

CITY OF SURREY

BY-LAW NO. 9949

As amended by By-law No. [12268](#) and [13003](#).

A By-law to establish a Heritage Advisory Committee.  
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**Amended  
B/L [12268](#)  
04/25/94**

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WHEREAS pursuant to Section 15 of the Heritage Conservation Act, R.S.B.C., 1979, Chapter 165, the City Council of the City of Surrey (hereinafter called the "Council") may, by by-law, establish a Heritage Advisory Committee (hereinafter called the "Committee") to advise the City Council on any matter arising under Part 3 of the Heritage Conservation Act;

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

- (a) The number of members of the Committee and the manner in which the Council shall appoint the members; and
- (b) The procedures governing the Committee.

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

1. Purpose and Authority

(a) The purpose of the Heritage Advisory Committee is to advise and assist Council on heritage matters on behalf of the residents of Surrey.

(b) This Committee is an Advisory Committee of Surrey City Council and shall be known as "Surrey Heritage Advisory Committee".

2. Mandate

The mandate of the Surrey Heritage Advisory Committee shall be:

- (a) to increase community awareness of the City's heritage and of heritage issues.
- (b) to identify, describe and maintain an inventory of heritage sites and resources (buildings, locations, natural specimens) within Surrey, and to publish and promote these sites and resources.
- (c) to make recommendations to Council regarding:
  - i) the designation of heritage buildings, structures or land, in whole or in part, as City heritage sites;
  - ii) installation of markers, plaques, and cairns in support of heritage;
  - iii) applications for assistance and compensation for repairs to heritage designated buildings;
  - iv) emergency repairs to buildings or sites;
  - v) other matters described in the Heritage Conservation Act.
- (d) to promote, support, and encourage heritage-related events and commemorative celebrations.
- (e) to attend heritage conferences on behalf of the City as provided in the annual budget of the City and as approved by the City Manager and to attend education programs as approved by the City Manager having regard to the annual budget of the City.

### 3. Membership

- (a) Members of the Committee shall be appointed by Resolution of Council, and shall consist of one member of Council and eight members of the public at large.
- (b) Prior to the appointment of the members of the Committee, the Manager, Legislative Services (City Clerk) shall, on behalf of Council, advertise as required for citizens interested in serving on the Committee.

### 4. Term of Office

- (a) The term of office of a member of the Committee shall be for two years dating from February 1st to January 31st two years later.
- (b) All appointed members as aforesaid shall hold office until their successors shall have been appointed. Beginning in 1991, all appointments

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shall be for a two year term.

(c) 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.

## 5. Chairman

(a) The Committee shall appoint one of its members as Chairman and one as Vice Chairman. The representative of Council shall not be either Chairman or Vice Chairman.

(b) The Chairman and Vice Chairman shall be appointed at the first meeting of the Committee in each year.

(c) The Chairman may not serve for more than two consecutive terms, but may be re-appointed after at least one year out of office.

## 6. Meetings

(a) The Heritage Advisory Committee shall meet regularly at least once in three months, and, in addition, as often as may be necessary to deal with such matters as shall have been referred to it by Council.

(b) The Committee shall report to Council, in writing, on such matters so referred to it, accompanied by its records and any other information that the Committee may consider relevant.

(c) The Chairman, or any three members, may call a special meeting by giving three days written notice to all members, stating the purpose of the meeting.

(d) In case of emergency, at the discretion of the Chairman, notice in writing for a special meeting may be waived.

(e) A quorum for the meeting shall be a majority of the members of the Committee. Recommendations of a quorum shall be considered those of the full Committee.

(f) Minutes of each Committee meeting shall be recorded by the Manager, Legislative Services (City Clerk), or the Clerk's designate, and submitted to Council.

## 7. Expenditures

(a) An estimate of the Committee's anticipated expenditures during the following year should be submitted to Council by October 31 of each year.

(b) Expenses may include an amount to cover miscellaneous or unanticipated budgetary items, to be allocated at the discretion of the Committee.

(c) Other expenses shall be limited to those reasonable for the running of the Committee, and to fulfill the mandate described in Section 2 of this by-law.

## 8. Staff Attendance

(a) Staff attendance at Heritage Advisory Committee meetings, if required, shall be at the discretion of the City Manager.

## 9. Roles

(a) The Council representative shall undertake liaison with Surrey Council.

(b) The Chairman shall:

- i) send correspondence on behalf of the committee;
- ii) send correspondence to give effect to other recommendations;
- iii) send invitations of all events to members of Council and other dignitaries; and,
- iv) liaise with staff of other heritage bodies.

(c) The City Manager shall:

- i) liaise with the Heritage Advisory Committee and coordinate with appropriate City departments on matters of maintenance, repair, identification of heritage sites, and on the heritage significance of maintaining the integrity of the site;
- ii) Advise and liaise with other agencies, such as B.C. Hydro, B.C. Telephone, Ministry of Highways, G.V.R.D., to raise awareness of the Surrey Heritage Program and concerns, and to seek cooperation in ensuring both that sensitive consideration is given to heritage sites requiring works and that the City is advised in advance of the proposed works; and,
- iii) authorize expenditure of funds approved by Council.

(d) Applicants for compensation will be advised of Council's decision on their applications by the Manager, Legislative Services (City Clerk).

10. The proceedings of the Committee shall be informal and the provisions of the "Procedure By-law, 1974, No. 4155" as amended from time to time shall apply thereto.

11. "Surrey Heritage Advisory Committee Establishment By-law, 1983, No. 7452" is hereby repealed.

12. This By-law shall be cited for all purposes as "Surrey Heritage Advisory Committee Establishment By-law, 1989, No. 9949."

PASSED FIRST AND SECOND READINGS by the Municipal Council on the 6th day of March, 1989.

PASSED THIRD READINGS by the Municipal Council on the 24th day of September, 1990.

RECONSIDERED AND FINALLY ADOPTED by Council, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 1st day of October, 1990.

\_\_\_\_\_ "R. J. BOSE" \_\_\_\_\_ MAYOR

\_\_\_\_\_ "W. VOLLRATH" \_\_\_\_\_ CLERK