



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
PURPOSE The purpose of the Heritage Advisory Committee is to advise Council, recommend policies and actively support and promote leadership in community heritage matters including services, facilities, preservation and specific community interests.	
MANDATE The Heritage Advisory Committee will, consistent with the purpose described above, undertake the following: <ul style="list-style-type: none">• Develop and recommend policies to Council and respond to Council requests for advice and information on heritage issues.• Provide a community perspective on services, programs, events, and facilities related to heritage promotion, education and awareness.• Foster public awareness, recognition and support for heritage and archival preservation.• Identify sources of funding and grants to support heritage related activities.• Provide leadership in, and actively promote heritage initiatives. <p>The Heritage Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.</p>	
MEMBERSHIP The Committee will consist of seven (7) members including: <ul style="list-style-type: none">• Two (2) members of Council as appointed by the Mayor.• Five (5) community representatives appointed by the Council, representing the broad interests of the community.• The Esquimalt First Nation, Songhees First Nation, Department of National Defence, School District No. 61, and School District No. 93, will be invited to assign non-voting, liaison representatives to the Committee.	
TERMS Members will be appointed by Council for a two-year term with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.	
MEETINGS The Committee will meet a minimum of four times per year in accordance with its regular	

EFFECTIVE DATE: February 9, 2009	APPROVED BY: Council	REF: Staff Report ADM-09-014	AMENDS NO. REPEALS NO. ADMIN - 36	PAGE 1 OF 2
--	--------------------------------	---	---	--------------------

TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
<p>schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.</p>	

EFFECTIVE DATE: February 9, 2009	APPROVED BY: Council	REF: Staff Report ADM-09-014	AMENDS NO. REPEALS NO. ADMIN - 36	PAGE 2 OF 2
--	--------------------------------	---	---	--------------------