



# Corporate *NO: R017*

# Report *COUNCIL DATE: February 3, 2003*

<b>REGULAR</b>			
<b>TO:</b>	<b>Mayor &amp; Council</b>	<b>DATE:</b>	<b>January 27, 2003</b>
<b>FROM:</b>	<b>Acting City Clerk</b>	<b>FILE:</b>	<b>6800-01</b>
<b>SUBJECT:</b>	<b>Heritage Advisory Commission</b>		

## RECOMMENDATION

That Council amend the Surrey Heritage Advisory Commission By-law as follows:

1. Part III, Section 3, be amended by deleting the first sentence: “The Commission shall consist of two members of Council and seven members of the public at large”, and replacing it with “The Commission shall consist of a total of nine members, of which up to two members may be members of Council.”
2. Part V, Section 12 be amended by deleting Section (c) – The representative(s) of Council shall not serve as either Chair or Vice Chair.
3. The Acting City Clerk bring forward to Closed Council the applications on file for appointment to the Surrey Heritage Advisory Commission for consideration to appoint one member at large to bring the membership up to a total of nine members.

## BACKGROUND

At the January 20, 2003 Regular Council meeting, Council referred the Surrey Heritage Advisory Commission's recommendations for by-law amendments to staff for further information.

The recommendations were as follows:

- That Richard Fuller be appointed as a member in full standing to the Surrey Heritage Advisory Commission

- That J. Trimble be appointed as an alternate to the Surrey Heritage Advisory Commission; and
- That the Surrey Heritage Advisory Commission By-law be amended to reflect that one Councillor only be appointed to the Commission and that the Councillor may be elected as Chair.

## **DISCUSSION**

### Commission's Recommended Appointments

The Commission, at its last meeting, noted that including the member of Council, they have a total of eight members, whereas the Commission By-law provides for nine members. As a result, the Commission made recommendations to Council to amend the by-law to reflect a membership of one member of Council and eight members at large. The Commission also recommended people to fill the vacant membership and the alternate membership.

### Suggested By-law Amendments for Consideration

Council may wish to amend the Commission By-law to have a total compliment of nine members, of which up to two members may be a member of Council. This would give Council the flexibility of appointing members of Council without amending the by-law. In the years when Council appoints only one member of Council to the Commission, eight members at large would be appointed. If Council appointed two members of Council, seven members at large would be appointed.

As there has been only one member of Council appointed to the Commission, Council should consider appointing an additional member at large to the 2003 Commission to bring the total membership up to nine members.

### Appointments to the Commission

The matter of appointing candidates to Committees/Boards and Commissions is always conducted in Closed Council, with the formal resolution to appoint a member done in open Council. This practice should be followed with the recommended appointments to the Surrey Heritage Advisory Commission. If Council approves the proposed by-law amendments, the standard practice for appointing members should be followed.

### Alternates

Part III, Section 3 of the Commission By-law provides for an alternate: "The Commission may also have an alternate member appointed to the Commission to sit as a voting member when a member of the Commission is absent." Mr. R. Fuller is currently the appointed alternate and his term expires December, 2003. The provision for an alternate has worked well for the Commission, and no changes are recommended.

### Chair of Surrey Heritage Advisory Commission

Part V, Section 12 currently contains clause 12.(c) The representative of Council shall not serve as either Chair or Vice Chair. Staff have reviewed other by-laws and Terms of Reference, and none of them contain restrictions on who may be elected Chair, with the exception of the Social Planning Committee which states the Chair shall be the member of Council. If Council wishes, this clause could be eliminated to be consistent with other Committees/Boards/Commissions. The Chair would still have to be elected by the Commission.

## **CONCLUSION**

It is in order for Council to consider the recommended by-law amendments of the Surrey Heritage Advisory Commission. If approved, when the amendments have been given final adoption, the matter of member appointments would be brought forward to Closed Council for consideration.

Acting City Clerk

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