

CITY OF SALMON ARM

BYLAW NO. 3617

A bylaw to establish a Community Heritage Commission

WHEREAS the Council is authorized to establish by bylaw a community heritage commission pursuant to Section 143 of the *Community Charter*;

AND WHEREAS the Council considers that it is in the public interest to establish a community heritage commission to advise the 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 Salmon Arm, in open meeting assembled, enacts as follows:

1. TITLE

This bylaw may be cited for all purposes as "City of Salmon Arm Community Heritage Commission Bylaw No. 3617".

2. INTERPRETATION

In this bylaw:

2.1 Commission means the Community Heritage Commission established under Section 3.

3. ESTABLISHMENT, COMPOSITION AND APPOINTMENT OF COMMISSION

3.1 There is hereby established a Community Heritage Commission.

3.2 The Commission shall be composed of a minimum of seven (7) persons whom shall be appointment by resolution of the Council as follows:

- (a) One (1) member from the Council;
- (b) Three (3) members from the R.J. Haney Heritage Village & Museum; and
- (c) Three (3) members from among the public who have an interest in heritage preservation.

- 3.3 The Commission shall designate one of the members of the Commission as chairperson.
- 3.4 Members of the Commission shall be appointed for a three (3) year term. Members of the Commission hold office at the pleasure of the Council.
- 3.5 When the membership of the Commission falls below five (5) any vacancy occurring in the membership of the Commission shall be filled forthwith by the Council for the unexpired term of the vacancy.
- 3.6 The Council may terminate the appointment of any member of the Commission without notice.
- 3.7 The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Commission for three (3) consecutive meetings without prior leave of absence having been granted by the Commission.
- 3.8 No member of the Commission shall receive any remuneration for services, however, a member shall be reimbursed for any reasonable out of pocket expenses incurred on behalf of and previously approved by Council.

4. TERMS OF REFERENCE

- 4.1 The Commission is appointed for the purpose of advising the Council on heritage conservation matters and undertaking and providing support for such activities as benefit and provide for the advancement of heritage conservation in the City.

5. DUTIES OF COMMISSION

- 5.1 The Commission will:
 - (a) advise Council on any matter referred to it by the Council and, at minimum, report to Council on an annual basis; and
 - (b) undertake and provide support for such heritage activities as directed by Council.
- 5.2 The Commission may:
 - (a) develop and implement educational and public awareness programs related to heritage conservation in the City;

- (b) raise funds for local heritage conservation projects; and
- (c) make recommendations on heritage policy and advise Council on policy issues relating to heritage property and neighbourhoods.

6. OPERATIONS OF COMMISSION

- 6.1 The Commission may adopt such rules for its procedure not inconsistent with the provisions of the *Community Charter* or this Bylaw as it may deem expedient and may alter, amend or vary the same as it may be required provided that copies of such rules and procedure and variations and amendments of the rules shall forthwith be forwarded to the Corporate Officer.
- 6.2 The Commission shall hold regular meetings, at such time and place within the City as it may decide, and a majority of the number of members in office shall constitute a quorum.
- 6.3 The Chairperson shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals shall be decided without debate.
- 6.4 All questions before the Commission shall be decided by a majority of the members present at the meeting.
- 6.5 No act or other proceedings of the Commission shall be valid, unless it is authorized by resolution at a meeting of the Commission.
- 6.6 The minutes of the proceedings of all meetings of the Commission shall be maintained in a Minute Book and forthwith following each meeting of the Commission, a copy, when signed by the Chairperson or member presiding shall be forwarded to the Corporate Officer.
- 6.7 Subject to Section 6.8, all meetings of the Commission shall be open to the public.
- 6.8 The Council may by resolution 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.

7. **INTERPRETATION**

Wherever the singular or the masculine are used in the Bylaw the same shall be construed as meaning the plural or the feminine or the body politic or corporate where the context or the parties hereto so require.

READ A FIRST TIME THIS	11th	DAY OF	June	2007
READ A SECOND TIME THIS	11th	DAY OF	June	2007
READ A THIRD TIME THIS	11th	DAY OF	June	2007
ADOPTED BY COUNCIL THIS	25th	DAY OF	June	2007

"M. BOOTSMA"

MAYOR

"C. BANNISTER"

CORPORATE OFFICER