



Municipal Heritage Committee

Terms of Reference

1. Mandate

- 1.1 To identify and evaluate properties and artifacts in the Town of South Bruce Peninsula which have historical value and recommend action to Council.
- 1.2 Advise the citizens and Council of the Town of South Bruce Peninsula on community heritage issues and actions needed to preserve these sites.
- 1.3 To make recommendations to Council regarding designations.

When preparing recommendations regarding designations, the Committee will strive for full cooperation with the owner. The Heritage Committee does not need consent of the owner as a prerequisite to making a designation recommendation to Council but if a designation recommendation to Council is made without the consent of the owner, the Committee must make Council aware of the absence of owner consent and the Committee must recommend to Council that Council hear from the non-consenting owner.

- 1.4 To undertake information projects, community education and fundraising events in support of historic preservation.
- 1.5 To research properties deemed valuable.

2. Committee Composition

- 2.1 While it is required by the Ontario Heritage Act that there be a minimum of 5 members on a Heritage Committee, the Heritage Committee will ideally have between 10-11 members for maximum efficiency.
- 2.2 As outlined in the Town Procedural By-Law and the Municipal Act, a quorum shall be the majority of the whole number of members required to constitute the Committee.
- 2.3 Members are appointed by the Council of the Town of South Bruce Peninsula.

- 2.4 To ensure the Town is properly represented it is essential that the Committee draw its members from a diverse and multi-talented group.
- 2.5 One member of Council will be appointed to the Committee and shall be a voting member.
- 2.6 The Mayor will be an ex-officio member of the Committee and shall not be a voting member.
- 2.7 Recruitment will be sought in accordance with the regular procedures and policies of the Town of South Bruce Peninsula.
- 2.8 Other representation not specifically listed herein may be invited to practice full participation in the Committee meetings but shall not exercise voting rights and privileges. Participation shall be at the discretion of the Chair and voting members of the Committee.

3. Management

- 3.1 The chair and vice-chair will be chosen at the first meeting of each calendar year by vote of members present.
- 3.2 The Heritage Committee will meet on a monthly basis or at the call of the Chair.
- 3.3 The Committee makes non-binding recommendations to Council regarding heritage designations and heritage issues.
- 3.4 The Committee abides by Town policies and procedures.