

Township of Cramahe Heritage Committee

Terms of Reference

1. Mandate

- 1.1 The Cramahe Heritage Committee is a volunteer advisory committee established by the Township of Cramahe in accordance with the provisions of the *Ontario Heritage Act*. Committee members are ultimately responsible to the Township of Cramahe Council and are bound by the by-law appointing the Committee and these Terms of Reference.

2. Responsibilities of the Committee

- 2.1 To prepare, evaluate, update and maintain a list of properties of cultural heritage value or interest, and a list of cultural heritage landscapes.
- 2.2 To advise and assist Council on all matters relating to Part IV and Part V of the *Ontario Heritage Act*, on all matters relating to properties of cultural heritage value or interest, and on all matters relating to cultural heritage landscapes.
- 2.3 To represent cultural heritage issues on various municipal committees as requested.
- 2.4 To conduct a fair and equitable analysis of all matters relating to cultural heritage conservation prior to making a recommendation to Council.
- 2.5 To implement programs and activities, as decided by the Committee, which would increase public awareness and education of cultural heritage conservation issues, and promote community involvement.
- 2.6 To utilize funds budgeted by Council and generated through fund raising activities to conserve the Municipality's cultural heritage, increase public awareness and education, conduct research, and provide for the general education and administration of the Committee.
- 2.7 To prepare a periodic report to Council to advise Council of the Committee activities.

3. Committee Composition and Obligations

- 3.1 The Cramahe Heritage Committee shall consist of 1 member of council and a minimum of 5 voluntary members who are appointed by Council for the term of Council. The Council may, by resolution, replace members as members resign or as members are deemed to be inactive.