

HERITAGE STEERING COMMITTEE

TERMS OF REFERENCE

revised Jan. 2012

Committee Purpose:

- To provide the Regional District Board with recommendations on matters relating to the designation and preservation of natural and cultural heritage buildings, sites, structures, land and neighbourhoods.
- To raise heritage issues to the Board at regular Board meetings.

Mandate:

ONGOING

- To advise the Board on matters dealing with the maintenance and development of the Community Heritage Register.
- To make recommendations to the Board regarding the designation and preservation of heritage buildings, structures, and lands.
- To increase public awareness of heritage resources.
- To advise on developments and development applications affecting items on the Community Heritage Register or potential items for heritage designation.
- To develop a heritage inventory list and obtain resident input and support for list.
- To advise the Board on heritage issues including community perspective, heritage services, programs and events occurring throughout the Regional District.
- To ensure that the sites are representative of CRD history and development, that each site meets the criteria for inclusion and is an eligible site, and that the owner agrees to being voluntarily included. (signed letter)
- To take photographs of the chosen sites and provide background information and research, including archival images when available.
- Develop and submit formal Statements of Significance for the sites as resources allow.

LONG TERM

- To update Official Community Plans to include heritage conservation

Membership

- The Cariboo Regional District Heritage Steering Committee shall consist of a maximum of twelve (12) members, representing where possible:
 - The north, south, central and Chilcotin areas of the Regional District;
 - First Nations representatives (representing Northern Shuswap Nation, Chilcotin Nation and Carrier Nation); and
 - CRD Director(s).
- The Chair will appoint one or more Directors to the Committee on an annual basis.
- All other appointments will be made by the Regional District Board

- A staff liaison will be appointed to provide administrative assistance to the committee

(area boundaries shall follow the same as outlined in the Cariboo Regional District Emergency Plan)

Note: Staff liaison is charged with tasks limited to reviewing steering committee agendas, distribution of meeting agendas and circulation of minutes to members, attending meetings, liaison with other CRD departments to further the heritage function, such as the Communications Department in posting meeting minutes on the CRD webpage and other promotional events. Additional tasks that would be administered by CRD staff would be grant applications.

- Each member of the committee shall be appointed for a period of two (2) years, commencing on January 1 of the same year.
- No member of the committee shall receive remuneration for services, excepting out of pocket expenditures that relate to meetings.
- Any member who is absent from two (2) consecutive meetings without leave from the Chair shall cease to be a member.
- Any member may resign upon sending a written notice to the Chair. In the event of a vacancy occurring, the Regional District Board may appoint a new member to fill the vacancy for the unexpired portion of the term.

Procedures

- Members of the committee shall be appointed by the Regional District Board.
- Meetings of the committee shall be held on an as-required basis and will be determined by the staff liaison and/or the committee, with a minimum of once annually. Members will receive no less than two (2) weeks notice.
- Special meetings may be called by the Chair, or majority of the committee, with twenty-four (24) hours notice to each member.
- The Cariboo Regional District Chair shall appoint the Committee Chair each year and the Committee will elect a Vice-Chair at the first meeting of each year, which will hold the term for one (1) year.
- A quorum shall be fifty (50) percent or greater of committee members. As an option to physically attending a meeting, committee member representation by conference telephone call is permissible.
- The Chair shall vote on all questions, and in the case of a tie, the motion shall be defeated.
- An agenda will be set by the Chair in consultation with the CRD staff liaison for each meeting, and distributed at least five (5) days prior to the meeting. Minutes and resolutions will be recorded by a member of the committee, and distributed by the staff liaison, following approval by the Chair.
- Meetings shall be open to the public.
- Changes to these Terms of Reference are initiated by the committee or the Board, and approved by the Board.