



# City of Port Moody

## Bylaw No. 3062

A bylaw to establish a Heritage Commission, pursuant to s. 143 (1) of the *Community Charter*, SBC 2003 Chap. 26.

The Council of the City of Port Moody enacts as follows:

### 1. Citation

1.1 This Bylaw may be cited for all purposes as "City of Port Moody Heritage Commission Bylaw, 2016, No. 3062".

### 2. Repeal

Bylaw No. 2451 "City of Port Moody Heritage Commission Bylaw, 1997" and all amendments thereto are hereby repealed.

### 3. Commission Establishment

There is hereby established a commission known as the Heritage Commission hereinafter referred to as the "Commission".

### 4. Definitions

In this Bylaw

"*Council*" means the Council of the City of Port Moody.

"*Member*" or "*Members*" means a duly appointed member or members of the Parks and Recreation Commission.

"*Meeting*" or "*Meetings*" means a meeting or meetings of the Commission.

### 5. Composition and Membership of Commission

5.1 The Commission shall be composed of a minimum of ten (10) members appointed by Council as follows:

- a) Two (2) members of Council who shall be the Chair and Vice-Chair;
- b) A minimum of seven (7) members from the City at large who shall be residents of the City and who may have knowledge of local history, local architecture, landscape architecture, or building conservation and restoration; and

- c) One (1) member recommended by the Port Moody Heritage Society from its membership.
- 5.2 Nominations for Commission appointments will be sought from as wide a group of citizens as possible who will represent the City at large. Where possible and without discrimination, the following criteria should be considered with respect to each nomination: geographic representation, age group representation, community association representation, and areas of special knowledge
- 5.3 The term of appointment is two years, with half of the members appointed each year.
- 5.4 Each term shall run from September to August.
- 5.5 All Members shall hold office until their successors are appointed and retiring members shall be eligible for re-appointment to a maximum of two consecutive two-year terms.
- 5.6 In the event of a vacancy, a person appointed by Council to fill such vacancy shall hold office for the remainder of the term of the vacated member.
- 5.7 Any Member who is absent from two (2) consecutive regular meetings without leave of absence by resolution from the Commission, will cease to be a member of the Commission, and Council shall be advised by the Legislative Services Division of the vacancy.
- 5.8 Any Member may resign upon sending a written notice to the Chair and the Committee Coordinator.
- 5.9 At the request of the Commission or on Council's initiative, Council may remove or request the resignation of any member for malfeasance in office, or any other good and sufficient cause.
- 5.10 No Member shall receive compensation for services to the Commission, other than allowances for actual expenses incurred in the discharge of official duties for the Commission pursuant to current City policies.

## 6. Purpose of Commission

The Commission shall act as an advisory body to Council on matters relating to Port Moody's natural and cultural heritage resources, including heritage buildings, sites, and neighbourhoods.

## 7. Duties and Powers of Commission

7.1 The Commission shall:

- a) Submit an annual report to Council that summarizes activities over the past year;
- b) Develop and implement educational and public awareness programmes around issues of Heritage and Heritage Conservation which Council has approved for implementation; and
- c) Review issues and provide recommendations on matters relating to the conservation of local heritage resources when requested by Council.

7.2 With the approval of Council, the Commission may raise funds for local conservation projects.

7.3 The powers delegated to the Commission do not include:

- a) The authority to authorize expenditures or to control budget funds except those provided for in the annual budget as approved by Council and in accordance with procedures approved by Council;
- b) The authority to officially represent the City to outside agencies, bodies, or other governments unless approved by Council; or
- c) The authority to pledge the credit of, or indebt the City.

## 8. Procedures

8.1 Meetings of the Commission shall be held at minimum bimonthly or at the call of the Chair.

8.2 Special Meetings may be called by the Chair, or by a majority of Members, giving at least twenty four (24) hours written notice to each member, the staff liaison, and the Committee Coordinator, which states the date, time, location, and purpose for which the meeting is being called.

8.3 A majority of Members shall constitute a quorum at all Meetings.

8.4 The minutes of the proceedings of all Meetings shall be legibly recorded. The minutes shall be certified as correct by the Committee Coordinator, and shall be signed by the Chair, or other Member presiding at such Meeting, following their adoption. Copies of the adopted minutes shall be forwarded to Council and circulated to all members.

8.5 Subject to the provisions of this Bylaw and the *Community Charter*, the Commission shall have the power to prescribe its own rules of procedure which shall not be inconsistent with the rules of procedure or policies of the City.

8.6 All Members, including the Chair, shall have a vote on any question before it, and in all cases in the event of a tie, the motion shall be defeated. Any Member who abstains from voting shall be deemed to have voted in the affirmative.

8.7 The Chair shall preserve order and decide all points of order that may arise, subject to an appeal by other Members present. All such appeals shall be decided without debate.

8.8 No act or other proceeding of the Commission shall be valid unless it is authorized by resolution at a regular or special Meeting of the Commission.

8.9 The Commission may establish subcommittees pursuant to Section 12 of the Council Committee System Policy.

8.10 Should the Commission wish to appoint from among its Members a representative to an external organization, prior approval of Council is required.

9. Personal Liability

No Member of the Commission shall be liable in the Member's personal capacity for any debt or liability of the Commission. It is the responsibility of the City to insure the Members against all liabilities related to fulfilling their responsibilities as a Member.

10. Severability

Read a first time this 25<sup>th</sup> day of October, 2016.

Read a second time this 25<sup>th</sup> day of October, 2016.

Read a third time this 25<sup>th</sup> day of October, 2016.

Adopted this 8<sup>th</sup> day of November, 2016.



M.E. Clay  
Mayor



D. Shermer  
Corporate Officer