**Subject:** Sault Ste. Marie Municipal Heritage Committee

**Service Area:** Boards and Committees

**Source:** By-law 2003-117

**Date:** 2003 06 13

**Purpose:**

The Municipal Heritage Committee was established to advise City Council on matters relating to Parts VI *(Conservation of Buildings of Cultural Heritage or Interest)* and part V *(Heritage Conservation Districts)* of the *Ontario Heritage Act.*

**Composition:**

The Municipal Heritage Committee is appointed by City Council and consists of a minimum of five members – having a balanced representation of the community and representing a wide range of skills and disciplines. Members will have a demonstrated interest in heritage conservation. At least one member of the Committee will be a member of City Council.

**Officers:**

The Committee elects from its own Chairperson and Vice Chairperson from amongst its members.

The Secretary and Administrator of the Board is the Manager of Recreation and Culture.

**Responsibilities:**

1. To establish criteria for the evaluation of properties of Cultural heritage value or interest.
2. To prepare and maintain a list of properties and areas worthy of conservation.
3. To advise Council as to means of conserving property of cultural heritage value or interest.
4. To advise Council on current cultural heritage value legislation and to assist Council in the preparation of municipal legislation to conserve cultural heritage value or interest.
5. To implement programs and activities to increase the community’s interest, involvement, awareness and knowledge of cultural heritage conservation issues.
6. To recommend to Council policies relating to all matters Parts IV and V of the *Ontario Heritage Act*.
7. To advise and assist Council on any other matters relating to buildings and areas of cultural heritage value or interest.
8. To administer properties acquired by the municipality under Section 36 of the *Ontario Heritage Act* as assigned.
9. For additional responsibilities of the Municipal Heritage Committee see By-law 2003-117

**Operating Procedure:**

1. Local heritage committee meets on the first Wednesday of the month.
2. The budget of the Municipal Heritage committee is submitted with the Historic Sites Board budget for the approval of Council.
3. The Manager of Recreation and Culture assists the committee with administrative matters.
4. All out of town travel is approved by Council.
5. The committee serves without remuneration.

**Information:**

Information on the Municipal Heritage Committee or Designated Heritage Buildings/Sites in Sault Ste. Marie may be obtained from the Recreation and Culture Division.

**Grants:**

The Sault Ste. Marie Municipal Heritage Committee screens all applications for civic grants for properties designated under Part IV of the *Ontario Heritage Act*. Applications are available from the Recreation and Culture Division Office (for example, Designated Property Grant Program, the Historic Monument Grant Program).

**Programs:**

The Sault Ste. Marie Municipal Heritage Committee is responsible for the following civic heritage programs:

1. Standards for the Photographic Documentation of Historic Buildings
2. Designation of Properties under Part IV of the *Ontario Heritage Act*
3. Heritage Property Tax Rebate Program
4. Sault Ste. Marie Municipal Heritage Committee Heritage Award