

Dutton Dunwich Cultural Heritage Committee Terms of Reference

December 11, 2019

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 Meetings

The Committee will meet each month at agreed upon times. Meetings will be held in the Dutton Dunwich Council Chambers unless the Committee has agreed to meet at an alternate location. The Committee Chair will rotate from month to month. The Committee may choose not to hold meetings during the summer months (July and August) or if there are insufficient Agenda items requiring consideration.

All Committee meetings are open to the public and are subject to the provisions of Section 239 of the Municipal Act.

4. 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.

5. 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.

6. 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.

7. Committee Composition and Qualifications

Members to the Committee will be appointed by Council from an advertised recruitment campaign by a request for letters of interest. Members will be selected based upon their special expertise, experience, dedication and commitment to the Committee's mandate and 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.

The Heritage Advisory Committee shall be comprised of six (6) appointed committee members, two staff members, and one member of Council. Council shall appoint members to the Committee by By-law. The appointed members, present at the scheduled meetings, will be deemed to be the voting members.

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 requesting additional letters of interest.

The membership of the Committee will be reviewed and evaluated annually by Council based on the ability of members to carry out their advisory duties, attendance and participation. Council has the ability to remove members from the Committee should they fail to fulfil their responsibilities to the Committee.

In order to maintain a high level of commitment and ensure business continuity, members may be required to resign if they have been absent for more than two (2) consecutive meetings without good cause.

Resignation of a member must be given in writing to the Municipal Clerk. The Municipal Council will review and consider whether to undertake a recruitment campaign to backfill the vacancy, however, at no point will the membership of the Advisory Committee be less than five (5) members.

The committee shall also provide volunteer opportunities, when available for those individuals who were not selected to be committee members.

8. Resources Required

The Municipal Planner will be appointed to the committee, with one additional staff member to record minutes for the 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.

9. 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.

10. 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.

11. Reporting to Council

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

12. Review of Terms of Reference

With the commencement of the term of Office by Council, the Terms of Reference will be reviewed. Council at any time during the term of office may review and amend the Committee's Terms of Reference.