



City of Richmond

Report to Committee

To: Planning Committee

From: Terry Crowe
Manager Policy Planning

Re: RICHMOND HERITAGE COMMISSION 2004 ANNUAL REPORT AND 2005
WORK PLAN AND PROPOSED NEW RICHMOND HERITAGE COMMISSION
BYLAW NO. 7906

To Planning - April 19, 2005

Date: April 1, 2005

File: 01-0100-20-HAC01/2005-
Vol 01

8060-20-7906

Staff Recommendation

That,

1. The Richmond Heritage Commission 2005 Work Plan (attached to the report dated April 1st, 2005, from the Manager, Policy Planning) be approved (see **Attachment 2**); and
2. The proposed new Richmond Heritage Commission Bylaw No. 7906 be introduced and given first, second and third reading.

Terry Crowe
Manager, Policy Planning

FOR ORIGINATING DIVISION USE ONLY			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
City Clerk	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Law	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

1. The Richmond Heritage Commission (RHC) is required to:
 - to present an Annual Report (see **Attachment 1**) to City Council, and
 - a Work Plan for the coming year (see **Attachment 2**).
2. Staff propose a new Richmond Heritage Commission Bylaw No. 7906 to achieve several minor administrative changes.

Findings of Fact

Commission Purpose

The Richmond Heritage Commission (RHC) is appointed for the following purposes:

- to advise Council on strategies and programs for heritage conservation and promotion,
- to undertake and provide support for various planning matters with heritage implications,
- to assist with the maintenance of heritage registers and inventories, and
- to support heritage education and public awareness (e.g. Heritage Week, Newsletters, and Heritage Recognition Programs).

Commission Members Length of Term

The Commission consists of:

- nine (9) voting members appointed for (2) year terms; and
- one (1) non-voting liaison member of Council appointed annually.

Currently, no commission member may serve more than six (6) consecutive years. The proposed Richmond Heritage Commission Bylaw No. 7906 removes this constraint. (See below.)

Analysis

1. 2004 Annual Report

The *2004 Annual Report* highlights key RHC activities undertaken in 2004 (see **Attachment 1**).

2. 2005 Work Plan

- The proposed *2005 RHC Work Plan* details significant and ongoing projects for 2005 (see **Attachment 2**). A high level of volunteerism, professionalism and commitment to heritage conservation and promotion in Richmond is clearly demonstrated.
- Staff recommend approval of the 2005 Work Plan.

3. Heritage Commission Bylaw Administrative Improvements:

- Staff recommend that the following *key* Heritage Commission Bylaw administrative changes are necessary:
 1. *Section 4.1.1 (b)*: eliminates the requirement that appointees must be a resident of or own a business in the City of Richmond, and requires that the appointees must have an interest or expertise in local heritage conservation, architecture, planning, building construction, business or economic development, tourism and history; and

2. *Section 4.1.3*: eliminates the constraint that Commission members cannot serve for more than six consecutive years. Council still has control of appointees through the annual appointment process.

4. Bylaw:
 - To achieve these changes, staff recommend approving a new Bylaw which will:
 1. Rescind the existing Heritage Commission Establishment Bylaw No. 6873 (see **Attachment 3**); and
 2. Establish the new Richmond Heritage Commission Bylaw No. 7906 (see attached Bylaw) which incorporates these changes.

 - Procedure:

April 19, 2005	Planning Committee
April 25, 2005	Council 1 st , 2 nd and 3 rd Reading
May 9, 2005	Adoption of the Bylaw

Financial Impact

The RHC receives \$5,000.00 in the City's Annual Base Operating Budget.

Conclusion

1. The Richmond Heritage Commission's:
 - (a) 2004 Annual Report is presented; and
 - (b) 2005 Work Plan is recommended for approval.

2. Staff recommend that the existing Richmond Heritage Commission Establishment Bylaw No. 6873 be rescinded and replaced with the new Richmond Heritage Commission Bylaw No. 7906, to achieve a number of minor administrative changes.



Terence Brunette,
Planner (Temp.)
(4279)
TCB:cas

ATTACHMENT 1

Richmond Heritage Commission – 2004 Annual Report

Richmond Heritage Commission members: Wendy Andrews, David Bach, Sylvia Edigar, Teresa Murphy, Bob Ransford, Mitch Sakamoto, Vera Smart, Graham Turnbull (Chair), Dana Westermarck.

