

TERMS OF REFERENCE – 2020

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 development of a Heritage Action Plan for Chilliwack, which will engage community stakeholders and establish a vision for the future direction of heritage resource management, identifying recommended actions to support that vision and the role of all stakeholders in implementing the plan.

The work of the committee will include review and recommendations regarding

1. The terms of reference for developing a Heritage Action Plan
2. Development of the project work plan, taking into account community context appropriate levels of engagement of stakeholders on the development of a shared vision, the setting of objectives, and the evaluation of viable options
3. Review and recommendations regarding the draft plan and its implementation

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 membership of HAC shall consist of two (2) elected officials representing Council as Chair and Vice Chair, a COC liaison staff member from Planning and Strategic Initiatives, and up to ten (10) voting members appointed by Council

HAC may also consist of non-voting members, including liaison COC staff members; 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.

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 HAC

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.

PROCEDURES:

1. The meetings shall be held quarterly or as determined by the Chair on an 'as needed' basis.
2. In the event the Chair is 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 members. If a quorum is not present the Chair, at his/her discretion, may carry on with discussion of items on the Agenda, but will not entertain any motions for referral or recommendation to Council. In the event that there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of HAC.
4. The meetings shall 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*, and shall be held at City Hall.
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 staff person 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 industry 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.