

## **Mission Community Heritage Commission Terms of Reference**

The definition of a community heritage commission from the provincial community guide is:

*"A community heritage commission assists council with the management and implementation of community heritage conservation planning and activities. A community heritage commission may: advise local government on matters included in the commission's terms of reference, advise local government on matters referred to it by local government, and/or undertake or support heritage activities authorized by local government." (p20)*

### **MANDATE**

The Mission Community Heritage Commission will

- advise Council on progress toward implementation of the Heritage Strategic Plan adopted by Council in 2006 and on those items referred by Council,
- appoint sub-committees, as needed, that will explore proposals for addressing actions outlined in the Mission Heritage Strategic Plan,
- annually report to Council on its activities in the form of a work plan based on the Heritage Strategic Plan and a progress report on the previous years work plan,
- promote awareness of the importance of heritage to reflect economic, social, cultural, environmental, spiritual and aesthetic values
- provide the expertise of a culturally diverse group of people to connect groups, individuals, and heritage initiatives

### **GUIDING PRINCIPLES**

#### **We believe:**

- Our "sense of place" enhances our community identity, emotional attachment and pride
- Knowledge of our past promotes continuity: understanding of where we have been and of how we got to where we are today
- Key heritage resources and the knowledge and aesthetic appreciation that we gain from them are important legacies for future generations
- Our "heritage memory" builds on traditional knowledge, encourages us to consider impacts and influences our decision making
- Linking key stakeholders for respectful dialogue and on-going exchange of information will lead to creative solutions and a sustainable future
- Heritage conservation has important social, environmental and economic impacts benefiting residents, visitors, and our community.

## **Part 1: RESPONSIBILITY OF THE MISSION COMMUNITY HERITAGE COMMISSION**

The Mission Community Heritage Commission will provide advice and recommendations to Council.

With the adoption of the Heritage Strategic Plan by Council, the Mission Community Heritage Commission will provide leadership for heritage conservation in the following areas:

- **Initiate and complete actions steps** that will ensure the implementation of the District of Mission Heritage Strategic Plan.
- **Educate, Build Awareness and Undertake Public Consultation** to increase understanding and appreciation of history and culture and its positive role in influencing decisions for a sustainable future.
- **Create and maintain a Mission Heritage Register** that includes representation of a cross section of environments, cultures, ethnic groups, historic events, periods and styles.
- **Recommend action for conservation of our unique heritage** while recognizing the challenges presented by growth and rapid change.
- **Develop a program of recognition and incentives** that acknowledge contributions of individuals and heritage initiatives.
- **Research sources of funding** for initiating and maintaining local heritage conservation goals as outlined in the Heritage Strategic Plan.

## **Part 2: MEMBERSHIP**

### **A. Criteria for Membership**

1. All members will be either residents of the District of Mission, or will have strong ties to the community, and shall be persons who have knowledge or experience deemed to be of value to Council and the Commission.
2. Membership on the Heritage Commission is a volunteer appointment.
3. All members must be able to commit to 8 meetings per year.
4. All members will be appointed by Council at an in-camera meeting for a term of 2 years.

## **B. Composition of the Membership:**

### **1. Voting Members**

There will be a minimum of 5 and a maximum of 11 voting members, who may include the following:

- A heritage professional such as an architect, landscape architect, or consultant (1)
- An archaeologist, anthropologist, or historian (1)
- A land use expert such as a developer, real estate person, or planner (1)
- An environmental expert such as an agriculturist, forester, or a representative from an environmental group (1)
- Education and the arts – an educator, post secondary student or performing or visual artist (1)
- up to 5 members at large including volunteers active in a heritage group (5)
- First Nations, ethnic representation, or interested community members (2)
- A representative from the following agencies and organizations where Council has requested that an organization appoint an individual to represent their organization on the Commission as a voting member for the duration of a specific project that the Commission is working on:
  - A representative from the Mission Community Archives, Mission Museum and or Heritage Places,
  - Representative of a designated heritage sites,
  - District Planning Department,
  - the Parks Department,
  - Mission Public Schools
  - Mission Chamber of Commerce,
  - Downtown Business Association,
  - Other organizations and associations that apply for nomination

### **2. Mission Council Representation**

- a) The representative / liaison from Mission Council will hold a non-voting seat, and cannot serve as Chairperson, and whose role is:
  - to provide an impartial communication channel between the Commission and Council, and
- b) The Municipality may, at its discretion, appoint a staff liaison person to provide support and expertise to the Commission.

