The Corporation of The Town of Ajax
By-Law 92-2026

Being a By-law to establish a Heritage Advisory Committee.

Whereas, the Town of Ajax is committed to preserving and providing access to its collective local natural, cultural, architectural and historical heritage;

And whereas Section 28 (1) of the *Ontario Heritage Act, R.S.O. 1990* allows for the council of a municipality to establish a committee to advise and assist council on various heritage-related matters by by-law;

Therefore, it is enacted as a By-law of The Corporation of The Town of Ajax as follows:

1. That the Town of Ajax establish a Municipal Heritage Committee for the 2026 to 2030 term of Council.

2. That the committee be called the “Heritage Advisory Committee”.

3. The attached “terms of reference” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Heritage Advisory Committee.

4. That By-law 05-2025 is hereby repealed.

By-law passed this September 21, 2026.

_____
Mayor and CEO

_____
Clerk

Town of Ajax Heritage Advisory Committee
Terms of Reference

A. Purpose

The Heritage Advisory Committee ("the committee") will promote the conservation and celebration of the Town of Ajax's unique local history, including its natural, cultural and architectural heritage. It will serve to assist local residents in developing an understanding and appreciation of the community's beginnings, development and future.

The committee will also serve as the Town's Municipal Heritage Committee to advise and assist Council on heritage matters as outlined in Section 28 of the *Ontario Heritage Act.*

B. Mandate

- **Promote the history and heritage of the Town of Ajax through public outreach, education and special events;**
- **Identify and evaluate properties of cultural heritage value or interest for designation under the *Ontario Heritage Act* or addition to the Town's Heritage Inventory;**
- **Make recommendations to staff and Council on issues relating to the conservation and stewardship of heritage properties;**
- **Review and comment on planning applications that may have an impact on heritage properties.**
- **Make recommendations on items suitable for inclusion in the Ajax Public Library Archives.**
- **Comment on Federal, Provincial and Town policies and initiatives relating to heritage matters; and**
- **Recognize and celebrate the achievements of past and present residents through interpretive displays and recognition programs.**

C. Lead Departments

The **Planning & Development Services Department** and **Ajax Public Library** are the leads for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

D. Reporting Relationship

The committee is to serve as an advisory body and does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee's mandate.

E. Committee Membership

The committee shall be comprised of 7-11 voting members who must be Ajax residents. An honorarium of $70.00 for each meeting shall be provided to all members.

Appointments will run concurrent with the term of Council, plus an addition three months during the transition period. Appointments may be revoked at anytime at the discretion of Council.

The committee shall also consist of 1 Member of Council who shall have full voting privileges. The Council Member appointee may rotate mid-term. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member of the Committee.

Representatives from the **Planning & Development Services Department** and the

Ajax Public Library will serve as staff liaisons to the committee.

Legislative Services will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times; however, they are not to be counted towards quorum and do not have voting privileges.

F. Chairperson

The Chair is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members will select an acting Chair to serve in the same capacity for the duration of that meeting. The rotation process for the Chair and Vice Chair is outlined in the **Committees and Boards Policy 047**.

G. Subcommittees

Subcommittees may be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

H. Decision Making and Voting

Where possible, decisions and recommendations will be made by way of consensus. When a formal vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall only reconsider a previous decision if new information affecting that decision has become available or if directed to so by Council.

I. Work Plan

The committee work plan shall be developed by Committee Staff Liaisons and reviewed with the Committee. The work plan will appear as a standing item on the agenda to facilitate regular review by the staff liaison representative(s) and/or the committee, if deemed to be necessary.

J. Meeting Structure and Format

Meetings will generally be scheduled on a monthly basis, with the exception of July and August. Heritage Advisory Committee Meetings shall be scheduled the first Wednesday of the month, at 6:30 p.m. The Committee shall meet a minimum of four times annually.

An agenda package, including meeting materials and previous meeting minutes, will be posted on the Town's website one week in advance of the meeting date. Staff shall be responsible for forwarding substantive action items and recommendations to the appropriate staff for review and action as necessary. Staff presenting to a committee or soliciting feedback shall be responsible for following up on any queries/feedback received. An update shall be provided to Members at a future meeting. All recommendations must relate to the committee's mandate.

