

**District of North Vancouver  
Community Heritage Advisory Committee  
Terms of Reference**

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The Community Heritage Advisory Committee is an advisory committee of the District of North Vancouver Council to provide advice and community perspective on issues related to heritage and conservation matters, and undertakes and provides support for activities that benefit and provide for the advancement of heritage conservation in the District.

**Committee Responsibilities**

Within the scope of Council priorities, the Community Heritage Advisory Committee advises council and staff on the specific responsibilities which include:

- Establish and maintain public education and awareness programs relating to the conservation of heritage properties or heritage resources;
- Support opportunities and activities that will promote the value of heritage in the community;
- Review development applications and land use policies pertaining to heritage conservation in the District and provide recommendations and advice; and,
- Administer an adjudication process to support the District Community Heritage Grants Fund.

The Committee will provide an annual report to Council as outlined in the District's *Council Procedure Bylaw*.

**Committee Membership and Meetings**

Committee members are appointed annually by the Advisory Oversight Committee. Committee members are appointed for two-year terms, with an option to renew for an additional two-year term. Members may then reapply for two, one-year terms thereafter for a total of six years.

Membership will be comprised of a maximum of nine members, seeking representation and qualification as follows:

- Up to five residents of the District who have an interest in heritage conservation;
- One archivist or historian knowledge of local history;
- One member of the Architectural Institute of British Columbia who has an interest in heritage conservation;
- One specialist in building restoration and preservation; and,
- One registered landscape architect who has an interest in heritage landscape.

The Council Liaison may participate in discussion but does not form quorum and is not a voting member.

The Advisory Oversight Committee may appoint any other person not outlined above based on the consideration of a combination of skills and experience, or at the recommendation of the Committee Staff Liaison.

The Committee meets as necessary at the discretion of the Manager of Community Planning at the specified time, date and place. Additional meetings may be called throughout the year at the call of the Chair upon recommendation of the Committee Staff Liaison. A quorum of 50% plus one of the Committee membership is required to conduct Committee business. The Committee will conduct meetings in accordance with the District's *Council Procedure Bylaw*.

The Chair and Vice Chair will be elected by the Committee at its first meeting each year. If both are absent from a meeting, an Acting Chair will be chosen by the members present to preside over the meeting.

### **Committee Management**

A work plan to cover the one-year term will be prepared jointly by the Committee and the Committee Staff Liaison, through the Manager, to provide direction for achieving the Committee's mandate.

Staff support will be provided by Committee Staff Liaison or designate. Professional advice will be provided by staff, consultants or guest speakers retained by the District. There is no delegated authority to the Committee. The Committee Staff Liaison is responsible for coordinating agendas in consultation with the Chair and serves as the principal point of contact for committee members.

Dissolution of the committee is at the direction of Council at the recommendation of the Advisory Oversight Committee.

Committee members are required to conduct themselves in accordance with the District's Code of Ethics and all associated Council and corporate policies, which includes any real or perceived conflict of interest issues. The Committee Orientation Manual provides an overview of committee involvement and expectations and is provided to all committee members.