

TERMS OF REFERENCE – 2024

Heritage Advisory Committee

PURPOSE:

The Heritage Advisory Committee (HAC) is a Select Committee established by Council. The purpose of the HAC is to provide recommendations to Council regarding the implementation of the Heritage Strategic Action Plan (HSAP), along with other related heritage topics of interest. The committee will provide advice to Council on action items with the HSAP, supported by City policies and practices related to heritage and general heritage matters within the community.

COMPOSITION:

The Chair, with assistance from a COC staff liaison, and the Vice Chair, and in consultation with the Mayor, will coordinate the membership selection process. The Mayor will coordinate the selection for all of the Select Committees and make final appointment recommendations to Council.

The voting membership of HAC shall consist of two (2) elected officials representing Council as Chair and Vice Chair, and up to nine (9) voting members appointed by Council as follows:

1. one (1) member from Stó:lō Research and Resource Management Centre;
2. one (1) member from Chilliwack Museum and Archives;
3. two (2) members from the heritage sector;
4. two (2) members from the development sector;
5. one (1) member from First Nations;
6. two (2) at-large community members;

HAC will also consist of non-voting members, including:

7. COC staff liaison from Planning
8. additional COC staff; and
9. Tourism Chilliwack and others, as necessary.

All member appointments may be reviewed annually at Council's discretion, or will be done after a Council re-election takes place. Members are expected to attend at least 75% of the meetings and may be removed following three (3) consecutive absences.

The members of HAC shall serve without remuneration but may, from time to time, and on a resolution of Council, be reimbursed for expenses they incur while performing their functions as a member of the Committee.

Council may, at any time, remove any member of HAC and any member of HAC may resign at any time upon sending written notice to the Chair of HAC. In the event of a vacancy occurring during a regular term on HAC, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

The COC staff liaison is not a voting member of the Committee. Their role includes providing information and professional advice, supporting agenda development, providing administrative support, assisting with member recruitment, and other duties to support the function of HAC.

PROCEDURES:

1. The meetings shall be held on an 'as needed' basis or as determined by the Chair.
2. In the event the Chair is not present, the Vice Chair will act as Chair for that meeting. In the event that the Chair and Vice-Chair are not present, the meeting shall stand adjourned until the next meeting or the next meeting called by the Chair.
3. A quorum of HAC will be greater than 50% of its voting members. Vacancies in membership are excluded when counting voting members in order to establish quorum. In the event that there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of the committee. If desired by members present, they may meet for information purposes only.
4. The meetings shall be held at City Hall and be open to the public, with the exception of matters that would be dealt with in the closed portion of a Council meeting as defined in Division 3 of the *Community Charter*.
5. A minimum of seven (7) days' notice must be given, and included in the notice will be the purpose for the meeting.
6. An Agenda package shall be provided to HAC members at least three (3) days in advance of the meeting date.
7. Responsibility for the items appearing on the Agenda will rest with the Chair in liaison with the COC staff liaison assigned to support HAC. HAC members are encouraged to submit items for inclusion on the Agenda.
8. HAC will only concern itself with the items on the Agenda, and with respect to any new business that may be brought up, the Chair may entertain a general discussion and, where appropriate, the item will be referred to the next regular HAC meeting for full discussion and recommendation.
9. In addition to items raised by the Chair and HAC members, HAC will also address matters referred by Council.
10. Minutes of the meeting shall be prepared by COC staff, subsequently signed by the Chair, and forwarded to Council. HAC will report to Council through its minutes and by making recommendations for Council's consideration.
11. HAC will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the committee may, and is encouraged to make recommendations to Council if it wishes to request staff to investigate certain matters or wishes to make recommendations with respect to Council's policies, procedures, and practices.
12. HAC may hold public meetings to obtain feedback from the community and to relay information to the community.

13. HAC may appoint sub-committees of its members to review and provide recommendations on specific issues to the committee.
14. HAC may invite or entertain delegations that are either directly related to, or have a peripheral interest in heritage matters to receive their comments and recommendations with respect to specific issues.
15. HAC will act as a clearing house and a forum for ideas and policy issues relating to its purpose.
16. HAC will consider, as appropriate, Council's objectives and strategies as contained within the COC Annual Report when making recommendations to Council.
17. If an agency representative committee member is unavailable to attend a meeting, an alternative may be sent if the alternative member has been approved by the Chair.

CONFLICT OF INTEREST:

HAC members must abide by the conflict of interest provision outlined in the *Community Charter* as amended or replaced from time to time. If a conflict of interest arises between a HAC member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict. After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.