NO. 26-069

ADVISORY HERITAGE PANEL BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to establish the mandate, membership, and procedures of the Advisory Heritage Panel.

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Under its statutory powers, including sections 8(1), 93 and 145 of the *Community Charter* and part 15 of the *Local Government Act*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

PART 1 – INTERPRETATION

Title

1. This Bylaw may be cited as the "Advisory Heritage Panel Bylaw".

Definitions

2. In this Bylaw:

   (a) "**ADP**" means the Advisory Design Panel;

   (b) "**AHP**" means the Advisory Heritage Panel;

   (c) **"Director"** means the City's Director of Planning and Development or that person's designated representative; and

   (d) "**Qualified Heritage Professional**" means a person who has specialized knowledge, supported by formal training or work experience, in the conservation and stewardship of cultural heritage to the satisfaction of the Director.

Establishment

3. The AHP is established as an advisory body to the City.

PART 2 – MANDATE

Responsibilities

4. The AHP shall consider and provide advice and recommendations to the City concerning the following matters when referred to the AHP by Council or the Director:

   (a) identifying and designating heritage property;

   (b) protecting, revitalizing, altering, moving, or removing heritage property; and

   (c) any other matter referred to the AHP by Council or the Director.

Sub-Committees

5. The AHP may form sub-committees only at the direction of Council.

PART 3 – MEMBERSHIP

Composition, Appointment and Terms

6. The AHP is comprised of nine members appointed by Council.
7. At least six members of the AHP must be qualified heritage professionals, including at least:
    (a) one architect registered in British Columbia;
    (b) one engineer licenced in British Columbia;
    (c) one heritage consultant or planner; and
    (d) one tradesperson.
8. Two or more of the qualifications listed in sections 7(a) through (d) may be met by a single member to fulfill the composition requirements.
9. The remaining members must have a demonstrated experience or knowledge in heritage.
10. At the conclusion of each term or at the time of any vacancy, the Director will provide advice to Council on appointments for the following term.
11. The appointment of a member is for a term of two years or for the remainder of the two-year term during which a member is appointed to fill a vacancy.
12. A person may be a member for any number of terms but must not be a member during more than three consecutive terms.
13. The members of the AHP must not be City councillors, officers, or employees.
14. Council may rescind the appointment of a member at any time and appoint another person in place of the person whose appointment was rescinded.

Vacancy

15. A vacancy created by death or resignation shall be reported by the Director to Council who shall immediately appoint a replacement for the unexpired term of the former member.

Absenteeism

16. A member who is absent, except for reasons of illness or with the leave of the AHP, from three consecutive meetings or five meetings in any twelve consecutive regular meetings of the AHP, is deemed to have resigned effective at the end of the third or fifth such meeting, whichever the case may be.

PART 4 – MEETINGS AND PROCEDURES

Presiding Member

17. The members must appoint a current AHP member as the chair for the duration of each two-year term of membership:

(a) at the first meeting of the AHP during each term; and

(b) at any time during the term when the position of chair becomes vacant.

18. A member must not be the chair during more than two consecutive terms.

City Representatives

19. The City Manager may designate the following persons to attend meetings of the AHP as representatives of the City:

    (a) a member of City staff who:

        (i) is assigned administrative responsibility for the AHP by the City Manager;

        (ii) is to act as the secretary of the AHP; or

        (iii) is an officer or employee of the City who is requested by the AHP to attend a meeting to provide advice to the AHP.

Meeting Procedures

20. In addition to the rules established in this Bylaw, the rules governing the proceedings of other committees under Part 6 of the Council Procedures Bylaw apply to all meetings of the AHP, and a reference to Council or a committee in the Council Procedures Bylaw must be read as a reference to the AHP, and a reference to the mayor must be read as a reference to the chair of the AHP.

21. Meetings must be open for public attendance unless a meeting or part of a meeting is authorized to be closed to the public in accordance with the provisions of the *Community Charter*.

22. The AHP must schedule meetings monthly at a regular date and time.

23. Meetings may be cancelled by decision of the chair or because of insufficient agenda items.

24. The AHP's secretary must:

    (a) attend all meetings of the AHP, and

    (b) prepare agendas and record the minutes, including the attendance of members and the recommendations of the AHP.

25. Only members may participate in debates and vote at AHP meetings.

26. Members have equal voting rights.

27. The chair or that person's designate must:

    (a) preside over and maintain order at meetings;

(b) ensure compliance with the required procedures under this Bylaw; and

(c) maintain compliance with the mandate of the AHP under this Bylaw.

28. The AHP is not authorized to give direction to City staff.

29. The conduct of members must comply with applicable City bylaws and City policies including the Respectful Workplace Policy.

30. In the event of a conflict between this Bylaw and the Council Procedures Bylaw, this Bylaw prevails.

Conflicts

31. A member who has a direct or indirect pecuniary interest in a matter being dealt with at a meeting of the AHP must:

(a) declare this;

(b) not take part in the discussion of the matter;

(c) not vote on any question concerning the matter;

(d) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and

(e) not attempt in any way, before, during or after the meeting, to influence the voting on any question or recommendation concerning the matter.

32. Section 31 does not apply to a pecuniary interest that:

(a) is in common with electors of the City generally, or

(b) is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

Joint Meetings with the Advisory Design Panel

33. The AHP and ADP may be called to meet jointly at the discretion of the Director to provide advice and recommendations on matters that pertain to either panel's mandate.

34. Joint meetings of the AHP and ADP are to be composed of:

(a) the ADP chair or designate;

(b) the AHP chair or designate;

(c) three members of the ADP, appointed by the ADP chair for the purpose of the meeting; and

(d) three members of the AHP, appointed by the AHP chair for the purpose of the meeting.

PART 5 – REPEAL AND COMMENCEMENT

Repeal

35. The *Heritage Advisory Committee Bylaw* No. 97-104, is repealed.

Commencement

36. This Bylaw comes into force on adoption.

READ A FIRST TIME the	**1st**	day of	**October**	2026
READ A SECOND TIME the	**1st**	day of	**October**	2026
READ A THIRD TIME the	**1st**	day of	**October**	2026
ADOPTED on the		day of		2026

CITY CLERK MAYOR