

CITY OF SURREY

BY-LAW NO. 13563

A by-law to amend the provisions of "Surrey Heritage Advisory Commission Establishment By-law, 1997, No. 13282".

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The Council of the City of Surrey, in open meeting assembled, ENACTS AS FOLLOWS:

1. "Surrey Heritage Advisory Commission Establishment By-law, 1997, No. 13282" is hereby amended as follows:

(1) Subsection 1.(c) is deleted in its entirety and new Subsection 1.(c) is inserted in its place as follows:

"(c) to provide support for heritage activities as directed or endorsed by Council."

(2) Subsection 2.(a)(vi) is amended by deleting the word "and" at the end of the subsection.

(3) Subsection 2.(a)(vii) is amended by deleting the period at the end of the subsection and inserting a semi-colon in its place.

(4) Section 2. is amended by inserting new subsections (viii) and (ix) immediately following subsection (vii) as follows:

"(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."

(5) Subsection 14.(e) is deleted in its entirety and new subsection 14.(e) is inserted in its place as follows:

"(e) The disbursement of funds to accomplish the mandate of the Commission identified in Part II of this by-law and expenditures related to projects identified and approved by Council in the Commission's annual budget shall be authorized by the Commission and implemented by the Administrative Assistant defined in Section 16 (c)."

(6) Section 15. Staff Support and Attendance is deleted in its entirety and new Section 15. Staff Support and Attendance is inserted in its place as follows:

"15. Staff Support and Attendance

(a) Technical, administrative and advisory information, services and support shall be provided to the Commission by City staff from the following departments and divisions: Legislative

Services, Parks, Recreation and Culture, Planning and Development, Legal Services, Finance, Engineering, and Public Affairs.

(b) The Legislative Services Department shall designate an Administrative Assistant to provide clerical support and coordination services to the Commission as outlined in Section 16 (c).

(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.

(f) At the request of the Commission, the Administrative Assistant shall advise the appropriate General Manager, or designate, of the attendance, information, support or reports required from the department.

(g) At the request of the Administrative Assistant, the General Manager, or designate, shall determine and provide the required attendance, information, support or reports."

(7) Subsections 16.(b), 16.(c), and 16.(d) are deleted in their entirety and new subsections 16.(b), 16.(c), 16.(d), 16.(e), and 16.(f) are inserted in their place as follows:

"(b) The Chair shall:

(i) liaise with the Administrative Assistant (as hereinafter defined) 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 General Manager, Legislative Services/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) coordinate clerical support for regular Commission meetings and for Commission activities, such clerical support to include hospitality, registrations, and bookings;
- (vi) advertise vacancies on the Commission;
- (vii) liaise and coordinate with appropriate City staff and external agencies to access technical, administrative and advisory information, services and support related to the mandate of the Commission and necessary for the development of Commission advice and recommendations to Council;
- (viii) liaise with the designated Planning and Development Department liaison in the distribution of information related to the status of heritage sites, and Council's decisions on Commission recommendations on heritage sites;
- (ix) facilitate applications and distribute information related to the eligibility for grants and compensations related to heritage maintenance or heritage preservation, acknowledgments of applications, and Council's decisions on Commission recommendations;
- (x) liaise with the Commission to develop its annual budget;
- (xi) disburse funds authorized by the Commission and Council and report to the Commission on revenues and expenditures approved by Council in its budget; and
- (xii) assist the Commission in preparing an annual report to Council on Commission goals, objectives, projects, priorities and achievements.

(d) The General Manager, Parks, Recreation and Culture Department shall designate an appropriate liaison to:

- (i) assist in providing an annual orientation for Commission members concerning the role and relationship of the Parks, Recreation and Culture Department to heritage matters;
- (ii) facilitate Commission efforts to increase public awareness of and appreciation for the City's built, natural and cultural heritage;
- (iii) 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;
- (iv) preserve, arrange and provide public access to records and documents related to Surrey's heritage inventory and Heritage Register; and
- (v) assist in preparing an annual report on the achievements concerning the promotion and public awareness projects undertaken by the Commission.

(e) The General Manager, Planning and Development Department, shall designate an appropriate liaison to:

- (i) provide continuity through an annual orientation for Commission members concerning the role and relationship of the Planning and Development Department to the Commission;

- (ii) maintain the Heritage Register and provide information and recommendations on properties and features proposed to be included in the Register;
  - (iii) liaise with the Administrative Assistant in the distribution of information related to the status of heritage sites, and Council's decisions on Commission recommendations on heritage sites;
  - (iv) assist the Commission in preparing an annual report to Council on Commission goals, objectives, projects, priorities and achievements;
  - (v) 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
  - (vi) assist in preparing a heritage management plan.
- (f) The General Manager, Engineering Department, shall designate an appropriate liaison to:
- (i) assist in providing an annual orientation for Commission members concerning the role and relationship of the Engineering Department to the Commission;
  - (ii) 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
  - (iii) assist the Commission in preparing an annual report to Council on Commission achievements concerning heritage preservation relative to public works activities."

2. This By-law shall be cited for all purposes as "Surrey Heritage Advisory Commission Establishment By-law, 1997, No. 13282, Amendment By-law, 1998, No. 13563."

PASSED THREE READINGS on the 26th day of October, 1998.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 2nd day of November, 1998.

\_\_\_\_\_MAYOR

\_\_\_\_\_CLERK