

District of West Vancouver
POLICY

Title: Heritage Advisory Committee Terms of Reference

Division: Planning & Development Services

Policy Number: 0106

File Number: 0282-20-0106

1. Mandate

- 1.1. The purpose of the Heritage Advisory Committee (the Committee) is an advisory committee of Council that makes representations to staff and Council to assist in the processing of heritage applications, identifying and supporting the conservation of structures and landscapes recognized by the District as having significant heritage value¹ and in undertaking education and engagement opportunities related to heritage conservation. The Committee does not approve or reject projects or make policy decisions.

2. Role

- 2.1. The Committee will:
- (a) Prioritize structures and landscapes that have high heritage value, especially those that are at risk, and propose additions and updates to the Community Heritage Register as needed;
 - (b) Help develop, establish, and maintain public education and awareness programs relating to the protection of heritage properties or heritage resources, including the District's Heritage Revitalization Agreement program;
 - (c) Establish and maintain contact with community groups and subject matter experts and volunteers able to assist in the mandate of the Committee;
 - (d) Support opportunities and activities that will promote the value of heritage in the community;
 - (e) Undertake such other activities and responsibilities that Council may wish to pursue in the interest of promoting and preserving heritage assets;
 - (f) Play an educational role regarding the value of heritage assets throughout the District; and,
 - (g) Assist in the review of development applications for:
 - a. Heritage Revitalization Agreement (HRA) and Heritage Designation; and
 - b. Heritage Alteration Permits (HAPs) in areas outside of the Lower Caulfeild Heritage Conservation Area.
 - (h) Review any matters which may be referred by Council or staff.

¹ Natural, built and cultural heritage resources that which the community has inherited, value, believe in and wish to keep.

3. Membership

- 3.1. The Committee consists of a minimum of seven (7) and a maximum of nine (9) voting members with the following experience and/or qualifications as available:
 - a) A minimum of one (1) and a maximum of three (3) members who are an archivist or historian with knowledge of local history, and drawn from a community heritage organization active on the North Shore;
 - b) One member with expertise in local First Nations heritage;
 - c) One member with expertise in heritage architecture (pre-1945 buildings, and/or mid-century modern (1945-1975) buildings);
 - d) One member with expertise in heritage landscapes;
 - e) One member with expertise in heritage conservation tools and methods, including Heritage Revitalization Agreements (HRAs);
 - f) One member nominated from the District of West Vancouver Design Review Committee with expertise in architecture; and,
 - g) One member nominated from the District of West Vancouver Design Review Committee with expertise in landscape.
- 3.2. Volunteer members must be appointed or re-appointed to the Committee for a term of 2 years, except that no person shall serve more than six (6) consecutive years, or as otherwise determined by Council.
- 3.3. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.4. The Chair and Vice-Chair (or co-Chairs, as the case may be) must be voting members of the Committee, and must be selected from amongst the Committee membership at the first meeting of each year.
- 3.5. The Committee membership includes the following non-voting members:
 - (a) One (1) member of Council, appointed annually to serve as the Council representative on the Committee; and
 - (b) One (1) member of Council, appointed annually to serve as the Council alternative representative.

4. General Terms and Code of Conduct

- 4.1. **Decorum and Debate:** Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2. **Authority and Reporting:** The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Mayor and Council.

District of West Vancouver

POLICY

- 4.3. **Media/Social Media:** Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4. **Professionalism:** Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5. **Confidentiality:** All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All returning Committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.
- 4.6. **West Vancouver Residency Requirement:** all Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.
- 4.7. **Conflict of Interest:** The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. Meetings may be cancelled by the Committee staff liaison if there are no items to be referred to the Committee.
- 5.3. All Committee and subcommittee meetings must be held in a District facility.
- 5.4. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.
- 5.5. Notice of meetings shall be provided on the District of West Vancouver website.

6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy, the Committee Procedure Bylaw and the *Community Charter*.

7. Subcommittees

- 7.1. Subcommittees may be established by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1. The Committee is expected to identify a concise set of annual targets and objectives for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval prior to the end of the current year. The Annual Work Plan must be congruent with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

9. Amending, Modifying, or Varying Terms of Reference


- 9.1. Any request for amendment, modification or variation to these ToR can be enacted either by way of a Committee recommendation to Council or through specific direction of Mayor and Council.
- 9.2. In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master ToR document.

10. Staff Assistance

- 10.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
 - (a) Staff of the Planning and Development Services division.

District of West Vancouver
POLICY

11. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2021/01/25	
Council minutes eDocs # (Council Policies only)	4196414	
Council report eDocs # (Council Policies only)	4139278	
Signature		

Replacement date	2021/11/22	
Council minutes eDocs # (Council Policies only)	4317665	
Council report eDocs # (Council Policies only)	4289952	
Replacement description	To clarify the definition of “significant heritage value” in Section 1.1.	

12. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	