

## **Appendix I: Terms of Reference for Heritage Advisory Commission**

### **Regional District of Kitimat-Stikine Heritage Advisory Commission Terms of Reference.**

“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
- Undertake or support heritage activities authorized by local government”

*Heritage Planning – A Guide for Local Governments p. 20*

Heritage Advisory Commission procedures shall be directed by the Local Government Act and the Regional District of Kitimat-Stikine Procedures Bylaw.

The following Terms of Reference are recommended for the Regional District of Kitimat-Stikine Heritage Advisory Commission:

#### **Mandate**

- to advise the Regional District Board on all matters related to cultural heritage
- to advise the Regional District Board on matters dealing with the maintenance and development of the Community Heritage Register, which includes heritage places that are both cultural and natural, and resources such as buildings and built features, as well as large regions and landscapes
- to advise the Regional District Board on the heritage aspects of development applications
- to make recommendations to the Regional District Board respecting the designation of heritage buildings, structures, and lands and the demolition, preservation, alteration, or renovation of those buildings, structures and lands
- to advise the Regional District Board on heritage services, programs, events and facilities occurring in the various parts of the region
- to support heritage activities and heritage programs undertaken by the Regional District or community organizations to facilitate the preservation and interpretation of natural features that have a cultural component or meaning, the preservation and interpretation of built heritage, and the preservation and interpretation of cultural heritage
- to provide community perspective on services, programs, events, and facilities related to heritage conservation
- to facilitate the promotion, recognition, commemoration and awareness of the Regional District’s heritage places as a reflection of their economic, social, cultural, environmental, spiritual and aesthetic values, and the positive role of history and culture in achieving a sustainable future

## **Meetings**

The Commission will meet in person a minimum of 1 (one) time per year. The frequency of subsequent meetings will be determined by the needs and dictates of the workload and/or by the RDKS planning staff or by the Commission. These subsequent meeting may be held via teleconference on an as-needed basis or in person if possible.

Commission members shall receive no less than two weeks' notice of meetings, provided that notice may be waived by a unanimous vote of the Commission at such meeting called without two weeks' notice.

Notice shall be deemed delivered when delivered to the place of residence of the Commission members.

At the first meeting of the Commission each year, a Chair shall be elected, and shall hold office for 1 (one) year until re-elected or a successor named.

The duties of the Chair shall include the calling of, and presiding at, meetings of the Commission in accordance with any regulations of the Commission with respect thereto, and such other duties as the Commission may prescribe.

In the event of the absence of the Chair, the Heritage Advisory Commission will select from amongst its voting members an Acting Chair.

All questions before any meeting of the Commission shall be decided by a majority of the members present, including the Chair or the Acting Chair.

The Chair or the Acting Chair shall vote on all questions submitted and, in case of an equal division, the question shall be disposed of in the negative.

A quorum shall be 50% of current voting members.

An agenda will be set by the RDKS staff for each meeting. Delegates or persons wishing to make a presentation should contact the staff liaison in advance of the meeting date if they wish to be on the agenda.

The minutes of each meeting will be recorded by the recording secretary appointed by the RDKS staff.

The Heritage Advisory Commission will submit minutes for the RDKS Board's information following Commission meetings.

All Heritage Advisory Commission meetings will be open to the public.

The Heritage Advisory Commission may adopt rules of procedure and may, from time to time, vary such rules by vote of a majority of the members of the Commission.

The Heritage Advisory Commission may, by resolution, establish Advisory Sub-Committees to the Commission to advise or work on special topics or projects as directed by the Regional District Board.

## **Membership**

The Regional District of Kitimat-Stikine Heritage Advisory Commission shall consist of a maximum of 8 (eight) voting members and 5 (five) alternate members, all of whom shall be appointed by the Regional District Board.

It is recommended that the Heritage Advisory Commission represent all regions of the Regional District of Kitimat-Stikine, including member municipalities.

An example structure is as follows.

- One member from the Kitimat area plus one alternate (Heritage Group and Kitimat Museum)
- One member from the Terrace area plus one alternate (Heritage Society and Heritage Museum)
- One member from the Hazelton area plus one alternate (Heritage Society and 'Ksan Museum)
- One member from the Stewart/Nass area plus one alternate
- One member from the Iskut/Telegraph Creek/Dease Lake area plus one alternate
- Up to three members at large

The Commission should also include one person from the Regional District Board and one member of RDKS staff as non-voting members.

A liaison (non-voting) from other municipal heritage advisory commissions within the area should attend the RDKS Commission meetings.

One appointed Commission member shall be elected as Chair at the first meeting of the Commission each year, and shall serve a term of one year unless re-elected or a successor named.

One member of the RDKS Board will serve as a Board liaison for the Heritage Advisory Commission. The Board representative will hold a non-voting seat and cannot serve as Chair.

One member of the RDKS planning staff will serve as the staff liaison for the Heritage Advisory Commission.

Each voting member of the Commission shall be appointed for a period of 2 (two) years commencing January 1 of the year of their appointment and terminating December 30 two years hence. For the first year, Commission members should be appointed in October, 2007.

The maximum length of service for voting members to the Heritage Advisory Commission shall be 6 (six) consecutive years.

No member of the Commission shall receive compensation for services other than reimbursement for actual expenses necessarily incurred in the discharge of official duties of the Commission. Such duties to be authorized by the Board in advance.

In the event of a vacancy occurring among the appointed members of the Commission, the RDKS Board may appoint a new member to fill such a vacancy for the unexpired portion of the term.

The RDKS Board may by a majority vote of members present remove a member of the Commission from office.

### **Financial Administration**

The Regional District Board shall include in its budget such sums as it deems necessary to meeting the expenses of the Commission.

### **Staff Support**

The RDKS will provide one staff liaison person from its planning department as a representative to the Heritage Advisory Commission.

The RDKS will provide a secretary to record the resolutions and general events of the Heritage Advisory Commission meetings, contact members, make appointments, monitor membership, draft correspondence and generally assist with heritage events and activities undertaken by the Heritage Advisory Commission.