

## **Heritage Uxbridge Shall meet:**

Monthly, or at a minimum, four times per calendar year;

In a municipally owned, publicly accessible facility;

All meetings shall open to the public unless otherwise required;

Additional meetings may be required based on the requirements to review site plans and complete an annual work plan and report to Council in a timely manner.

The meeting schedule shall be established on an annual basis and at the first meeting of the New Year and meeting dates shall be published at the beginning of each year.

As a formal advisory committee to Council, Heritage Uxbridge is subject to the Rules of Procedure for Committees, the Township of Uxbridge Procedural By-law, the Township's Code of Conduct and any other applicable policies and/or procedures.

### **Delegations**

Any person(s) wishing to appear before the Heritage Uxbridge Committee as a delegation must submit a request to the Secretary, advising of the topic or item to which they wish to speak. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included in the agenda. Any person wishing to address the Committee as a delegation, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

### **Procedures**

Heritage Uxbridge shall be governed by the provisions of the Township's Procedural By-law. Minutes of each Heritage Uxbridge meeting shall be recorded by the secretary and submitted to Council through the Clerk's office. The Secretary shall provide the originals of all minutes and records to the staff support persona and they shall be retained at the Uxbridge Historical Centre.

Heritage Uxbridge members will be reimbursed for expenses incurred, based on prior written approval of the Chair and the appointed Council member. Expenses must be consistent with the annual budget approved by Council for Heritage Uxbridge. Reimbursement of expenses will be in accordance with the Township's usual procedures for all Council committees.

### **Annual Report, Budget and Work Plans**

At its regular monthly meeting in September, Heritage Uxbridge shall prepare a Work Plan and associated Budget for the following calendar year. The Work Plan shall identify the projects the committee intends to undertake and/or complete during the year. The Work Plan, Budget and an Annual Report prepared by the Chairperson, shall be submitted to Council's liaison representative before the first day of October for considerations and approval by Council.

### **Council Role**

Council may, at its discretion, at least annually, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to membership composition to ensure Committee effectiveness.

### **One Year Plan**

At its regular monthly meetings the first quarter of each calendar year, Heritage Uxbridge shall establish and/or reaffirm written goals and objectives for a one-year operating horizon. The goals and objectives should be consistent with Heritage Uxbridge's intentions, as follows:

Attain recognition of the importance of heritage to quality of life for the residents and businesses of the Township;

Represent the heritage community in broader municipal planning issues and activities;

Establish a broad base of community and financial support for heritage projects

The one year plan shall:

Form the policy or direction for the annual Work Plan prepared later in the year;

Complement the Ontario Heritage Act and all other provincial and federal regulations governing the preservation of heritage properties; and

Be submitted to Council as an Appendix of the Annual Report, Work Plan and Budget.