

# City of New Westminster

## Heritage Endowment Committee – Terms of Reference

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### **Definitions:**

“City” means the Corporation of the City of New Westminster

“Heritage” is generally defined as being that which is inherited from the past. For the purpose of the Endowment Program, heritage shall be broadly defined to include historically significant buildings, sites, material and documentary resources, natural features as well as community events, programs, festivals and traditions that celebrate the history, growth and development of the City.

“Gaming Endowment Fund” refers to programs established by the City from gaming revenues as entered into a special account and flowing into four revenue programs, one of which is for endowment fund programs.

“Heritage Endowment Grant Committee” refers to a Committee appointed by the Mayor which recommends to Council appropriate heritage projects to receive funding on a yearly basis from the Gaming Endowment Fund.

### **Mandate:**

#### ***Purpose:***

The purpose of the Heritage Endowment program is to identify and recommend to City Council, through the Heritage Endowment Grant Committee, appropriate heritage initiatives to receive funding from the Gaming Endowment Fund on an annual basis.

#### ***Principles:***

The Heritage Endowment Program is based on the following principles:

- continuing public education and awareness of the City’s heritage and cultural resources;
- promoting and enhancing heritage and culture in the City;
- demonstrating broad community benefit and accessibility;
- enhancing community partnerships to encourage the conservation of heritage resources, including museums;
- supporting the principles of the City’s Official Community Plan and the recommendations of the Heritage Management Plan.

### **Objectives:**

The Heritage Endowment Grant Committee, through the Heritage Endowment Program, recommends to City Council, on a yearly basis, appropriate heritage projects and initiatives to receive funding from the Gaming Endowment Fund. These projects and initiatives would support the principles outlined in the City's heritage programs and policies, and meet the following objectives:

- to promote public awareness and of and participation in heritage in New Westminster;
- to support initiatives that plan and provide funding for heritage organizations in the City;
- to assist in ensuring that a wide range of heritage programs and initiatives are available to all residents in the City; and
- to ensure that heritage organizations in the City have a unified approach to planning and programming.

### **Eligible Grant Applicants:**

The Heritage Endowment Committee would consider applications from registered societies or organizations that are actively organized and primarily serve the residents of New Westminster. Proposed initiatives must have the support of a community organization. City Committees and Commissions would not be eligible to apply for the Heritage Endowment Program.

### **Eligible Grant Projects:**

The Heritage Endowment Program would advise City Council on funding appropriate projects and initiatives that would enhance the City's heritage program.

- (a) Applicants must be able to demonstrate that their initiative would benefit the New Westminster community at large and be easily accessed by residents.
- (b) Funding disbursements would be made on a cost shared basis with the balance of funding coming from partnerships and fund raising activities undertaken by the applicant.
- (c) Funding would not apply to operating costs or facility rentals.
- (d) The activity for which the funding is granted must be completed within the year that funding is approved.
- (e) Funding would be forwarded upon completion of the project and upon receipt of acceptable verification of payment and expenses.

The following types of community initiatives would be eligible for funding:

Heritage Programs:

- providing core funding to the New Westminster Heritage Foundation\*
- enhancing the current plaque program
- museum and archival programs
- initiating new programs or community workshops

Heritage Projects:

- printing informational brochures
- co-ordinating heritage walking tours
- designing and installing interpretive signage
- heritage collections acquisition or preservation projects

Special Events:

- promoting Heritage Week
- organizing the Royal City Builders' Awards: Heritage Shield
- attending or sponsoring heritage related conferences and workshops
- museum community special events or celebrations

\*The provision of funding for the grant façade program for residential municipally designated heritage buildings could be in the order of \$5,000 to a maximum of \$10,000 per year, based on applications received. The New Westminster Heritage Preservation Society currently provides matching grants to the Foundation.

**Ineligible Projects:**

Projects and expenses not eligible for consideration would include:

- ongoing operating expenses
- travel
- direct grants to individuals for the restoration of private dwellings (would go through the New Westminster Heritage Foundation)
- projects for other municipalities

## **Heritage Endowment Fund Committee**

### **Voting Members:**

The Heritage Endowment Grant Committee shall be composed of three voting members, one of which shall be a member of the New Westminster Community Heritage Commission. The three voting members shall represent the broader interests of the community as opposed to a single discipline or organization.

### **Staff Advisors:**

One non-voting staff liaison person from the Planning Department shall serve as an advisor to the Committee.

### **Term of Appointment:**

Members shall be appointed by the Mayor for a two year term. In the event of a vacancy, the Mayor may appoint a person to fill the vacant position for the remainder of the term.

When appointing members, the Mayor would consider the interests, skills and experience necessary to carry out the Terms of Reference of the Heritage Endowment program. Although members may also be involved in specific heritage organizations in the City, they should serve the broader interests of the entire community. All members shall serve without remuneration.

### **Chair:**

The Mayor shall appoint a Chair from one of the three voting members.

### **Quorum:**

All three voting members are required for a quorum.

### **Rules of Procedure:**

The Heritage Endowment Committee procedures shall be governed by :

1. The Council Procedures Bylaw; and
2. The Rules of Conduct: Standing Committees and Advisory Bodies” provided and as revised from time to time by the City Clerk’s Department

## Heritage Endowment Program - Information to Applicants

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### Who May Apply:

New Westminster based organizations or non-profit societies.

### Conditions:

- the applicant must be able to demonstrate how the project contributes to the heritage of the City and how it will benefit the City and its residents;
- funding will be provided on a cost shared basis with the balance coming from partnerships and fund raising activities undertaken by the applicant;
- funding will be reimbursed upon completion of the project and upon receipt of acceptable verification of payment expenses; and
- the project must be completed within the year funding is approved.

### Types of Eligible Projects:

#### Heritage Programs:

- providing core funding to the New Westminster Heritage Foundation
- enhancing the current plaque program
- museum and archival programs
- initiating new programs or community workshops

#### Heritage Projects:

- co-ordinating heritage walking tours
- designing and installing interpretive signage
- heritage collections acquisition or preservation projects

#### Special Events:

- promoting Heritage Week
- organizing the Royal City Builders' Awards: Heritage Shield
- attending or sponsoring heritage related conferences and workshops
- museum community special events or celebrations

### Not Eligible:

- ongoing operating expenses
- travel
- direct grants to individuals for restoration of private dwellings (would be processed through the New Westminster Heritage Foundation)
- projects in other municipalities