

CITY OF ST. ALBERT

BYLAW 43/2017

A Bylaw to establish and define the functions of the  
Heritage Advisory Committee

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WHEREAS section 145 of the *Municipal Government Act* RSA 2000 c M-26 provides that Council may pass bylaws to establish Council committees and define their functions; AND

WHEREAS Council wishes to establish a Council committee to advise Council on issues relating to the Municipal Historic Conservation Program and heritage resources;

NOW THEREFORE the Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

**Title**

1. This Bylaw be referred to as the “Heritage Advisory Committee Bylaw”.

**Definitions**

2. In this Bylaw:
  - (a) “Bylaw” means this Heritage Advisory Committee Bylaw;
  - (b) “City” means the municipal corporation of the City of St. Albert, or where the context so requires, the area contained within the boundaries of the City of St. Albert;
  - (c) “City Manager” means the chief administrative officer of the City, or designate;
  - (d) “Committee” means the City of St. Albert Heritage Advisory Committee established by this Bylaw;
  - (e) “Council” means the municipal council of the City of St. Albert;
  - (f) “Councillor” means an active member of Council;

- (g) “Designated” or “Designation” means the process of designating a structure as a Municipal Historic Resource, which occurs when Council passes a bylaw designating a structure as such;
- (h) “Heritage Inventory” means a comprehensive list of heritage sites that have had a detailed Statement of Significance created for them and are eligible to become a Designated Municipal Historic Resource. The Heritage Inventory is a subset of the Places of Interest List;
- (i) “Heritage Management Plan” means a policy framework for Historic Place management practices that integrates heritage within other municipal plans;
- (j) “Historic Place” means a structure, building, group of buildings, district, landscape, archaeological site or other place that has been formally recognized for its heritage value;
- (k) “Member” means a member of the Committee;
- (l) “Municipal Historic Conservation Program” means the program which administers the Heritage Management Plan;
- (m) “Municipal Historic Resource” means a property within the boundaries of the City that has received official heritage protection from the City and has by bylaw been Designated as a Municipal Historic Resource;
- (n) “Places of Interest List” means a list of evaluated sites developed from the City’s heritage survey that have been indicated to have heritage value; and
- (o) “Statement of Significance” means a statement that identifies the description, heritage value, and character defining elements of a Historic Place.

### **Establishment**

3. A Council Committee is hereby established and shall be referred to as the Heritage Advisory Committee.

### **Membership**

4. Members shall be appointed annually by Council resolution.
5. The Committee shall consist of:

- (a) a minimum of three and a maximum of five Members who are residents of the City;
  - (b) one Member who is a Councillor; and
  - (c) one Member from the Arts and Heritage Foundation of St. Albert.
6. Appointees to the Committee shall represent a diverse range of ages, life experiences, and personal backgrounds, and shall have an interest or expertise in heritage conservation.
7. Committee Members will receive no salary or honorarium for their voluntary services. The City will reimburse any out of pocket expenses in accordance with the City's policies.

### **Terms and Vacancies**

8. Committee Members will be appointed for one or two year terms with a maximum of six years of continuous service. Within the first year, appointments will be made to stagger Members' terms. If a Member vacates his or her membership on the Committee during that Member's term, Council may appoint a replacement Member to serve for the remainder of the vacating Member's term.

### **Non-Voting Participants and Attendees**

9. One representative from the City's Cultural Services Department and one representative from the City's Planning Department shall attend regular Committee meetings and participate in discussions and debates, including any *in camera* sessions, and act as a resource and facilitator for the Committee, but may not make motions or vote on any issue before the Committee.

### **Quorum, Meetings, and Rules of Procedure**

10. A quorum of any Committee meeting shall be the majority of its Members.
11. At its first meeting of each calendar year Members shall:
- (a) designate one Member as chair, to act as the spokesperson for the Committee;
  - (b) designate one Member as vice chair, to act in the chair's absence; and
  - (c) establish a schedule and frequency for meetings of the Committee.

12. All meetings of the Committee shall be open to the public.
13. Public notice of meetings of the Committee shall be given by posting a notice on the City's website.
14. The City Manager may attend any regular Committee meeting, including any *in camera* session, but may not debate, make motions, or vote on any issue before the Committee.
15. Any Member of Council may attend any regular Committee meeting, including any *in camera* session, but may not debate, make motions, or vote on any issue before the Committee.
16. The City Manager shall provide the Committee with such administrative support as is reasonably required.
17. Minutes shall be taken at each Committee meeting and published on the City's website when approved by the Committee.
18. Members must follow the code of conduct attached to this Bylaw as Schedule A.
19. Except as otherwise provided in this Bylaw, rules governing the procedures of the Committee are as follows, listed in order of precedence:
  - (a) the *Municipal Government Act*, associated regulations, or other applicable legislation;
  - (b) this Bylaw;
  - (c) any rules of procedure for Committee meetings that have been adopted by the Committee;
  - (d) Committee terms of reference, if any;
  - (e) Council or City Manager approved policies, procedures, and guidelines specifically applicable to the Committee, and;
  - (f) *Robert's Rules of Order, Newly Revised*.

### **Committee Roles and Responsibilities**

20. The Committee shall:

- a. provide recommendations to Council on the maintenance and growth of the community's Places of Interest List and Heritage Inventory;
- b. regularly review the City's Municipal Historic Conservation Program and provide recommended updates and alterations to the program to Administration;
- c. make recommendations to Council on all applications for Designation as a Municipal Historic Resource;
- d. review any application by a Municipal Heritage Resource owner to alter, disturb, or destroy the Historic Place and provide comments to Administration;
- e. Evaluate all financial and non-financial applications from heritage resource owners and make recommendations about them to Council;
- f. Develop materials and communications to educate the public about the benefits that heritage conservation and Designation brings to the community as well as to owners; and
- g. report to Council at least once per year regarding:
  - the Committee's progress in reference to its mandate;
  - issues of significance to the Heritage Advisory Committee, and
  - the Committee's annual priorities and goals.

21. The Committee may form sub-committees to manage specific issues referred to that sub-committee by the Committee.

READ a First time this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

READ a Second time this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

READ a Third time this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

SIGNED AND PASSED this \_\_\_\_ day of \_\_\_\_\_ 2017.

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MAYOR

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CHIEF LEGISLATIVE OFFICER

## Schedule A – Code of Conduct

1. Members of the Committee must conduct themselves in a positive, respectable, friendly and law-abiding manner.
2. Committee meetings must be a safe place to speak openly, where each Member has a voice and is heard.
3. Members must be committed to attending meetings. In the event a Member fails to attend three consecutive meetings without prior approval by the Committee, that Member is disqualified from the Committee.
4. All members of the Committee shall abide by the *Freedom of Information Protection of Privacy Act* RSA 2000 c F-25.
5. Committee Members shall comply with any additional requirements as outlined in any bylaw or Council Policy that sets out the conduct of Council Committee Members.