



## Municipality of Lakeshore

### Heritage Committee

### Terms of Reference

#### **Mandate**

The powers and functions of the Committee are as provided in the *Ontario Heritage Act* and related regulations.

The Committee shall advise Council on the designation, or repeal of designation, of properties or districts under the Act.

#### **Term**

The term of office of the Committee and the members of the Committee is the same as the term of office of the Council that takes office following the next regular election.

#### **Composition**

The Committee shall be composed of four members who are residents and one member of Council.

The Team Leader – Development Approvals shall act as Municipal Liaison for the Committee and provide administrative and procedural support.

#### **Qualifications for Membership**

Members of the Committee shall be:

- a) Residents of the Municipality of Lakeshore;
- b) At least 18 years old; and
- c) Available and willing to attend meetings.

Preference will be given to persons who have knowledge of historical matters within the Municipality of Lakeshore or have demonstrated experience working on committees, task forces or similar working groups.

Employees or officers of the Municipality of Lakeshore will not be permitted membership on the Committee.

#### **Meetings**

Meetings shall be open to the public and shall be held in accordance with the Lakeshore's Procedure By-law.

## **Chair**

The Committee shall elect a Chair and Vice-Chair at its first meeting.

## **Proposed Meeting Schedule**

The Municipal Liaison shall call the initial meeting of the Committee and chair the meeting until a Committee Chair is elected. The Committee shall meet four times per year. Additional meetings may be held at the call of the Chair.

## **Reports to Council**

The Committee will submit an annual report to Council at the beginning of each year outlining the Committee's activity in the previous year.

## **Conflict of Interest**

Members shall comply with the *Municipal Conflict of Interest Act* and Municipality of Lakeshore's Procedure By-law.

## **Remuneration**

Members shall be remunerated \$125.00 for each meeting attended.