



**City of Stratford
TERMS OF REFERENCE**

ADVISORY COMMITTEE NAME: Heritage Stratford

Mission statement:

Heritage Stratford is a committee of concerned citizens, appointed by the Council of the City of Stratford to advise on heritage issues (under the Ontario Heritage Act) and to help ensure the citizens of Stratford that plans for change and progress are developed in a manner which recognizes the historical continuity of our community

From By-Law # 133-2004

MANDATE:

Heritage Stratford is the City's Municipal Heritage Committee under the Ontario Heritage Act. Heritage Stratford was originally created in 1981 as a Local Architectural Advisory Committee through By-Law 70-81, then amended in 2004 through By-Law 133-2004. Heritage Stratford has a Statutory Role and a Non Statutory Role to fulfill in Stratford.

Statutory Role: (under the Ontario *Heritage Act*)

Heritage Stratford advises Council on the following issues regarding Heritage properties:

- Designations, or Repeals, Amendments or Alterations of Designations
- Demolition
- Easements or Covenants
- Establishment of Heritage Conservation Districts

Further, on receipt by the Development Services Division any applications for demolition, building or sign variance permits relating to Part IV and/or Part V heritage buildings, Heritage Stratford shall be notified immediately in order to review the application and contact the owner of the subject property to offer advice and assistance. Results of this review and contact shall be conveyed back to the Development Services Division within 5 working days.

Heritage Stratford provides advice on Heritage Impact Assessments where these are required under the Stratford Official Plan or other Planning legislation.

By-Law 133-04 charges Heritage Stratford with preparation of a building inventory.

Non-Statutory Role:

Heritage Stratford also assists in creating an informed environment that supports and enhances the preservation of a historical community through:

- Advocacy and promotion for Heritage Conservation
- Education
- Long Term planning
- Management of the James Anderson Awards and the Blue Plaque program

COMPOSITION & TERMS OF APPOINTMENTS:

Heritage Stratford is comprised of 9 members or as otherwise established by City council.

Representative/Organization	Member(s)
Citizens	7
Council member	1
Stratford & Area Builders' Association representative	1

Committee members shall be appointed for 2-year terms to a maximum of 3 consecutive 2-year terms (6 years), plus, if applicable, one preceding partial term if the member was appointed mid-term to fill a vacancy.

REMUNERATION:

Members shall serve without remuneration.

QUORUM:

5 members

MEETINGS:

The Committee shall meet monthly (except July/August, unless determined by the Chair of the Committee and copies of its minutes shall be distributed by the City Clerk to members of the Council and Department heads as required.

STAFF RESOURCES:

Recording Secretary

- consults with the Chair in the preparation of the Agenda for the next meeting;
- sends out the Agenda, previous Minutes and background material prior to the meeting, unless time does not permit;
- summarizes the discussion at the meeting for inclusion in the Minutes;
- records the motions made at the meeting and whether or not the motion was carried or defeated for inclusion in the Minutes;
- forwards the approved Minutes to the City Clerk for distribution to Council and for posting to the City's web site;
- consults with Resource Staff to follow up on action required following the Ad-Hoc Committee meeting.

Resource Staff

- prepare reports for consideration by the advisory committee that relate to the business of the committee;
- respond to specific questions at the meetings;
- participate in the discussion at the committee meeting, but not the voting;
- are not entitled to vote on motions or recommendations made at the meeting;
- where the preparation of a report or the undertaking of research will require a considerable amount of time, the approval of the Senior Manager of the appropriate department is required before the work proceeds;
- Updates the Senior Manager of the appropriate department on issues before the committee, as deemed appropriate.

ROLE OF ADVISORY COMMITTEE MEMBERS

Chair

- is the official spokesperson for the Advisory Committee and speaks on behalf of the Advisory Committee to the media, as necessary;
- understands the objectives of the meeting;
- ensures that the agenda is prepared and circulated prior to the meeting;
- is knowledgeable about parliamentary procedures;
- starts the meeting on time;
- introduces and welcomes all newcomers and guests;
- makes a clear statement of the issues to be discussed;
- assigns the floor to whomever wishes to speak in an appropriate manner;
- ensures that each side of an issue is fully and fairly stated;
- sees that no one dominates the discussion;
- interrupts a committee member who is speaking out of order or inappropriately;
- makes frequent verbal summaries of the conclusions reached;
- restates all motions, amendments and the outcome of the voting;
- names the movers and seconders of motions;
- Conducts the meeting in accordance with Procedural By-law 216-2002.

Vice-Chair

- in the absence of the Chair, assumes the role of the Chair;
- at the request of the Chair, provides assistance in the conduct of the meeting;

Committee Members

- arrive on time;
- are prepared by reading the agenda and supporting documents beforehand and bringing them to the meeting;
- read the minutes of the previous meeting to ensure that they reflect the general discussion and the motions made;
- focus on the meeting;
- listen to all ideas;
- address all remarks through the Chair;
- ask questions if a statement is unclear;
- participate fully in discussions but not to dominate the discussion or allow others to dominate;
- look for the positive aspect of another's ideas;
- avoid personal comments and comments that are not related to the business of the committee;
- have all handouts photocopied before the meeting;
- advise the Chair in advance of the meeting if bringing up a new or controversial topic;
- inform the Chair in advance if leaving the meeting early;
- inform the Chair in advance if unable to attend the committee meeting
- Be prepared to serve on a Sub Committee as required.