

**HERITAGE TASK FORCE**  
**TERMS OF REFERENCE**  
**Adopted by Council: June 21, 2010**

**1.1 Committee Name**

The committee name shall be the *Heritage Task Force*.

**1.2 Task Force Composition and Liaison**

The Task Force will be comprised of up to seven members, including a Council Liaison.

**1.3 Budget**

The Task Force shall have a budget of \$1000.00 to obtain materials and assistance not available through staff.

**1.4 Objectives and Timelines**

**Step 1**

Within three months of commencing its regular meeting schedule of meetings the Task Force will report and recommend to council on community heritage values and a heritage vision for Highlands.

**Step 2**

Within three months from council's acceptance of the heritage values and vision recommended by the Task Force, the Task Force will make recommendations to council for property, buildings or other areas of the municipality to be included on a Community Heritage Register.

**1.5 Roles within the Task Force**

The Task Force shall elect a Chair and Vice Chair for meeting management and a recording secretary for taking minutes. The Council appointee will be a functional non-voting member.

**1.6 Reporting Protocol**

The Task Force reports directly to Council through the office of the Chief Administrative Officer. Minutes and Recommendations are forwarded to Council for receipt and approval respectively.

**1.7 Meetings**

The Task Force shall meet as required by a majority vote or the call of the Chair with at least 48 hours notice unless waived by unanimous consent of all Task Force members. The Task Force will endeavor to create a meeting schedule that is agreed upon by the members.