



TOWN OF SAINT ANDREWS

APPLICATION FOR HERITAGE BOARD MEMBERS

The Town of Saint Andrews is seeking applications to fill the positions for the Heritage Board to develop and implement a Heritage By-Law under the *Heritage Conservation Act* of the Province of New Brunswick. Residents of Bayside, Chamcook, and Saint Andrews are encouraged to fill out the following application form and submit it by January 31, 2023, to be considered for the Board.

HERITAGE BOARD RESPONSIBILITIES

Terms of Office and Revocation of Appointment

- Councillor appointed to remain until the end of the Council term.
- Member terms cannot exceed 3 years.
- Members are eligible for reappointment.
- If a member ceases residency in the municipality, they are required to step down and the position is vacant.
- On the advice of the board, the Council can revoke the appointment of a member who fails to attend meetings. The position would become vacant.

Remuneration and Expenses

- This is a volunteer position within the Town of Saint Andrews and no remuneration is provided. Members may be reimbursed for expenses necessarily incurred.

Duties and Powers

- The Board shall investigate and prepare a report respecting the establishment of a municipal heritage conservation area or the making of a By-Law under the *Heritage Conservation Act*.
- The Board shall carry out the duties assigned under the Act or By-Law under the Act.
- The Board may:
 - On own motion, investigate and prepare reports for the establishment of a municipal heritage conservation area or make a By-Law under the Act.
 - Recommend amendments to municipal By-Laws under this Act.
 - Engage consultants whose reasonable charges may be paid by the municipality.
 - Advise Council on heritage resource management, policies, and conservation matters.
 - Subject to the Council Approval, adopt design and planning guidelines for issuance of Heritage Permits by the Heritage Officer.



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MEMBERS APPLICATION FORM

Name	
Address	
Phone Number	
Email	

Please check the box that best represents your qualifications:

Property owner in the municipality that has demonstrated interest in heritage conservation.	
A member of a local organization concerned with heritage conservation. Must be appointed from a list of nominees submitted by the societies or organizations. Provide the name of the society or organization: <hr/>	
Professional knowledge and work experience in the field of architecture, restoration architecture, or historical architecture.	
Professional knowledge and work experience in general restoration or renovation.	
Professional knowledge and work experience in community or urban planning, archaeology, and paleontology.	
Member of a natural or cultural heritage society.	
Be a non-residential user in the municipality, as defined by the BIA Act.	
A resident of a municipal heritage conservation area established by the municipality.	
General interest in heritage conservation.	



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Please provide an outline of your knowledge background regarding heritage, urban or community planning, professional experience, etc. as it would relate to being a Member of the Board. If more space is needed, please include it on a separate sheet.



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Please provide any additional information about yourself and why you think you would be a good candidate for the Member of the Board. If more space is needed, please include it on a separate sheet.



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I, _____, acknowledge and understand the roles and responsibilities of the Heritage Board for the Town of Saint Andrew. I am knowingly applying for a Member of the Board position.

Signature

Date

OFFICE USE ONLY

Received By:	
Date Stamp Received	