

	Mission Heritage Advisory Committee
TERMS OF REFERENCE	
Date Approved:	Council Resolution No:

1. PURPOSE

The purpose of the Mission Heritage Advisory Committee (the Committee) is to identify and advise the Council of the City of Mission on heritage issues within the City, particularly with respect to Part 15 of the *Local Government Act*.

The role of Committee is to advise Council and staff on matters related to heritage conservation including:

- implementing a heritage strategic plan;
- continuing public education and awareness of heritage;
- implementing and maintaining the City's heritage register and heritage inventory;
- supporting the conservation policies to protect heritage resources;
- make recommendations on matters related to the identification, recognition and preservation of City-owned and community heritage assets;
- recommending to Council, expenditures for heritage purposes; and
- support heritage activities authorized by Council.

2. DURATION

The Committee will exist for an on-going period until further directed by Council.

3. RESPONSIBILITIES / DELIVERABLES

The Committee provides advice and support for activities that benefit the advancement of heritage conservation in the City. The Committee may also work with other heritage organizations, committees and community bodies for the purpose of broadening the scope of heritage conservation into cultural, historical and social areas.

The Committee will:

- a. Advise Council on progress towards reviewing and implementing a Heritage Strategic Plan (as adopted by Council) and on those items referred by Council;
- b. Annually report to Council on its activities in the form of a work plan based on a Heritage Strategic Plan and provide a progress report on the previous year's work plan;
- c. Promote awareness of the importance of heritage to reflect cultural, social, economic, environmental, spiritual and aesthetic values; and
- d. Provide the expertise of a culturally diverse group of people to connect groups, individuals, and heritage initiatives.

The Committee may:

- a. Establish and maintain public education and awareness programs relating to the

- conservation of heritage properties or heritage resources;
- b. Support opportunities and activities that will promote the value of heritage in the community; and
- c. Review development questions from Council and provide recommendations relating to land use policies pertaining to heritage conservation.
- d. Establish working groups comprised of Committee members to complete specific tasks for addressing actions within a specific timeline, required by a Strategic Plan or required by Council.

AUTHORITY

- a. The Committee is an 'Advisory Committee' established under Council resolution number RC23-051 on February 6, 2023. As an Advisory Committee, issues are discussed and recommendations forwarded to Council for authority to act, through the Staff Liaison.
- b. The Committee does not have the authority to give direction to City staff or to commit to expenditures of City funds or resources. Action recommended by the Committee must be carried out by Council resolution.
- c. The Committee has the authority to allocate funds for heritage expenses noted in the yearly workplan and budget approve by Council.
- d. The Committee cannot refer a matter or task to a third party unless authorized by Council through the yearly work plan and budget. Any request for clarification or outside resources must be brought back to Council in the form of a staff report.
- e. The Committee may undertake multiple initiatives, however, if staff resources are required only one initiative at a time is undertaken or as staff resources are available.
- f. These Terms of Reference are established by Council and can only be altered by Council. Changes to the Terms of Reference can be recommended by the Committee in the form of a staff report to Council.
- g. All media inquiries must be directed to the City's Communication Division.
- h. The Committee does not have the authority to communicate with other levels of government, to make commitments on behalf of the City, or to authorize any expenditures to be charged against the City.
- i. The Committee has the authority to respond to questions or referrals from Council, and/or to make recommendations to Council regarding matters within the purview of the Committee.

4. MEMBERSHIP COMPOSITION

- a. Membership of the Committee will be diverse and broadly reflective of the Mission community (age, gender, cultural background, occupation and neighbourhood, where appropriate, and where possible) and will also reflect the desired experience, knowledge and expertise.
- b. There will be a minimum of 5 and a maximum of 11 **voting members** (including Council representatives), who may include the following:
 - i. One (1) member a qualified heritage professional such as a member of the Canadian Association of Heritage Professionals and the BC Association of

- Heritage Professionals, an architect, landscape architect, or consultant;
- ii. One (1) member an archaeologist, anthropologist, or historian;
 - iii. One (1) member a land use expert such as a developer, real estate person, or planner;
 - iv. One (1) member an environmental expert such as an agrologist, forester, or a representative from an environmental group;
 - v. One (1) member education and the arts (an educator), post-secondary student or performing or visual artist;
 - vi. Two (2) members First Nations, ethnic representation, or interested community members; and
 - vii. Up to Five (5) members at large including volunteers active in a heritage group which may include the following:
 - a. A representative from the Mission Community Archives, Mission Museum and/or Mission Historical Society
 - b. A representative from the City's Cultural Commission, and/or the Parks and Recreation Committee
 - c. Representative of a designated heritage site
 - d. Mission Public Schools
 - e. Mission Chamber of Commerce
 - f. Downtown Business Association
 - g. Other organizations and associations that apply for nomination

c. Term of Public Appointments

- i. The term shall be for 2 years, expiring in June, and may include repeat appointments.
- ii. Council may remove a member of the Committee by resolution.
- iii. Council may appoint members to fill vacancies for the unexpired term of former members.
- iv. Half of the appointments will be made each year, to ensure continuity.