In consultation with the Chair, Staff Liaisons will generate content for each meeting agenda to ensure progress of the committee's work plan.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Committee/Board Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These

Town of Ajax Heritage Advisory Committee
Terms of Reference

Terms of Reference are established by Council and can only be altered by Council approval.

K. Meeting Procedures

1. Attendance

A minimum of 6 voting members shall be required for a meeting to be held. In the absence of a meeting, the Staff Liaisons may circulate content to members through alternative means (email) to obtain informal feedback for that item, especially for items that are time-sensitive in nature.

2. Agenda

Meeting structure, agenda and minute formats should meet the needs of individual Advisory Committees, while ensuring consistency, completeness and accountability. The following components shall be included in Heritage Advisory Committee agendas:

a) Call to Order & Acknowledgement of Traditional Treaty Lands
b) Conflict of Interest
c) Approval of Minutes
d) Presentations/Discussion Items
e) Library/Archives Update
f) Council Update
g) Correspondence
h) Other Business
i) Adjournment

Staff liaisons and/or those staff with a forecasted agenda item shall submit agenda content no later than noon, one week prior to the scheduled meeting date. If no substantive agenda content is received by the content deadline, the meeting will be cancelled at the discretion of the Chair.

The business of each meeting shall be taken up in the order in which it is listed on the agenda, unless otherwise agreed to by members present.

3. Minutes

Minutes shall briefly outline the substance of each item listed on the agenda, including action items and recommendations. Draft minutes of each meeting shall be posted on the Town's website once available and shall be presented to the Committee at its next meeting for approval.

4. Presentations to Committee

Individuals interested in presenting as a delegation to the Heritage Advisory Committee must submit their request to staff liaisons in writing, before the agenda content submission deadline of noon one week before the meeting date.

Only one spokesperson per group/organization shall be permitted to speak on a matter. Individuals shall be limited to speaking for no more than 10 minutes. A five-minute extension to speak, may be decided, without debate, by a majority of Committee Members present.

Individuals making a presentation to the Heritage Advisory Committee shall not:

a) Speak disrespectfully of any person
b) Use offensive words

c) Speak on any subject other than the subject for which they have received approval to address Committee
d) Disobey the decision of the Chair or Committee
e) Enter into cross debate with other persons present, Town staff, Members or the Chair

Members shall be permitted to ask questions of delegate(s) but shall not make statements to enter into debate with delegates.

5. Rules of Order

Members are encouraged to ask questions, engage in discussion and share feedback following presentations and delegations. The committee Chair shall maintain order and decorum during the meeting and decide the order of questions.

Members shall indicate to the Chair their desire to speak and wait to be acknowledged by the Chair before speaking. Only one member shall speak at a time. All members are equal and no member has seniority over another member. No member shall interrupt another member while speaking.

6. Conflict of Interest

Members shall adhere to the Town of Ajax Code of Conduct for Local Boards. It is the responsibility of Members to identify and disclose any conflict of interest as defined under the *Municipal Conflict of Interest Act.*

Members shall disclose any conflicts at the opening of a meeting, prior to any discussion on the matter, and shall not take part in discussion or vote on such matter. Members shall not in any way attempt to influence the voting on a matter before, during or after the meeting. Where a member is absent from a Meeting which included a matter on which they have a conflict of interest, the member shall disclose the conflict at the next meeting they attend. All disclosed conflicts of interest shall be recorded in the meeting minutes and in the Town's Conflict of Interest Declaration Registry.

7. Remote Meeting Participation

Committee Members, staff, and members of the public are permitted to participate in meetings remotely via electronic means (e.g. video or audio teleconference). Committee Members participating remotely shall have all the same rights and responsibilities as if they were in physical attendance. A Committee Member who is participating remotely in a meeting shall be counted towards quorum of members present at any point in time and may participate electronically in any portion of a meeting that is closed to the public.

Where a Committee Member encounters technical difficulties or is otherwise unable to participate remotely in a meeting, such circumstances shall not affect the validity of the meeting or any action taken at the meeting, if quorum is not lost during the meeting.

8. Recording and Broadcasting Meetings

Meetings of the Committee may be audio and/or video recorded and may be broadcast publicly by the Town. Closed Session portions of all meetings shall not be recorded or broadcast.

Last Updated: September 2026