

CITY OF SURREY

BY-LAW NO. 13282

As amended by By-laws: 13563, 11/02/98; 14621, 02/04/02; 14924, 02/17/03; 15100, 07/24/03; 17108, 01/25/10; 17229, 07/29/10; 17347; 01/24/11; 17666, 11/05/12; 18324, 12/01/14

A By-law to establish a Surrey Heritage Advisory Commission

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WHEREAS pursuant to Section 953 of the *Local Government Act*, R.S.B.C. 1996, c.323, the Council of the City of Surrey (hereinafter called the "Council") may, by by-law, establish a community heritage commission (hereinafter called the "Commission");

AND WHEREAS the City of Surrey's heritage is an integral part of its identity; to be discovered, preserved and enjoyed;

AND WHEREAS the residents of City of Surrey have identified through the Future Surrey process the importance of "preserving and promoting our heritage sites and history";

AND WHEREAS the effective management of the City of Surrey's heritage resources requires the attention of all parties to ensure their preservation for future generations;

AND WHEREAS in the by-law establishing the Commission, there shall be set out:

- I The Name of the Commission
- II The Terms of Reference of the Commission
- III The Composition of the Commission
- IV The Manner of Appointment
- V The Procedures Governing the Operation of the Commission
- VI General Provisions

NOW, THEREFORE, the City Council of the City of Surrey (the "City"), in open meeting assembled, ENACTS AS FOLLOWS:

## **PART I THE NAME OF THE COMMISSION**

The Commission is an advisory commission of Council and shall be known as the "Surrey Heritage Advisory Commission".

## **PART II THE TERMS OF REFERENCE OF THE COMMISSION**

### **1. Purpose**

The purpose of the Commission is:

- (a) to advise Council on heritage matters as outlined in its mandate;
- (b) to advise Council on heritage matters referred to it by Council; and
- (c) to provide support for heritage activities as directed or endorsed by Council.

### **2. Mandate**

- (a) The advisory mandate of the Commission shall be:
  - (i) to advise Council on matters dealing with the creation and maintenance of a Heritage Register (as defined in the *Local Government Act*), which identifies heritage features and heritage properties and details their heritage value or heritage character;
  - (ii) to advise Council on the designation by by-law of a feature or property, in whole or in part, interior or exterior, as a City heritage site and the terms and conditions of such designation;
  - (iii) to advise Council on expenditures related to financial assistance or compensation to feature owners or property owners for maintenance or preservation of a designated heritage feature or property as authorized by By-law No. 15099;
  - (iv) to advise Council on the recognition of significant heritage features or heritage properties through the installation of markers, plaques and cairns;
  - (v) to advise Council on the recognition of individual or corporate achievements in the area of heritage preservation and awareness through the presentation of Heritage in the City Awards;
  - (vi) to review information and recommendations prepared by City staff concerning all proposed heritage preservation tools and strategies for properties and features included in the Heritage Register, and to advise Council accordingly;
  - (vii) to review information and recommendations prepared by City staff on matters related to Heritage Conservation Covenants, Heritage Conservation Areas and Heritage Revitalization Agreements (all as defined in the *Local Government Act*), and to advise Council accordingly;
  - (viii) to advise Council on all matters relating to heritage conservation as referred to the Commission by Council; and

- (ix) to advise Council and to provide comments on the heritage aspect of development applications involving sites with heritage designations and sites on or proposed to be on the Heritage Register.
- (b) The support mandate of the Commission shall be:
  - (i) to support awareness of and appreciation for the City's heritage by developing and promoting information related to the City's heritage in a variety of formats and media;
  - (ii) to support heritage activities and heritage programs undertaken by the City or community organizations in the areas of environmental preservation and interpretation, built preservation and interpretation and cultural preservation and interpretation; and
  - (iii) to support activities undertaken by the City related to awareness and preservation of significant heritage features or heritage property in the City.