During 2004, the Heritage Commission met monthly. Under Chair, Graham Turnbull, the Commission provided advice to Council on heritage conservation and promotion matters, and undertook and provided support for activities that benefit heritage in the City of Richmond, which included:

1. **Heritage Inventory and Register:** work on phase one of the Heritage Register, including Statements of Significance, was completed for all resources on the inventory. This ensures that when the City deals with changes to heritage properties there is ready documentation on why a site is important, which allows for successful adaptive reuse. The Tilson Barn, the Goldie Harris House and the Abercrombie House, all on the inventory, were added to the Heritage Register.
2. **Heritage Week:** the theme was Defending Canada – Heritage of Military Places. The Commission sponsored a popular video and photograph display, "*Is there really heritage in Richmond*" at Richmond Centre, an open house at the armory and a walking tour of Steveston, with a doors-open event at the Britannia Heritage Shipyard.

Mayor Malcolm Brodie presented three heritage awards. Recipients included:

- the Stopp family, owners of the Goldie Harris house on No. 4 Road for restoration;
 - the Richmond School Board for work on the CBC building between McNair School and the Firehall on No. 4 Road; and
 - the Satori Alternative Health Centre on No. 1 Road for adaptive reuse of the Steveston Telephone Exchange.
3. **Heritage Fair:** Heritage Commission members judged entrants in the popular School Programs Heritage Fair.
 4. **Heritage PioneerTea:** more than 800 residents who have lived in Richmond for more than 50 years attended this event marking Richmond's 125 birthday.
 5. **Heritage Newsletter:** two editions of "Mouth of the Fraser" were published. The spring issue included articles on military heritage and the Red House on River Road. The summer/fall issue included articles on heritage and youth and articles on the Mellis House and the Parsons House in Terra Nova Park.

(2)

6. **Heritage Conference:** Commission members attended two key conferences: the SFU Urban Design conference in February 2004 and the BC Heritage Society Conference in June 2004. Conferences provide valuable, practical education on heritage and the opportunity for members to learn about issues facing local communities as well as the provincial and federal perspectives.
7. **Steveston Village:** the Commission reviewed the improved Urban Design Guidelines, the Sakamoto Guidelines and the bylaws for the area. There is a need for a comprehensive review of heritage in Steveston, including the identification of core values and an overall vision. City Council passed a Resolution requesting that the Commission hold a *charrette* to better define the Village values, vision, character, guidelines, heritage protection measures and incentives, etc. which will be the main focus of the Commission in 2005.
8. **Terra Nova:** in April 2004, the Commission joined City advisory bodies to provide input into proposed options for the Northwest quadrant of Terra Nova. This quadrant includes the Mellis House and the Parsons House, which will be restored.
9. **Heritage Homes and Buildings Summary:**
 - The Abercrombie House on Princess Street has been restored;
 - The developer has obtained a Federal grant to begin conservation on the Branscombe House on Steveston Highway;
 - The Commission has asked the new owners of the Harrison House property on Cambie Road to consider adaptive reuse of the three buildings on the site, given their heritage importance;
 - General Currie School has been restored and painted in its original colours; and
 - The McNair barn on No. 3 Road, slated to be demolished, could be rescued as salvage for the proposed tram building.
10. **Oral histories:** an ongoing activity.

Prepared by The Richmond Heritage Commission

* * * *

2005 WORKPLAN														
RICHMOND HERITAGE COMMISSION:														
PROJECTS	2004		2005											
	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Planning & Policy														
Heritage Register Update								X	X					
Steveston Village Strategic Planning Process:														
1. Initial Workshop			X	X										
• Defining Core Values														
• Character Defining Elements														
• Vision														
• Goals														
• Objectives														
2. Identify Next Steps					X									
3. Report To Planning Committee						X								
4. Implement Next Steps							X	X	X	X	X	X	X	X
Terra Nova Input	ONGOING													
• Acquisitions	ONGOING													
• Design Development	ONGOING													
Harrison House: Review Proposals	ONGOING													
Programs & Promotion														
Newsletter Production			X	X			X	X						
Heritage Week Promotion				X										
Recognition Award Sponsorship			X	X										
Oral History	ONGOING													
New Initiatives														
Feasibility Review of Researching & Adding Significant Post-1940's Buildings to the Heritage Inventory						X					X	X	X	
Conferences (TBD)														
Other (TBD)														
Prepared by The Richmond Heritage Commission														

CITY OF RICHMOND

**HERITAGE COMMISSION ESTABLISHMENT
BYLAW NO. 6873**

WHEREAS Council is authorized to establish, by bylaw, a community heritage commission pursuant to the Municipal Act;

AND WHEREAS Council considers that it is in the public interest to establish a community heritage commission to advise Council in respect of heritage conservation and to undertake and support activities that promote and assist in the conservation of the heritage of the City;

NOW THEREFORE the Council of the City of Richmond, in open meeting assembled, enacts as follows:

PART ONE: ESTABLISHMENT OF COMMISSION

- 1.1 A Community Heritage Commission known as the "Richmond Heritage Commission", is hereby established.

