

SCHEDULE "A"

THE TOWNSHIP OF SOUTH GLENGARRY By-law # 26-98 HERITAGE ADVISORY COMMITTEE

TERMS OF REFERENCE:

Mandate:

The Committee shall establish criteria for the evaluation of properties of architectural and/or historical value of interest; to prepare and maintain a list of properties and areas worthy of conservation; to advise Council on means of conserving heritage properties and areas; to advise council on current heritage conservation legislation and to assist Council in the preparation of municipal legislation to conserve heritage properties and area; to implement programs and activities, subject to Council's approval to increase public awareness and knowledge of heritage conservation issues and to advise and assist Council on any other matters relating to buildings and areas of architectural and/or historical significance.

Committee Structure:

- The Township of South Glengarry Heritage Advisory Committee shall be composed of: the Committee will be composed of no less than (5) and no more than (10)
- One (1) Elected Representative
- One (1) Staff Resource Person
- The Mayor, ex officio
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The appointment of members to the Committee will be concurrent with the Term of Council. Annually, the Committee shall elect a Chair and Vice Chair from it's Committee Members.

The Chair shall vote on every motion, in the event of tie vote, the motion is lost. The Staff Resource Person on the Committee shall not have a vote. Committee Reports and communications will normally be directed to Council through the Staff Resource Person.

Committee Members will receive no remuneration for their involvement in the Committee activities.

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Committee meetings are generally once a month but at least four (4) times per year and at any other time at the call of the Chair. The Committee will strive for consensus on all issues, however, if consensus is not reached, minority views are welcomed on any issue and will be reflected in the Minutes of the meeting.

Minutes and Agenda:

The minutes of each Committee meeting will be amended when necessary and adopted at the following meeting, when adopted the minutes will be passed on to Council.

The Committee Agenda will be prepared by the Staff Resource Person in consultation with the Committee Chair and/or Vice Chair. Only resolutions as they appear in the minutes may be considered as officially representing the positions of the Committee.