

Municipality of Crowsnest Pass

Municipal Historic Resources Board (MHRB)

Terms of Reference

Purpose Statement

The Municipal Historic Resources Board is a standing committee of Municipal Council and shall provide advice and recommendations to Municipal Council on all historic resource and heritage related matters in the Municipality, including, but not limited to:

1. those outlined in the Province of Alberta's *Historical Resources Act, H.S.A 2000. C H-9, as amended.*
2. those outlined in the Municipality of Crowsnest Pass' *Land Use Bylaw No. 868-2013, as amended.*

Municipal Historic Resources Board Mandate

The Municipal Historic Resources Board's mandate is to make recommendations to Municipal Council with respect to the following:

Historic Resources:

- Make recommendations to Council on Historic Resource Designation applications
- Make recommendations on heritage conservation incentives/grants for designated historic resources.
- Ensure that restoration work on designated historic resources and for which grant money has been awarded is protected.

Heritage Preservation:

- Liaise with other heritage-related groups to promote heritage preservation in the Crowsnest Pass.
- Make recommendations to Council on updating the survey and inventory of Heritage Places/Heritage Resources in the Crowsnest Pass.
- Increase and enhance public awareness and support for heritage protection and preservation in the Crowsnest Pass.
- Assist Municipal Administration in consulting with historic resource owners on appropriate conservation and maintenance practices.
- Apply the Canadian *Heritage Conservation Standards and Guidelines* when assessing historic resources for designation.
- Ensure restoration is in accordance with the Canadian *Heritage Conservation Standards and Guidelines*.

Heritage Policies:

- Assist Municipal Administration in the development, updating and implementation of Crowsnest Pass Heritage and Historic Resources policies.

- Assist Municipal Council in determining Heritage/Historic Resource priorities when it comes to the allocation of resources within the Community.

Municipal Historic Resources Board Membership:

Members of the Municipal Historic Resources Board will be appointed by Municipal Council. Members' term of appointment will be staggered as one(1), two (2) or three (3) year terms to ensure some overlap in the event of a change in membership. At the conclusion of each member's term, they must reapply if they wish to hold more than one term. Membership criteria for the Municipal Historic Resources Board are as follows:

- People who are representative of the community.
- Individuals who have an interest in the heritage of the Crowsnest Pass.
- Individuals who have a strong commitment to historic resource preservation.
- Individuals who have an interest in the preservation of historic resources in the community.
- Persons who have strong advocacy, communications and organizational skills.

The Municipal Historic Resources Board will be comprised of:

Voting members:

- One (1) member from Municipal Council.
- One (1) member from the Crowsnest Historical Society.
- One (1) member from the Crowsnest Pass Ecomuseum Trust (Bellevue Underground Mine).
- One (1) member from Crowsnest Pass Community Futures.
- One (1) member from the Municipal Planning Commission.
- One (1) member from the Crowsnest Pass Chamber of Commerce.
- Three (3) public-at-large members.

Advisory/Non-voting members:

- Non-voting members of the Municipal Historic Resources Board include Municipal staff, organizational representatives and/or representatives who act as resource support, or offer expertise and assistance on matters under consideration by the Board, and/or for information sharing purposes. These members include, but are not limited to:
 - Municipality of Crowsnest Pass Director of Planning, Engineering and Operations
 - Municipality of Crowsnest Pass Development Officer
 - Heritage Resource Management advisory staff
 - Alberta Culture advisory staff

Chair's Responsibility:

The responsibilities of the Municipal Historic Resources Board Chair are as follows:

- Shall serve a term of three (3) years.
- Must attend a minimum of six (6) meetings per year.
- Participates as a voting member only in the case of a tie vote of the Board.
- Is the Board's official spokesperson.
- Shall follow "Roberts Rules of Order to Conduct Meetings."

- Sets the agenda for each meeting
- Ensures that agendas and supporting materials are delivered to members in accordance with the Agendas, Meetings and Decisions Papers section of this document.
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on all agenda items and keeping all meetings to two hours or less except under extenuating circumstances.
- Encourages broad participation from members in discussion by calling on different people.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with consistently absent members to determine if they wish to continue membership.
 - Should a Municipal Historic Resources Board member miss two (2) consecutive meetings, the Chair will contact the member to see if the member is able to recommit their time to the Board or plans to resign and be replaced.
- The Municipality of Crowsnest Pass staff, and Municipal Councilor, shall not serve as Chair in the absence of the Board Chair.

Board Members' Responsibilities:

Individual Municipal Historic Resources Board members have the responsibility to:

- Understand the goals, objectives and desired outcomes of the Board.
- Understand and represent the interests of the Board.
- Take a genuine interest in the Board's outcomes and overall success.
- Act on opportunities to communicate positively about the Board.
- Check that the Board is aligned with Municipal Historic Resources Board Terms of Reference.
- Actively participate in meetings through attendance, discussion and review of minutes, papers and other Municipal Historic Resources Board documents.
- Support open discussion and debate, and encourage fellow Municipal Historic Resources Board members to voice their insights.
- Serve a term of three (3) years or as determined by Municipal Council. This may include holding additional portfolios such as the Chair, Vice-Chair and any other portfolios deemed important by the Board.
- Attend a minimum of six (6) meetings per year. In all cases, Board members will advise the Chairperson or Administrator if they are unable to attend at least twenty-four (24) hours in advance, to ensure that a quorum will be met.
- Disclose a conflict of interest, so that he/she may be asked to abstain from any process deemed necessary by the Board to make a decision or recommendation.
- Recognize that they may be asked to leave by a majority vote of Municipal Council for lack of attendance, inappropriate conduct as defined by the Municipalities Code of Conduct or failing to perform their function as Board members.

