

1.1 HERITAGE BOARD

1.1.1 The Heritage Board shall be responsible for:

- a. Developing, reviewing and updating criteria for the Designation of Heritage Resources as necessary; and
- b. Making recommendations, through collaboration with the Heritage Officer, as per the provisions of this by-law.

1.1.2 Composition of the Heritage Board

- a. The Heritage Board shall have at least six (6) members appointed as follows:
 - i. At least two (2) members of the Heritage Board shall be City Councilors appointed at the discretion of the Mayor;
 - ii. Members shall be residents of the City;
 - iii. Council at its discretion may replace no more than two resident members of the Heritage Board during a term of Council and the appointment shall be for their term on the Board;
 - iv. Any member of the Heritage Board shall be eligible for reappointment for no more than two (2) consecutive terms. The duration of one (1) term on the Board is 4 years; and
 - v. Should a vacancy occur on the Heritage Board for any reason other than the expiry of the term of a member, Council may appoint a person to fill the vacancy and the person appointed may hold office for the remainder of the term of the member whose place they were appointed to fill.
- b. A member who is absent from three (3) consecutive meetings of the Heritage Board without cause shall be deemed to have resigned.

1.1.3 Heritage Board Meetings

- a. The Heritage Board shall meet at least once a month unless there is no business to be addressed, and shall also meet at the call of the Chair or at the request of one-third of its members.
- b. A quorum for meetings of the Heritage Board shall be one-half of the members plus one, with at least one (1) Councilor and one (1) resident member as part of the quorum.
- c. In the event that conflicts of interest should reduce the number of members of the Heritage Board below a quorum, the Mayor may appoint additional member(s) *pro tem* in order to satisfy the quorum requirements.