PART TWO: TERMS OF REFERENCE

- 2.1 The Commission is appointed for the purpose of:
- (a) advising Council on heritage conservation and promotion matters; and
 - (b) undertaking and providing support for such activities as benefit and provide for the advancement of heritage in the City.

PART THREE: DUTIES OF THE COMMISSION

- 3.1 The duties of the Commission are as follows:
- (a) to review and submit recommendations on land use and planning matters which have heritage implications;
 - (b) to assist staff to maintain heritage inventories or registers;
 - (c) to recommend strategies and policies, and undertake programs for the support of heritage conservation;
 - (d) to liaise with the community;
 - (e) to recruit volunteers for specific Commission projects;
 - (f) to support heritage education and public awareness through programs such as Heritage Week displays, newsletters and a Heritage Recognition Program;

- (g) to prepare a work program and an annual report;
- (h) to prepare annual financial statements and budgets;
- (i) to manage the operations of the Commission and other Commission budgets as required;
- (j) to review and submit recommendations on the City's capital and operational budgets with regard to heritage; and
- (k) to raise funds and pursue partnerships for the support of conservation and promotion of heritage.

PART FOUR: COMMISSION COMPOSITION AND APPOINTMENT

4.1 Appointment and Term of Office of Members

- 4.1.1 The Commission is to consist of 9 members of the public, appointed by Council on the basis of their interest in local heritage conservation, architecture and planning, building construction, business or economic development, tourism and history.
- 4.1.2 In addition to the 9 members appointed in accordance with subsection 4.1.1, Council must also appoint one liaison member of Council on an annual basis.
- 4.1.3 The Commission members appointed in accordance with subsection 4.1.1:
 - (a) must not be a City of Richmond employee; and
 - (b) must be a resident of, or own a business in the City.
- 4.1.4 The term of office of each member appointed in accordance with subsection 4.1.1 is to be two years, commencing January 1st of the first year and ending December 31st of the second year, provided that in the first year 5 members will be appointed for a 1 year term.
- 4.1.5 No member may serve more than 6 consecutive years.
- 4.1.6 If the membership of the Commission falls below 5, any vacancy occurring in the membership of the Commission must be filled immediately by Council for the unexpired term of the vacancy.
- 4.1.7 Council may terminate the appointment of any member of the Commission without notice.

4.1.8 The Commission may review the attendance circumstances of any member who has missed 3 consecutive meetings without prior permission, and may recommend to Council that the membership of such member be terminated.

4.1.9 No member of the Commission will receive any remuneration for services, however, a member is entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of, and previously approved by, the Commission.

4.2 Appointment of Executive and Establishment of Committees

4.2.1 The Commission, at its first meeting each year, or as soon as possible thereafter:

- (a) must elect a Chair, Vice-Chair, and Treasurer; and
- (b) may establish the following committees and their chairs:
 - (i) Planning and Policy;
 - (ii) Finance and Administration;
 - (iii) Promotions and Programs; and
 - (iv) other committees and their chairs as is deemed necessary.

PART FIVE: OPERATION OF THE COMMISSION

5.1 The Commission may adopt rules of procedure which are consistent with the Municipal Act, the Council Procedure Bylaw or this bylaw, as necessary.

5.2 The Commission must:

- (a) present an annual report to Council, setting out its activities and accomplishments for the previous year, and include any financial statements which Council requires; and
- (b) present to Council for its approval, a work plan and budget for the following year.

