

COUNCIL POLICY

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Title: Heritage Committee Terms of Reference	No. 1.6
Authority: Community Charter, section 142 Adopted Date: November 25, 2013 Amended Date: July 8, 2019 Amended Date: Mar 9, 2026	Section: Administration Motion No. 2013-561 Motion No. 2019-330 Motion No. 2026-071

Policy Framework

The 2025 official community plan heritage preservation objectives (7.4.2) are:

1. Promote public awareness, appreciation and support for Cumberland's heritage resources and their importance to community identity and character.
2. Ensure heritage conservation is an integral part of community planning.
3. Preserve the Village's built heritage, artifacts, structures, and landscapes.
4. Identify and promote incentives to assist in the conservation of heritage buildings, structures, sites, and significant trees.

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) implement the Village's heritage management plan including developing statements of significance for historic sites and buildings within the Village in consultation with Village staff and consultants;

- b) maintain and update the heritage registry in consultation with Village staff and consultants;
- c) advise Council on any of the following matters referred to it by Council or the Director of Development and Bylaw Services:
 - i. development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit Areas;
 - ii. 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 designations;
- d) 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;
- e) 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 Village a copy of draft minutes for receipt by Council within ten days of a Committee meeting.

Membership

- 4. Council will appoint up to ten members to the committee, including
 - (a) one member of Council who may not sit as chair or vice-chair;
 - (b) up to nine community-at-large members.
- 4.1 The Cumberland Museum and Archives may assign one non-voting representative as a liaison to attend Committee meetings.
- 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 on February 28 of the year following a general local election. Terms can be renewed by the new Council after the election.
8. In event of a vacancy occurring among the appointed members of the Committee, Council may appoint a new member to fill such vacancy for the unexpired portion of the term.
9. Any appointed member who is absent from three consecutive regularly scheduled meetings, without having provided a satisfactory reason to the Committee chair, shall be deemed to have resigned from the Committee.
10. If a member of the Committee receives Council permission for a leave of absence, Council shall then appoint a replacement member for the period of the approved absence. Such a leave of absence shall be for a time greater than two consecutive months but not exceeding six consecutive months in any given 12-month period.
11. Employees and the approving officer of the Village of Cumberland may not be appointed as members of the Committee.

Procedures and Administration

12. 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.
13. 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.
14. 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

15. Each year by July, the Committee must develop and submit to Council a work plan and budget request for the following year.