

1. The Committee shall consist of **NINE (9)** voting members appointed by City Council for a term ending December 31, 2022. Preference will be given for:
 - One (1) Shatford Centre and Okanagan School of the Arts representative
 - One (1) Leir House representative
 - One (1) Penticton Library representative
 - One (1) Okanagan College representative
 - One (1) School District 67 representative
 - One (1) SS Sicamous Society representative
 - One (1) Penticton Indian Band representative
 - Two (2) at-large members of the Community on the basis of their knowledge or an interest in arts and culture that could include, but is not limited to:
 - Aboriginal groups
 - Students and youth
 - Educators, teachers, professors – currently employed or otherwise
 - Archivist
 - Conservationist
 - Business community
2. The Committee Members shall appoint a Chair and Vice-Chair each year.
3. Role of Council Representatives:
 - One (1) Representative
 - Non-Voting Member
 - Liaison to City Council
4. A majority of appointed voting members shall constitute a quorum.
5. The Director of Recreation and Facilities and the Penticton Museum & Archives Curator/Manager or designates, shall attend committee meetings to provide operational support to the Committee.
6. The Corporate Administration Department shall arrange for secretarial services to the Committee.
7. The Committee shall meet quarterly, or as required when a new piece of business is referred to the Committee by Council or staff requiring immediate action.
8. The Committee's mandate is to make recommendations to the Council on all matters referred to the Committee, including:

- The Committee undertakes to promote the interests of the Penticton Museum & Archives, SS Sicamous Society, Shatford Centre and Okanagan School of the Arts, Leir House and other educational and knowledge-based sectors desiring support, such as the Penticton Library, Okanagan College and School District 67.
- The Committee will use the City's Heritage Strategy as its basis for advising City Council and its boards, agencies, commissions, committees or staff, developers and citizens when reasonable and provide objective advice and guidance on heritage issues as needed.
- The Committee will respect the existing governance and direction provided to the Penticton Library, Okanagan College and School District 67 and Penticton Indian Band, and will tap into their collective insight and expertise to better inform the community's heritage and knowledge resources.
- The Committee, for each initiative it proposes to execute, research, develop and propose funding source options for consideration, including, but not limited to, corporate sponsorship, community partnerships, grants, awards and municipal funding.
- Although not a design or planning committee (and will not be asked to make decisions around urban design or urban planning), the Committee will advise on guidelines and developments that pertain to or affect priority items on the heritage list.
- The Committee will recommend actions, education and marketing initiatives which promote increased public awareness and participation in community heritage resources and knowledge.
- The Committee will make recommendations of additions to the city street name list.
- The Committee will not participate in operational matters respecting the City of Penticton.

9. Disqualification from Office

If an advisory committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, Council may choose to replace the member. The person who held the office is disqualified from holding office on any advisory committee of the City of Penticton for a period of one year.

10. Closed Meeting – no meeting or part thereof shall be closed to the public except in accordance with Section 90 of the *Community Charter*. Should a Closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.
11. The Mayor will sign all correspondence initiated by the Committee on behalf of the City of Penticton.
12. For certainty, the rules and procedures of Council Procedure Bylaw No. 2018-35 and all amendments thereto shall be observed as far as may be applicable.