

THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED **FOR CONVENIENCE ONLY** and is a consolidation of the following:

1. Maple Ridge Community Heritage Commission By-law No. 5908-2000
2. Maple Ridge Community Heritage Commission Amending By-law No. 5928-2000
3. Maple Ridge Community Heritage Commission Amending By-law No. 6356-2005

Individual copies of any of the above by-laws can be obtained by contacting the Clerk's Department.

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

BYLAW NO. 5908 - 2000

A Bylaw to establish a Community Heritage Commission

WHEREAS:

- A. The Council is authorized to establish by bylaw a community heritage commission pursuant to Part 27 of the Local Government Act; and
- B. The Council considers that it is in the public interest to establish a community heritage commission to advise the Council in respect of heritage conservation and to undertake and support activities that promote and assist in the conservation of the heritage of the District.

NOW THEREFORE IN OPEN MEETING ASSEMBLED, THE COUNCIL ENACTS AS FOLLOWS:

1. TITLE

This bylaw may be cited for all purposes as "Maple Ridge Community Heritage Commission Bylaw No. 5908-2000".

2. INTERPRETATION

"Commission" means the Community Heritage Commission established under Section 3.

3. ESTABLISHMENT, COMPOSITION AND APPOINTMENT OF COMMISSION

3.1 There is hereby established a Community Heritage Commission known as the Maple Ridge Community Heritage Commission.

6356-2005

3.2 The Commission shall be composed of not less than 7 persons.

6356-2005

3.3 Membership on the Commission shall consist of:

BYLAW NO. 5908-2000
PAGE 2

Voting Members:

- a) One member from Council;
- b) Two members from among the persons nominated by Maple Ridge Historical Society;
- c) Four members from the Community-at-Large appointed by the Mayor and Council;
- d) As many other members from persons selected by Council, nominated by citizens or organizations as Council may choose to appoint with priority given to one youth member.

5928-2000

Non-Voting Members:

- a) One member from among the persons nominated by the Parks and Recreation Leisure Services Citizens Advisory Committee whom shall serve as a liaison and attend when available to do so.
- 3.4 At the first meeting of the year, voting members will appoint a Chairperson and Vice-Chairperson. The Vice-Chairperson will act in the absence of the Chairperson.
 - 3.5 Community-at-Large Members of the Commission shall be appointed pursuant to Section 3.3 for a two year term, in the month of September to commence their term of office on January 1st of the following year.
 - 3.6 Subject to Section 3.7, all members shall hold office until the later of December 31st or until their successors are appointed. Members shall be eligible for re-appointment to a maximum of three (3) successive terms.
 - 3.7 When the membership of the commission falls below five (5) any vacancy occurring in the membership of the Commission shall be filled forthwith by the Council for the unexpired term of vacancy. Any member appointed in mid-term shall be eligible upon conclusion of the term for reappointment to a maximum of three (3) successive terms.
 - 3.8 The Council may terminate the appointment of any member of the Commission, and Council will provide notice and the reason for such termination in writing.
 - 3.9 The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Commission for three (3) consecutive meetings without prior leave of absence having been granted by the Commission. Leaves of Absence greater than three (3) consecutive meetings may, by a majority vote of the Commission, be granted when the request for the Leave of Absence is received in writing, prior to the said Leave taking place.
 - 3.10 No member of the Commission shall receive any remuneration for services, however, a member shall be reimbursed for any reasonable out of pocket expenses incurred on behalf of and previously approved by the Commission.

4. TERMS OF REFERENCE

- 4.1 The Commission is appointed for the purpose of advising the Council on heritage conservation matters and undertaking and providing support for such activities as benefit and provide for the advancement of heritage conservation in the District.

5. DUTIES OF COMMISSION

5.1 The Commission will:

- a) advise Council on any matter referred to it by the Council;
- b) undertake and provide support for such heritage activities as directed by Council;
- c) present an annual report to Council, setting out its activities and accomplishments for the previous year, and include any financial statements which Council requires;
- d) meet not less than once per quarter, each calendar year, unless otherwise directed by Council.

