



## **Municipal Heritage Committee Mandate**

Date: September 28, 2026  
Adopted: October 13, 2026

## **1. Mandate**

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The Municipal Heritage Committee is to advise and make recommendations to Council on matters regarding the conservation and recognition of buildings and properties of cultural and/or heritage value or interest in accordance with the Ontario Heritage Act (OHA) and Ontario Regulation 9/06.

The Municipal Heritage Committee advises Council on recognizing individuals who have contributed to the preservation and promotion of heritage and culture in Saugeen Shores. While the OHA makes municipal heritage committees optional, Saugeen Shores has chosen to consistently have a Municipal Heritage Committee.

The Municipal Heritage Committee is struck in accordance with the Ontario Heritage Act, Section 28(1). The Council of a municipality may by By-law establish a municipal heritage committee to advise and assist the Council on matters relating to this Part, matters relating to Part V and such other heritage matters as the council may specify by By-law.

## **2. Membership**

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The Committee shall be comprised of a minimum of five (5) members and a maximum of seven (7) members, two (2) of which shall be Council Members.

An alternate member of Council shall also be appointed to fill the vacancy of an appointed Council representative. An alternate member can participate in all Committee discussions but is only able to vote when a primary Council representative is absent.

## **3. Term**

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Members shall be appointed for a two (2) year term until their successors are appointed.

## **4. Chair**

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The Chair of the Committee shall be the appointed Council representative.

The Chair will preside at all meetings and will ensure adherence to the Council approved Mandate.

The Chair will consult with the Committee's Coordinator on items of business intended for inclusion for the Committee agendas and will make linkages to other matters/issues being taken by Council.

## **5. Vice-Chair**

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The Vice Chair shall be appointed every other year by a vote of the members present at the first meeting of the year.

The Vice Chair shall act as Committee Chair in the absence of the Chair.

## **6. Role of Committee Member**

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Committee Members shall be aware of the Ontario Heritage Act and attend every meeting where possible. They should be prepared for the meeting by reading the meeting agenda package contents ahead of the meeting. Members shall ensure that their information and facts are correct and are submitted objectively to assist in making good decisions. Members are to work together to advance the workplan and/or any strategic objectives as set out as part of the mandate for this Committee.

## **7. General Responsibilities**

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The Committee shall be responsible for the following:

**Identification of Cultural Heritage:** Research and advise Council on matters pertaining to buildings or property of cultural and/or heritage value or interest in accordance with the Ontario Heritage Act and policies of the Town of Saugeen Shores; Provide research assistance using municipal records, archived materials, and the Land Registry Office in order to determine the cultural and/or heritage value or interest of the building and/or property; Maintain and build heritage knowledge and resources, to research and recommend properties eligible under the Municipal Heritage Property Plaque Program; Provide heritage related assistance to staff regarding municipal cemeteries; Make recommendations to Council for properties to be designated as Heritage Properties under the Ontario Heritage Act and provide the Clerk with a description of the property, a statement of cultural value and a description of the heritage attributes of the property.

**Involving the Community and Developing Partnerships:** To promote the annual Municipal Heritage Award by reviewing applications and recommending the recipient to Council; To promote the Municipal Heritage Property Plaque Program;

Liaise with other Municipal Heritage Committees, historical societies and similar organizations on heritage issues and policies; Make recommendations to Council on the composition and ongoing maintenance of the municipal Heritage Register in accordance with the Ontario Heritage Act and the list of Saugeen Shores Heritage Properties per the endorsement of Council on March 27, 2023.

**Educating and Informing the Community:** To promote the cultural, historical and architectural features of the Town of Saugeen Shores; To promote the Tree Sculpture Policy, Liaise with Saugeen Shores property owners on the municipal Heritage Register, the Saugeen Shores Heritage Properties listing, and Heritage Property designations; Develop, research and promote the Interpretive Plaque Program; Develop and promote the Historic Walking Tours; Promote heritage in Saugeen Shores at community events.

Assess Other Legislation Affecting Cultural Heritage Properties by assisting in building awareness and the best use of other legislation such as the Planning Act that may have implications in heritage conservation.

Committee Members shall comply with the Town's Code of Conduct, the Municipal Conflict of Interest Act, the Municipal Freedom of Information and Protection of Privacy Act, and all other applicable Town by-laws and policies.

## **8. Sub-Committees**

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The Committee may, by resolution, establish sub-committees to address specific projects, initiatives, or tasks that align with the Committee's mandate.

Subcommittees shall:

- Have clearly defined Mandate approved by the Committee
- Report to the Committee and provide recommendations for consideration
- Not exercise independent decision-making authority unless specifically authorized by Council.

Membership on sub-committees may include:

- Members of the Committee
- Individuals who are not Committee members, but who possess relevant expertise, knowledge, or lived experience that would assist the subcommittee in fulfilling its purpose.

Non-Committee members appointed to a sub-committee shall:

- Be appointed by resolution of the Committee
- Comply with applicable municipal policies including the Code of Conduct, the Municipal Conflict of Interest Act, and confidentiality requirements
- Serve for the duration of the specific project or task unless otherwise determined by the Committee.

Sub-committees shall dissolve upon completion of their assigned mandate unless otherwise extended by the Committee.

## **9. Role of Staff**

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A representative of the Clerks Office will be appointed to act as the Committee Co-ordinator.

The Committee Co-ordinator will prepare agenda packages in cooperation with the Chair for delivery to all members at least two (2) days prior to the meeting. The agenda package should include the previous minutes and copies of any information for discussion. The Committee Co-ordinator will give notice of meetings and prepare all correspondence in an organized manner.

Staff also prepares property information sheets for member research on the Interpretive Plaque Program and Heritage Property Plaque Program including the Municipal Heritage Register and the Saugeen Shores Heritage List. Staff acts as the main contact for plaque orders and liaises with the Bruce County Archives and Museum.

The Committee Co-ordinator will monitor and update the Committee Workplan for each year and will act as a resource personnel member for Town policies and procedures.

## **10. Meetings**

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Meetings are held monthly, excluding July and December.

Notice of additional meetings will be provided at least two (2) days in advance. Meeting days and times will be determined by consensus of the Committee.

## **11. Authority, Decision-Making and Reporting Relationship**

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Committee minutes are to be provided to the Clerk's Office for insertion on the Council's agenda.

Recommendations for Council's consideration are to be presented to Council in report format.

The Committee does not have the authority to specifically direct the activities of Town Staff.

Committee Members shall comply with the Town's Code of Conduct, the Municipal Conflict of Interest Act, the Freedom of Information and Protection of Privacy Act, the RZone – Respect and Responsibility Policy, the Respectful Workplace Policy, and all other applicable Town by-laws and policies.

## **12. Procedure**

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The Committee shall follow the Town's Rules of Procedure By-law. The provisions of these Mandate prevail to the extent of any conflict.

## **13. Confidentiality**

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Members of the Committee may be permitted to access confidential information. All Members are required to hold in strict confidence all confidential information concerning matters dealt with by the Committee.

## **14. Resignation and Dismissal**

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Any member who fails to attend three (3) consecutive meetings without notice will be considered to have resigned from the Committee.

For the purposes of this section, "notice" means informing the Committee Chair or Committee Coordinator of an expected absence at least forty-eight (48) hours before the scheduled meeting, where reasonably practicable. Notice may be provided by email, telephone, or another communication method acceptable to the Committee.

## **15. Financial Planning**

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The Committee's proposed Business Plan items are to be submitted by July 15<sup>th</sup> of each year for consideration.