



HERITAGE ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Heritage Advisory Committee shall advise and assist Council on all matters relating to the conservation of buildings of historic or architectural value and on all matters relating to the designation and preservation of heritage conservation districts in accordance with the *Ontario Heritage Act*, and not on new planning and development, except for new applications within the heritage resource area, as identified in the Town of Aurora's Official Plan and on all properties as defined in Part IV and V of the *Ontario Heritage Act*.

2. MEMBERSHIP

The Committee shall be comprised of **seven (7)** Members:

- Two (2) Members of Council, one appointed as Chair for a two-year term, the other appointed as Chair for the following two-year term; and
- **Five (5)** Members of the public, which includes two Honorary Members.

3. TERM

The Committee shall be appointed for a two-year term, with the option of a further two-year term and will be concurrent with the term of Council.

4. REMUNERATION

None.

5. DUTIES AND FUNCTIONS

- To encourage heritage preservation in Aurora by examining, researching and evaluating properties and areas that may deserve recognition and protection;
- To recommend to Council the designation of architecturally significant properties or districts under the *Ontario Heritage Act*;
- To promote heritage conservation within the Town through newsletters, guides, exhibits and other educational material about notable buildings, streets, and districts in the Town in order to raise community awareness;
- To compile data and other information on heritage buildings and features that may have historical or architectural significance; and
- To comment to Council and Staff on proposed development applications and demolition permits on properties within the heritage area, as identified within the Town of Aurora's Official Plan.

6. MEETING TIMES AND LOCATIONS

Second Monday of each month at 7 p.m. with the exception of August and January.

7. STAFF SUPPORT

The Planning and Development Services department provides technical support services and the Legal and Legislative Services department provides administrative support services to the Committee.

Other Staff representatives will attend Committee meetings on an as-required basis and will provide technical assistance to the Committee.

8. AGENDAS

Agendas are set by the Director in consultation with the Chair.