### **PART III THE COMPOSITION OF THE COMMISSION**

- 3. The Commission shall consist of a total of six members, of which up to two members may be members of Council. The Commission may also have an alternate member appointed to the Commission to sit as a voting member.
- 4. In making appointments, Council may consider the interests, skills and expertise necessary to carry out the Commission's mandate.
- 5. In making appointments, Council may consider a balance of technical expertise and knowledge of the community.
- 6. All of the citizen appointees of Commission shall be resident electors (as defined by the *Local Government Act*) of the City.

### **PART IV THE MANNER OF APPOINTMENT**

- 7. Prior to the appointment of the members of the Commission, the City Clerk shall, on behalf of Council, advertise for citizens interested in serving on the Commission.
- 8. Council shall review the applications and shall appoint the members of the Commission by resolution of Council.
- 9. The Mayor may appoint up to two members of Council to attend Commission meetings, to vote on motions of the Commission and to provide liaison between the Commission and the Council.

**PART V THE PROCEDURES GOVERNING THE OPERATION OF THE COMMISSION**

**10. Term of Appointment**

- (a) The term of appointment of a member/alternate of the Commission shall be for two years dating from January 1st to December 31st two years later.
- (b) A member/alternate of the Commission shall not serve more than three consecutive terms, provided however, that after at least one year out of office that member may be re-appointed.
- (c) Notwithstanding Section 10.(b), the Commission, by Recommendation to Council may request that Council, by Resolution, provide for an exception to the maximum term to allow a Member to serve an additional term.
- (d) All appointed members/alternate shall remain members until their successors have been appointed.
- (e) In the event of the resignation or death of an appointed member, Council shall appoint a new member to fill such vacancy for the unexpired balance of the term of the incumbent.

**11. Chair**

- (a) One member of City Council shall be appointed annually by the Mayor to serve as the Chair of the Commission.
- (b) The Commission shall select a vice-Chair from among its members on an annual basis.

**12. Meetings**

- (a) The Commission shall meet regularly.
- (b) The Chair and City staff shall prepare the agendas for the Commission meetings.
- (c) The Legislative Services Department shall record the minutes of the meetings of the Commission and submit the minutes to Council for its information.
- (d) The Commission shall submit its recommendations to Council for Council's consideration and approval, accompanied by the Commission's records and any other information that the Commission may consider relevant.
- (e) The Chair, or any three members, may call a special meeting by giving three days' written notice to all members, stating the purpose of the meeting.
- (f) A quorum for the meeting shall be a majority of the members of the Commission. A recommendation of a quorum shall be considered that of the full Commission.
- (g) Council shall be advised of any member who misses three consecutive meetings or three meetings within a six month period. Council shall consider the impact of the absences and shall fill the vacancy by reappointing the member or appointing a new member to fill the balance of the unexpired term.

- (h) Meetings of the Commission shall be conducted in accordance with the procedures set out in Part 17 of the Council Procedure By-law, 1999, No. 13600, as amended.

### **13. Budget**

- (a) The Commission shall submit to the Finance, Technology & Human Resources Department for Council's consideration and approval a proposed budget of its anticipated expenditures and revenues for the next fiscal year by September 30th of each year.
- (b) The Commission budget may include an amount for heritage preservation and maintenance grants for designated heritage features or heritage properties as authorized by City of Surrey Heritage Sites Financial Assistance By-law, 2003, No. 15099.
- (c) Any grants recommended for approval by the Commission must receive a 2/3 majority vote of Council, in accordance with s. 183.1 of the "Local Government Act".

### **Expenditures**

- (d) Attendance at conferences and related travel must be approved by Council, and expenses approved for payment must not exceed City policy.
- (e) Expenditures of the Commission may include expenditures for items such as recognition projects, memberships, subscriptions, supplies, and projects/events necessary to fulfill its mandate. Minor expenditures, up to and including \$2,500 shall be approved by the Commission and referred to the City Clerk to authorize payment.
- (f) The Commission, with Council's approval, may solicit and receive funds for special projects relevant to its mandate. In such cases, a separate budget shall be established by the Commission and approved by Council to manage such funds.

