



Community Heritage Commission Terms of Reference 2024 January

1. Purpose:

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.

Authority:

- [Local Government Act, Part 15 \(Heritage Conservation\) Division 3, S.597 \(Community Heritage Commissions\)](#)
- [Community Charter, Part 5, Division 4, S.143 \(Municipal Commissions\)](#)
- [Burnaby Community Heritage Commission Bylaw \(No. 9029\)](#)

Background:

- On 1988 June 20, Council adopted Bylaw No. 9029, the bylaw to establish the *Burnaby Heritage Advisory Committee*.
- On 1993 May 03, Council adopted Amendment Bylaw No. 9881, to make changes to Committee membership.
- On 2004 March 08, Council adopted Amendment Bylaw No. 11700 to change the name of the *Burnaby Heritage Advisory Committee* to Community Heritage Commission. Further changes to Commission membership were also made.
- The *Burnaby Historical Society* disbanded 2018 December.

2. Function:

- 2.1. To advise Council on matters within the scope of Part 15 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 recommendations Council on awareness and public education.

3. Membership:

- 3.1. As per the Burnaby Community Heritage Commission Bylaw (No. 9029)
“S.5. (1) The Commission shall be appointed by Council at any regular meeting and shall consist of:
 - (a) up to three members of Council;*
 - (b) one member from the community at large;*
 - (c) up to three 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 member from the local business community.*
 - (2) Council may appoint additional members to the Commission for a maximum term of two 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 years and on the expiration of the term is eligible for re-appointment for two additional two-year terms.*
 - (4) The General Manager Planning and Building, 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. Staff Support is provided by the Parks, Recreation and Cultural Services Department; Planning and Development Department; and the Legislative Services Department.

4. Meetings:

- 4.1. Commission meetings will be held in accordance with criteria outlined in Part 14 of the Burnaby Procedure Bylaw 2024 (Bylaw No. 14610).
- 4.2. Meeting procedures are regulated according to Burnaby Procedure Bylaw 2024 (Bylaw No. 14610).

5. Reference Information:

- [Burnaby Procedure Bylaw 2024 \(Bylaw No. 14610\)](#)
- [Burnaby Community Heritage Commission Bylaw \(No. 9029\)](#)