

**1. Purpose:**

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The Community Heritage Commission advises Council on matters concerning the identification, management and preservation and/or restoration of buildings and sites with historical significance in Burnaby.

*Background:*

- On June 20, 1988, Council adopted the Burnaby Community Heritage Committee Bylaw to establish the Burnaby Heritage Advisory Committee.
- On May 3, 1993, Council adopted the Burnaby Heritage Advisory Committee Bylaw, Amendment Bylaw 1993, to facilitate changes to the Committee membership.
- On March 8, 2004, Council adopted the Burnaby Heritage Advisory Committee Bylaw, Amendment Bylaw 2004 to update the name of the Burnaby Heritage Advisory Committee to the Community Heritage Commission. Further changes to Commission membership were also made.
- On May 1, 2017, Council adopted the Burnaby Community Heritage Commission Bylaw, Amendment Bylaw No. 1, 2017 to accommodate various deletions and substitutions.
- The Burnaby Historical Society disbanded December 2018.
- On September 27, 2021, Council adopted the Burnaby Community Heritage Commission Bylaw, Amendment Bylaw No. 1, 2021 to repeal and replace section 5(1).

**2. Function:**

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- 2.1. To advise Council on matters within the scope of Part 15, Heritage Conservation, of the *Local Government Act*.
- 2.2. To oversee the City's heritage program, including the identification, management, and preservation and/or restoration of buildings and sites with historical significance in Burnaby.
- 2.3. To review regulations and legislation to protect the heritage register and inventory, conserving, monitoring, promoting, and enhancing City-owned heritage resources and managing Council-approved funds for heritage purposes.
- 2.4. To consider and make recommendations to Council on special projects (i.e. Heritage Plaques, WWII Honour Roll, etc.)
- 2.5. To consider and make recommendation to Council on awareness and public education.

### **3. Membership:**

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- 3.1. Pursuant to the Burnaby Community Heritage Commission Bylaw, Bylaw No. 9029,
- “s.5. (1) The Commission shall be appointed by Council at any regular meeting and shall consist of up to nine (9) members as follows:*
- (a) up to three (3) members of Council;*
  - (b) one (1) member from the community at large;*
  - (c) up to three (3) members from the community with a background in history, architecture, landscape architecture, archival studies, building conservation and restoration, or a related field; and*
  - (d) one (1) member from the local business community.*
- (2) Council may appoint additional members to the Commission for a maximum term of two (2) years and those appointees shall be eligible for re-appointment as set out in subsection (3).*
- (3) Each member shall be appointed for a term of two (2) years and on the expiration of the term is eligible for re-appointment for two (2) additional two-year terms.*
- (4) The General Manager Planning and Development, the City Archivist, and a representative of the Burnaby Village Museum, or their delegates, may attend all meetings of the Commission but shall not vote.*
- (5) A vacancy in the Commission does not impair the right of the remaining members to act.”*
- 3.2. A member who is absent from three (3) consecutive meetings of the Commission without leave of the Commission or without reason satisfactory to the Commission shall forthwith cease to be a member.
- 3.3. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

### **4. Chair, Secretary and Staff Support:**

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- 4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by provided by the Parks, Recreation and Culture Department; Planning and Development Department; and the Legislative Services Department.

4.4. City staff serve in a support role and are not members of the Commission.

## 5. Quorum and Procedures:

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- 5.1. The meetings are scheduled approximately once every second month and may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members and must include at least (1) of the Council members appointed.
- 5.3. Commission meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

## 6. Governance Model:

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City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Commission, as the Commission functions as an advisory body to Council, not a decision-making group based on Council's Procedure Bylaw 2024. The authority to approve and adopt the terms of references is through Council pursuant to:

- *Local Government Act*, Part 15, Division 3, s.597 (Community heritage commissions)
- *Community Charter*, Part 5, Division 4, s.143 (Municipal commissions)

## 7. Reference Information:

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- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Burnaby Community Heritage Commission Bylaw, Bylaw No. 9029](#)
- [Advisory Bodies Code of Conduct](#)

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**Last date approved  
by Council:**

April 15, 2024

**Last date revised by the  
Corporate Officer:**

April 30, 2024

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