

CITY OF KAMLOOPS

BY-LAW NO. 1-39

A BY-LAW TO ESTABLISH A HERITAGE COMMISSION
IN AND FOR THE CITY OF KAMLOOPS

WHEREAS pursuant to Section 953 of the Municipal Act, being Chapter 323, R.S.B.C. 1996 and amendments thereto, Council may, by by-law, establish a Community Heritage Commission to advise the Council on matters pertaining to heritage.

NOW THEREFORE the Council of the City of Kamloops in open meeting assembled, enacts as follows:

1. This by-law may be cited as "Kamloops Heritage Commission By-law No. 1-39, 1997".
2. Kamloops Heritage Advisory Committee By-law No. 1-11, and all amendments thereto, is hereby repealed.

MEMBERSHIP OF THE COMMISSION

3. The Council hereby establishes a Heritage Commission hereinafter referred to as 'the Commission' composed of nine (9) members, one (1) of whom shall be a Council member and eight (8) of whom shall be citizens-at-large selected on the basis of their interest and knowledge of local heritage values which may include building restoration and preservation.
4. A staff member of the Parks and Recreation Services Department and a staff member of the Development Services Department of the City of Kamloops shall serve the Commission as technical advisors and do not have voting privileges.
5. The Mayor shall, at the statutory meeting of the City Council in each requisite year, appoint one (1) Council member to the Commission.
6. The Mayor shall submit for the consideration of Council a list comprising of citizens-at-large interested in serving on the Commission.
7. Any member of Council may submit names of citizens-at-large, and from the total list submitted, Council shall appoint the eight (8) members to the Commission.
8. If no further names are submitted as set forth in Section 7, then Council shall appoint the members as submitted by the Mayor.
9. The term of office of each member of the Commission shall be for two (2) years.
10. If any vacancy should occur during the term of any member, Council shall immediately appoint a member to fill the vacancy for the balance of the said term.
11. Any member who is absent from three (3) consecutive meetings of the Commission, or in excess of one-third of all meetings in any six (6) month period without leave of absence from the Commission, shall forthwith cease to be a member of the Commission.
12. City Council shall have the power, by the affirmative vote of not less than two-thirds of all the members thereof, to remove any member of the Commission from office at any time.

ORGANIZATION OF THE COMMISSION

13. Five (5) members of the Commission shall constitute a quorum.
14. All questions before any meeting of the Commission shall be decided by a majority of the members present including the Chair.
15. The Commission may adopt rules, not inconsistent with the provisions of the "Municipal Act" or of this by-law, governing its conduct and procedure and may vary such rules from time to time by a vote of a two-thirds majority of all the members of the Commission.
16. The Chair, or any two (2) members, may summon a special meeting of the Commission by giving at least two (2) days notice to each member, stating the purpose for which the meeting is called.

17. Within fourteen (14) days after their appointment, the members of the Commission shall meet in regular session.
18. Minutes of the Commission meeting shall be filed with the City Clerk, City Administrator, City Council, Parks and Recreation Services Department and the Development Services Department.
19. No expenditures shall be made by the Commission, nor any liability incurred, which is not specifically provided for in the annual budget of the municipality, except with prior approval of City Council.

DUTIES AND RESPONSIBILITIES OF THE CHAIR

20. The Chair of the Commission shall be selected by the members thereof at the first meeting of each new term and shall serve at the pleasure of the members.
21. The Chair may, from time to time, appoint a member of the Commission as Acting Chair, in his/her absence.
22. The Chair shall preserve order at all meetings and decide all points of order which may arise.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION


25. The philosophy of the Commission shall be to ensure that the heritage of the City of Kamloops is preserved.
26. The duties of the Commission shall be to:
 - A. Advise the City Council on those matters coming within the scope of the Heritage Conservation Act which are from time to time referred to it by Council, the Development Services Department, or initiated by the Commission itself, and in particular, make recommendations to Council respecting the recognition or designation of heritage buildings, structures, and lands and the demolition, preservation, alteration, or renovations of those buildings, structures, and lands.
 - B. Formulate policies on heritage matters for approval by City Council within the context of the Kamloops Heritage Resource Management Plan.
 - C. Prepare and maintain an inventory of all heritage properties including buildings and trees within the City of Kamloops.
 - D. Promote public awareness of the City's heritage resources.

READ A FIRST TIME the 28th day of October, 1997.

READ A SECOND TIME the 28th day of October, 1997.

READ A THIRD TIME the 28th day of October, 1997.

ADOPTED this 4th day of November, 1997.


MAYOR


CITY CLERK