5.2 The Commission may:

- a) develop and implement educational and public awareness programs related to heritage conservation in the District;
- b) support and raise funds for projects of local heritage significance;
- c) make recommendations on heritage policy and advise Council on policy issues relating to heritage property and neighbourhoods;
- d) provide information and advice to an individual or community group regarding heritage conservation and policy, upon receipt of a request from the individual or community group;
- e) establish and administer a grants in aid and financial assistance application process for organizations, institutions, or other groups requiring financial assistance to engage in activities:
 - (i) to conserve or relating to the conservation of heritage property or heritage resources;
 - (ii) to gain knowledge about the community's history and heritage;
 - (iii) to increase public awareness, understanding and appreciation of the community's history and heritage; and
 - (iv) necessary or desirable with respect to conservation of heritage property or heritage resources.

and to evaluate such applications received annually on or before October 31st of each year and recommend to Council grants and financial assistance that the Commission considers ought to be given.

6. OPERATIONS OF COMMISSION

- 6.1 The Commission may adopt such rules for its procedures consistent with the provisions of the Municipal Act or this Bylaw as it may deem expedient and may alter, amend or vary the same as it may be required provided that copies of such rules and procedure and variations and amendments of the rules shall forthwith be forwarded to the Municipal Clerk.
- 6.2 The Commission shall hold regular meetings, at such time and place within the District as it may decide, and four (4) members in office shall constitute a quorum.
- 6.3 The Chairperson, or any two (2) members may summon a special meeting of the Commission by giving at least four (4) days notice in writing to each member stating the purpose for which the meeting is called.
- 6.4 The Chairperson may appoint such committees from within the Commission as he or she may deem necessary.
- 6.5 All members of the Commission, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the question, the question shall be negatived. Any member then present who abstains from voting shall be deemed to have voted in the affirmative.
- 6.6 The Chairperson shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals shall be decided without debate.
- 6.7 All questions before the Commission shall be decided by a majority of the members present at the meeting.
- 6.8 No act or other proceedings of the Commission shall be valid, unless it is authorized by resolution at a meeting of the Commission.
- 6.9 The minutes of the proceedings of all meetings of the Commission shall be maintained in a Minute Book and when signed by the Chairperson or member presiding shall be forwarded forthwith to the Municipal Clerk.
- 6.10 All meetings of the Commission shall be open to the public except that a part of a meeting may be closed to the public where in accordance with the Municipal Act the subject matter considered falls within those classes of matters that may be considered in-camera. Before a meeting or part of a meeting is to be closed the Commission must state, by resolution, the fact that the meeting is to be closed, and the basis for such closure.

- 6.11 The Council may by resolution authorize the Commission to consider any specific matter in-camera and hereby authorizes the Commission to consider all of the following general matters in-camera:
- a) acquisition or disposition of real or personal property or any interest in them;
 - b) personnel matters; or
 - c) legal advice, opinions and litigation matters
- 6.12 A member of the Planning Department shall serve the Commission as technical advisor.
- 6.13 The Council shall provide the Commission with a secretary to perform such secretarial duties as are required in the conduct of the meetings of the Commission.
- 6.14 The Council may include in its annual budget such sums as are necessary to defray the expenses of the Commission. The Commission shall provide a detailed budget proposal to Council on or before October 1st of the year preceding the budget.
- 6.15 The Commission may hire staff and consultants based on its approved budget to assist in implementing the duties specified in Part 5.0.

7. CONFLICT OF INTEREST

- 7.1 If a Commission member attending a meeting of the Commission considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.
- 7.2 After making the declaration, the Commission member:
- a) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
 - b) must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - c) 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.
- 7.3 When the member's declaration is made:
- a) the person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and times of the member's departure from the meeting room, and if applicable, the member's return; and
 - b) the person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

8. CONDUCT OF MEMBERS

Members should be careful when speaking in public or to the media and should always regard themselves as being regarded by the public as members of the Commission.

9. INTERPRETATION

Wherever the singular or the masculine are used in the Bylaw, the same shall be construed as meaning the plural or the feminine or the body politic or corporate where the context or the parties hereto so require.

10. TRANSITION

10.1 Despite Section 3.5 the members of the Heritage Advisory Committee appointed pursuant to Bylaw No. 4217-1989, with terms in force at the time of the adoption of the Community Heritage Commission Bylaw No. 5908-2000, may continue to serve out the balance of their terms as Commissioners on the Community Heritage Commission. The term shall be considered a term for the purpose of any limitation on the maximum number of successive terms permitted by this Bylaw.

10.2 By-law No. 4217-1989, A Bylaw to Establish a Heritage Advisory Committee, and all amendments thereto are hereby repealed in their entirety.

READ A FIRST TIME this 22nd day of August, 2000.

READ A SECOND TIME this 22nd day of August, 2000.

READ A THIRD TIME this 22nd day of August, 2000.

RECONSIDERED AND FINALLY ADOPTED this 12th day of September, 2000.

Mayor

Clerk