



City of Port Moody

Council Committee Terms of Reference

Date: March 30, 2022
Type: Statutory
Committee Name: Heritage Commission

File No. 01-0360-20-09

Approvals/Reviews/Amendments

Approval date:

1. Purpose of the Commission

To act as an advisory body to Council on matters relating to Port Moody's natural and cultural heritage resources, including heritage buildings, sites, and neighbourhoods, within the terms of the Council Committee System Policy and the Council Strategic Plan.

2. Duties

2.1 The Commission shall:

- a) submit for Council approval an annual Work Plan of activities planned for the coming year;
- b) develop and seek Council approval to implement educational and public awareness programs around Heritage Conservation;
- c) review issues and provide recommendations on matters relating to the conservation of local heritage resources when requested by Council; and
- d) submit an Annual Report to Council that summarizes the Commission's activities over the past year.

2.2 With the approval of Council, the Commission may raise funds for local conservation projects.

2.3 The powers delegated to the Commission do not include:

- a) authority to authorize expenditures or to control budget funds, except those approved by Council;
- b) authority to officially represent the City to outside agencies, bodies, or other governments, unless approved by Council; or
- c) authority to pledge the credit of or indebt the City.

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Heritage Commission

January 20, 2022

3. Membership

- 3.1 In addition to the two (2) Council representatives serving as Chair and Vice-Chair, the Commission will comprise the following:
 - a) up to seven (7) members-at-large, who must be residents of Port Moody and who may have knowledge of local history, local architecture, landscape architecture, or building conservation and restoration; and
 - b) one (1) member recommended by the Port Moody Heritage Society from its membership.
- 3.2 The term of appointment shall be two years from January to December, with half of the members appointed each year.
- 3.3 An individual can serve for up to two consecutive two-year terms.
- 3.4 No member shall receive compensation for services to the Commission.
- 3.5 No member of the Commission shall be liable in the member's personal capacity for any debt or liability of the Commission.

4. Operations of the Commission

- 4.1 The Commission shall operate in accordance with the Council Committee System Policy, unless otherwise provided herein.
- 4.2 Meetings of the Commission shall be held at minimum bi-monthly or at the call of the Chair.
- 4.3 Special meetings may be called by the Chair, or by a majority of members, giving at least 24 hours' written notice to each member, the Staff Liaison, and the Committee Coordinator, which states the date, time, location, and purpose for which the meeting is being called.
- 4.4 A majority of members shall constitute quorum at all meetings, provided that the Chair or Vice-Chair is in attendance.
- 4.5 Should the Commission wish to appoint from among its members a representative to an external organization, prior approval of Council is required.