



# COMMUNITY HERITAGE ADVISORY COMMITTEE MINUTES

Wednesday, January 28, 2026  
Hybrid (In Person and via Zoom)  
7:00 – 9:00 pm

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- Present:** Jim Paul  
Matthew Cusanelli  
Trisha McCarthy  
James Mitchell  
Tanja Scott  
Greg Warner  
Cllr Jim Hanson
- Regrets:** Mitchell Baker  
Catherine Rose  
Claudio Soligon
- Staff:** Zeralynne Te, Manager of Community Planning  
Holly Adams, Community Planner  
Jessica Lee, Community Planner  
Mary Jukich, Committee Clerk
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**1. Call to Order**

The Chair called the meeting to order at 7:00 pm.

**2. Introduction of New Members**

Committee were introduced and welcomed to the committee.

**3. Election of Chair and Co-Chair**

Nominations were requested for the position of Chair. Jim Paul put his name forward, and as no further nominations were received, Jim Paul was acclaimed as the Chair of the committee.

Nominations were requested for the position of Vice Chair. James Mitchell put his name forward, and as no further nominations were received, James Mitchell was acclaimed as the Vice Chair of the committee.

**4. Adoption of Agenda**

MOVED by Jim Paul and seconded by Tanja Scott  
To adopt the agenda.

**CARRIED**

**5. Adoption of Minutes**

MOVED by Jim Paul and seconded by Cllr Hanson  
To adopt the November 26, 2025 Minutes.

**CARRIED**

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## **6. Committee Orientation**

Staff provided this year's committee orientation and information with respect to heritage in the District of North Vancouver and the guiding documents that help protect heritage.

Committee members were informed that the purpose of the committee is to provide advice and the community perspective to Council and staff on issues related to heritage and conservation matters as well as undertaking and supporting activities that advance heritage conservation and actions in the heritage strategic plan.

Some of the committee's responsibilities include public education and awareness programs, supporting activities that promote heritage, review and advise on development applications and land use policies pertaining to heritage conservation, reviewing and recommending annual heritage grants and presenting an annual report to Council.

An overview was presented on the committee's workplan which includes, from time to time, reviewing and providing feedback on development applications. The development applications can be for a heritage designation property or a development that is being proposed under the Heritage Revitalization Agreement (HRA). The committee reviews the nominations for heritage awards as well as applications for heritage grants and provides their recommendations to Council. One of the ongoing projects for the committee is to identify heritage resources and to collect information on potential assets that could be considered by Council to add to the Community Heritage Register. In addition and also on an annual basis, the committee leads a heritage walking tour that normally takes place in June or September to view the heritage assets in the community. The committee's workplan also includes an annual report to Council which summarizes the work and activities of the committee.

## **7. 2026 Heritage Workplan**

This item was addressed during the orientation presentation and further details on the workplan is provided to committee members on Basecamp.

## **8. Properties Tracker**

The properties tracker is a document that is regularly updated by staff regarding development applications or building permits for heritage properties. The purpose of the document is mainly for awareness and interest and is reviewed and discussed at each committee meeting.

## **9. Staff Updates**

### **(a) 2025 Heritage Awards**

The heritage awards is an annual program and are awards given to individuals or groups that contribute to heritage conservation in the District. The committee's role is to review nominations and make recommendations to staff and then staff will review the nominations and ensure the property is in good standing. Once the due diligence work is complete, the recommendations will be brought to Council. The five categories for heritage awards are as follows:

- Maintenance and restoration of structures, i.e., residential/commercial/public use structures

- Heritage advocacy
- Heritage landscape preservation and enhancement
- Compatible new design in a heritage context
- Promotion, celebration, and retention of cultural and social heritage

For this year, nominations for heritage awards will close on February 15 and committee members were invited to make nominations. At the February 25 meeting, committee members will review and discuss the nominations, and the recommendations will be presented to Council.

**(b) Heritage Week Event**

Staff were recently contacted by MONOVA (Museum of North Vancouver) because they are planning an event for BC Heritage Week (February 16 – 22) and whether there was interest from the committee to participate at an event on February 22. The event would be a presentation and open house and committee members would attend to answer questions/provide resource information on the committee and the heritage program. The resource information would be provided by staff. Further details of the event will be circulated to the committee via email.

**10. Any Other Business**

**(a) CHAC Presentation to Council**

The committee's Terms of Reference stipulates that the committee do an annual presentation to Council. The presentation summarizes the work and activities of the committee for the past year and also provides information on the ongoing work for the next year. The presentation is prepared by the committee members and staff provide resources to support the committee. During the discussion, it was suggested that a draft presentation be prepared so that it can be reviewed at the committee meeting on February 25 and with a goal to be presented to Council in March.

**(b) 2026 Meeting Schedule**

Committee meetings are held monthly on the fourth Wednesday of the month from 7:00 – 9:00 pm, with no meetings in August and December.

**11. Adjournment**

The meeting was adjourned at 8:40 pm.

**Next Meeting: Wednesday, February 25, 2026**