

# Heritage Advisory Commission

## Guidelines for Presentations



### How to Contact Us?

Committee Clerk (604) 990-4223  
Planner (604) 990-4206

Community Development Department  
City of North Vancouver  
141 West 14th Street  
North Vancouver, BC V7M 1H9  
[www.cnv.org](http://www.cnv.org)



The Heritage Advisory Commission (HAC) is a Council appointed advisory group composed of 7 members. The role of the HAC is to provide a community perspective on heritage issues from a cultural, architectural and landscape point of view. While the HAC does not have decision-making authority, it does provide recommendations and inputs to Council's and staff's decisions.

## What Do We Consider?

In considering its recommendation, HAC gives consideration to the following:

- The heritage value of a proposal that may include the aesthetic, historic, scientific, cultural or spiritual importance of the past, present or future generations as they contribute to the City's unique sense of place;
- The heritage value of a proposal based on character defining materials, forms, location, spatial configurations, uses and cultural associations or meanings;
- The surrounding heritage context, as appropriate;
- Whether the proposal's intention is to preserve, rehabilitate or restore a building or landscape;
- How well the proposal preserves, rehabilitates or restores a building or landscape with respect to its heritage value;
- Public/private benefits;
- Other matters considered relevant by Council or HAC members.

## When Do We Meet?

The HAC meets on the second Tuesday of each month. Meetings are held in the evening at City Hall. 10 copies of the material to be presented to HAC must be delivered to the Committee Clerk no later than noon on the Thursday prior to the meeting. The Committee Clerk will notify delegations of the time of their presentation two days before the meeting. Full sized presentation boards (24' x 36") are to be brought to the HAC meeting. PowerPoint presentations can replace or supplement full sized presentation boards. Please advise the Planner or Committee Clerk by the Friday prior to the meeting if you wish to make a PowerPoint presentation.

## What Projects Do We Review?

HAC reviews all heritage proposals prior to final consideration by Council. This includes:

- DVP or demolition;
- Any rezoning application that involves a property on the Heritage Inventory in the City of North Vancouver;
- Any proposal located in a Heritage Character Area including East 10th Street, Ottawa Gardens, 200 East 19th Street and Grand Boulevard;
- Any proposal located in the Ottawa Gardens Heritage Conservation Area Guidelines;
- Heritage issues raised by HAC members; and
- Other matters referred by City Council.

## How Are Proposals Referred to Us?

Development Proposals are referred to HAC through the Community Development Department. Since HAC concerns may affect the basic approach to a development concept, it is suggested that submissions be made at the earliest possible stage. For advice on the timing of your proposal, consult with the Planner or Planning Technician processing your application. Staff may require a submission several weeks in advance of the HAC meeting to allow time for a preliminary staff review.

## What to Include in Your Submission?

It is in your best interest to make sure that your submission to HAC is complete and legible. Generally, submissions should include 10 copies of the following in collated, stapled packages:

- Heritage assessment outlining the heritage value of the building or landscape. It should include comments on aesthetic, historic, scientific, cultural, social or spiritual importance based on character defining materials, forms, location, spatial configurations, uses and cultural associations or meanings;
- Reduced Building Plans (11' x 17"), double-sided print while maintaining legibility (context plans, reflected window elevations, coloured elevations, sections, floor plans, coloured landscape plan);
- Written sustainability statement;
- Written design rationale;
- Summary statistics - list of rezoning or variance requests;
- Exterior finishes - 2 coloured material sample boards; and
- Coloured elevation showing the two neighbours for context.

