



**CITY OF COLWOOD  
BYLAW NO. 1789**

**A BYLAW TO ESTABLISH A HERITAGE COMMISSION**

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The Council of the City of Colwood hereby enacts as follows:

**1. TITLE**

1.1 This bylaw may be cited for all purposes as “**Heritage Commission Bylaw No. 1789, 2019**”.

**2. ESTABLISHMENT**

2.1 The Colwood Heritage Commission (the “Commission”) is hereby established.

**3. DUTIES**

3.1 It shall be the duty of the Commission to:

- i. advise Council on heritage matters;
- ii. advise Council on matters referred to it by Council;
- iii. undertake and support activities of a heritage nature, including education activities, heritage research, and participating in heritage events;
- iv. ensure the development of a management plan for Colwood heritage properties;
- v. fundraising for Colwood heritage projects;
- vi. undertake or provide support for such activities as directed by Council.

**4. MEMBERSHIP, MEETINGS, MINUTES, PROCEDURES, AND QUORUM**

4.1 The Commission shall consist of not more than nine (9) members, all of whom shall be appointed by resolution of Council, and shall be selected as follows:

- 4.1.1 one member of Council and an alternate Council representative; and
- 4.1.2 Up to eight (8) persons selected from the community at large.

4.2 Each member appointed under this bylaw shall hold office for a term of one year or until a successor is appointed. A member may be reappointed for a further term or terms.

4.3 In the event of a vacancy occurring among the appointed members of the Commission, Council may appoint a new member to fill such vacancy for the unexpired portion of the term.

4.4 The Commission shall be presided over by the Chair, who shall be elected by the Commission at its first meeting in each year.

4.5 The Commission shall appoint a member of the Commission as Vice Chair to preside in the Chair’s absence.

- 4.6 A quorum shall consist of a minimum of five (5) members of the Commission, one of which must be a member of Council.
- 4.7 Meetings of the Commission shall be at the call of the Chair, who shall give each member not less than 2 days' notice of each meeting, provided that such notice may be waived by unanimous vote of the Commission at such meeting called without two (2) days' notice.
- 4.8 All questions coming before the Commission and all acts done by the Commission shall be decided and done by a majority vote of the members present, including the Chair. If during a meeting of the Commission any ruling of the Chair is challenged by a member, the Chair's ruling shall immediately be put to a vote without debate and the result of such vote shall govern.
- 4.9 The Chair shall cause minutes of all meetings and proceedings of the Commission to be recorded and shall forthwith after the adoption by the Commission of such minutes sign and deliver the same to the Corporate Officer.
- 4.10 Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Commission shall be those governing proceedings of standing committee of Council insofar as the said rules may apply.
- 4.11 Meetings of the Commission shall be open to the public except for those meetings or portions of meetings at which the Commission considers matters for which Council has authorized the Commission to meet in private pursuant to the authority of the Community Charter.
- 4.12 The Heritage Commission Agenda shall proceed in the following order:
  - i. Approval of Agenda
  - ii. Adoption of Minutes
  - iii. Activity Report from Members
  - iv. Old Business
  - v. New Business
  - vi. Next Meeting
  - vii. Adjournment

## **5. COMPENSATION AND ANNUAL BUDGET**

- 5.1 No member of the Commission shall receive compensation. A member shall be reimbursed for actual expenses necessarily incurred in the discharge of official duties of the Commission.
- 5.2 Each year the Commission will submit to Council an operating budget request outlining expected expenditures and revenues.
- 5.3 Council shall include in its annual budget such sums as Council deems necessary to meet the expenses of the Commission.
- 5.4 The Commission may authorize expenditures provided for in its annual operating budget, as approved by Council, but shall not otherwise have the authority to incur any expense, debt or obligation to the City without the prior approval of Council.

**6. REPEAL**

Colwood Heritage Commission Bylaw No. 1526, 2015, and all amendments to it, are repealed by Bylaw No. 1789.

**READ A FIRST TIME** on this the 28<sup>TH</sup> day of OCTOBER, 2019

**READ A SECOND TIME** on this the 28<sup>TH</sup> day of OCTOBER, 2019

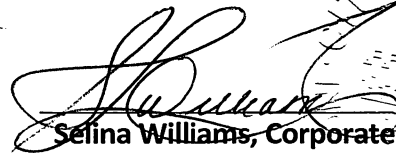
**READ A THIRD TIME** on this the 28<sup>TH</sup> day of OCTOBER, 2019

**ADOPTED BY THE MUNICIPAL COUNCIL  
OF THE CITY OF COLWOOD** on this the 12<sup>TH</sup> day of NOVEMBER, 2019



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**Rob Martin, Mayor**



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**Selina Williams, Corporate Officer**