## **C. Term of Appointment**

1. The term shall be for 2 years, expiring in June, and may include repeat appointments.
2. Half of the appointments will be made each year, to ensure continuity.

## **D. Appointment Procedure**

1. Each March, 3 months before the end of the Term of Appointment for ½ of the members, municipal staff will initiate a public call for nominees (i.e. City Page advertising and a request to the Mission District Historical Society membership). Interested persons may submit their name and background information or the name of an eligible nominee for consideration. An application form is available at the Planning Department. The application package should include relevant experience and reasons why nominees wish to be considered for the Mission Community Heritage Commission.
2. Nominees, upon request, will be forwarded a copy of the Terms of Reference for the Mission Community Heritage Commission, and asked to confirm if their names can stand for consideration for membership by Council.
3. A list of eligible nominees and organization representatives, with background information, will be forwarded in a report prepared by the director of planning to the Council by the first Council meeting in April each year.
4. All individuals and organizations to be represented on the Mission Community Heritage Commission will be appointed by Council at an in-camera meeting by the first week in May, with the September meeting being the orientation meeting, including the distribution of binders to new members.
5. The Mayor will appoint a councillor and alternate to act as liaison to the Mission Community Heritage Commission for a three-year term as a non-voting member.
6. Vacancies occurring during a term will be filled as soon as possible in order to maintain a minimum of 5 members. Municipal staff, with input from the Mission Community Heritage Commission and other relevant groups, will forward a report to Council with a list of nominees to fill any vacancy. Council, at an in-camera meeting, will appoint a replacement to fill the vacancy for the remainder of the term that was vacant.

## **PART 3: OPERATING PROCEDURES**

### **A Chairperson**

1. A chairperson and alternate will be elected annually from among the Commission members at the first meeting in January.
2. The Chairperson is the spokesperson for the Heritage Commission and will represent only those views and decisions agreed to by the Commission by consensus or vote.
3. An Alternate will chair meetings in the absence of the Chair.

## B. Meeting Protocol

1. The Heritage Commission will meet a minimum of 8 times a year and at special request of the Chair and/or Council.
2. A quorum shall be 50% plus one of current voting members.
3. Meetings are open to the public, except for in-camera sessions by legislative authority, including discussion of personnel.
4. Notice of meetings will be posted in a public location such as a community events publication.
5. The process for setting the agenda will be as follows:
  - minute taker sends draft minutes and agenda template to the chair (see Template as **Attachment 1** and note that the agenda must have the District of Mission header and file information);
  - chair adds items arising from the minutes and if applicable a new task from the work plan that the Commission sent to Council and was approved;
  - chair emails the draft agenda to members for new items and or omissions;
  - items are added by the chair and agenda package with draft minutes from the previous minutes are forwarded to members by the minute taker a week (or agreed upon timeframe) before the meeting.
6. Delegates wishing to make a presentation should contact the Chairperson in advance of the meeting date if they wish to be on the agenda.
7. If the Commission has not allocated funds for a recording secretary, a member of the Commission will be appointed at the first meeting in January to record the minutes at each meeting. The minutes must include the exact wording of all consensus decisions or resolutions and the outcome. The minutes must also include a paragraph indicating the outcome of all items on the agenda, and required actions and decisions leading to a consensus or resolution decision.
8. Decisions for the Commission and all sub-committees will be made by consensus where the members of the Commission generally agree or agree that they can live with a decision. If consensus cannot be reached, the protocols governing municipal commissions will be followed.
9. Absentees: if a member misses 3 consecutive meetings, or has 4 or more absences within a year without giving reasonable notice, the Chairperson will contact that member to discuss the situation. The Chairperson may request the resignation of the member.
10. The Heritage Commission will establish sub-committees in order to meet the Goals as set forward in the Heritage Strategic Plan, which was adopted in 2006 and amended from time to time by Council.

