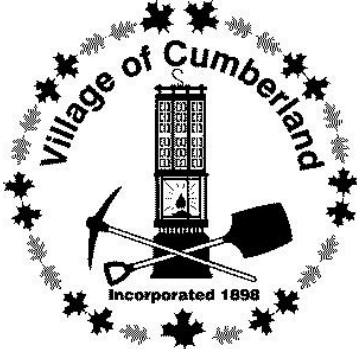


COUNCIL POLICY



<p>Title: Heritage Committee Terms of Reference</p> <p>Authority: Community Charter, section 142 Adopted Date: November 25, 2013 Amended Date: July 8, 2019</p>	<p>No. 1.6</p> <p>Section: Administration Motion No. 2013-561</p>
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Policy Framework

The 2014 official community plan heritage preservation objectives (5.4) are:

- Continue to promote public education and support for heritage preservation and the importance of archaeological and historical sites and materials within and related to the Village.
- Preserve the Village’s built heritage, artifacts, structures, and landscapes.
- Identify and promote incentives to assist in the conservation of heritage buildings, structures, sites, and significant trees.
- Build on and incorporate previous work such as the *Village of Cumberland Heritage Conservation Management Plan*.

Purpose of the Committee

The purpose of the committee is to undertake and complete the scope of work set out in this policy.

Scope Of Work

1. The Committee’s work will be guided by Cumberland’s official community plan, policies and other bylaws. The Commission must also use the BC Heritage Branch, *Heritage Conservation: A Community Guide* as a guideline and resource for its work.

The Committee will

- a) work with Village staff and consultants in the implementation of the Village's heritage management plan including developing statements of significance for historic sites and buildings within the Village;
- b) work with Village staff and consultants in maintaining and updating the heritage registry;
- c) advise Council on matters referred to it by Council;
- d) review and make recommendations on development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit Areas through a referral from Council;
- e) make recommendations to Council respecting applications for the heritage designation of buildings, structures, and landscapes; and the demolition, preservation, alteration, or renovation of heritage designated buildings, structures and landscapes; or review of potential heritage designation as directed by Council;
- f) undertake and support activities of a heritage nature, including fundraising, education, heritage research, and the organization of or participation in heritage events, provided Council has first authorized any such activities of the Committee
- g) submit to Council for its approval on an annual basis a work program report which summarizes the activities of the Committee in the year past and outlines the work priorities proposed for the upcoming year.

Reporting

2. The Committee reports to the Council typically through the following:
 - a) meeting minutes, which may include recommendations to Council, and
 - b) recommendations included in staff reports.
3. The secretary of the Committee must provide to the corporate officer
 - a) a copy of draft minutes for receipt by Council within ten days of a Committee meeting.
 - b) adopted meeting minutes signed by the Committee chair for certification by the corporate officer.

Membership

4. Council will appoint up to eleven members to the committee, including
 - (a) one member of Council who may not sit as chair or vice-chair;

- (b) up to ten community-at-large members.
5. The members must select a chair, vice-chair and secretary from amongst the members.
 6. The Committee membership should broadly represent the various interests of the community, including but not limited to heritage conservation, history, business, development, environment, tourism, architecture, and design.
 7. Committee members' terms will end at the subsequent local government election. Terms can be renewed by the new Council after the election.

Procedures and Administration

8. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
9. The Committee will meet within 21 days of referral from Council or staff. In November or December each year, the Committee must set out a preferred day of the week and time for its meetings for the following year.
10. The Committee will have the following staff resources:
 - (a) Administrative support for:
 - Scheduling and public notice of meetings
 - Preparation of meeting agendas and agenda items for discussion
 - Assistance with the preparation of work plans and budgets
 - Submission of minutes to Council agenda for receipt
 - (b) Planning support for
 - Completing statements of significance
 - Guidance with development permit and development variance permit application reviews
 - Guidance with official community plan, zoning bylaw and other Village bylaws
 - Provision of data and resources
11. Each year by July, the Committee must develop and submit to Council a work plan and budget request for the following year.