



TERMS OF REFERENCE

HERITAGE ADVISORY COMMITTEE (HAC)

Approved by Council: 12/07/2009
Amended: 05/06/2013
Amended: 10/17/2016

1.0 ESTABLISHMENT

The HERITAGE ADVISORY COMMITTEE (the “Committee”) is established pursuant to the Advisory Committee Establishment Bylaw 2008 No. 4700, including its amendments, and is an advisory committee subject to the specific scope and mandate outlined in this Bylaw and as supplemented by the provisions of this document.

2.0 PURPOSE

The Committee is established by Council to:

- 2.1 make recommendations to Council on matters related to the identification, preservation, and recognition of community heritage assets;
- 2.2 provide timely input on heritage resources and areas impacted by development as requested; and
- 2.3 undertake or support heritage activities authorized by Council that contribute to the promotion, appreciation, understanding, and advancement of heritage conservation in the Township.

3.0 MANDATE

The Committee is interested in the stewardship of Langley’s tangible and intangible heritage values. Built and cultural heritage values exist in historic sites and in the character of heritage areas, streetscapes, and neighbourhoods. Rural and natural landscapes provide heritage values in landmarks, vistas, fertile plains, country roads, naturally wooded areas, significant watercourses and specifically planted features and landscapes. Historic cemeteries represent social, historical, structural, and archaeological heritage values. Heritage values exist in transportation links through layouts, routing, technology, numbering, and naming related to roads, trails, rails, crossings, air, and water transportation methods. Events and celebrations reflect traditional practices and cultural heritage values. Heritage objects and collections represent archaeological, First Nations, and non-aboriginal heritage values.

4.0 COMPOSITION AND STRUCTURE

4.1 Community Representatives

In making its appointments to the Heritage Advisory Committee, Council is requested to consider Langley's geographic diversity and public interest and appoint applicants who possess knowledge and expertise in the areas of community history, built, natural and cultural heritage, conservation or heritage preservation techniques, community engagement or heritage interpretation practices.

4.2 Duration of Appointments

Appointments made after the date of adoption of Bylaw No. 4700 will serve as year one in the calculation of service for all Committee appointees.

4.3 Remuneration

A member may be reimbursed for incidental and out of pocket expenses incurred for work on behalf of and approved by the Committee upon prior approval of Council.

5.0 ROLES AND RESPONSIBILITIES

5.1 Roles of the Committee

The Committee is also responsible to:

- 5.1.1 support the stewardship activities of planning, documenting, protecting, preserving, enhancing, recognizing, and interpreting Langley's natural, built, and cultural heritage resources and services;
- 5.1.2 assist in determining the heritage values related to the historical, cultural, aesthetic, scientific or educational worth of a property, area or site and make recommendations pertaining to the recognition of such values;
- 5.1.3 work together and with the community to build partnerships and to assist to develop, coordinate and implement activities, programs or services that inform and educate community residents in matters related to the importance of heritage in contributing to the character and identity of the community;
- 5.1.4 establish and maintain liaison and communication with Council, other committees of council, other non-council committees, community heritage organizations, other community groups, and township staff in performing these roles and responsibilities.

5.2 Responsibilities of Committee Members

5.2.1 Co-Chair

The Committee Co-Chair facilitates the meetings along with the Council member representative Co-Chair and works with staff on related tasks between meetings. The Co-Chairs will consult with staff and the Committee members to appoint liaison representatives to support the work of affiliated committees. The Co-Chairs speak for

heritage issues and represents the views of the Committee in any external liaisons and Township meetings. The Committee members may temporarily appoint a community representative Co-chair in his/her absence.

5.2.2 Committee Members

Committee members' work together to contribute community knowledge, expertise and advice in matters related to the stewardship of Langley's heritage.

6.0 MEETINGS

6.1 Staff Support

The Heritage Planner, or designate shall attend and support Committee meetings. The Cultural Services Manager, or designate shall attend Committee meetings to provide historical information, archival documentation and notice of program services that support the work of the Committee.

7.0 SUBCOMMITTEES

When and as required by other levels of government, and in maintenance of professional standards, accreditations, or best practices Council may consider and allow the formation of subcommittees with specific expertise and oversight. As these subcommittees are not ad hoc or task force specific, the establishment of a subcommittee must be by a resolution of Township Council on a yearly basis.

