

## **TERMS OF REFERENCE FOR THE OLRA HERITAGE WORKING GROUP**

### **Purpose**

This is a Special Committee of the Board of Directors of OLRA struck to study and follow the Heritage review process initiated by the Town of Oakville in September 2021 to update the Old Oakville Heritage District Conservation Plan, 1980, being the current adopted policy document for the administration of alterations to buildings in the Old Oakville District, and the related zoning and by-laws giving effect thereto.

### **Objectives**

Review and provide input into the materials being prepared by the Town with a view to ensuring that appropriate conservation principles and guidelines are being proposed to strengthen and not weaken the protection, conservation and management of change to the buildings, and character of the neighbourhood streetscape, including both built and natural heritage of the Old Oakville Heritage Conservation District.

### **Activities and Accountabilities**

- A. Review materials being prepared by the Town and provide ongoing feedback
- B. Communicate the process and areas where members can provide input and provide a public /virtual forum for doing so.
- C. Contribute to and encourage members to contribute to the study and the inventory of heritage conservations attributes of the Old Oakville District and individual buildings
- D. Create a Communications Plan with members including by : email, newsletters, social media, meetings (virtual or otherwise), blogs, etc
- E. Gather input and develop consensus for recommendations (including to any guidelines, processes, zoning or other planning tools that can be used to meet the Objective above) that the Board may make to the Town

### **Membership**

#### Current Board Members on the Working Group:

Catherine Hurley (Chair)

Geoff Goddard

Anita Mackey

George Niblock

#### OLRA Members at Large on the Working Group:

Jane Hawkrigg

Steven Hodd

Marc Rochon

### **Sub Committee Working Group**

The OLRA Heritage Committee may recruit other members of OLRA to sit on working group sub - committees to assist the Committee on task to help fulfill its mandate.

### **Other Stakeholders or Subject Matter Experts that the Working Group may engage with from time to time as required , including but not limited to:**

Susan Schappert, Heritage Planner, Town of Oakville – planner responsible for this Town initiative

Oakville Historical Society

Historian Archivists for St. Andrews Church and St. Jude’s Church

Ward 3 Councillors and Other Town Councillors who sit on Heritage Oakville

BIA – Executive Director

Oakville & Milton Real Estate Board – Executive Director

### **Meetings**

Frequency: minimum monthly

When possible, Meeting Dates to precede monthly OLRA Board Meetings and Town of Oakville, Heritage Advisory Committee meetings.

### **Reporting**

Frequent reporting to the Board at monthly Board meetings and as further required