### **14. Staff Support and Attendance**

- (a) Technical, administrative and advisory information, services and support shall be provided to the Commission by City staff as required.
- (b) The Legislative Services Department shall designate an Administrative Assistant to provide administrative support.
- (c) The Parks, Recreation and Culture Department shall designate a professional liaison who shall attend meetings of the Commission and shall provide liaison and support services to the Commission as outlined in Section 16 (d), as required.
- (d) The Planning and Development Department shall designate a professional liaison who shall attend meetings of the Commission and shall provide liaison and support services to the Commission as outlined in Section 16 (e), as required.

- (e) The Engineering Department shall designate a professional liaison who shall attend meetings of the Commission as required and shall provide liaison and support services to the Commission as outlined in Section 16 (f), as required.

**15. Roles**

- (a) The Council representative shall:
  - (i) provide liaison between the Commission and Council;
  - (ii) speak to Commission recommendations at Council meetings to augment information for Council decisions; and
  - (iii) have the power to vote on motions of the Commission.
- (b) The Chair shall:
  - (i) liaise with the Administrative Assistant for the preparation of agendas for meetings;
  - (ii) liaise with the Administrative Assistant for the coordination and facilitation of support services required of City staff;
  - (iii) send correspondence on behalf of the Commission;
  - (iv) send invitations or announcements on behalf of the Commission;
  - (v) liaise with representatives of other heritage commissions and societies;
  - (vi) chair Commission meetings to ensure the efficient conduct of Commission business; and
  - (vii) review the minutes of Commission and authorize the forwarding of the unapproved minutes to Council.
- (c) The City Clerk shall designate an Administrative Assistant (the "Administrative Assistant") to:
  - (i) record the minutes of the regular meetings of the Commission;
  - (ii) prepare minutes of regular Commission meetings and forward the minutes to Council;
  - (iii) liaise with the Chair to prepare and distribute agendas for meetings;
  - (iv) prepare the correspondence of the Commission and keep records related to the activities of the Commission;
  - (v) advertise vacancies on the Commission;
- (d) The General Manager, Parks, Recreation and Culture Department shall designate an appropriate liaison to:
  - (i) facilitate Commission efforts to increase public awareness of and appreciation for the City's built, natural and cultural heritage;

- (ii) advise and inform the Commission and liaise with the Engineering Department (Facilities Management Division) on maintenance standards and preservation works related to designated heritage public properties or park sites operated or managed by the Parks, Recreation and Culture Department;
  - (iii) preserve, arrange and provide public access to records and documents related to Surrey's heritage inventory and Heritage Register; and
- (e) The General Manager, Planning and Development Department, shall designate an appropriate liaison to:
- (i) maintain the Heritage Register and provide information and recommendations on properties and features proposed to be included in the Register;
  - (ii) liaise with the Administrative Assistant;
  - (iii) advise the Commission on the status of development applications involving sites with heritage designation and sites on or proposed to be on the Heritage Register and liaise with staff to ensure that the recommendations as adopted by Council with respect to the protection of the heritage sites, buildings, or trees are implemented; and
- (f) The General Manager, Engineering Department, shall designate an appropriate liaison to:
- (i) facilitate Commission efforts to protect the City's built, natural and cultural heritage when public works are being conceived, designed, constructed, operated, or maintained; and

**PART VI      General Provisions**

16. "Surrey Heritage Advisory Committee Establishment By-law, 1989, No. 9949", as amended, is hereby repealed.
17. This By-law shall be cited for all purposes as the "Surrey Heritage Advisory Commission Establishment By-law, 1997, No. 13282.

PASSED THREE READINGS on the 24th day of November, 1997.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 1st day of December, 1997.

\_\_\_\_\_ D.W. MCCALLUM \_\_\_\_\_ MAYOR  
 \_\_\_\_\_ D.B. KENNY \_\_\_\_\_ CLERK