



TOWN OF SAUGEEN SHORES

MUNICIPAL HERITAGE COMMITTEE

M A N D A T E

Town of Saugeen Shores
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THE CORPORATION OF THE TOWN OF SAUGEEN SHORES

MUNICIPAL HERITAGE COMMITTEE

MANDATE

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The Municipal Heritage Committee is to advise Council on matters regarding conservation and recognition of buildings and property of historic or architectural value in accordance with the *Ontario Heritage Act*.

The Municipal Heritage Committee advises Council on recognizing individuals who have contributed to the preservation and promotion of heritage in Saugeen Shores.

Committee Responsibilities

The Committee shall:

- Research and advise Council on matters pertaining to buildings or property of historical or architectural value in accordance with the *Ontario Heritage Act* and policies of the Town of Saugeen Shores.
- Provide research assistance using municipal records, archived materials and the Land Registry Office in order to determine the historical and/or architectural value of the building and/or property.
- To promote the historical and architectural features with the Town of Saugeen Shores.
- To maintain a knowledge and recruit interested historians to assist the Municipal Heritage Committee.
- To promote the annual Municipal Heritage Award, review applications and recommend the recipient to Council.
- To promote the Municipal Heritage Plaque Program.
- To research and recommend properties eligible under the Municipal Heritage Plaque Program.
- Liaison with other Municipal Heritage Committees, historical societies and similar organizations on heritage issues and policies.

Committee Composition

The Municipal Heritage Committee shall consist of four (4) volunteer members, including one (1) Council Member. An alternate member of Council shall also be appointed to fill a vacancy of the Council representative.

Sub-Committees may be developed as needed by Council and may use additional resource people on an ad hoc basis.

Replacement of Members

Any member who fails to attend three (3) meetings without notice will be considered to have resigned from the Committee. Prior notice to the Secretary and/or Chair of inability to attend will be accepted as absence with notice.

A formal request from the Committee may be made to the Council for replacement of resigned members.

Membership Term

Council appoints the members of the Municipal Heritage Committee for a two (2) year term. Members may be re-appointed to the Committee.

Where a member of the Municipal Heritage Committee ceases to be a member of the Committee before the expiration of a term of office, the Municipal Council may appoint another eligible person for the unexpired portion of that term.

Meeting Time Frames

Meetings are held monthly. Meetings may be cancelled or additional meetings may be held depending on the workload of the Committee which will be determined by consensus of the Committee. Notice will be provided 48 hours in advance. Meeting times will be determined by consensus of the Committee.

Role of Council Representative

The Council Representative is a participating member of the Committee, with voting privileges, without specific reporting requirements but may include the normal liaison and interpretational role for Council.

Role of Staff Coordinator

- Corresponding with members of the Committee. Is without specific corresponding and reporting requirements or voting privilege.
- Act as the Committee Secretary.
- Prepare Meeting Packages in co-operation with the Chair for delivery to all members at least two (2) working days prior to the Meeting.
- The Meeting Package should include the previous Minutes and copies of any information for discussion.
- Give notice of Meetings and prepare all correspondence as directed by the Committee.
- Preserve all records and correspondence in an organized manner.
- Acting as resource personnel for Town Policies and Procedures.

The Committee Chair shall

- Be appointed annually by vote of members present at the first Meeting of the year.
- Preside at all Meetings.
- Control proceedings and discussion to ensure smooth transition of the business as listed on the Agenda.
- Work co-operatively with the Committee's Staff Coordinator in the preparation of the Agenda.
- Vote on all matters requiring a formal Motion.

Vice Chair shall

- Be appointed annually by vote of members present at the first Meeting of the year.
- Act as Committee Chair in the absence of the Chair.

Committee Members shall

- Be aware of the *Heritage Act* and the Committee's Mandate.
- The members will work together to develop a common approach that is reasonable and practical.
- Try to attend every meeting at the time established.
- Be prepared for the Meeting by reading the Meeting Package contents ahead of time and be prepared to discuss Agenda items.
- Be courteous and respect other people's opinions.
- Keep discussions to the topic being dealt with at the time.
- Make sure that their information and facts are correct and are submitted objectively in order to assist in a good decision.
- Members shall declare any situation that is, or has the potential to be, a conflict of interest.

Reporting Requirements

Committee Minutes are to be provided to the Clerk for insertion on the Council's Agenda. Recommendations for Council's consideration are to be presented to Council in a Report format.

Sub-Committees report to the Municipal Heritage Committee, or as otherwise directed by Council.

Financial Planning

The Committee's proposed budget items are to be submitted to the Clerk by November 15th in each year for discussion in the draft administration budget.