



*"That Council authorize the expenditure of up to \$5,000 (including GST and disbursements) for a consultant to undertake the Heritage Foundation Feasibility Study, with funds to be provided from the 2009 HAC budget".*

This recommendation was considered by Council at its October 5, 2009 Regular Council Meeting. Council referred the recommendation to staff for a report.

## DISCUSSION

The proposed Study would provide the HAC and Council with more detailed information on the role that a Surrey Heritage Foundation could play in the management of Surrey's heritage resources. It would also explore how a Heritage Foundation could relate to HAC and Council and compliment the work of the existing Advisory Committees of Council and other local heritage societies and groups.

As evidenced by information gathered from other jurisdictions, a Heritage Foundation could, among other things:

1. Raise funds from donors or events to finance programs and projects that enhance the promotion and protection of Surrey's heritage resources;
2. Distribute financial assistance to owners of protected heritage buildings for restoration works;
3. Provide grants to community groups and individuals that advance the profile of Surrey's heritage; and
4. Provide education and awareness initiatives, including publications and heritage events.

The Study would also consider whether a Surrey Heritage Foundation could fulfil some of the roles currently carried out by the HAC. A key element of the Study would involve exploring how the role of Surrey's existing HAC may evolve in the event that a Surrey Heritage Foundation is established, to ensure that the mandates and roles of each group are complimentary, do not overlap and more broadly address Surrey's heritage resource management needs.

The ToR for the Study, which is attached as Appendix I, includes the following scope of work:

- A review of the role of heritage foundations in British Columbia and Canada;
- A review of the municipal heritage management structure in cities with heritage foundations;
- The potential benefits of establishing a heritage foundation;
- Options for a Surrey Heritage Foundation;
- Recommendations with respect to the establishment and management of a Surrey Heritage Foundation;
- Possible sources of seed funding for a Surrey Heritage Foundation; and
- Other recommended actions.

The Study would be undertaken by a consultant with an understanding of heritage policies, regulations and legislation as well as a thorough understanding of possible roles and mandates of heritage foundations in the management of heritage resources. Funds for the Study are available in the 2009 HAC budget.

## CONCLUSION

The ToR for the recommended Study sets out the parameters exploring the feasibility of establishing a Heritage Foundation in the City of Surrey. The HAC has reviewed the ToR and is recommending that Council authorize the expenditure of up to \$5000 (including GST and disbursements) from the 2009 HAC budget for a consultant to undertake the Study.

Based on the above discussion, it is recommended that Council approve the expenditure of up to \$5,000 (including GST and disbursements) from the HAC 2009 budget for a consultant to undertake a Heritage Foundation Feasibility Study, based on the ToR attached as Appendix I to this report.

*Original signed by*  
Jean Lamontagne  
General Manager  
Planning and Development

JMcL:saw

Attachments:

Appendix I Terms of Reference – Heritage Foundation Feasibility Study



**TERMS OF REFERENCE**  
**HERITAGE FOUNDATION FEASIBILITY STUDY**  
**October, 2009**

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**A. INTRODUCTION**

The City of Surrey has a population of approximately 462,000 and has a long history as a community. Surrey's heritage resources include houses, schools, churches, commercial buildings, farm buildings, monuments, roads, railways, trails, trees, and other built, natural, or cultural features.

The City of Surrey's heritage initiatives date back many years and have been very successful in identifying, protecting and celebrating many of Surrey's significant heritage resources, including buildings, landscape features, structures and historic places. Surrey City Council established a Community Heritage Register on June 3, 1997. The Heritage Register is a list of properties and sites that have been assessed as having heritage character or value. The Register currently contains 226 sites. Statements of Significance have been completed for approximately 70 of these sites and they have been added to the Canadian Register of Historic Places.

In addition to the Heritage Register, the City also has a Heritage Inventory containing 61 sites. The Heritage Inventory is a list of properties and sites that may have heritage value or heritage character but require further assessment before they can be considered for addition to the Heritage Register.

To date, the City has worked with the Surrey Heritage Advisory Commission (HAC) and property owners to have 48 of the 226 sites on the Heritage Register protected through Heritage Designation By-laws, Heritage Revitalization Agreements, and Heritage Covenants. Another 8 sites are currently under application to enter into Heritage Revitalization Agreements or Heritage Covenants with the City.

The HAC has expressed concern that despite these efforts, a number of significant heritage resources have been lost and others are under threat. The HAC has recommended that the City explore additional means by which it could increase funding for heritage purposes and find new tools to raise the profile of heritage and protect threatened heritage assets.

City Council has expressed an interest in exploring the development of a Heritage Foundation for the purpose of both increasing the profile of heritage in Surrey and fundraising for the protection of the City's natural, cultural, and built heritage resources.

## **B. PURPOSE**

The City of Surrey intends to retain a qualified consultant to conduct a study and make recommendations to the HAC and Surrey City Council with regard to the options, potential benefits of and recommendations related to establishing a Surrey Heritage Foundation.

The consultant must have an in-depth understanding of heritage policies, regulations and legislation as well as a thorough understanding of the role and mandate of heritage foundations in the management of heritage resources.