8.0 ESTABLISHMENT of the Heritage Review Panel (Subcommittee)

The Heritage Review Panel is established as a subcommittee of the Heritage Advisory Committee to act as a special purpose resource group in the preservation, rehabilitation, and restoration of Township heritage assets. The request for heritage input is oftentimes a timely and technical matter, and the Committee sees fit to assign this task to selected representatives of the Committee having a particular skill set, and report back to the Committee with their recommendations. The Panel's members are interested and experienced in design, construction, and the processes and approaches of obtaining successful outcomes in the conservation of heritage assets.

8.1 Purpose and Scope of the Heritage Review Panel

The Heritage Review Panel is established as an ongoing subcommittee of the Heritage Advisory Committee to undertake the following as requested:

- 8.1.1 Provide advice and guidance in the preservation, rehabilitation, and restoration of heritage assets;
- 8.1.2 Provide comment on development proposals that impact heritage sites, resources, heritage conservation areas, and the Milner Development Permit Area;

- 8.1.3 Provide technical input on applications to the Heritage Building Incentive Program and make recommendations to the Committee in the awarding of grants; and
- 8.1.4 Provide comments on other matters referred to the Heritage Advisory Committee by Council related to heritage buildings and design at the Committee's request.

8.2 Composition and Structure of the Heritage Review Panel

- 8.2.1 The composition of the Panel shall be considerate of the appropriate range of expertise required to provide informed input on the work referred to the Panel. Appointment of members will be based on their experience and knowledge in the area of restoration construction and design. Conservation expertise in the area of architecture, design, landscape architecture, planning, building construction, building code requirements, and construction costing are areas which contribute to the Panel's resources, and individuals with these backgrounds will be considered by the Committee during the selection process. In addition, the Panel will be comprised of individuals who, as residents, represent the diverse communities that comprise the Township.
- 8.2.2 The membership of the Heritage Review Panel will consist of Heritage Advisory Committee members, and may also include the participation of individuals from the community who are not members of the Committee.
- 8.2.3 The Heritage Review Panel will be composed of:
 - A 'core' Panel of a minimum of three (3) individuals of which two (2) or more will be members of the Committee. Additional members may or may not be members of the Committee.
 - One (1) of the Committee members will be selected by the Committee to act as primary Committee Liaison and Panel Chair of the subcommittee.
 - It is understood that community input is a vital part of heritage review processes and in instances where the Panel is requested to provide input on development within one of the Township's heritage conservation areas:
 - A maximum of two (2) additional community representatives from that community will be selected by the Committee to join the Panel in providing input.
- 8.2.4 Staff support for the Panel will be provided by the staff liaison appointed to the Heritage Advisory Committee, who will schedule the meetings and set the agenda. Meeting notes prepared for review processes will be reviewed and agreed to by the Panel prior to the Panel making any recommendations to the Committee. Panel input will also be shared with staff in a timely manner for their reference and consideration as part of the community input received on an application in the processing of heritage-related projects.
- 8.2.5 In the event of a Heritage Building Incentive Program review, quorum will be 50% or more of the members of the 'core' Panel who provide this input. In the event of the review of a proposed project within a conservation area, quorum will be 50% or more of the core Panel and community representatives combined. A simple majority of those in attendance is necessary in all recommendations made by the Heritage Review Panel.

- 8.2.6 In no case will the Panel be composed of more than six (6) members for any of the work or reviews undertaken.

8.3 Appointment of Members to the Heritage Review Panel

- 8.3.1 The Heritage Advisory Committee Co-Chair will work with staff, the Heritage Review Panel Chair, and the Committee membership, to appoint members having expertise to the 'core' Panel, and to identify and appoint a minimum of two community representatives to the Panel for those instances where input on projects within the Fort Langley and Murrayville heritage conservation areas is requested.
- 8.3.2 Community residents interested in volunteering their time with respect to the Township's heritage conservation areas may put their name forward to the Heritage Advisory Committee Co-Chairs for consideration prior to January of each year in which a place will be available.
- 8.3.3 In the absence of any volunteers, the Committee may elect to request a formal call for applications. If a formal call for applications is undertaken, an applicant's request to join the Panel will be reviewed by the staff liaison to the Committee in conjunction with the Committee Co-Chairs, and the Panel Chair, who will, as a group, make a recommendation to the Committee as a whole.
- 8.3.5 Community representatives will be selected by the Committee based on their association with and knowledge of the subject conservation area, their conservation experience, and their ability to bring additional design, construction, business or historical perspectives to the review process.
- 8.3.6 All individuals selected by the Heritage Advisory Committee to serve on the Heritage Review Panel must be endorsed by Council.
- 8.3.7 Appointments to the Panel will generally take place at the first meeting of the year or as practical.
- 8.3.8 All members appointed to the Heritage Review Panel will serve without remuneration on a voluntary basis.

