

## **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 City 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 Procedure By-law.

### **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 lead London in the conservation of its heritage through planning, education and stewardship, and to advise the City of London on the conservation of heritage resources in the community.

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

- to recommend and to comment on appropriate policies for the conservation of heritage resources within the City of London, including Official Plan policies;
- to recommend and to comment on the designation, under the Ontario Heritage Act, of heritage resources within the City of London;
- to recommend and to comment on the utilization, acquisition and management of heritage resources within the City of London, including those that are municipally owned;
- to recommend and to comment on cultural heritage matters;
- 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 heritage issues may be applicable;
- to comment on legislation, programs and funding of Provincial Ministries and other governmental agencies that impact on the community's heritage resources;
- to assist in developing and maintaining an up-to-date information base on heritage resources, and to assist in the evaluation of the condition, 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 heritage resources and the policies of the Official Plan that relate to them;
- to provide a forum for citizen input and participation on heritage issues in the City of London;
- to serve as a coordinating body for 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 heritage resources; and
- to appoint such Ad hoc Sub-Committees or Working Groups as deemed necessary to assist in the accomplishment of the Committee's goals, purposes and objectives.

### **Composition**

#### **Voting Members**

Fourteen members consisting of:

- Three members at large
- One representative from the Emerging Leaders Initiative
- One representative of each of the following broad sectors or spheres of interest:
  - Built Heritage (London Branch of the Architectural Conservancy of Ontario)
  - Local History (London & Middlesex Historical Society)
  - Archaeology/Anthropology (Ontario Archaeological Society, London Chapter)
  - Natural Heritage (McIlwraith Field Naturalists)
  - Movable Heritage - Archives (Archives Association of Ontario)
  - Movable Heritage - Museums & Galleries (Museum London or The Royal Canadian Regiment Museum)

- Neighbourhoods (Urban League of London)
- Development Community (London Home Builders Association)
- Urban Design Community (London Urban Design Association)
- Rural/Agricultural Community (Agricultural Advisory Committee)

#### Non-Voting Resource Group

One representative of each of the following:

- Heritage Planning/City's Planning Division
- Archaeologist/City's Planning Division
- Parks Planning and Design Division
- One Post-Secondary Student

#### Sub-committees and Working Groups

The Advisory Committee 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 Advisory Committee 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 Advisory Committee.

#### Term of Office

Appointments to advisory committees shall, in all but one case, be for a four-year term, commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following 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 Committee is an independent representative to the Committee and does not represent the concerns of only one disability or group. The members of this Committee shall work together for the purpose of developing a common approach which is reasonable and practical.

Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee in promoting and facilitating a barrier-free London to persons of all abilities. 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 Advisory Committee 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 advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

#### Remuneration

Advisory committee members shall serve without remuneration.