

HERITAGE SELECT COMMITTEE TERMS OF REFERENCE

Committee Name

The committee name shall be the *Heritage Select Committee*.

Staffing

Staff support shall be provided for agenda preparation and electronic distribution. Staff may attend meetings when appropriate at the discretion of the Chief Administrative Officer.

Background

Sustainable Highlands is an Integrated Community Sustainability Plan (ICSP) developed to provide a framework and guidance towards its desired and sustainable future and will inform all planning, policy development, and decision-making. The following documents will serve as the basis for the Committee's work plan:

1. "Community Heritage Values and a Heritage Vision for the District of Highlands", by the Heritage Task Force,
2. "Recommendations for a District of Highlands Heritage Register," also by the Heritage Task Force,
3. "Sustainable Highlands"
4. "District of Highlands Community Heritage Register"

Mandate

The Highlands Heritage Select Committee will be important contributors and work with the District to make recommendations to implement actions that will move the community towards its vision of success and sustainability with respect to Heritage.

The Committee is the community advisory committee for identifying and prioritizing specific actions in, "Recommendations for a District of Highlands Heritage Register," and assisting, as necessary, with advice regarding Heritage as it relates to Sustainable Highlands.

Membership

The representatives should possess the following characteristics: expertise / interest in heritage, sustainability, commitment and ability as an effective team player and to the degree to which it is possible the Committee should be comprised of committee members with a diversity of backgrounds.

Voting Members

Voting Select Committee members shall be appointed by Council and will be comprised of a **minimum of three (3)** and up to seven (7) community representatives (both resident and non-resident property owners).

Non-Voting Electronic Committee Members

The District will appoint up to twenty (20) Electronic Participants to participate in all three committees (Sustainable Land Use Select Committee, Social Sustainability Select Committee and Heritage Select Committee). These E Participants, may at their discretion, provide input to the Committees on specific issues that the Committees are addressing. The E Participants will receive agendas and shall provide any comments they may wish to make to the Voting Committee for consideration at their meetings.

E-participants shall be appointed by Council and may wish to participate in all or only some of the items the committee is working on through email correspondence. E-participants shall report back via the Corporate Officer.

Council Liaison

One appointed non-voting Council Liaison and an Alternate shall be appointed to the Select Committee. The role of the Council Liaison shall be to provide updates and information from Council to the Select Committee but not to actively participate in deliberations of the Select Committee.

Attendance

Members shall provide advance notification to the Chair if unavailable to attend scheduled meeting.

Agenda Preparation and Distribution

It is expected that agenda distribution will be paperless and all committee members will have a way of participating using an electronic device (if necessary committee members may pick up a paper copy at the District Office)

The agenda shall be prepared and distributed by District staff 10 days prior to the scheduled meeting

E-participants who wish to respond to any agenda item **must** have their comments to the Corporate Officer no later than 3 business days prior to the scheduled meeting in order for the Corporate Officer to circulate comments to Committee Members

Reporting Protocol

Committee recommendations shall be forwarded to Council through Committee of the Whole by way of the office of the Chief Administrative Officer. Minutes and recommendations are forwarded to Council for receipt and approval respectively.

Roles within the Committee

Annually in January, the Committee shall elect a Chair and Vice Chair for meeting management and a Recording Secretary for taking minutes. The term of the Chair, Vice-Chair and the Recording Secretary shall be the decision of the Committee and decided by majority vote.

Specific Duties of the Chair

- Ensure that agenda information is provided to the Corporate Officer 10 days prior to the scheduled meeting date for agenda preparation and distribution
- Arrange and/ or cancel bookings of meeting place venue
- Ensure the Committee meeting has quorum
- Ensure members are kept on topic
- Provide all members with a reasonable opportunity to express their point of view
- Arrange for appropriate committee member to attend the Committee of the Whole meeting when necessary
- Advise Committee of any change of date or venue for meeting

Specific Duties of the Recording Secretary

- Record and transcribe minutes of the committee
- Provide minutes in a timely manner to District staff (to be forwarded to following Committee meeting for approval)
- Forward approved signed minutes to District staff for Council receipt
- Ensure appropriate Committee recommendations are forwarded to CAO for inclusion on the Committee of the Whole Agenda

Terms

Appointments shall be for a two-year term. Appointments shall be staggered to minimize turnover in any one year. E-participants shall be appointed for a two year term.

Specific Duties of the Committee

The Committee is responsible for the following:

1. Review the annual priority actions as established in Sustainable Highlands, taking into consideration the recommendations in the reports: Community Heritage Values, A Heritage Vision for the District of Highlands and Recommendations for a District of Highlands Heritage Register, and District of Highlands Community Heritage Register and make recommendations annually to Council regarding the Committee's work plan and specific items within the work plan.
2. Consider sustainability issues or concerns related to these documents and any items referred to it by Council

Meetings

1. The Heritage Select Committee will meet once per month or as otherwise determined with the exception of July/ August and December.
2. When committee members resign, the Chair will notify the Chief Administrative Officer. If required the District will actively seek committee members in advertisements and other public notices.
3. Quorum shall be one more than half of the total number of Voting Committee members, one of whom must be the Chair or the Vice-Chair

Procedural Bylaw

The committee will operate under the District of Highlands procedural bylaw and be subject to the Code of Ethics Policy No. II-108 as it relates to membership on the Committee.