



District of West Vancouver

Lower Caulfeild Advisory Committee

(Policy #02-10-289, 2001)

Effective Date: December 10, 2001

Consolidated for Convenience Only

This is a consolidation of the original policy and amendments listed below. The amendments have been combined with the original policy for convenience only. This consolidation is not a legal document. Certified copies of the original policy and amendments should be consulted for all interpretations and applications of the policy.

Amendment	Effective Date
Sections 4.1, 5.4 and 5.5	January 2007
Sections 1.0 thru 5.7	July 9, 2012

The dates in the margin of this consolidation refer to the dates of amendments made to the original policy. The number of any amending policy that has been rescinded is not referred to in this consolidation.

District of West Vancouver CORPORATE POLICY

Administration Division	Council Committee Terms of Reference Lower Caulfeild Advisory Committee
Policy #02-10-289	
CIS File: 0115-20-LCAC1	

Amended
July 9, 2012

1.0 Purpose

The Lower Caulfeild Advisory Committee (LCAC) is established as an advisory body to Council and the Director of Planning, Lands and Permits in the application of objectives and guidelines for the Lower Caulfeild Heritage Conservation Area.

Amended
July 9, 2012

2.0 Duties

To consider and review the following, in accordance with applicable District policies and guidelines, and provide recommendations to Council and the Director of Planning, Lands and Permits, as appropriate:

- Heritage Alteration Permit applications for consistency with the Lower Caulfeild Heritage Conservation Area Guidelines; and
- Any matters which may be referred by Council from time to time, including District projects.

Amended
July 9, 2012

3.0 Origin of Work

- Referral of heritage alteration permit applications by staff, in accordance with Council policy;
- Council referral.

4.0 Membership

Amended
January 2007;
July 9, 2012

4.1 Voting Members

This Committee is to consist of five (5) voting members, none of whom shall reside or own property in the Lower Caulfeild Heritage Conservation Area:

- One member of the Design Review Committee who has architectural expertise;

- One member of the Design Review Committee who has landscape expertise;
- One member, preferably a West Vancouver resident, with expertise in heritage management issues; and
- Two members, who shall be residents of West Vancouver, appointed by Council to be members-at-large.

Amended
July 9, 2012

4.1 Terms

Members-at-large of the Committee are appointed for three year terms to a maximum of six years. Any remaining members are appointed for one year terms.

5.0 Operations of the Committee

Amended
July 9, 2012

5.1 Meeting Schedule

As determined by Committee, bylaw or policy to ensure that heritage alteration permit applications are processed in a timely manner, and that other items referred to the Committee can also be addressed as required.

Amended
July 9, 2012

5.2 Notice of Meetings

Notice of LCAC meetings shall be provided by the Planning Department to all property owners and residents within the boundaries of the Lower Caulfeild Heritage Conservation Area.

Amended
July 9, 2012

5.3 Rules of Procedure

Meetings shall be conducted in accordance with the rules of procedure set out in Council Procedure Bylaw and Council Committee Policy. Notwithstanding, the Committee shall provide an opportunity for applicants and members of the Lower Caulfeild community to make written and verbal submissions at a meeting of the Committee regarding heritage alteration permits, and will consider these submissions in forming its recommendations.

Amended
July 9, 2012

5.4 Support Services / Reporting

A designated staff person will provide committee support services, including agendas and minutes. Professional staff support is to be provided from the Planning Department and other Departments as necessary.

Amended
January 2007;
July 9, 2012

5.5 Council Representative(s) and Alternates

One Council member and one alternate.

Amended
January 2007;
July 9, 2012

5.6 Staff Liaison

Sr. Community Planner

Amended
July 9, 2012

5.7 Revisions to this Policy

To be made by Council and Chief Administrative Officer.

Approval Date: December 10, 2001	Approved by: Council
Amendment Date: January 2007	Approved by: Chief Administrative Officer
Amendment Date: July 9, 2012	Approved by: Council