

# **Dutton Dunwich Cultural Heritage Committee Terms of Reference**

## **1. Mission Statement**

To protect, preserve, promote and provide education and interpretation of Dutton Dunwich's cultural heritage assets.

## **2. Goals and Objectives**

- To designate all cultural heritage assets in our community including buildings, structures and landscapes;
- To protect cultural heritage assets including buildings, structures and landscapes from demolition and site alteration;
- To preserve and improve all remaining cultural heritage assets;
- To provide interpretation of the history and significance of our cultural heritage assets; and,
- To educate the public on cultural heritage and how it relates to Dutton Dunwich.
- To maintain a Heritage Registry of properties.

## **3. Committee Time Frame**

The committee will commence from May 10, 2017 and will be reviewed by Council in six months' time. The committee will meet monthly at agreed upon times. The meeting will be held in the Dutton Dunwich Council Chambers, 199 Currie Road, Dutton Dunwich ON, unless the committee has agreed to meet at an alternate location. The chair of the committee will rotate from month to month, with the CAO/Clerk and municipal planner overseeing the committee chair position.

## **4. Resources Required**

Two staff members, the CAO/Clerk and municipal planner will be appointed to the committee, with one additional staff member as the recording secretary for committee meetings.

The committee will require a budget of \$4,000 to begin at the beginning of January each year. This amount is required to purchase plaques for designating properties, newspaper notices for designating properties, photocopying of historical maps and other administrative items, attend educational workshops and invest in Geographical Information Systems mapping.

## **5. Powers of the Committee**

Should the committee wish to hire individuals for special projects, web design, coordinating events etc., approval must be granted from Council. As well, should

the committee wish to represent the municipality at any public events (i.e. local fairs), publish information on the municipal website, etc., approval from Council is required.

## **6. Accountability of the Committee to Council**

The committee will be required to provide the minutes of each meeting to Council. The committee will also be responsible for preparing all background reports and studies and present such reports and studies to Council.

## **7. Linkages of the Committee to Activities**

The committee will be involved in all municipal events that relate to cultural heritage as time and resources permit and will participate in municipal events that provide public education such as local fairs and Doors Open. As well, the committee intends to prepare an educational brochure/pamphlet on municipal cultural heritage for Dutton Dunwich and to be involved in social media.

## **8. Committee Membership**

Council determines the size and structure of the committee. To begin, Council has determined the committee will be composed of two staff members on a full time basis, one councillor and four appointed committee members. At the end of 2017, Council will review the committee. When vacancies become open within the committee, Council will review all interested parties who submitted letters to originally be members of the committee first, before they municipal request letters of interest. Should additional members be required, Council will request a letter of interest be submitted stating the following: 1) heritage education or training; 2) heritage employment or volunteer experience; 3) passion and interest in municipal heritage conservation; and, 4) commitment to municipal initiatives.

## **9. Recruitment and Membership Vacancies**

Terms of Service: terms will be staggered to ensure continuity and will be determined by Council. As well, Council will request input from the committee at the end of 2017 in terms of committee size and terms. The committee shall also provide volunteer opportunities, when available for those individuals who were not selected to be committee members.

## **10. Communication**

All correspondence for the committee will be in the form of email communication. Committee minutes, once they are approved by Council will be posted on the municipality's website. Public information will be provided to the appointed staff

members who will post such information on the municipality's online communication forums such as municipal website and social media accounts.

**11. Evaluation Format**

A performance review will be conducted annually by the Committee and Council to determine the Committee's effectiveness in achieving their goals and objectives. The Committee will prepare an annual report for Council, outlining the past year's accomplishments and future projects.

**12. Reporting to Council**

The committee through the staff appointed committee members will report directly to Council.