

## **HERITAGE COMMITTEE**

### **TERMS OF REFERENCE**

#### **MANDATE**

The Heritage Committee is a select committee of Council established under section 142 of the *Community Charter*. It is formed to provide advice to City Council on matters relating to heritage, and to review and make recommendations regarding the nominations for the Heritage Register.

#### **SCOPE OF WORK**

The Heritage Committee shall provide advice and recommendations to Council in the following areas:

- Act in an advisory role to assist Council with respect to heritage matters;
- As requested, recommend policies, rules and regulations concerning the planning, organization and operations of heritage actions and initiatives;
- to advise on matters dealing with the creation and maintenance of a Heritage Register;
- On or about April and November annually, review all nominations to the City of Cranbrook Heritage Register, and make recommendations to Council;
- to review recommendations and information prepared by City staff concerning all proposed heritage preservation tools;

#### **MEMBERSHIP**

The Committee shall consist of four (4) voting members as follows:

- One City of Cranbrook Council member.
- Designated heritage member from a recognized heritage group such as Cranbrook Archives Museum and Landmark Foundation (CAMAL). \*
- Two members from citizens selected “at large” based on their knowledge or interest in heritage.

Members are not required to be residents of the City of Cranbrook

- \* If a representative from CAMAL is not available a representative from another recognized heritage group may be substituted.

#### **APPOINTMENT AND TERM**

Members representing the public-at-large shall be appointed by Council for a term of up to three years and for no more than two terms. Members representing an agency or organization shall be appointed by Council for two year term, renewable at Council’s discretion upon written confirmation by the agency or organization of the member’s status of employment with the

agency/organization and the agency/organization recommendation to appoint the representative.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to Council.

Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by resolution of Council.

Committee members shall serve without remuneration.

### **CHAIR**

The Chair shall be elected at the first meeting of the Committee by majority vote of Committee members thereafter at the first meeting of the calendar year.

### **QUORUM**

Quorum of the Committee is 3 voting members.

### **MAYOR'S ATTENDANCE**

As per City of Cranbrook Council Procedure Bylaw No. 3786, 2014, as amended, the Mayor is an ex-officio member of the Committee and as such has the same rights as other committee members, but is not obligated to attend meetings. The ex-officio member shall not be counted in determining quorum of the Committee, but is included in determining if a Committee has quorum.

### **COUNCILLOR'S ATTENDANCE**

As per City of Cranbrook Council Procedure Bylaw No. 3786, 2014, as amended, any member of Council not appointed to the select committee may attend the committee meetings, speak if recognized by the Chair, but is not entitled to vote.

### **MEETINGS**

The Committee shall meet as required, in order to adequately address Scope of Work in a timely manner. Normally meetings would be required following the two annual nomination deadlines for the Heritage Register. The Committee Administration Liaison shall be responsible for minutes and a copy of approved minutes shall be provided to the Municipal Clerk within 5 days of approval.

### **RULES OF PROCEDURE**

The Committee must follow the City of Cranbrook Council Procedure Bylaw, No. 3786, 2014, as amended.

### **VOTING**

All voting members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

### **REPORTING TO COUNCIL**

The Chair or designate shall report to Council on behalf of the Committee once every six months, following the semi-annual review of Heritage Registry nominations, and shall provide other reports to Council, as needed from time to time.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

### **AUTHORITY**

The Committee does not have the authority to communicate with other levels of government on behalf of the City of Cranbrook to pledge the credit of the City, or to authorize any expenditures to be charged against the City.

Members (other than Council Members) do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by City Council.

### **STAFF SUPPORT**

The Committee Administration Liaison will be appointed as non-voting member by the Chief Administrative Officer.

Other City staff shall be available from time to time and upon request through the Chief Administrative Officer to provide technical and periodic administrative support.