

1.0 MANDATE AND ROLE

The **Community Heritage Commission** will provide guidance to Council on matters related to the identification, management, preservation, and restoration of buildings and sites of historical significance in Burnaby. Specifically, the Commission will:

- 1.1** Advise Council on issues within the scope of Part 15, Heritage Conservation, of the *Local Government Act*.
- 1.2** Oversee the City's heritage program, including the identification, management, preservation and restoration of historically significant buildings and sites in Burnaby.
- 1.3** Review regulations and legislation to protect the heritage register and to inventory, conserve, monitor, promote, and enhance City-owned heritage resources. The Commission will also manage Council-approved funds for heritage purposes.
- 1.4** Consider and make recommendations to Council on special projects, such as Heritage Plaques, the WWII Honour Roll, and other related initiatives.
- 1.5** Advise Council on strategies for raising awareness and promoting public education.

2.0 MEMBERSHIP

In accordance with the Burnaby Community Heritage Commission Bylaw (Bylaw No. 9029), the Advisory Body shall consist of up to nine (9) voting members, as follows:

- 2.1** Three (3) members of Council, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the Advisory Body.
- 2.2** One (1) member from the community at large.
- 2.3** 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.
- 2.4** One (1) member from the local business community.

Council may appoint additional members to the Advisory Body for a maximum term of two (2) years.

Resident Appointees will be appointed or re-appointed to the Advisory Body for a two (2) year term, unless otherwise determined by Council. They may serve a maximum of three (3) terms on the same Advisory Body, unless otherwise determined by the Council.

3.0 CODE OF CONDUCT

The four (4) foundational principles prescribed in the Burnaby Code of Conduct Bylaw (Bylaw No. 14557) set the standards of conduct applicable to all Appointed members. In addition to the foundational principles, all Appointed members must comply with the Advisory Bodies Code of Conduct Policy and Burnaby Procedure Bylaw (Bylaw No. 14610).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, conduct, and debate will all be governed by this bylaw.

A member who is absent from three (3) consecutive meetings of the Advisory Body without leave or without reason satisfactory to the Advisory Body shall forthwith cease to be a member.

5.0 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 TERMINATION

The Advisory Body may be terminated at any time by a resolution of Council

7.0 RESOURCES

- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Community Heritage Commission Bylaw](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Burnaby Procedure Bylaw](#)

Last date approved by Council:	April. 22, 2025
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Last date revised by the Corporate Officer:	April. 30, 2024
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