

**COMMUNITY HERITAGE COMMISSION BYLAW NO. 6423, 1997**

EFFECTIVE DATE: December 15, 1997

CONSOLIDATED FOR CONVENIENCE ONLY  
(September 18, 2006)

This is a consolidation of the bylaws listed below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

<u>AMENDMENT BYLAW</u>	<u>EFFECTIVE DATE</u>
6899	January 12, 2004
7119 (Sec 6)	September 11, 2006
7263 (Sec 4a, b)	September 15, 2008

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 6423, 1997 . The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Obtainable from the City Clerk's Office

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 6423, 1997

A Bylaw to establish the New Westminster Heritage Commission pursuant to Section 953 of the Municipal Act, R.S.B.C. 1979

- A. Section 953 of the Municipal Act, R.S.B.C., 1979, C.290, authorizes a local government, by bylaw, to establish a Community Heritage Commission to advise local governments on matters relating to heritage.
- B. Residents of the City of New Westminster recognize and value heritage as an important legacy of the City's past. They recognize that heritage is integral to the City's identity and that it should be preserved and enjoyed.
- C. The Council of the City of New Westminster recognizes the need to effectively manage the City's heritage resources to ensure their preservation for future generations.

THE CITY COUNCIL of the Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

This Bylaw may be cited for all purposes as the "City of New Westminster Community Heritage Commission Bylaw No. 6423, 1997."

**Title**

- 1. The Commission is an advisory commission of Council and shall be known as the "New Westminster Heritage Commission" (hereafter referred to as the "Commission").

**Definitions**

- 2. (a) "**City**" means the Corporation of the City of New Westminster.
- (b) "**Community Heritage Commission**" means a body created or authorized by a local government to assist in the management and implementation of local heritage conservation planning.

## **Purpose of the Commission**

The purpose of the Commission will be to identify and advise the Council of the City of New Westminster on heritage issues within the City, particularly with respect to Part 27 of the Municipal Act.

## **Terms of Reference of the Commission**

1. The Terms of Reference for the Commission are as follows:

To advise Council and staff on matters related to the City's heritage program, including:

- continuing public education and awareness of heritage;
- maintaining the City's heritage register and heritage inventory;
- supporting the conservation of heritage resources;
- implementing policies to protect heritage resources;
- monitoring of identified heritage resources and the heritage program;
- promoting and enhancing City owned heritage resources; and
- requesting expenditures for heritage purposes, with Council approval.

## **Bylaw No. 6899, 2003, Bylaw No. 7263, 2008**

### **Commission Membership**

4. (a) The Commission shall be composed of nine (9) voting members.  
(b) Membership on the Commission shall consist of:

#### Voting Members:

- Two Councillors
- One member of the New Westminster Heritage Preservation Society
- Six members of the community at large with the following interests and knowledge:
  - local heritage conservation;
  - architecture, planning and design;
  - building construction;
  - landscape architecture and horticulture;
  - history; and
  - business and tourism

Non-Voting City Staff Liaisons:

- the Manager of New Westminster Museum and Archives
  - the City Librarian
  - the Director of Development Services (or designate)
  - a City staff secretary to prepare agendas and take minutes of the meetings”
- (c) When appointing members, Council may consider the interests, skills and experience necessary to carry out the Commission’s Terms of Reference. All members shall serve without remuneration.

**Bylaw No. 6899, 2003**

- (d) Attendance  
Members shall advise the Recording Secretary of their intent to attend or be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Commission, or reason satisfactory to the Commission, shall be resolution of the Commission, cease to be a member of the Commission. The City Council shall have the power to remove any member of the Commission at any time.

**Terms of Appointment**

5. (a) The City Clerk shall advertise, on behalf of Council, for residents interested in participating on the Commission. All members shall be appointed by Council for a one year term, from applications submitted to Council. Council shall review applications and appoint members to the Commission by resolution of Council in December of each year.
- (b) A member of the Commission may not serve more than six consecutive terms, however, after at least one year out of office that member may be re-appointed.
- (c) In the event of a vacancy, City Council may appoint a person to fill such a vacancy for the remainder of the term.

## **Meetings**

### **Bylaw No. 7119, 2006**

6. (a) The Councillors serving on the Commission shall be appointed as Chair and Deputy Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.
- (b) The Commission shall meet at the call of the Chair. Residents are allowed to attend Commission meetings, but must have permission of the Chair if they wish to make a presentation to the Commission.
- (c) The Chair presides at all meetings and decides any points of order that may arise.
- (d) A quorum for the meeting shall be a majority of voting members of the Commission.
- (e) Expenditures of the Commission and its sub-committees will require a request to the City Treasurer. Expenditures must be approved by City Council.
- (f) The Commission, may when necessary, establish sub-committees or task forces of a permanent or temporary nature to carry out duties of the Commission and report back to the Commission. Sub-committees will not have budget authority.
- (g) The Commission may request persons with a particular expertise to make presentations before the Commission on heritage related matters.
- (h) Regular meetings procedures of the City of New Westminster will apply to meetings of the Commission.