



**To:** Chief Administrative Officer **Date:** June 19, 2023  
**From:** Jennifer Russell, Corporate Officer  
**Subject:** Updated Terms of Reference for Mission Heritage Advisory Committee

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### **Recommendation(s)**

1. That the Mission Community Heritage Commission be renamed the Mission Heritage Advisory Committee; and
2. That the Terms of Reference for the Mission Community Heritage Commission be repealed and replaced with the Terms of Reference for the Mission Heritage Advisory Committee as attached to the report from the Corporate Officer dated June 19, 2023.

### **Purpose**

The purpose of this report is to present a new draft Terms of Reference for the Mission Heritage Advisory Committee for Council's consideration.

### **Background**

At the inaugural meeting of Council, the Mayor noted Council would be undertaking a review of all its existing Council committees in order to ensure that there is meaningful input, and that staff resources and community member time are being well utilized. This project consists of three parts:

1. Review existing policies governing committees to ensure they are up-to-date, relevant, and in compliance with Council's intentions for committee work during their elected term.
2. Review the complete list of existing Council Committees and terms of reference to ensure that all matters Council wishes to delegate to a committee are adequately covered, but without overlap.
3. Working with each established Council Committee, one-by-one, to amend terms of reference if required and guide them toward one streamlined process of conducting committee business and reporting back to Council.

Part 1 of the project was completed on February 6, 2023 with the adoption of new Committees of Council Policy ADM.41. Part 2 of the project was completed on April 17, 2023 when Council made decisions regarding the retention, revision, and Council appointments to its various committees.

This report addresses Part 3 of the project.

At the Regular Council meeting of April 17, 2023, Council resolved that the Terms of Reference for the Mission Community Heritage Commission (MCHC) be reviewed with consideration to alignment with the upcoming Master Plan work in the Parks, Recreation and Culture Department, as well as the upcoming review of the Official Community Plan.

## **Discussion and Analysis**

The revised draft Terms of Reference are for the same Heritage Committee, except for a change in name, and is presented for Council consideration as **Attachment A** to this report. The document is the result of extensive research by the Manager of Long Range Planning & Special Projects, along with his staff team and the MCHC Chair, into various best practice guidance documents from the province and examples from other municipalities. The new draft Terms of Reference were also reviewed by, and include input from, the three appointed Council representatives. The change in name from Mission Community Heritage Commission to Mission Heritage Advisory Committee was a part of this review, and is being recommended to bring the name in line with the other committees of Council and Committees of Council Policy ADM.41(C).

The existing Terms of Reference for the MCHC are provided as **Attachment B** to this report for comparison. These Terms of Reference have not been revised since 2009.

## **Financial Implications**

There are no financial implications associated with this report.

## **Communication**

Any revision to the Terms of Reference will be shared with the Committee, and posted on the City's Council Committee webpage after receiving final approval from Council.

<b>Report Prepared by:</b>	Jennifer Russell, Corporate Officer
<b>Reviewed by:</b>	Mike Dickinson, Manager of Long Range Planning & Special Projects
<b>Approved for Inclusion:</b>	Mike Younie, Chief Administrative Officer

## **Attachment(s)**

Attachment A:	Draft Terms of Reference Mission Community Heritage Committee
Attachment B:	Terms of Reference Mission Community Heritage Commission