5.3 A quorum of the Commission is a majority of the 9 members.

5.4 The Commission must meet not less than 6 times each calendar year, unless otherwise directed by Council.

- 5.5 The Chair, or any 2 members, may call a special meeting of the Commission by giving at least 4 days notice in writing to each member, stating the purpose for which the meeting is called.
- 5.6 All members of the Commission, including the presiding member, but excluding the Council liaison, may vote on motions before it, and where the votes of the members present for and against any motion are equal, such motion is defeated.
- 5.7 Any member present at a meeting who abstains from voting is deemed to have voted in the affirmative.
- 5.8 The Chair must preserve order and decide all points of order which may arise, subject to an appeal from the other members present, and all such appeals must be decided without debate.
- 5.9 All motions before the Commission must be decided by a majority of the members present.
- 5.10 No act or other proceedings of the Commission are valid unless authorized by resolution at a meeting of the Commission.
- 5.11 The minutes of the proceedings of each meeting of the Commission must:
 - (a) be maintained as directed by the City Clerk;
 - (b) be presented to the Commission for adoption; and
 - (c) following each Commission meeting, when signed by the Chair or member presiding, be forwarded to the City Clerk for custody.
- 5.12 Subject to section 5.13, all meetings of the Commission must be open to the public.
- 5.13 Council may authorize the Commission to consider any specific matter in-camera and hereby authorizes the Commission to consider all of the following general matters in-camera:
 - (a) acquisition or disposition of real or personal property or any interest in them;
 - (b) personnel matters; or
 - (c) legal advice; opinions and litigation matters.
- 5.14 Members having a direct or indirect proprietary or business interest in an issue must declare such conflict and must absent themselves from any discussion or consideration of that issue by the Commission.

5.15 A staff liaison may be appointed by the Urban Development Administrator to attend all meetings and provide advice, guidance and information to the Commission.

5.16 The Commission may hire staff and consultants, based on its approved budget, to assist in implementing the duties specified in Part 3.

PART SIX: INTERPRETATION

6.1 "Commission" means the Richmond Heritage Commission established under Part 1.

PART SEVEN: PREVIOUS BYLAW REPEAL

7.1 Municipal Heritage Advisory Committee Bylaw No. 4324, (adopted on May 28th, 1984) is hereby repealed.

PART EIGHT: CITATION

8.1 This bylaw is cited as "Heritage Commission Establishment Bylaw No. 6873", and comes into force and effect on January 1st, 1999.

READ A FIRST TIME ON:

NOV 9 1998

READ A SECOND TIME ON:

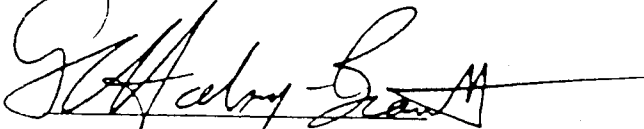
NOV 9 1998

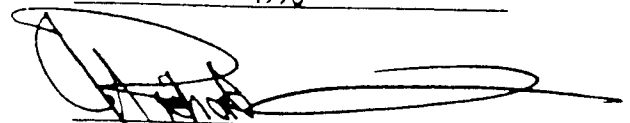
READ A THIRD TIME ON:

NOV 9 1998

ADOPTED ON:

NOV 23 1998


MAYOR


CITY CLERK

CITY OF RICHMOND

RICHMOND HERITAGE COMMISSION BYLAW NO. 7906

The Council of the City of Richmond enacts as follows:

PART ONE: RICHMOND HERITAGE COMMISSION

- 1.1 A Community Heritage Commission known as the "Richmond Heritage Commission", is continued.

PART TWO: TERMS OF REFERENCE

2.1 The **Commission**

- (a) advises **Council** on heritage conservation and promotion matters; and
- (b) undertakes and provides support for activities that benefit and advance heritage in the **City**.

PART THREE: DUTIES OF THE COMMISSION

3.1 The duties of the **Commission** are as follows:

- (a) to review and submit recommendations to **Council** on land use and planning matters which have heritage implications;
- (b) to assist **City** staff to maintain heritage inventories or registers;
- (c) to recommend strategies and policies to **Council**, and undertake programs for the support of heritage conservation;
- (d) to liaise with the community;
- (e) to recruit volunteers for specific **Commission** projects;
- (f) to support heritage education and public awareness through programs such as Heritage Week displays, newsletters and a Heritage Recognition Program;
- (g) to prepare a work program and an annual report;
- (h) to prepare annual financial statements and budgets;
- (i) to manage the operations of the **Commission** and other **Commission** budgets as required;
- (j) to review and submit recommendations on the capital and operational budgets of the **City** with regard to heritage; and
- (k) to raise funds and pursue partnerships for the support of conservation and promotion of heritage.

