



CHESTERMERE

Policy Name: Chestermere Municipal Heritage Advisory Committee

Policy Number: 854

Effective Date: May 27, 2025	Approved By: Mayor & Council
Policies Amended / Rescinded: N/A	Policy Type: Council Policy

I. Purpose

The Chestermere Municipal Heritage Advisory Committee identifies opportunities and make recommendations to Council & City Administration for initiatives that recognize, promote, and preserve sites, areas of interest, and Chestermere history and heritage within the bounds of Chestermere

The Committee shall advise Council and City Administration on matters related to the heritage significance of building structures, items, or landscape features located within the City of Chestermere.

II. Policy

1. The Chestermere Municipal Heritage Advisory Committee must follow guidelines and procedures outlined in Bylaw #026-24, being the Committee Bylaw and all its amendments.
2. All advice and recommendations must be consistent with the Municipal Development Plan, the *Municipal Government Act, R.S.A. 2000, c.M-26*, Council's Strategic Vision, and other relevant Council Policies or Bylaws.



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III. Composition

The membership of the Committee shall compose of 7 members appointed through Resolution by Council and shall be in accordance with the following:

1. two members of Council; and
2. five citizens at large with an interest in heritage and preserving historical sites in the City of Chestermere

IV. Roles & Responsibilities

1. To advise Council and City Administration on matters related to the heritage significance of building structures, or landscape feature located within the City with respect to the following:

a. Historical Resources:

- i. Make recommendations to Council on Historic Resource Designation applications;
- ii. Make recommendations on heritage conservation incentives and grants provided by the Provincial Government for designated historic resources;
- iii. Make recommendations to Council on updating City of Chestermere Heritage Inventory List; and
- iv. To identify and advocate for the preservation of potential historical items related to Chestermere that exist outside of Chestermere borders.

b. Heritage Preservation:

- i. When the City is made aware of potential demolition or redevelopment of a site, the City shall refer the potential applicant to the Heritage Advisory Committee for Commends and recommendations;
- ii. Prior to demolition permit approval, provide recommendations on the demolition of buildings or structures aged seventy-five years or older or having possible heritage significance;
- iii. Increase and enhance public awareness and support for heritage protection and preservation;
- iv. Assist the City in consulting with historic resource owners on appropriate conservation and maintenance practices; and



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- v. Ensure restoration is in accordance with the *Canadian Heritage Conservation Standards and Guidelines*.

c. Heritage Policies:

- i. Assist the City in the development and implementation of any Heritage and Historic Resource Bylaws or Policies.
2. Accept referrals from Administration of potential demolition or redevelopment of a site and provide recommendations on the demolition of buildings or structures aged seventy-five years or older or having possible heritage significance which the City will consider prior to approving necessary permits for demolition.
 3. Address documentation and publishing of a historical timeline of major events for the City of Chestermere which will be available to the public.
 4. Recognize, and when applicable and possible, find ways to acknowledge, advertise, and/or celebrate City of Chestermere milestones and anniversaries.
 5. To advise Council on any matter delegated to the Committee by Council.
 6. To understand the goals and objectives of the Committee.
 7. To take genuine interest in the Committee's outcome and overall success.
 8. To support open discussion and debate.
 9. Consult with local historical societies for resources and input to further the common purpose.

V. Chairperson

1. A Chair and a Vice-chair shall be selected by nomination and a vote of the members present at the inaugural meeting. A member of Council shall either be a Chair or Vice-Chair of the Committee.
2. The Chair shall:
 - a. Call meetings of the Committee;
 - b. Chair meetings of the Committee;
 - c. Designate another Board member who is a Committee member to chair the Committee in the Chair's absence; and
 - d. Report to Council on the work of the Committee.



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VI. Quorum & Decision Making

1. Quorum shall be 50%+1 of the voting Committee members present at a meeting.
2. When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the Committee in advance of a vote. In the event of a tie vote, the motion fails.
3. Each member has an equal vote.

VII. Meetings

1. The Committee shall hold regular meetings at a frequency to be determined from at the inaugural meeting of the Committee.
2. Each member of the Committee present at a meeting, has the right to vote. Every member present shall vote on every matter unless:
 - a. In a special case, that member is excused from voting; or
 - b. That member is disqualified from voting by reason of a pecuniary interest.
3. If any member is absent from three consecutive meetings without prior Committee approval, the member shall cease to be a member of the Committee.
4. The Committee shall hold its meetings openly and no person shall be excluded therefrom, except for improper conduct.
5. Meetings may be held virtually, if required and/or recommended.

VIII. Confidentiality

1. Members shall respect the confidentiality of discussions and information shared during meetings. All members must adhere to the Freedom of Information and Protection of Privacy Act (FOIP), ensuring transparency in operations while safeguarding personal information. Members must also respect the confidentiality of sensitive organizational information.



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Mayor, Shannon Dean

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Chief Administrative Officer, Kent Edney

Last review date:

Next review date:

Expiry date:

Revision History (Completed by Legislative Services):		
Policy Title	Date approved	Resolution number