

**MUNICIPALITY OF THE DISTRICT OF SHELBURNE
HERITAGE ADVISORY COMMITTEE**

~ TERMS OF REFERENCE ~

1. The Heritage Advisory Committee is an Advisory Committee of the Council of the Municipality of the District of Shelburne.

2. Definitions

- a) Advisory Committee means the Heritage Advisory Committee of the Municipality of the District of Shelburne.
- b) Council means the Council of the Municipality of the District of Shelburne;
- c) Councillor means a member of the Municipality of the District of Shelburne Council;
- d) Municipality means the Municipality of the District of Shelburne;
- e) Member means a member of the Advisory Committee;
- f) Chair means the person appointed by the members as Chair to conduct meetings of the Advisory Committee;
- g) Deputy Chair means the person appointed by the members as Deputy Chair to conduct meetings of the Advisory Committee in the absence of the Chair;
- h) Administration means the responsible staff person(s) of the Municipality.

3. Objectives

- a) To consult with, advise and make recommendations to Council through administration on matters affecting the development, preservation and maintenance of municipal heritage properties, programs and services.
- b) To make recommendations with respect to by-laws relating to municipal heritage properties.
- c) To annually review the short and long term goals and objectives of the Advisory Committee.

4. Membership

- a) The members of the Advisory Committee shall be as follows:
 - i) Two (2) members of Council and one (1) alternate; and

- ii) Three (3) Community Members, duly appointed by Council pursuant to MGA S. 24. Members of the community will submit a resume for consideration, reviewed by Administration and recommended to Council.
- b) All appointments shall be for a three-year term.
- c) Each member will serve without remuneration but shall be reimbursed for such expenses as are necessarily incurred by such member in the discharge of the member's duties, with prior approval by Administration.
- d) The Deputy CAO will act as the staff resource for the Advisory Committee.
- e) The alternate Council member present at regular meetings, when all elected members are present, will be considered a member of the public for the purposes of the meeting and not able to participate in discussion or vote.

5. Meetings

- a) A quorum will consist of a majority of the membership.
- b) Regular meetings of the Advisory Committee shall be held bi-annually or as required. Meetings will be scheduled by administration in consultation with the Chair.
- c) Except as otherwise provided under MGA S. 22 (2), Advisory Committee meetings are open to the public. The Municipality will make efforts to accommodate virtual attendance of public, when technology is available.
- d) Advisory Committee members are permitted to join meetings virtually, if the member and the Municipality have videoconferencing equipment available that will:
 - i) Enable the public to see and hear each member participating in the meeting virtually;
 - ii) Enable each member to see and hear every other member participating in the meeting virtually.

6. Voting

- a) Unless otherwise prescribed by statute, a question arising at an Advisory Committee meeting shall be decided by a majority of votes.
- b) Unless otherwise specified in a policy, a member who fails to vote on a question before the Advisory Committee is deemed to have voted in the negative.
- c) In the event of a tie in a vote on a question, the motion is defeated.

7. Role of the Chair/Vice-Chair

- a) Members will elect the Chair and Vice-Chair on an annual basis.
- b) The principal duties of the Chair/Vice-Chair are as follows:
 - i) To assist Administration with the scheduling of the meeting date and agenda items;
 - ii) To open the meeting at the appointed time by calling the meeting to order;
 - iii) To ascertain a quorum;
 - iv) To maintain an orderly meeting;
 - v) To announce proper sequence of the Agenda;
 - vi) To recognize members who are entitled to the floor;
 - vii) To state and put to vote all legitimate resolutions;
 - viii) To declare a meeting adjourned.

8. Administration

- a) No Advisory Committee member shall instruct or give direction to, either publicly or privately, any employee of the Municipality.
- b) No Advisory Committee member shall represent the Advisory Committee or the Municipality by making public comments or statements without prior approval from Administration.

9. Other

- a) The Advisory Committee shall perform its responsibilities according to the Heritage Property Act, by-laws and/or policies of the Municipality and these Terms of Reference.
- b) The Council Code of Conduct and other related municipal policies shall apply to the Advisory Committee members unless Council, by policy, decides otherwise.

Approved by Council: November 26, 2025