

Town of Hanover Heritage Subcommittee

Terms of Reference

1.0 GOAL

To serve in an advisory capacity to the Economic, Tourism and Cultural Development Advisory Committee (ETCDAC) with the goal to provide Council with recommendations specific to heritage initiatives, celebrations and policies.

2.0 PRINCIPLES

Principles that guide the work of the Heritage Subcommittee include:

- A commitment to honour community identity and pride.
- A commitment to explore ways to preserve and enhance our heritage, collective memories of the past and wishes for the future.
- A commitment to increasing awareness about Hanover's history and heritage.

3.0 OBJECTIVES

The objectives of the Heritage Subcommittee are to provide input specific to heritage initiatives, recommendations and policies, including:

- 3.1 To develop heritage recommendations and advocate on behalf of Hanover Council.
- 3.2 To plan, develop and implement heritage related initiatives.
- 3.3 To inventory, research, document and preserve Hanover's cultural and social heritage.
- 3.4 To educate residents and visitors regarding Hanover's history and heritage.
- 3.5 To identify and document community physical heritage.
- 3.6 To liaise with regional, provincial and national heritage organizations, programs and resources.
- 3.7 To plan for the preservation and housing of Hanover's physical artifacts and heritage.

4.0 MEMBERSHIP AND RESPONSIBILITIES

- 4.1 The Heritage Committee shall consist of 8 members appointed by resolution of Council. Public representation will include a representative from the following stakeholder groups:
 - Council - 1
 - Organization with a Heritage or Cultural Mandate - 2
 - Individual(s) who have an active interest and awareness of Hanover's history - 5
- 4.2 The Heritage Subcommittee shall act as a subcommittee of the Economic, Tourism and Cultural Development Committee.

- 4.3 The Mayor shall serve as ex-officio on the Heritage Committee. Staff support shall be provided by the Director of Parks, Recreation & Culture or staff designate.
- 4.4 Members shall be appointed for the term of Council.
- 4.5 A Chair and Vice Chair will be elected by the members at least once per Council term and no more than annually. The election shall be recorded in the minutes of the Heritage subcommittee. The chairperson will be the Heritage Subcommittee representative on the Economic, Tourism and Cultural Development Committee by participating in their regular meetings and by providing updates and aligning work.
- 4.6 All members will be expected to:
- Be a member of the community and recognized as an engaged resident with a well-developed community heritage awareness;
 - Be able to allocate sufficient time for participation in regularly scheduled meetings, events and archive work;
 - Participate as a team member, capable of a community heritage ambassador role.
- 4.7 In the absence of the Chair or Vice Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.
- 4.8 By majority vote, the Heritage Subcommittee may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the subcommittee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the subcommittee should provide written notification to the Chair 30 days prior to such action.
- 4.9 In considering new appointments to the Subcommittee, the Subcommittee may recommend new members to be approached. If the recommended individual accepts the invitation the Subcommittee would then make a recommendation to Council to appoint the new member to the Subcommittee. The Subcommittee may also wish to advertise for new public applications from time to time, in accordance with municipal procedures.
- 4.10 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Subcommittee may, from time to time, request Council to make staff and/or municipal consultants available to advise the subcommittee as appropriate.
- 4.11 Municipal employees do not have voting privileges.
- 4.12 Heritage Subcommittee proceedings shall be governed by the Town of Hanover Procedural By- law, Code of Conduct and other relevant policies and procedures.

5.0 REPORTING

- 5.1 The Hanover Heritage Subcommittee is a Subcommittee (working group) of the Economic, Tourism and Cultural Development Committee established by Council in accordance with these adopted Terms of Reference. Members are bound by these Terms of Reference, and are responsible to Council.
- 5.2 The Hanover Heritage Subcommittee reports directly to Economic, Tourism and Cultural Development Committee under the signature of the Chair or designate in their absence. Heritage Subcommittee reports and communications will normally be directed to Council through the Director of Parks, Recreation & Culture or staff designate.
- 5.3 Ongoing reporting requirements are directed through the Director of Parks, Recreation & Culture via preparing an annual Status Report and Work Plan, which shall be submitted to Council through established administration processes. The report shall, among other things:
 - Summarize the activities and achievements of the Heritage Subcommittee via the Economic, Tourism and Cultural Development Committee over the previous year.
 - Describe ongoing activities and issues and identify new priorities/concerns.
 - Outline the subcommittee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 When appearing before Town Council on behalf or as a representative of the subcommittee, Subcommittee members shall present the Subcommittee's official position on a particular matter. However, where a Subcommittee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their capacity as a member of the subcommittee, they may present a position which is their personal position or is the position of that organization they represent.

6.0 FINANCING

- 6.1 Financial support for the subcommittee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the subcommittee from time to time for consideration by Council.

7.0 CONFLICT OF INTEREST

- 7.1 Subcommittee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Subcommittee where there may be a perceived interest in the matter under consideration by the Subcommittee. Members shall declare, in writing, the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1 Administrative support to be provided by the Town will include: the coordination of Heritage Subcommittee related communications and correspondence; ensuring Subcommittee reports are included in Council agenda packages; and technical support as needed, such as photocopying.
- 8.2 The Heritage Subcommittee budget will be administered by the Director of Parks, Recreation and Culture and Director of Corporate Services/Treasurer with input from the Subcommittee.

9.0 MEETINGS

- 9.1 The Subcommittee shall normally meet once every other month, or at the call of the Chair with adequate notice to be given to all members. The meetings will generally take place the 3rd Thursday of the month at 10am. All Subcommittee meetings are open to the public.
- 9.2 The Subcommittee may, from time to time, invite resource persons to attend a meeting.
- 9.3 The Subcommittee may establish working groups for various initiatives, issues or proposals as required. Such working group may include non-Heritage Subcommittee members, with the approval of the Chair, provided the working group is chaired by a Heritage Subcommittee member. Working groups shall report to the Heritage Committee through the working group chair.
- 9.4 Quorum as it relates to Subcommittee means a majority (more than half) of the whole number of members of a Subcommittee required by law to constitute the subcommittee except where a member has, or members have, declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*, at which time the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.
- 9.5 Subject to the provisions of the municipality's Procedural By-law on matters requiring votes, the Subcommittee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Subcommittee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

10.0 AGENDAS AND MINUTES

- 10.1 An agenda for the upcoming Subcommittee meeting will be prepared by staff for approval by the Chair and e-mailed to and/or made available for pickup by Subcommittee members at least three days in advance of the meeting.
- 10.2 Formal minutes of the Subcommittee meeting will be prepared by staff and provided to members with the next meeting's agenda and forwarded to the Economic, Tourism and Cultural Development Committee.

- 10.3 Minutes will be forwarded to the Clerk for inclusion on the Council agenda as soon as possible.

11.0 AMENDMENTS

- 11.1 The Heritage Subcommittee may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.