PART FOUR: COMMISSION COMPOSITION AND APPOINTMENT

4.1 Appointment and Term of Office of Members

- 4.1.1 The **Commission** is to consist of nine members of the public, appointed by **Council**, who:
- a) must not be **City** employees; and
 - b) must have an interest or expertise in local heritage conservation, architecture, planning, building construction, business or economic development, tourism and history.
- 4.1.2 In addition to the nine members appointed in accordance with subsection 4.1.1, **Council** must appoint annually to the **Commission** one non-voting liaison **Council member**.
- 4.1.3 The term of office of each member appointed in accordance with subsection 4.1.1 is to be two years, commencing January 1st of the first year and ending December 31st of the second year.
- 4.1.4 **Council** must appoint sufficient members to ensure that membership in the **Commission** is at all times equal to or greater than five.
- 4.1.5 **Council** may terminate the appointment of any member of the **Commission** without notice.
- 4.1.6 The **Commission** may review the attendance circumstances of any member who has missed three consecutive meetings without prior permission, and may recommend to **Council** that the membership of such member be terminated.
- 4.1.7 No member of the **Commission** will receive any remuneration for services, however, a member is entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of, and previously approved by, the **Commission**.

4.2 Appointment of Executive and Establishment of Committees

- 4.2.1 The **Commission**, at its first meeting each year, or as soon as possible thereafter:
- (a) must elect a Chair, Vice-Chair, and Treasurer; and
 - (b) may establish the following committees and their chairs:
 - (i) Planning and Policy;
 - (ii) Finance and Administration;
 - (iii) Promotions and Programs; and
 - (iv) other committees and their chairs as are deemed necessary.

PART FIVE: OPERATION OF THE COMMISSION

- 5.1 The **Commission** may adopt rules of procedure which are consistent with *the Local Government Act*, the *Community Charter*, the *Council Procedure Bylaw* or this bylaw, as necessary.
- 5.2 Prior to November 30th each year, the **Commission** must:
 - (a) present an annual report to **Council**, setting out its activities and accomplishments for the previous year, and include any financial statements which **Council** requires; and
 - (b) present to **Council** for its approval, a work plan and budget for the next year.
- 5.3 A quorum of the **Commission** is five members.
- 5.4 The **Commission** must meet not less than six times each calendar year, unless otherwise directed by **Council**.
- 5.5 The Chair, or any two members, may call a special meeting of the **Commission** by giving at least four days notice in writing to each member, stating the purpose for which the meeting is called.
- 5.6 All members of the **Commission**, excluding the **Council** member, may vote on motions before it, and where the votes of the members present for and against any motion are equal, such motion is defeated.
- 5.7 Any member present at a meeting who abstains from voting is deemed to have voted in the affirmative.
- 5.8 The Chair must preserve order and decide all points of order which may arise, subject to an appeal from the other members present, and all such appeals must be decided without debate.
- 5.9 All motions before the **Commission** must be decided by a majority of the members present.
- 5.10 No act or other proceedings of the **Commission** are valid unless authorized by resolution at a meeting of the **Commission**.
- 5.11 The minutes of the proceedings of each meeting of the **Commission** must:
 - (a) be maintained as directed by the **City Clerk**;
 - (b) be presented to the Commission for adoption; and
 - (c) following each Commission meeting, when signed by the Chair or member presiding, be forwarded to the **City Clerk** for custody.

- 5.12 A staff liaison may be appointed by the General Manager, Urban Development to attend all meetings and provide advice, guidance and information to the **Commission**.
- 5.13 The **Commission** may hire consultants, based on its approved budget, to assist in implementing the duties specified in Part 3.

PART SIX: INTERPRETATION

- 6.1 "City" means the City of Richmond.
- 6.2 "City Clerk" means the Municipal Officer appointed by **Council** and assigned the responsibility of corporate administration pursuant to Section 148 of the *Community Charter*.
- 6.3 "Commission" means the Richmond Heritage Commission as continued under section 953 of the *Local Government Act*.
- 6.4 "Council" means the Council of the **City**.
- 6.5 "Community Heritage Commission" means the Richmond Heritage Commission acting under section 176 (1) (g) of the *Local Government Act* or section 143 of the *Community Charter*.

PART SEVEN: PREVIOUS BYLAW REPEAL

- 7.1 Heritage Commission Establishment Bylaw No. 6873 (adopted on November 23rd, 1998) is repealed.

PART EIGHT: CITATION

- 8.1 This bylaw is cited as "**Richmond Heritage Commission Bylaw No. 7906**".

READ A FIRST TIME ON: _____

READ A SECOND TIME ON: _____

READ A THIRD TIME ON: _____

ADOPTED ON: _____

MAYOR

CITY CLERK