

## London Advisory Committee on Heritage Terms of Reference

### Role

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to Municipal Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedural By-law.

### Mandate

The London Advisory Committee on Heritage shall serve as the City's municipal heritage committee, pursuant to Section 28 of the *Ontario Heritage Act*. As part of their decision making process, Municipal Council shall consult with the London Advisory Committee on Heritage in accordance with the *Ontario Heritage Act*, as specified through the passing of a by-law or policy, or as set out in this mandate.

The London Advisory Committee on Heritage reports to the Municipal Council, through the Planning and Environment Committee. The purpose of the London Advisory Committee on Heritage is to advise the Municipal Council on the conservation of cultural heritage resources in the community and to guide London in the conservation of its cultural heritage through planning, education, and stewardship.

Cultural heritage resource means a human work or a place that gives evidence of human activity or has spiritual or cultural meaning or value, and which has been determined to have historic value. Cultural heritage resources include both physical and intangible resources, properties protected under the *Ontario Heritage Act*, built heritage resources, cultural heritage landscapes, archaeological resources, paleontological resources, and both documentary and material heritage.

The London Advisory Committee on Heritage is responsible for the following:

- to advise Municipal Council within its capacity as the City's municipal heritage committee;
- to recommend and to comment on appropriate policies for the conservation of cultural heritage resources within the City of London, including Official Plan policies;
- to recommend and to comment on the protection, such as designation under the *Ontario Heritage Act*, of cultural heritage resources within the City of London;
- to recommend and to comment on the utilization, acquisition and management of cultural heritage resources within the City of London, including those that are municipally owned;
- to recommend and to comment on cultural heritage matters;
- to recommend and comment on various planning and development applications and/or proposals which may impact recognized or potential cultural heritage resources;
- to review and to comment on the preparation, development, and implementation of any plans as may be identified or undertaken by the City of London or its departments where and when cultural heritage issues may be applicable;
- to advise Municipal Council and comment on legislation, programs, and funding that may impact the community's cultural heritage resources;
- to assist in developing and maintaining an up-to-date information on cultural heritage resources, and to assist in the identification, evaluation, conservation, and management of those resources on an ongoing basis through the review of documents prepared by the Civic Administration and/or local community groups;
- to promote public awareness of and education on the community's cultural heritage resources;
- to provide a forum for citizen input and participation on cultural heritage issues in the City of London;
- to serve as a coordinating and review body for cultural heritage initiatives in the City of London by facilitating the development of partnerships and networks among all stakeholders;
- to work in cooperation with stakeholder groups, municipal departments, other government bodies, agencies, the media, and any organizations or individuals interested in the conservation of the community's cultural heritage resources; and,

- to appoint such -sub-committees or working groups as deemed necessary to accomplish the mandate of the London Advisory Committee on Heritage.

## **Composition**

### **Voting Members**

The London Advisory Committee on Heritage shall consist of a minimum of five members to a maximum of fourteen members. Appointments to the London Advisory Committee on Heritage may include the following:

- Three members at large;
- One representative from the Emerging Leaders Initiative; and,
- Where possible, appointments to LACH may include a representative of the following broad sectors or spheres of interest:
  - Built Heritage (Architectural Conservancy Ontario London);
  - Local History (London & Middlesex Historical Society);
  - Archaeology/Anthropology (Ontario Archaeological Society, London Chapter);
  - Natural Heritage (Nature London);
  - Movable Heritage – Archives, (Archives Association of Ontario);
  - Movable Heritage – Museums & Galleries;
  - Neighbourhoods (Urban League of London);
  - Development Community (London Home Builders Association/London Development Institute);
  - London and area Planning Consultants; and,
  - Rural/Agricultural Community (Agricultural Advisory Committee).

Should it not be possible to represent a sector or sphere of interest on LACH after consultation with other heritage organizations in the respective sector, member at large appointments may increase.

### **Non-Voting Resource Group**

Representative of each of the following:

- Heritage Planner(s)/City's Planning Division;
- Culture Office;
- One Post-Secondary Student; and,
- London Heritage Council.

### **Sub-committees and Working Groups**

The London Advisory Committee on Heritage may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide secretariat support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the London Advisory Committee on Heritage as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the London Advisory Committee on Heritage.

## **Terms of Office**

Appointments to the London Advisory Committee on Heritage shall, in all but one case, be for a four-year term, commencing March 1 of the first year of a Municipal Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Municipal Council term. In the case of the non-voting post-secondary student member, the term shall be for one year, commencing March 1 of each year and ending on February 28 or, in the case of a leap year, February 29 of the following year.

## **Appointment Policies**

Appointments shall be in keeping with Council Policy.

Non-voting Post-Secondary Student Members shall be cooperatively nominated by the Fanshawe Student Union and the University Students' Council, Western University.

## **Qualifications**

Each voting member of the London Advisory Committee on Heritage is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest. The members of the London Advisory Committee on Heritage shall work together fulfill the mandate of this advisory committee.

Members shall be chosen for their special expertise, experience, dedication, and commitment to the mandate of the London Advisory Committee on Heritage.

Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

Non-voting post-secondary students shall be current students at either Fanshawe College, Western University, Brescia University College, Huron University College or King's University College.

## **Conduct**

The conduct of the London Advisory Committee on Heritage members shall be in keeping with Council Policy.

## **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the London Advisory Committee on Heritage. Length of meetings shall vary depending on the agenda. Meetings of sub-committees and/or working groups that have been formed by the London Advisory Committee on Heritage may meet at any time and at any location and are in addition to the regular meetings of the London Advisory Committee on Heritage.

Meetings shall not conflict with regular meetings of Municipal Council or the Planning and Environment Committee.

## **Remuneration**

London Advisory Committee on Heritage members shall serve without remuneration.