
DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: **Heritage Advisory Committee Policy**

Minutes reference date: 26 May 2008 26 January 2015

PURPOSE:

The purpose of this policy is to establish a policy for the governance of the Heritage Advisory Committee in accordance with the Town of Amherst Heritage Properties Bylaw and to carry out the heritage goals, objectives and policies of the Municipal Planning Strategy and Strategic Plan.

BASIS:

The basis for the Committee comes from both the Town's Strategic Plan and Municipal Planning Strategy. The strategic plan states that the Town is committed to preserving our heritage and making heritage awareness a part of our programs. It includes a specific task which states that the Town will, "Develop a Heritage Advisory Committee Policy that addresses the heritage of the Town of Amherst in general, including heritage properties."

Furthermore the Town's Municipal Planning Strategy contains objectives that endeavor to encourage the conservation, retention and improvement of the historically and / or architecturally significant residential and commercial buildings and streetscapes.

ROLE OF COMMITTEE:

The role of a Heritage Advisory Committee is to:

1. Advise Council respecting the registration and / or de-registration of heritage properties under the Heritage Properties Bylaw.
2. Establish and implement a built heritage protection strategy. This strategy will focus on the retention and rehabilitation of the built heritage of Amherst through education, promotion and recognition of the significant built heritage of the Town.
3. Establish and implement a cultural heritage strategy. This strategy will focus on preserving and promoting the cultural heritage of the Town.
4. The duties assigned to the Committee, pursuant to this policy, shall only be carried out by the Committee.

MEMBERSHIP:

1. The Heritage Committee is the Planning Advisory Committee of the Town of Amherst

STAFF RESOURCES:

1. The Deputy Chief Administrative Officer – Operations (Deputy CAO) is responsible for all functions of the Committee including:

- a. Calling meetings;
 - b. Taking minutes;
 - c. Distributing reports and other information as required;
 - d. Notifying and contacting public as required; and
 - e. Providing Committee motions to the Chief Administrative Officer for inclusion on the Council agenda.
2. Where additional information or work is required of staff by the Committee, the Deputy CAO will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.
 3. Meetings are to be attended by the Deputy CAO or designate as well as an Administrative Assistant. At the discretion of the Deputy CAO, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer and the Director of Community and Economic Development.

MEETINGS:

1. Meetings will be scheduled by the Chairperson in consultation with the Deputy CAO.
2. All meetings are open to the public unless the Committee, by a majority vote, moves a meeting in private to discuss matters permitted by the *Municipal Government Act*.
3. Meeting agenda packages are to be delivered to Committee members and the CAO at least 48 hours prior to any scheduled meeting.