

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9019

A Bylaw to establish a Heritage Advisory Committee

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be known and cited for all purposes as “**Heritage Advisory Committee Bylaw, 2025, No. 9019**”.

Vision Statement

2. To provide community perspectives on heritage education and awareness in support of Council’s strategic priority to foster a Vibrant City where dynamic public spaces and places provide opportunities for connection and enable residents to engage with their community, and celebrate their culture and history.

Mandate

3. The Heritage Advisory Committee’s role is to provide recommendations on matters referred by Council or staff related to the City’s Heritage Program and matters under Part 15 of the *Local Government Act* including:
 - (a) support for heritage education and public awareness through programs such as Heritage Week displays, heritage awards, and the heritage plaque program;
 - (b) maintenance of the community heritage register;
 - (c) planning applications pertaining to heritage property;
 - (d) land use and planning matters that have potential heritage implications.

Voting Members

4. The Committee will be comprised of up to five (5) voting members in accordance with the following provisions:
 - (a) up to four (4) members appointed by Council from the Community at Large, reflecting the demographic diversity of the City and being either residents of the City or owners of property listed in the City of North Vancouver Heritage Register;
 - (b) one (1) member of the Architects Institute of BC (AIBC), recommended by AIBC and appointed by Council;
 - (c) a quorum shall consist of a majority of the Committee’s voting members.

Non-Voting Members

5. The Committee will include one (1) seat for the following non-voting member:
 - (a) one (1) Council Liaison appointed annually by Council.

Terms of Service

6. The following terms are applicable to the Voting and Non-Voting Members of the Committee:
 - (a) terms for Architect Members are for two (2) years, renewable by Council once, subject to AIBC consent;
 - (b) terms for Community Members are for two (2) years, renewable by Council to a maximum of four (4) terms;
 - (c) terms for Council Liaisons are for one (1) year; and
 - (d) mid-term vacancies may be addressed by Council immediately or at the end of a term.

Committee Resources

7. The Heritage Advisory Committee shall have the following resources:
 - (a) primary staff support and oversight will be the responsibility of the Director of Planning and Development through their designated professional staff for the provision of:
 - i. annual work plans in alignment with the Committee's mandate, and
 - ii. agendas and meeting materials reflecting annual work plans, in general support of the Committee;
 - (b) clerical staff support will be provided by the Legislative Services Division of the Deputy Chief Administrative Officer's Office.

Chair

8. A Chair is to be chosen annually from amongst the voting members. In the event of the Chair's absence, the Committee will select from amongst its voting members an Acting Chair.

Attendance

9. Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting; any member who is absent from three consecutive meetings of the Committee without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution cease to be a member of the Committee.

Meeting Frequency

10. The Committee shall meet monthly subject to cancellation by the Committee Clerk due to impending lack of quorum or lack of matters for consideration by the Committee as determined by the Director, Planning and Development.

Reporting

11. Committee recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time.

Governance

12. The Heritage Advisory Committee is a select committee of Council established under section 142 of the *Community Charter* and, while it may provide recommendations on matters referred to it by Council or staff related to the City's Heritage Program and matters under Part 15 of the *Local Government Act* in accordance with section 3 of this Bylaw, it is not a designated Community Heritage Commission under section 597 of the *Local Government Act* exercising the powers of a Commission under section 143 of the *Community Charter*.

Rules of Procedure and Conduct

13. Procedure and conduct shall be in accordance with the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time, including but not limited to the following City documents:
 - (a) Advisory Body Appointee Agreement, to be signed at the first meeting;
 - (b) Respectful Communication Policy;
 - (c) Respectful Workplace Policy No. 203;
 - (d) Social Media Policy No. 212;
 - (e) "Council Procedure Bylaw, 2015, No.8500" (excerpts applicable to Advisory Bodies).

Repeal

14. "Heritage Advisory Commission Bylaw, 1994, No. 6619" and all amendments thereto are hereby repealed.

READ a first time on the 27th day of January, 2025.

READ a second time on the 27th day of January, 2025.

READ a third time on the 27th day of January, 2025.

ADOPTED on the 3rd day of February, 2025.

"Linda C. Buchanan"

MAYOR

"Peter DeJong"

ACTING CORPORATE OFFICER