Sub-Committees:

The Board may determine that small sub-committees are needed to support programs or initiatives in which the current Board does not have the human resources, expertise or resources to complete. In these cases, a Municipal Historic Resources Board member will be assigned to lead a sub-committee to undertake certain responsibilities. Sub-committee membership can be made up of Board members, members of the community, key stakeholders and/or professionals.

- The assigned Municipal Historic Resources Board member will assume the role of sub-committee Chair and will hold the portfolio for a period of time in which either the need for the sub-committee expires or the term of the incumbent Board member expires.
- Sub-committee composition will be comprised of a sub-committee Chair, a sub-committee Vice-Chair and members-at-large where designated.
- Special and One-Time committees may be initiated that are short-term in nature. These projects may not be core to one of the Board's tasks; however, in cases where they are complimentary they may be undertaken by a group of committee volunteers and community-at-large.
- Municipal Historic Resources Board sub-committees will follow the primary directives as outlined for the basic operation of the main Board. Sub-committees should establish initiatives, activities and processes that support the overall Municipal Historic Resources Board objectives. It is equally important that once approval is given, that the main Board does not micro-manage sub-committees and allows them a level of autonomy to carry out their function. Critical is that sub-committee's stay within the mandates established by the main Board.

Quorum and Decision Making:

A minimum of five (5) Municipal Historic Resources Board members will constitute a quorum.

- No decisions can be made without a quorum.
- If there is no quorum, attendees may enter into a planning Sub-Committee process where discussion may take place and recommendations forwarded to a future MHRB meeting that has a quorum.
- A winning vote will be the result of the majority of voting members of a quorum.
- In cases of a tie vote, the Chair will be the deciding vote.
- A winning vote will be the result of the majority of voting members of a quorum.
- As discussed under the Conflict of Interest and Code of Conduct section of this document, should the number of persons removed from the process because of a Conflict of Interest, result in their not being a quorum, Council shall be asked to make a decision.

Meetings:

Meetings will be based on meaningful agendas with a target of nine (9) meetings a year, unless unusual circumstances arise.

Agenda, Minutes and Decision Papers:

A package will be sent to members two (2) days in advance of the Municipal Historic Resources Board meeting by Municipal Administration. This package will include the following:

- Agenda for upcoming meeting.
- Minutes of the last meeting.
- A progress report for the Board including responsibilities of Board members, timelines and actions steps.
- Decision papers.
- Any other documents/information/communication to be considered at the meeting.

Education and Orientation:

New Municipal Historic Resources Board members shall receive an orientation from the Chair (or their designate) and a Municipal Representative (or their designate) within one month of appointment to their position. This shall include a review of the Municipal Historic Resources Board Terms of Reference and an update on any current issues or topics germane to the working of the Board.

Privacy:

The meetings of the Municipal Historic Resources Board are open to the public. During a Members orientation they will be made aware that their names will be made public and a list of membership may be provided when requested. Member information other than name or municipality will be kept confidential in accordance with Provincial legislation.

Financial:

Board members have no direct financial responsibilities or ability to authorize payments or other expenditures on behalf of the Municipality.

Expenses:

The Municipal Historic Resources Board is a voluntary Board and as such all members of the Board will not receive honoraria for time served. Under certain circumstances Board members may be reimbursed for out-of-pocket expenses, but only when prior approval has been granted by Municipal Administration.

Revenues:

From time to time, the Board may receive grants, donations, contributions or gifts-in-kind to support the work of the Board. Any monies received will be administered by the Municipality of Crowsnest Pass under their accounting principles and the terms under which the monies were received.

Remuneration:

All voting members of the Board shall hold office without remuneration, except when provided for under other relevant Municipal Bylaws, Policies, or as permitted under the Municipal Government Act.

Resignation:

A Board member may resign at any time, but must provide the Chair and Municipal Administration with written notice in advance of resignation.

Dismissal:

On an annual basis, the Municipal Council will review all the appointments and at their discretion, dismiss any member of the Municipal Historic Resources Board. The Municipal Council will attempt to find a replacement at its earliest convenience.

Conflict of Interest and Code of Conduct:

From time to time Board members may be chosen who hold positions or have a special interest in a certain topic, organization, event or program. In those circumstances that Board members must voluntarily exit from the decision making process or may be asked by the Chair or Municipal Council representative to remove themselves from the process. Should the number of persons removed from the process result in their not being a quorum, then refer to *Quorum* section of this document. Members are subject to the Municipality of Crowsnest Pass "Code of Ethical Conduct Regulation."

Amendments to Terms of Reference:

The Terms of Reference for the Municipal Historic Resources Board should be reviewed in tandem with any Municipal Plans or at a minimum of every four years, or at the change of Municipal Council. Changes to the Terms of Reference shall be approved by Board.