These Terms of Reference (ToR) set out the parameters for undertaking a study aimed at exploring the feasibility of establishing a Heritage Foundation in the City of Surrey. The ToR provide background information regarding current heritage management practices in Surrey as they relate to the City's HAC, and outline the scope of work for the Study.

## **C. BACKGROUND**

Heritage matters in Surrey are currently referred to the Surrey HAC. The HAC is an Advisory Commission of Council. The purpose of the HAC is to:

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

The advisory mandate of the HAC is to:

- advise Council on matters dealing with the creation and maintenance of a Heritage Register;
- advise Council on the designation by by-law of a feature or property and the terms and conditions of such designation;
- 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;
- advise Council on the recognition of significant heritage features or heritage properties through the installation of markers, plaques and cairns;
- advise Council on the recognition of individual or corporate achievements in the area of heritage preservation and awareness through the presentation of awards and commendations;
- 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;
- review information and recommendations prepared by City staff on matters related to Heritage Conservation Covenants, Heritage Conservation Areas and Heritage Revitalization Agreements and to advise Council accordingly;
- advise Council on all matters relating to heritage conservation as referred to the HAC by Council; and

- 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.

Currently, the support mandate of the HAC is 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;
- 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
- support activities undertaken by the City related to awareness and preservation of significant heritage features or heritage property in the City, by raising funds as authorized by Council.

It should be noted that the Surrey HAC does not engage in fundraising activities.

In July, 2009, the HAC expressed interest in exploring the feasibility of establishing a Surrey Heritage Foundation that would have a mandate to promote Surrey's heritage and to raise funds for the protection of the City's natural, cultural, and built heritage.

The purposes of a Heritage Foundation could include:

1. Raising funds from donors for the purpose of financing programs and projects that enhance the promotion and protection of Surrey's natural, cultural, and built heritage;
2. Recommending recipients to be considered for financial assistance available from the City to owners of protected heritage buildings for restoration works;
3. Providing grants to community groups that advance the profile of Surrey's heritage;
4. Education and awareness initiatives including publications and heritage events; and
5. Other purposes as determined by the Heritage Foundation Feasibility Study.

#### **D. SCOPE AND DELIVERABLES**

The purpose of this study is to examine options for establishing a Heritage Foundation for the City of Surrey, to advise on the pros and cons of the options, to make recommendations in relation to establishing a Surrey Heritage Foundation, and to determine potential costs and benefits to the City. The Study report should include:

1. A review of heritage foundations and like organizations in British Columbia and Canada, including the administration, structure, roles, mandates, grant programs, and challenges and concerns of each municipal heritage foundation;
2. A review of the municipal heritage management structure in cities with heritage foundations, including:

- Do these municipalities also have heritage advisory committees or commissions? How do their roles and mandates differ from the role and the mandate of the foundation?
  - What is the relationship of the foundation to the municipal councils, advisory committees or commissions of those councils, and to other local heritage societies and groups?
3. The potential benefits of establishing a heritage foundation;
  4. Options for a Surrey Heritage Foundation, including the advantages and disadvantages of various models;
  5. Recommendations in relation to an appropriate model for the establishment and management of a Surrey Heritage Foundation (i.e., whether it should be an independent foundation, or whether its finances and investments should be managed as a specified fund in an existing foundation);
  6. Possible sources of seed funding for a Surrey Heritage Foundation; and
  7. Other recommended actions. This should include a summary of the future role of the Surrey HAC in the event that a Surrey Heritage Foundation is established.

### **Submission Requirements**

Draft reports will be in hard copy (2) and digital format (on disk). Final reports will be in hard copy (2) and digital format (on disk). Supporting reports can be in a read only format for inclusion in appendices. Associated text is required in MS-Word for possible input to staff reports.

#### **E. BUDGET**

Upset of \$5,000.00 (including GST and disbursements)

#### **F. TIMELINE FOR COMPLETION**

Mid-2010

#### **G. CONSULTANT'S SUBMISSION REQUIREMENTS**

**The Consultant shall provide the following information, as the minimum, for consideration by the City:**

1. Statement of understanding of the project and project requirements and any proposed augmentations to the ToR to ensure that the objectives of the Study will be fully met;
2. The proposed approach to undertake the assessment;
3. The proposed Study timelines;
4. The proposed deliverables of the Study;

5. A description of the consultant team, including team leaders and all personnel to be used in carrying out the various components of the project;
6. A list of similar projects the consultant has completed, with a brief description of these projects;
7. A description of how the team adds value to the project beyond simply complying with the ToR; and
8. A breakdown of the proposed budget for the project, including a breakdown of anticipated hours to be spent by each individual on the consultant team and the charge out rate for each individual, and an upset price to complete the Study, including all identified deliverables.

#### **H. PROPOSAL SUBMISSION**

**The deadline for the submission of proposals is \_\_\_\_\_ by \_\_\_\_\_ pm.**

Please submit proposals to:

**City of Surrey  
Planning and Development Department  
Attention: Judy McLeod, Manager, Long Range Planning & Policy Development  
14245 - 56 Avenue  
Surrey, BC V3X 3A2**

For further information, please contact:

**Judy McLeod  
Manager, Long Range Planning and Policy Development  
City of Surrey  
604.591.4606  
[jmcleod@surrey.ca](mailto:jmcleod@surrey.ca)**