



Terms of Reference Heritage Register Review Ad Hoc Working Group

1. Purpose

The purpose of the Heritage Register Review Ad Hoc Working Group (“Working Group”) is to assist Town staff and Giaimo + Associates Architects Inc. (“Heritage Consultant”) in obtaining any necessary background information and historical/local context as part of the Town’s review and update of the Municipal Heritage Register (“Project”).

2. Meetings

The Working Group shall be provided an opportunity to meet directly with Town staff and the Heritage Consultant a maximum of three (3) times in accordance with the approved Work Plan for the Project. The medium of the meetings will be at the discretion of Town staff, and may include in person or through a virtual platform. Meetings shall be scheduled by Town staff generally in accordance with the following timelines of the Project:

Phase 1 – July 2024

Phase 2 – August/September 2024

Nothing in these Terms of Reference shall prevent members of the Working Group from meeting independently as they deem necessary; however, there shall be no remuneration and no requirement or expectation of attendance by Town staff and/or the Heritage Consultant.

3. Communication

All communication by the Working Group in the exercise of their responsibilities shall be directly with Town staff, other than during scheduled Working Group meetings. For further clarity, the Working Group members shall not contact the Heritage Consultant or property owners directly without prior written authorization from Town staff.

Nothing in these Terms of Reference shall prevent members of the Working Group from individually addressing Council as residents and interested parties in the Project.

4. Responsibilities

To provide Town staff and the Heritage Consultant with any relevant background information, documents, records, research, and local context which supports the architectural or historical significance of properties currently listed on the Town’s Heritage Register.

5. Term and Composition

- 1) The Working Group shall consist of a core group of up to ten (10) members.
- 2) To be eligible to make application and serve on this Working Group, individuals must be:
 - a) a resident of the Town of Georgina;
 - b) at least 18 years old; and,
 - c) able to demonstrate compliance with all relevant by-laws of the Town.
- 3) Given the responsibilities of the Working Group and the time-limited nature of the Project, preference for membership will be given to individuals who have applied for and/or been past or present members of the Georgina Heritage Advisory Committee and/or the Georgina Historical Society.
- 4) The term of the Working Group shall cease on January 1, 2025.

Nothing in these Terms of Reference shall prevent the Working Group from soliciting or receiving input and advice of other individuals who have expressed an interest in the Project but may not necessarily have the time or expertise to be directly involved in the core Working Group.

6. Remuneration

\$40.00 per meeting, not to exceed three (3) paid meetings during the term of the Working Group.

7. General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

8. Authority

The Working Group shall work within the scope of their responsibilities as set out in this Terms of Reference. The Working Group has no decision or recommendation-making authority.