



Town of Saugeen Shores
Municipal Heritage Committee
Mandate

Town of Saugeen Shores
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Revision Date April 14, 2023

The Corporation of the Town of Saugeen Shores

Municipal Heritage Committee

Mandate

Purpose

The Municipal Heritage Committee is to advise and make recommendations to Council on matters regarding the conservation and recognition of buildings and properties of cultural and/or heritage value or interest in accordance with the *Ontario Heritage Act* (OHA) and Ontario Regulation 9/06.

The Municipal Heritage Committee advises Council on recognizing individuals who have contributed to the preservation and promotion of heritage and culture in Saugeen Shores. While the OHA makes municipal heritage committees optional, Saugeen Shores has chosen to consistently have a Municipal Heritage Committee.

This committee is struck in accordance with the *Ontario Heritage Act*, Section 28 (1) The council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to this Part, matters relating to Part V and such other heritage matters as the council may specify by by-law.

Committee Responsibilities

The Committee shall:

Identification of cultural heritage

- Research and advise Council on matters pertaining to buildings or property of cultural and/or heritage value or interest 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 cultural and/or heritage value or interest of the building and/or property.
- To maintain and build heritage knowledge and resources.
- To research and recommend properties eligible under the Municipal Heritage Property Plaque Program.
- Provide heritage-related assistance to Staff regarding municipal cemeteries.
- In collaboration staff and other Committees of Council develop a significant tree program.
- Make recommendations to Council for properties to be designated as Heritage Properties under the *Ontario Heritage Act* and provide the Clerk with:
 - A description of the property.
 - A statement of cultural heritage value.
 - A description of the heritage attributes of the property.

Involving the community and developing partnerships

- To promote the annual Municipal Heritage Award, review applications, and recommend the recipient to Council.
- To promote the Municipal Heritage Property Plaque Program.
- Liaise with other Municipal Heritage Committees, historical societies, and similar organizations on heritage issues and policies.
- Make recommendations to Council on the composition and ongoing maintenance of the municipal Heritage Register in accordance with the *Ontario Heritage Act* and the list of Saugeen Shores Heritage Properties, per the endorsement of Council on March 27, 2023.

Educating and informing the community

- To promote the cultural, historical, and architectural features of the Town of Saugeen Shores.
- Promote the Tree Sculpture Policy.
- Liaise with Saugeen Shores property owners on the municipal Heritage Register, the Saugeen Shores Heritage Properties listing, and Heritage Property designations.
- Develop, research, and promote the Interpretive Plaque Program.
- Develop and promote the Historic Walking Tours.
- Promote heritage in Saugeen Shores at community events.

Assess other legislation affecting cultural heritage properties:

- Assist in building awareness and the best use of other legislation such as the Planning Act that may have implications in heritage conservation.

Committee Composition

The Municipal Heritage Committee shall consist of a minimum of five (5) and a maximum of seven (7) members, two (2) of which shall be Council Members. 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 four (4) 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 the 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 Timeframes

Meetings are held monthly, excluding July and December. 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 Representatives are participating members 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 privileges.
- Act as the Committee Secretary.
- Prepare Meeting Packages in cooperation 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.
- Prepare property information sheets for member research on the Interpretive Plaque Program and Heritage Property Plaque Program, the Municipal Heritage Register, and the Saugeen Shores Heritage List.
- Act as the main contact for plaque orders
- Assist with the Committee's budget
- Liaise with the Bruce County Archives and Museum

The Committee Chair shall

- Be appointed in accordance with the Town's Procedural By-law.
- Preside at all Meetings.
- Control proceedings and discussions to ensure a smooth transition of the business as listed on the Agenda.

- Work cooperatively 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 *Ontario 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 about the topic being dealt with at the time.
- Make sure that their information and facts are correct and are submitted objectively to assist in a good decision.
- Members shall declare any situation that is or has the potential to be, a conflict of interest.
- Be aware of the meeting procedures and requirements under the *Municipal Act, 2001*, and the Town's Procedural By-law.
- Be aware of the requirements in the Town's Code of Conduct.

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 September 15th each year for discussion in the draft administration budget.