

**Town of Ajax Heritage Advisory Committee
Terms of Reference**

A. Purpose

The Heritage Advisory Committee (“the committee”) will promote and preserve the unique local history, including the natural, cultural and architectural heritage and will serve to assist the community in understanding its beginnings, development and future. In addition, the committee will serve as the Local Architectural Conservation Advisory Committee in accordance with the *Ontario Heritage Act, 1990*.

B. Mandate

- **Promote the heritage and history of the Town of Ajax through public outreach and education regarding heritage issues;**
- **Recommend and comment on the designation of properties of cultural heritage value or interest within Ajax (under the *Ontario Heritage Act*) and properties to be added to the Heritage Register;**
- **Preserve historical information, artifacts, historical sites and architecture through the Ajax Archives;**
- **Comment on Town policies relating to Ajax heritage and the Ajax Archives; and**
- **Comment on selected planning applications that may have an impact on heritage properties.**

C. Work Plan

The committee work plan shall be developed by **Planning & Development Services** with assistance provided by **Legislative & Information Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff liaison representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Planning & Development Services Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

Representatives from the **Planning & Development Services Department** and the **Legislative & Information Services Department** will serve as a staff resource liaisons to the committee. The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

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G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be scheduled on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. The Committee Coordinator will provide secretariat services to the committee. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the **Planning & Development Services** and **Legislative & Information Services** departments will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.