

Town of Vulcan
Bylaw No. 1438-15

A Bylaw of The Town of Vulcan in the Province of Alberta, to establish a Committee of Council to manage the Town's historic resources.

WHEREAS pursuant to section 145 of the Municipal Government Act, R.S.A. 2000, c.M-26, Council may pass bylaws in relation to the establishment, functions, procedure and conduct of council committees;

WHEREAS pursuant to section 203 of the Municipal Government Act, R.S.A. 2000, c M-26, Council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee, unless this or any other enactment or bylaw provides otherwise;

WHEREAS the Council of the Town of Vulcan approved the Heritage Management Plan on October 14, 2014 Motion No. 14.305 to manage the Town's Municipal Historic Resources and desires that a Committee be created to oversee the plan;

NOW THEREFORE, the Council of The Town of Vulcan enacts as follows:

SHORT TITLE

1.0 This bylaw is called "The Heritage Advisory Board Committee Bylaw".

DEFINITIONS

2.0 In this bylaw, unless the context otherwise requires:

- (1) "CAO" means the Chief Administrative Officer or designate,
- (2) "Town" means the Town of Vulcan
- (3) "Committee" means the Heritage Advisory Board Committee.
- (4) "Council" means the Municipal Council of The Town of Vulcan,
- (5) "VBDS" means the Vulcan Business Development Society
- (6) "Municipal Historic Resource" means a building or structure within The Town of Vulcan which has been designated as a Municipal Historic Resource by Council.

ESTABLISHMENT

3.0 The Council of The Town of Vulcan hereby establishes the Heritage Advisory Board Committee.

PURPOSE & FUNCTION

4.0 The Committee shall be governed in accordance with the Terms of Reference and Mandate as presented in "Schedule A", attached hereto and forming part of this bylaw.

RESOURCES

(1) Professional, and technical support to the Committee, as determined in consultation with the Committee, will be provided by the Development Officer.

(2) Administrative support will be provided by the VBDS

(3) The CAO or Development Officer will act as advisor and resource to the Committee.

GENERAL

5.0 This Bylaw shall come into effect upon final passage thereof.

Read a first time this 23rd day of March, 2015.

Read a second time this 23rd day of March, 2015

Read a third time, by unanimous consent of the Councillors present, and finally passed this 23rd day of March, 2015.



Tom Grant, Mayor



Kim Fath, Chief Administrative Officer

SCHEDULE A

TERMS OF REFERENCE FOR HERITAGE ADVISORY BOARD

INTRODUCTION

The Heritage Advisory Board (HAB) was formed to seek community input on matters related to heritage protection, conservation, and initiatives and to advise the various municipalities within Vulcan County and their Councils on heritage conservation issues.

MISSION

The Heritage Advisory Board will take a proactive approach to managing Vulcan County's heritage program through the management of the Heritage Survey, Inventory, and Register, education of the public, promotion of the heritage program, and fostering new partnerships and alliances with local communities and organizations.

MANDATE

The objective of the HAB is to advise the various municipalities within Vulcan County and their Councils on any matter related to the heritage significance of any building, structure or landscape feature located within county limits. The HAB is also responsible for the management of the Heritage Inventory and Heritage Register programs.

SCOPE OF WORK

To achieve this objective, the HAB may make recommendations to the various municipalities within Vulcan County and their Councils respecting applications which may have an impact upon a building, structure, or landscape feature having possible heritage significance to the County,

including but not limited to:

- Incentives for Municipal Historic Resources
- Heritage Designation in whole or in part;
- Heritage Alteration Permits;
- Applications for demolition of buildings or structures having possible heritage significance to the County; and
- Applications for building permits which may alter buildings or structures having possible heritage significance to the County.

The HAB may undertake or provide support for County approved initiatives related to heritage management, heritage planning, and implementation of heritage policies and actions aimed at increasing public awareness of the social and economic benefits of heritage conservation.

The HAB shall advise Council on any matter referred to it by the various Councils.

MEMBERSHIP

The membership of the HAB shall be as follows:

- one representative each from Town of Vulcan, Village of Champion (voting)
- up to seven representatives from Vulcan County from each of the seven districts (voting)
- one member from the Vulcan & District Historical Society (voting)
- one Staff liaison from Vulcan Business Development Society (non-voting)

APPOINTMENT AND TERM

Members shall be appointed by the various Councils for a 2 to 4-year term, staggered to avoid the entire committee being replaced at once.

The various Councils may, at any time, remove any member of the HAB and any member of the HAB may resign at any time upon sending written notice to the Chair of the HAB.

HAB members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the HAB.

HAB members may stand for re-appointment at the conclusion of their term.

Members of the HAB shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of the HAB.

The HAB may appoint sub-Committees to deal with any special matters coming within the scope and jurisdiction of the HAB

CHAIR

The HAB shall elect a Chair at its first meeting each year. In the absence of the Chair, the HAB may elect an Acting Chair from those members present at an individual meeting.

MEETING PROCEDURES

- The Chair shall call meetings of the HAB on a regular basis.
- Unless otherwise authorized by the HAB, all meetings will be held in open session and in a location accessible to the public.
- Unless otherwise authorized by the HAB, the public shall only address the HAB when they are a scheduled delegation on the HAB meeting agenda.
- A majority of the HAB shall represent a quorum (three (3) members are required for quorum).
- The order of business is to be sent out in an agenda package electronically to HAB members in advance of the meeting date. A copy of the agenda will be

forwarded electronically to the various Councils at least three complete working days prior to the meeting date.

- Minutes of the meetings will be prepared by the clerical staff from the VBDS and then signed by the HAB Chair. Originals of the minutes will be held with the VBDS with copies forwarded electronically to each of the various municipalities.
- HAB members have a responsibility to make decisions based on the best interests of the Vulcan County region.
- HAB members must abide by the conflict of interest provisions of the *Municipal Government Act*.
- Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the HAB member must not attempt in any way, whether before, during, or after the meeting to influence the voting on any question in respect of the matter.

VOTING PROCEDURES

All members of a HAB, including the chair, vote on every question unless they have declared a conflict and left the meeting.

Any member who does not indicate how they vote, or has left the meeting without declaring a conflict, is counted as having voted for the question.

If the votes are equal for and against, the question is defeated.

When speaking in public or to the media on an issue, HAB members must distinguish whether they are speaking as a member, or as a representative of another agency or community group, or as an individual.

HAB members must remember that they represent the Vulcan County region. This means they must be consistent with the various municipalities within the County's position on specific issues.

REPORTING TO THE VARIOUS COUNCILS

Recommendations of the HAB must be adopted by HAB resolution and shall be forwarded to the various municipal staff who shall include the HAB's recommendation in their report to Council on an application. The HAB will regularly report to the various Councils regarding current activities and recommendations.

The HAB Chair or his designate will report the various municipalities Staff on behalf of the HAB via minutes to be included in Council's meeting packages.

BUDGET

The routine operations and any special initiatives of the HAB will be funded by allocations within the VBDS budget.

STAFF SUPPORT

The VBDS shall provide administrative and technical support for the HAB. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the HAB Chair & various municipal Staff liaison
- distributing the agenda packages to HAB members
- forwarding the agenda to the various municipalities for posting as a public notice
- mailing or delivering all meeting notices and agendas
- receiving all correspondence, and preparing correspondence and reports on behalf of the HAB
- taking and preparing draft minutes, and providing the final minutes to the various municipalities and HAB members
- managing the files of the HAB, as necessary
- maintaining a list of outstanding issues for HAB action