



# HERITAGE COMMITTEE TERMS OF REFERENCE

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## 1. Committee Purpose

This is a select committee established by Council to advise Council on heritage conservation and promotion matters; and undertakes and provides support for activities that benefit and advance heritage in the City.

## 2. Duties

- 2.1. To review and submit recommendations to Council on land use and planning matters which have heritage implications;
- 2.2. To advise Council on any matter relating to heritage conservation, as set out in Part 27 of the *Local Government Act*.
- 2.3. To recommend strategies and policies to Council, and undertake programs for the support of heritage conservation;
- 2.4. To support heritage education and public awareness through programs such as Heritage Week displays and newsletters;
- 2.5. To prepare a work program and an annual report;
- 2.6. To review and submit recommendations on the capital and operational budgets of the City with regard to heritage; and
- 2.7. To raise funds and pursue partnerships for the support of conservation and promotion of heritage.

## 3. Membership

- 3.1. The Committee membership will consist of one City Councillor appointed by Council, six citizens of Rossmore appointed by Council and one staff Liaison member appointed by the City Administrator;
- 3.2. All members of the committee with the exception of the Staff Liaison will have voting rights. The Mayor is the ex-officio of the committee.
- 3.3. The tenure of the members is in accordance with the Council Committee System Policy #0137.

- 3.4. The Committee Chair and Deputy Chair will be selected by the members from within the Committee membership annually at their first meeting of the year.

#### **4. Operations of the Committee**

##### 4.1. Meeting Schedule

The Committee shall meet a minimum of twice a year. The first meeting of the Committee will take place in January. Meetings will be held at City Hall and will be at the call of the Chair.

Meeting minutes will be taken by the Staff Liaison and circulated to Council and the Committee. Any reports to Council will be developed by the Staff Liaison and signed by the Chair and the Staff Liaison.

##### 4.2. Rules of Procedure

The Committee's rules of procedure as those set out in the Council Procedure Bylaw and Committee System Policy.

#### **5. Authority**

- 5.1. The Committee has the authority to make recommendations to Council on anything related to heritage conservation.
- 5.2. The Committee will also consider and make recommendations on any matter submitted to it by City Council
- 5.3. The Committee may have delegations at its meetings, and may by majority motion close the meeting to the public pursuant to the *Community Charter*.
- 5.4. The Committee does not have the authority to obligate the City to any financial obligations.