

**TOWN OF HIGH RIVER
BYLAW 4503/2016**

Being a Bylaw of the Town of High River, in the Province of Alberta, to establish a "High River Heritage Advisory Board".

WHEREAS Section 145 of the *Municipal Government Act* allows Council to pass bylaws in relation to the establishment, functions, procedures and conduct of Council committees and other bodies;

WHEREAS The Heritage of the Town of High River is the tangible expression of the intangible historical, cultural, aesthetic and social values that gives our community its sense of time and place and is the cultural expression of what that place is;

WHEREAS Cultural expression is an anchor for development; and

WHEREAS Council believes that the establishment of a board to promote the identification and protection of tangible heritage resources would be beneficial to the Town of High River;

**NOW
THEREFORE** The Municipal Council of the Town of High River, in the Province of Alberta, duly assembled in Council, enacts as follows:

I. That there is hereby established a "High River Heritage Advisory Board"

II. **DEFINITIONS**

In this Bylaw the interpretation set out in the following subsections shall be used:

- (A) **Advisory:** A function having to do with preparing and disseminating advice, which the recipient is free to accept in part or in whole, or to reject.
- (B) **Board:** The Town of High River Heritage Advisory Board, a committee established to take responsible charge of community interest in a heritage asset or assets (property) distinct from the legal ownership thereof.
- (C) **Built Heritage:** Tangible resources in the form of constructed objects including but not limited to such things as buildings, forts, trails, roadways, ferry landings, cemeteries and fence lines.
- (D) **Heritage:** The tangible expression of the historical, cultural, aesthetic and social values that give communities their sense of time and place, and are the cultural expression of what is that place.
- (E) **Heritage Resources/Assets:** Assets or resources whether owned by the public or privately, that express the heritage of a community through historical, cultural, aesthetic and/or social value beyond their material value, whether captured by markets or not.

III. **APPOINTMENT/TERM**

1. The Board shall be comprised of:

- (A) A minimum of four (4) to a maximum of eight (8) members at large;
- (B) One (1) non-voting member from the Council of the Town of High River;

- (C) One (1) voting representative from the Museum of the Highwood.
 - (D) The Board will have in attendance a non-voting advisory person, as designated by the Town of High River, as being responsible for heritage issues and concerns in the Town of High River.
2. All Members appointed will be appointed for three year terms following the initial appointments. Initial appointments will have, as closely as possible, equal numbers of one, two and three year terms.
 3. Upon expiry of their term, each member shall remain in office until a successor is appointed by Council.
 4. A member of the Board may be disqualified from holding Office if he or she:
 - (A) ceases to be a resident, within the meaning of the Municipal Government Act, of the Town of High River, in the Province of Alberta, or the area that he or she represents;
 - (B) is hired in any capacity with the Town of High River;
 - (C) is absent from three (3) consecutive meetings of the Board, unless such an absence is authorized by Resolution of the Board and recorded in its minutes, or;
 - (D) is removed by a majority vote of the Council;
 5. Any member of the Board may resign upon sending written notice to the Town. The date the resignation is received by the Town shall be the effective date of the resignation
 6. If any member of the Board dies, resigns, or ceases to be a member of the Board during the term which he or she is appointed, the vacancy shall be filled as soon as possible thereafter, and such appointment shall be effective only during the remaining term of the person vacating;
 7. Any member of Council who is a member of the Board as the Council representative who resigns from Council shall be deemed to have resigned from the Board.
 8. The Chairperson of the Board may be consulted when an appointment to the Board is considered by Council.
 9. The Board may appoint sub-committees to deal with any special projects regarding matters coming within the scope and jurisdiction of the Board as herein set forth.

IV. THE EXECUTIVE OF THE "High River Heritage Advisory Board" shall be composed as follows:

1. The Board shall elect a Chairperson and Vice-Chairperson from amongst its membership each year at the first regular meeting after the Organizational Meeting of Council. Members of Council shall not be elected as the Chairperson or Vice-Chairperson
2. The advisory person as designated by the Town of High River, shall:

- (A) Notify all members and advisors of the Board of the arrangements for the holding of each regular and special meeting of the Board;
- (B) Keep proper and accurate minutes of the proceedings of all meetings of the Board, signed originals of which shall be filed with the Offices of the Town of High River as soon as possible after each meeting;
- (C) Carry out such other administrative duties as the Board may specify.

V. PROCEDURE/MEETINGS

1. If the Board should deem it desirable, it may request a person or persons to attend its meetings in an advisory capacity, but such person shall not be a member of the Board and shall not have a vote thereon.
2. Only those members of the Board in attendance at a meeting of the Board may vote on any matters then before the Board unless all Board members agree to another voting process. See Schedule A.
3. A quorum of the Board will be 2/3 of the total members.
4. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Board.
5. Motions put forth must be voted on by all members except motions in which a member has direct or indirect interests. A request to abstain from discussions and voting and the reason for same shall be recorded in the minutes prior to any discussion on the matter.
6. The Chairman shall vote on every question, and in the event of a tie, the motion shall be lost.
7. The Board shall hold no less than six (6) regular meetings each year and it may hold special meetings at the call of the Chairperson upon 24 hours notice to its members and to the advisory person as designated by the Town of High River.
8. The business of the Board will be conducted in accordance with the Town of High River Council Procedure Bylaw, the Municipal Government Act and such rules or procedures as its members may agree upon.
9. Meetings of the Board shall be open to the public.

