
City of North Vancouver
Heritage Advisory Commission
Terms of Reference

1. The Terms of Reference for the Heritage Advisory Commission are hereby established as follows:
 - (a) To advise Council and staff on matters related to the City's Heritage Program including:
 - (i) public education & awareness of heritage;
 - (ii) heritage inventories;
 - (iii) incentives for the conservation of heritage resources;
 - (iv) regulations to protect heritage resources;
 - (v) monitoring of identified heritage resources and the Heritage Program;
 - (vi) City owned heritage resources;
 - (vii) expenditures from the Heritage Program Account and Heritage Fund;
 - (b) To assist Council through the implementation of public education and awareness activities undertaken as part of the Heritage Program.
2. The Heritage Advisory Commission shall be composed of seven (7) members, all of whom shall be appointed by Council.
3. Membership on the Heritage Advisory Commission shall consist of:
 - I. Voting Members
 - (a) One architect;
 - (b) Five members of the community at large.
 - II. Non Voting Members
 - (a) The Director of Development Services or an appointee;
 - (b) A secretary to be provided from City staff who shall record the resolutions and general events of Heritage Advisory Commission meetings, contact members, make appointments, monitor membership, draft correspondence and generally assist with heritage events and activities undertaken by the Heritage Advisory Commission.
 - (c) One member of Council.

4. Voting members of the Heritage Advisory Commission, excluding the member of Council, shall serve without remuneration and shall be appointed by Council on the following basis:
 - (a) the architect appointee shall be a member, retired member, or intern member in good standing of the Architectural Institute of B.C.;
 - (b) the four members of the community at large shall be residents of the City of North Vancouver, or owners of property listed in the City of North Vancouver Heritage Inventory.

5. Unless otherwise indicated, each voting member shall be appointed for a period of two years commencing February 1 of the year of their appointment and terminating January 31st, two years hence. In the initial year of operation of the Heritage Advisory Commission, the representative of the North Vancouver Community Arts Council Heritage Committee and two representatives of the public at large shall be appointed for one year terms. The member of Council shall be appointed annually. Members of the Committee shall be eligible for reappointment.

Vacancies caused by death, removal, or resignation of voting members shall be filled for the unexpired terms of such members. All voting members shall hold office until their successors are appointed.

Any voting member of the Heritage Advisory Commission who fails to attend three (3) consecutive regular meetings of the Commission, without leave of the Commission, shall cease to be a member and their appointment shall be automatically terminated.

The maximum length of service for voting members to the Heritage Advisory Commission shall be eight consecutive years.

6. The Heritage Advisory Commission shall be presided over by a Chairperson to be chosen annually from amongst its voting members. In the event of the Chairperson's absence, the Heritage Advisory Commission will select from amongst its voting members an Acting Chairperson.
7. A quorum shall consist of four (4) voting members.
8. Decisions shall be by simple majority vote and all recommendations to Council shall be submitted to the Director of Development Services. Recommendations may be signed by the secretary on behalf of the Chairperson.
9. The frequency of Heritage Advisory Commission meetings shall be determined by the needs and dictates of the workload and/or by the Commission. As per Section 1008 (4) of the *Municipal Act*, RSBC 1979, all meetings of the Heritage Advisory Commission shall be open to the public, except that Council hereby authorizes the Commission to meet in-camera during its discussion and voting on resolutions on the following matters of Part 30 of said Act:
 - (a) Temporary Protection [Division (3)]
 - (b) Continuing Protections [Division (4)]

(c) Heritage Alteration Permits [Division (5)].

10. The Heritage Advisory Commission may adopt rules of procedure and may, from time to time, vary such rules by vote of a majority of the members of the Commission.
11. The Heritage Advisory Commission shall annually request an operating appropriation from Council and its expenditures shall be kept within the same appropriation. The unused monies shall be returned to the Treasurer at the end of each year.