8.4 Terms of Appointment for Members of the Heritage Review Panel

The Committee will appoint members to the Heritage Review Panel for a two-year term. All appointments begin in the month of January and end in the month of December of the second year of a term. If for any reason an appointed member cannot complete a full term, the Committee may elect to appoint another individual to fill the vacancy for the balance of the term with Council's endorsement.

8.5 Roles and Responsibilities

- 8.5.1 The responsibilities of the Committee liaison(s) to the Heritage Review Panel are to provide timely input to the Heritage Advisory Committee and staff on heritage conservation matters as requested.

- 8.5.2 The Panel Chair will be responsible for providing monthly oral or written reports as elected, to the Committee on the work of the Panel. The Committee shall receive these reports for information or ratification as required.
- 8.5.3 All members, whether Committee members or other community representatives, selected to comprise the Panel are expected to conduct themselves in a way that upholds the integrity of the Panel, and will be subject to the requirements and code of behavior expectations set out in the Council Advisory Committee Establishment Bylaw 2008 No. 4700 and the Code of Ethics, Confidentiality, and Conflict of Interest for Council Members and Appointees, Policy No. 01-030.

8.6 Conflict of Interest

In the absence of a Heritage Review Panel, or the inability of the Panel to achieve a quorum of its members, due to a conflict of interest or other justifying circumstances, the work of the Panel will be referred as appropriate to the Heritage Advisory Committee.

8.7 Meetings

Meetings will be arranged on an as-needed basis as work arises throughout the year.

9.0 TASK FORCES

The Committee may establish a task force for a specific purpose with duration of up to a maximum of 180 days to undertake special projects which may require extended consultation, review and planning, subject to prior approval by Council.

10.0 LIAISON TO OTHER HERITAGE INTEREST GROUPS

The Committee recognizes that there may be others with interest in the practices of heritage conservation, celebration, and presentation. The Heritage Advisory Committee shall support the work of the following by appointing liaison(s) to ensure timely two-way communication of mutual interest and benefit.

10.1 Douglas Day Committee

- 10.1.1 Governor James Douglas read the *Act* to create the Colony of British Columbia in Fort Langley on November 19, 1858. The celebration of this event has become a community tradition and opportunity to celebrate Langley's cultural heritage and the efforts of Langley "pioneers". This committee provides input into the preparation and presentation of this annual event.
- 10.1.2 The responsibilities of the liaison(s) to the Douglas Day Committee are to assist in the planning, development, promotion and support the implementation of the annual event associated with the celebration of Douglas Day.
- 10.1.3 The business of this committee is shared with the Heritage Advisory Committee via the committee liaison representative(s) for information purposes only. Minutes of the

Douglas Day Committee if presented, will be received by the Heritage Advisory Committee and be forwarded to Council for information.

10.2 Museum Advisory Group

10.2.1 Preservation of artifact and archival collections provides an invaluable and unique documentation of Langley's material and cultural heritage. Museum programs and exhibits and archival services provide opportunities for public access and enhance the understanding and celebration of Langley's history.

10.2.2 The responsibilities of the liaison(s) to the Museum Advisory Group are to provide advice related to the planning and development of annual service priorities and support the acquisition, documentation, and preservation of collections and the presentation and dissemination of programs and services related to the material and informational cultural heritage in the Museum and Archives.

10.2.3 The business of this committee is shared with the Heritage Advisory Committee via the committee liaison representative(s) for information purposes only.

11.0 RELATIONSHIP TO OTHER COUNCIL ADVISORY COMMITTEES

The Heritage Advisory Committee shall liaise with other Advisory Committees as required, or as directed by Council, on matters of mutual interest and benefit.