



THE DISTRICT OF NORTH VANCOUVER

COMMUNITY HERITAGE ADVISORY COMMISSION BYLAW

BYLAW 6924

Effective Date – October 14, 1997

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

Original Bylaw

Bylaw 6924

Date of Adoption

October 14, 1997

Amending Bylaw

N/A

Date of Adoption

N/A

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Heritage Advisory Commission Bylaw – Bylaw 6924). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER

BYLAW 6924

A bylaw to establish the "District of North Vancouver Community Heritage Commission" pursuant to Part 30 of the *Municipal Act* (RSBC 1979, c.290)

The Council for The Corporation of the District of North Vancouver enacts the following:

Title

1. This bylaw may be cited as "**DISTRICT OF NORTH VANCOUVER COMMUNITY HERITAGE COMMISSION BYLAW**".

Establishment

2. There is hereby established a Community Heritage Commission known as the "District of North Vancouver Community Heritage Commission".

Composition

3.
 - a) The Commission is comprised of nine members appointed by the Council each for a term commencing on the adoption of the Council resolution making the appointments and continuing for two years or until a successor is appointed. In order to achieve this initially half the Committee members will be appointed for one year and half for two years, subsequent appointments to be for 2 year terms. An individual can serve on the commission for up to two consecutive terms.
 - b) A Council member may be appointed to attend meetings as necessary and act in a resource and liaison capacity for the Commission.

Qualifications for Appointments

4. Commission members shall be qualified as follows:
 - a) five members shall be residents of the District who have an interest in heritage conservation;
 - b) one member shall be an archivist or historian knowledgeable of local history;
 - c) one member shall be a member of the Architectural Institute of British Columbia who has an interest in heritage conservation;
 - d) one member shall be a specialist in building restoration and preservation; and
 - e) one member shall be a registered landscape architect who has an interest in heritage landscape.

Where Council is unable to appoint any person with these qualifications set out in subsections (b) - (e), Council may appoint any other person at its discretion.

Vacancy

5. A vacancy created by death or resignation shall be reported by the chairperson of the Commission to the Council, who shall, as soon as reasonably possible, appoint a replacement for the unexpired term of the former member.

Absenteeism

6. A member who is absent, except for reasons of illness or with the leave of the Commission, from three consecutive meetings of the Commission is deemed to have resigned effective at the end of the third such meeting.

Rules of Procedure

7. The Commission shall observe the following rules of procedure in the calling of and conduct in its meetings:

Inaugural Meeting

- (a) The Commission shall meet annually at an inaugural meeting at the Municipal Hall, 355 West Queens Road, at 19:00 on the third Wednesday in January, at which the first order of business is the calling to order of the meeting and the selection of a chairperson, during which the secretary shall preside, and the selection of a vice-chairperson.

Meetings

- (b) The Commission shall meet on a monthly basis or as necessary after the inaugural meeting at the Municipal Hall at the time, date or place fixed by the chairperson at the previous meeting or by special notice.

Notice to Members

- (c) Notice of a meeting, together with the agenda and available staff reports for the meeting, shall be delivered to each member with copies to the Municipal Clerk by the Friday prior to the meeting.

Quorum

- (d) A quorum of the Commission is five.

Conduct of Meeting

- (e) The chairperson or, in his absence, the vice-chairperson, shall preside at all meetings, and shall be guided by the following rules:

- (i) The order of business shall be as set out in the agenda, except that items may be added to the agenda by majority vote of the members present.
- (ii) All decisions of the Commission shall be made by resolution and be in accordance with Robert's Rules of Meeting Procedures.
- (iii) Subject to section (iv) all meetings of the Commission shall be open to the public.
- (iv) The Council may by resolution authorize the Commission to consider any specific matter in-camera and hereby authorizes the Commission to consider all of the following general matters in-camera:
 - a) acquisition or disposition of real or personal property or any interest in them;
 - b) personnel matters; or
 - c) legal advice, opinions and litigation matters.
- (v) A Council member, a District employee, and a District officer shall attend in a resource capacity.
- (vi) The chairperson shall generally conduct the meeting in accordance with the Rules of Procedure applicable to the committee of the whole council.