VI. PURPOSE AND MANDATE OF THE BOARD

1. To advise on aspects of the identification, evaluation, designation, preservation, restoration, planning, financing and development of the heritage of the Town of High River.
2. Advise Council on matters relating to historical resources, and municipal heritage policies and programs;
3. Encourage and advocate for the preservation and safeguarding of significant heritage resources and sites;
4. Support ways to document or protect heritage material that is not structural or tied to a specific property; and

5. Educate and engage the Town of High River residents and other parties regarding the value of remembering and celebrating built heritage, heritage resources/assets, places and events, and heritage in general.

VII. FUNCTIONS OF THE BOARD

The Board may undertake the following activities in fulfillment of its purpose/mandate:

1. Work with the Province through the Municipal Heritage Partnership Program to assist the advisory person as designated by the Town of High River in the review of the Heritage Inventory;
2. Make recommendations to Council, as required, about the designation of municipal heritage resources under the Historical Resources Act of the Province of Alberta;
3. Serve as a liaison between the public, adjacent jurisdictions, the advisory person as designated by the Town of High River, and Council on matters relating to heritage preservation;
4. Encourage the collection of oral histories and stories from the community, and selected documents and photographs before they are lost or destroyed;
5. Facilitate and support the efforts of other groups or organizations that may be collecting and preserving local stories, documents, photographs or other memorabilia relevant to community history, such as the Museum Board;
6. Provide recommendations to Council on grant programs that the Town is eligible for that may benefit the efforts of the Board;
7. Hear and consider representations from individuals and community groups on matters of historic concern;
8. Act as a resource and advisor to Town of High River administration and other Council boards/committees on matters related to heritage resources/assets;
9. With Council approval, conduct activities that celebrate historic places and events, or acknowledge the efforts of individuals and groups who have worked towards the preservation or promotion of heritage values in the Town of High River.

VIII. FINANCE AND ADMINISTRATION

1. A budget related to the operation of the Board must be approved by Council.
2. The Board budget shall be prepared and presented to Council by High River's Chief Administrative Officer, or his or her designate, in consultation with the Board.
3. The Board budget shall be administered by the Chief Administrative Officer or his or her designate.
4. Professional, technical and administrative support to the Board, as determined in consultation with the Board, will be provided by the Chief Administrative Officer or his or her designate.

IX. LIMITATION OF POWERS

1. Neither the said Board nor any member thereof shall have power to pledge the credit of the Town, in connection with any matters whatsoever, nor shall the said Board nor any member thereof have any power to authorize any expenditure to be charged against the Town of High River.
2. No members thereof shall issue or purport to issue any order, direction or instruction to any member of the Town staff.
3. The normal day to day operations and activities of the advisory person as designated by the Town of High River are under the direction of the Director of Engineering, Planning and Operational Services, who reports to the Chief Administrative Officer.
4. Where a conflict arises between the Board (indicating a majority of Board members) and the Director of Engineering, Planning and Operational Services, which cannot be amiably and expeditiously resolved, then the Chief Administrative Officer, at Council's discretion, will have the authority to resolve the conflict with the least possible interruption of service to the public.


X REPEAL OF BYLAW

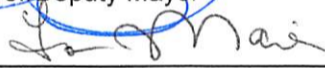
Bylaw 4358/2013 and amendments thereto are hereby repealed.

XI EFFECTIVE DATE

This bylaw shall take effect at the date of final reading.


READ A FIRST TIME THIS _____ DAY OF _____, A.D. 2016.




Mayor/Deputy Mayor


Town Manager


READ A SECOND TIME THIS _____ DAY OF _____ A.D. 2016.

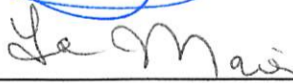


Mayor/Deputy Mayor


Town Manager

READ A THIRD AND FINAL TIME THIS _____ DAY OF _____ A.D. 2016.



Mayor/Deputy Mayor


Town Manager

**BYLAW 4503/2016
SCHEDULE A**

Email Voting Procedure

This is a guideline for the Heritage Advisory Board, describing the method for holding votes by email between Board meetings, as allowed by Bylaw 4503/2016 Section V.2

1. A board member proposes a motion in an email message to the Chair.
2. The chair decides whether the matter can be decided by email, or should wait for a meeting.
3. For an email vote, the chair forwards the motion to board members, asking for a seconder.
4. After a seconder responds (Reply All), the chair calls for discussion and voting, and sets a voting deadline (if applicable). The chair may open a discussion/debate to committee members as well as the Board, but should remind members that only Board members are entitled to vote. This discussion/debate will follow Robert's Rules of Order.
5. Voting:
 - Only Board members can vote.
 - All board members must be invited to vote.
 - Voters should copy all board members with their responses.
 - Quorum requires a response from at least seven members, including the chair.
 - A motion is passed based on a positive response from a majority of all board members eligible to vote
 - Bylaw changes shall not be made by electronic voting.
 - When sufficient responses have been received to determine the outcome of the vote, and provided responses have been received from at least three members, the Chair shall announce the vote results.
7. The chair may cancel an email vote that has not been passed or voted down, deferring it to a Board meeting.
8. Email messages containing the motion, the discussions/debates, the seconding, the voting and declaration of results by the chair, shall be attached to the minutes of the next subsequent Board meeting. Note that "Email votes" should be included in the Board Meeting Agenda.

Signature of Acceptance

I, _____, appointed member at large of the Heritage

Advisory Board

for my term from _____ to

_____, hereby

acknowledge that I have been presented with and have read and agree with the "Email Voting Procedure".

Signature

Name in print

Witness Signature

Witness Name in print