d. Appointment of Chair

- i. The Chair of the Committee can be a member of Council or City staff person, or the Committee can appoint a non-City representative to be the Chair. Appointments to the Chair will be reviewed every year.
- ii. The first item of business for the first Committee meeting of each new calendar year will be to elect a Chair and Alternate Chair.
- iii. The Chair and Alternate Chair may be re-elected throughout their respective terms on the Committee.

e. Council Representation

- i. Two (2) appointed Council representatives will be voting members of the

Committee. The Council representatives will participate in discussion and debates, listen to feedback, and ask questions but will not direct the Committee towards a specific recommendation.

- ii. There is also one (1) appointed alternate Council representative, who may attend meetings but shall only participate as a voting member when they are attending on behalf of/in the place of the regular representative; and
- iii. The appointed Council representative(s) will also provide an impartial communication channel between the Committee and Council.

f. Staff Liaison

- i. The City will appoint a Staff Liaison, who will be assisted by a Recording Secretary, to provide support and expertise to the Committee.
- ii. The Staff Liaison and Recording Secretary are not members of the Committee and are not entitled to make motions or vote.
- iii. The responsibilities of the Staff Liaison are outlined in the City of Mission Administrative Services Policy ADM.41(C), include, but are not limited to:
 - a. attending the meeting and ensuring the proceedings are properly conducted;
 - b. providing information and professional advice, including informing the Committee of any limitations as provided in the relevant legislation, bylaws and policies;
 - c. supporting the Chair in promoting effective Committee functioning; and
 - d. provide and coordinate an annual orientation session for the Committee.

g. Attendance and Committee Service

- i. An annual orientation session shall be provided by the City and coordinated by the Staff Liaison.
- ii. Any Committee member who is absent from three (3) consecutive regular meetings without leave of absence from the Chair or without reason satisfactory to the Committee shall cease to be a member of the Committee.
- iii. Any member who expects to be absent for three (3) or more consecutive regular meetings must request a leave of absence from the Chair in writing.
- iv. Members should adhere to the general conflict of interest provisions in the Community Charter.

5. MEETINGS

- a. Regular meetings will be held on the first Wednesday of every second month. It is understood that meetings will not occur in August.
- b. Additional meetings may be called on an 'as needed' basis by the Chair.
- c. Meetings will be held in person unless otherwise required by staff and Council to be virtual, in which case options will be provided to attend meetings virtually.
- d. Quorum is a simple majority of members appointed to the Committee, excluding vacancies.

6. RESOURCES AND BUDGET

- a. The Committee will submit an annual budget to Council in September, as part of the annual progress report and work plan (see below).
- b. Allocation of staff resources and support services will be as directed by Council resolution.
- c. Expenses of the Committee may include, but not be limited to, developing a work plan, project costs, meeting costs, coordination or secretarial services, public education and events, consultant fees for research and presentations, printing and promotional costs, awards and recognition, heritage related memberships and attendance at conferences.
- d. Spending of funds as detailed in the annual budget will be approved by resolution at a Committee meeting as expenditures approved under the annual workplan and budget. The resolution will be recorded in the minutes, and therefore, maintain a report of expenditures within the Council approved annual work plan and budget.
- e. The Committee may apply for grants and special project funds related to the work identified in the Mission Heritage Advisory Committee's annual workplan and will report to Council on the sources and allocation of these funds as part of the minutes forwarded monthly and as part of the annual report to Council in November each year.
- f. Grant funds will be managed through the Development Services Department budget and the funds dispersed through the Finance Department.
- g. The City of Mission allocation of the Committee's core funding will be managed under the Development Services Department budget.

7. REPORTING

- a. The Committee reports directly to Council through a report prepared by the Staff Liaison. The Committee may also appear before Council as a delegation.
- b. Committee recommendations made by motions and passed by a majority affirmative vote will be recorded in the minutes.

END OF TERMS OF REFERENCE

Record of Amendments/Review:

Date adopted or revised	Council Resolution No.	At the request of