

Advise and assist with the development of cultural heritage conservation guidelines, and with cultural heritage policies, plans and programs.

In addressing its responsibilities, the Committee shall comply with the Official Plan and have regard for the heritage policies adopted by Council, including:

- a) Regional and City Official Plans
- b) Whitevale Heritage Conservation District Guidelines
- c) Heritage Permit Application Procedures; and
- d) Individual heritage by-laws.

### **3.0 Composition**

The Committee shall be comprised of nine (9) citizen appointments.

#### **4.0 Member Qualifications**

Committee members shall contribute time, knowledge, skill and expertise to the fulfillment of the committee's mandate; research issues relevant to their committee's mandate as required; work with staff to implement Council's decisions relevant to the Committee's mandate and commit to attending regular meetings during the year.

#### **5.0 Meeting Schedule**

The Heritage Pickering Advisory Committee shall meet on the fourth Wednesday of every month at the Civic Complex, One the Esplanade, Pickering, at 7:00 pm.

Established meeting dates and times shall not be changed unless circumstances warrant special consideration. Meetings will not be held in the months of July, August or December unless determined by the Committee that a meeting is necessary to meet the mandate or work plan of the Committee.

During a Municipal election year, meetings shall not be held after September 30<sup>th</sup> unless determined by the Committee that a meeting is necessary to meet the mandate or work plan of the Committee.

#### **6.0 Budget**

The Director, City Development shall be responsible for the Heritage Pickering Advisory Committee budget, which shall be submitted annually in accordance with established City budget guidelines.

The Director, City Development will present a draft budget for review by the Heritage Pickering Advisory Committee on an annual basis, prior to submission to the Chief Administrative Officer for approval.

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