



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
<p>PURPOSE The purpose of the Heritage Advisory Committee is to:</p> <ul style="list-style-type: none">• advise Council, recommend policies and actively support and promote leadership in community heritage matters including services, facilities, preservation and specific community interests.• Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan. <p>MANDATE The Heritage Advisory Committee will, consistent with the purpose described above, undertake the following:</p> <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>In its advisory role, the Committee will provide organizational context to discussions and ensure that:</p> <ul style="list-style-type: none">• any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;• any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement. <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> <p>MEMBERSHIP The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:</p> <p><u>Full Voting Members</u></p> <ul style="list-style-type: none">• Council members – Two (2) appointed by the Mayor.• Community representatives – Up to Seven (7) appointed by Council, representing the broad interests of the community.	

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11-001	RESCINDS NO. February 9, 2009	PAGE 1 OF 3
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– Heritage Advisory Committee**

NO. ADMIN - 50

- A Youth representative – appointed by Council per Council’s policy “ADMIN – 60, Role of Youth Representative Appointed to Council Committees”.

Non Voting Members

- A liaison representative from the Department of National Defence
- A staff liaison position - appointed to act as a resource to the Committee as outlined in Council’s policy “ADMIN – 61, Role of Staff Liaison Appointment to Council Committees”.
- A recording secretary - assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members will be appointed by Council for one or two year terms 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. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular 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. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

EFFECTIVE DATE:
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REF:
Staff Report
ADM-11-001

RESCINDS NO.
February 9, 2009

PAGE 2 OF 3

TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11-001	RESCINDS NO. February 9, 2009	PAGE 3 OF 3
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