



## **Heritage Advisory Committee**

### **Terms of Reference**

#### **Mandate**

To advise, provide guidance, and make recommendations to Council with respect to heritage preservation including the conservation and stewardship of natural, cultural, and architectural heritage in the municipality.

#### **Goals and Objectives of the Committee**

To advise Council in order to meet the following goals and objectives:

- Receive and consider input from experts that could integrate a heritage policy within municipal plans, processes, and initiatives;
- Develop an inventory of properties that exhibit cultural heritage value or interest for Council's consideration;
- Review and comment on Community Improvement Plan applications that may impact properties of cultural heritage value or interest;
- Recommend to Council the promotion of public outreach, education programs, and special events related to heritage that help local residents understand and appreciate the community's beginnings, development, and future;
- Support the conservation and preservation of the Municipality's unique local history, including its natural, cultural, and architectural heritage;
- Review and filter ideas for potential projects and initiatives that would promote and foster heritage conservation and preservation;
- Collaborate with local associations to understand and document the heritage education programs and projects that they conduct;
- Recommend courses of action, sources for funding and/or additional research opportunities; and
- Undertake other assignments as may be requested by Council, as it relates to the overall mandate of the committee.

#### **Workplan, Annual Report, and Budget**

The Committee shall develop and prepare a workplan annually and present it to Council for approval. The workplan shall set out proposed projects or initiatives that directly link to the mandate of the Committee and support the Municipality's strategic goals and priorities. The Committee shall identify any budget impacts during the workplan development in accordance with the timelines established by staff to align with departmental budget development.

The Committee shall provide an annual report to Council by the end of Q4 in each calendar year to outline their accomplishments in line with their approved work plan.

## **Membership and Organization**

The Committee shall consist of the following:

Voting members:

- Two (2) Council representatives
- Four (4) citizen members
- One (1) Representative from the Greater Harvey Historical Society or alternate

Non-voting members:

- Recording Clerk
- Staff liaison
- Representative from Curve Lake First Nation
- Invited guests by the Committee which may include heritage planners, cultural geographers, professional historians, professional archivists and museum professionals and archeologists, etc. as determined by the committee based on the specific workplan/agenda items

Consideration will be given to citizen members who represent a diversity of experience, knowledge and qualifications related to the conservation and preservation of heritage.

Preference will be given to candidates who demonstrate:

- Interest, history, expertise or involvement in the sector of heritage. E.g. Heritage planners, cultural and historical geographers, professional archivists;
- A commitment and interest in the Community and be committed to working in a collaborative manner;
- Access to a computer to receive email communications and for potential use of webinar platform for remote participation.

The Committee shall be appointed to coincide with the term of Council.

The Committee members will abide by the Committee and Board Policy (Policy 5.25) and the relevant Procedure By-law.

## **Remuneration**

None.

## **Meetings and Minutes**

It is anticipated that the Committee will hold monthly meetings at the Municipal Office at 10:00 a.m. on the first Thursday of the month. By majority agreement of voting members, a regular bi-monthly meeting may be cancelled for lack of topics to discuss. Additional meetings of the Committee may be called by the Chair to address urgent matters.

The meetings of the Committee shall be open to the public and conducted in accordance with the provisions of the relevant Procedure By-law, as well as the Committee and Board Policy (Policy 5.25).

The agenda shall be publicly circulated one week in advance of a meeting and the minutes including all recommendations and/or requests will be sent to Council following the meeting.