A sub-committee will include at least one Commission member who will act as chair and any additional volunteers or experts required to complete the task.

Sub-committees are established to undertake a specific task identified in the Heritage Strategic Plan. This provides an opportunity for interested community members to participate in tasks with short time lines and minimal commitment.

Each sub-committee will have a written statement of purpose, list of members, reporting requirements, procedures, outcomes and timeframe that is clearly stated in the annual work plan that is approved by Council.

The Commission representative will report recommendations and progress of the sub-committee back to the Commission where a resolution for action and approvals are required using Commission decision making procedure.

## Mission Community Heritage Commission

The Commission can ask other organizations with specific expertise to undertake a task. In this instance there may or may not be Commission representation.

11. Except for matters expressly dealt with or provided for in this Terms of Reference, the rules governing proceedings of the Commission shall be those governing proceedings of the Municipal Council under the Procedural Bylaw of Council, insofar as those rules may be applicable.

### **C. Budget and Expenditures**

1. The Heritage Commission will submit an annual budget to Council in November, as part of a progress report that includes the past year's accomplishments, the expectations and work plan for the upcoming calendar year (January to December). The work plan will include a detailed budget and expected revenue sources.
2. The District of Mission allocation of the Heritage Commission's core funding will be managed under the Planning Department budget.
3. In-kind support through allocating staff and support services will be as allocated by Council.
4. Mission Community Heritage Commission may apply for grants and special project funds related to the work identified in the Heritage Commission 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.
5. Expenses of the Commission may include, but not be limited to, developing a work plan, project costs, meeting costs, coordination or secretarial services, public education and events, printing and promotional costs, awards and recognition, heritage related memberships and attendance at conferences.
6. Spending of funds as detailed in the annual budget will be approved by resolution at a Heritage Commission 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. Grant funds will be managed through the Planning Department budget and the funds dispersed through the Finance Department.

### **PART 4: ACCOUNTABILITY**

1. The Heritage Commission will submit approved minutes following each regular monthly Mission Community Heritage Commission meeting for Council's information.
2. Minutes of all Heritage Commission meetings will be recorded and attached to the Council package. Copies will be available to the public on the District of Mission web-site.
3. The Heritage Commission will maintain a regular information flow to the public through various communication networks. A summary of activities may periodically be included in the District "City Page" of the local newspaper.
4. The Heritage Commission Terms of Reference will be reviewed by the Council Liaison once during their three year appointment or at the request of Council.

## ATTACHMENT 1



## AGENDA

FILE: ADM.COM.COM  
Mission Community Heritage Commission

The Agenda for the **Mission Community Heritage Commission meeting** to be held in the Conference Room at the Municipal Hall on [Click here to type date of the meeting] commencing at 6:30 p.m.

### 1. MINUTES

- (a) The minutes of the Mission Community Heritage Commission held on [previous meeting date] were received.

### 2. BUSINESS ARISING FROM THE MINUTES

chair inserts items arising from the minutes

### 3. PROJECTS

### 4. NEW BUSINESS

new project to be started based on the Commission's work plan could start here or be lists under a PROJECT item on subsequent agendas if the commission is proceeding)

items from members

### 5. ADJOURNMENT

time adjourned

date of next meeting

### Summary of process related monthly items:

Monthly - minutes from the previous meeting approved by the Commission and forwarded to Council as an information item

March - advertise for new members with assistance from the commission for new member search  
(nomination packages will go to the closed council in May)

June - workplan and budget approved by the Commission and forwarded to Council for approval

September - orientation of new members and binder distribution