Minutes

- (f) Minutes shall be taken of all meetings of the Commission, and shall
- (i) record the mover and seconder of, and the voting on all resolutions;
 - (ii) be reviewed and signed by the chairperson as a true record of the decisions of the Commission, and by the person taking the Minutes;
 - (iii) be distributed within one week after the meeting to the members, members of Council, Municipal Manager, and Municipal Clerk; and
 - (iv) be subject to correction at the next meeting of the Commission.

Mandate

8. The Commission is appointed for the purpose of advising Council on heritage conservation matters and undertaking and providing support for such activities as benefit and provide for the advancement of heritage conservation in the District. Without limiting the generality of the foregoing the Commission shall also work with other committees, commissions and community bodies for the purpose of broadening the scope of heritage conservation into cultural, historical and social areas.

The Commission may:

- (a) maintain the Heritage Inventory List as adopted by the Council on November 7, 1988 updated to November 1993 and expanded in 1997, including any changes thereto so as to ensure that the list includes all heritage items that qualify for the list; and that all items are sufficiently documented and properly monitored;
- (b) at Council's direction, provide advice on the setting up, administration and maintenance of any Heritage Conservation Area approved by Council;
- (c) establish and maintain a public education and awareness programs, including annual heritage awards, a newsletter, the installation of heritage plaques, preparation of walking tour guides and maintenance of walking tours;
- (d) review current land use policies and provide advice to Council as to their impact on any Heritage Conservation Programs approved by Council (such as grants, tax exemptions and non-monetary incentives);
- (e) establish and administer an application process for organizations, institutions, or other groups requiring financial and/or technical assistance to engage in activities:
 - (i) to conserve or relating to the conservation of heritage property or heritage resources;
 - (ii) to gain knowledge about the community's history and heritage;
 - (iii) to increase public awareness, understanding and appreciation of the community's history and heritage; and
 - (iv) necessary or desirable with respect to conservation of heritage property or heritage resources.

and evaluate such applications received and recommended to Council appropriate awards of grants and financial assistance;

- (f) raise or seek funds for local heritage conservation projects approved by Council;
- (g) provide advice to Council on the conservation, maintenance and operation of heritage properties owned by the District.

Role of Staff

- 9. A District staff liaison member shall be appointed by the Manager of Planning to attend all meetings and provide advice, guidance and information to the Commission.

Annual Budget

- 10. The Commission shall submit a budget to Council annually in September which presents the Commission's operating budget for the next year, consistent with the budget targets established by Council in May. This will include:
 - (a) meeting expenses;
 - (b) District staff salaries;
 - (c) funds to pay for reasonable and necessary expenses that arise directly out of the performance of the members' duties; and
 - (d) any other expenses specifically itemized.

Reports to Council

11.

a) Activity Report/Review

Annually in April, in conjunction with Council's Business Plan review, the Commission will submit a report to Council that:

- i) summarizes their activities over the past year;
- ii) provides concrete recommendations for Council consideration over the next year including a longer term vision;
- iii) reviews the terms of reference, and the need for continuation of the Commission.

The review will be submitted to Council via the Clerk's Office to be provided to Council during the Corporate Business Plan review.

b) Workplan Report

Annually in May, in conjunction with Council's budget preparations the Commission will submit to Council a report which presents a workplan for the next year, consistent with the Corporate Business Plan objectives established by Council in April.

The report will be submitted to Council via the Clerk's Office to be provided to Council during the Corporate Business Plan/budget process.

Remuneration

- 12. Members shall serve without remuneration, but they may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.
- 13. The "District of North Vancouver Heritage Advisory Committee Bylaw 6110" and any amendments are hereby repealed.

Amended by: