

Duties and Functions

General

(a) Encourage and promote heritage awareness and conservation/preservation within the Township. This includes initiatives such as guided tours, producing maps, writing books, submitting news stories and fundraising.

(b) Create or adopt criteria for the evaluations and grading of properties of historical, cultural or architectural value or interest and revise as necessary.

(c) Prepare and maintain, for consideration of Council, a current list or "register" of all historically, culturally or architecturally significant properties and areas within the Township worthy of consideration as protected heritage assets. Ensure that the list is provided to the Development Services Department and Chief Building Official for regular inspection.

(d) Advise property owners of appropriate methods for conserving and restoring heritage buildings. This includes, to the extent practical, advice about desirable materials and qualified trades people.

(e) Advise and assist Council on current federal and/or provincial heritage conservation programs, regulations and legislation.

(f) Contribute to the development, implementation and evaluation of plans and policies to guide heritage development in the Township which will be used by Township staff in, but not be limited to, the consideration of future development applications and tourism strategies.

(g) Act as a resource, upon request, for staff and Council by reviewing development applications and providing comments.

(h) Provide recommendations to Council to update this By-law as required.

Designated Properties

(a) Make recommendations to Council regarding the designation of properties of principal historical and/or architectural significance under the Ontario Heritage Act. Each recommendation shall include, in specific terms, the characteristics of the property which qualify it as a valuable heritage site.

(b) Review draft by-laws to designate principal heritage properties and submit observations and recommendations to Council.

(c) Assist the property owner of each proposed designated property in fulfilling the requirements of the provincial designation process.

(d) Prepare maintenance and operation policies or recommendations for designated heritage properties owned by the Township of Uxbridge.

(e) Assist owners of designated properties to access any available federal and/or provincial funding for heritage conservation and renovation.

Composition

Voting Members

Heritage Uxbridge shall be comprised of a maximum of ten (10) voting members and a minimum of six (6) members, all appointed by Council.

Annually, at its regular meeting in September, Heritage Uxbridge shall elect, from its voting members, a Chair and a Secretary.

Associate Members

Other citizens are invited to contribute to the work of Heritage Uxbridge in an assisting role. Associate members are not required, as part of their membership, to attend Heritage Uxbridge Committee meetings and do not have voting rights. Associate Members shall have their names put forward to Council for approval and appointment as Associate Members.

Council Liaison

One member of Council will be appointed by Council to attend Heritage Uxbridge meetings on a regular basis and function as the committee's liaison with Council. The Council member will not have voting privileges on Heritage Uxbridge. The Mayor is a member ex-officio.

Staff Support

One senior staff member from the Uxbridge Historical Centre will be appointed by Council to attend Heritage Uxbridge meetings on a regular basis and function as a historical advisor. The staff member will not have voting privileges on Heritage Uxbridge.

The staff member will be responsible for ensuring the minutes are recorded, ensure the preparation of the agendas and any other support as may be required from time to time. The staff member shall ensure that the minutes and records of the Committee are retained at the Township offices.

The services of the Township of Uxbridge Manager of Development Services and the Chief Building Official may also be required from time to time.

Term of Office

Voting members of Heritage Uxbridge shall be appointed by and at the pleasure of Council for a four (4) year term co-terminus with Council. The reappointment of a minimum of two members shall ensure the continuity of the committee.

Any voting member who misses three (3) consecutive regular meetings will be

contacted by the Chair and asked if their continued membership is intended. Members who resign will be replaced by Council at the request of the Chair.

Quorum

Any issue, recommendation or proposal being considered for a vote requires that a minimum of sixty (60%) of voting members participate in the decision process by either voting or abstaining.

A quorum shall consist of a simple majority of voting members for acceptance and approval.

Each member must be in attendance at the meeting in order to cast a vote. No proxy voting shall be permitted.

At its regular monthly meetings, Heritage Uxbridge is required to adopt by formal resolution all recommendations which it favours. This includes recommendations presented to the main committee by any working sub-committee or work group.