

# CITY OF PORT ALBERNI

## BYLAW NO. 4959

### A BYLAW TO ESTABLISH A COMMUNITY HERITAGE COMMISSION

**WHEREAS** the Council of the City of Port Alberni, (hereinafter referred to as "the Council") has established the Alberni Valley Museum and McLean Mill National Historic Site;

**AND WHEREAS** Section 953 of the *Municipal Act*, R.S.B.C. 1996, Chapter 323 provides authority for City Council to establish a Community Heritage Commission;

**AND WHEREAS** it is deemed advisable to establish a Community Heritage Commission as an advisory body to City Council in heritage matters;

**NOW THEREFORE THE COUNCIL OF THE CITY OF PORT ALBERNI, IN OPEN MEETING ASSEMBLED, ENACTS AS FOLLOWS:**

#### 1. Title

This bylaw may be known and cited for all purposes as the "**Community Heritage Commission Bylaw 2018, Bylaw No. 4959**".

#### 2. Establishment and Name of Commission

There is hereby established a Community Heritage Commission (hereinafter referred to as "the Commission").

#### 3. Composition of the Commission

The Commission shall consist of 14 members, with the option of sending an alternate, as follows:

- a) 1 member from each of the following:
  - i) Alberni District Historical Society
  - ii) Western Vancouver Island Industrial Heritage Society
  - iii) Port Alberni Maritime Heritage Society
  - iv) Council of the City of Port Alberni
  - v) Board of Directors of the Regional District of Alberni-Clayoquot
  - vi) Hupacasath First Nation
  - vii) Tseshaht First Nation
  - viii) Community Arts Council of the Alberni Valley;
  - ix) Alberni Valley Chamber of Commerce.
  - x) McLean Mill Society
  - xi) Young Professionals of the Alberni Valley
  - xii) Appointed by the Board of School Trustees of School District 70 (Alberni)
  - xiii) Community at Large (1 member and 1 youth member)

#### **4. Term of Appointment of Members of the Commission**

- a) The aforesaid members of the Commission shall be appointed, subject to approval by the Commission, as follows:
  - i. The following shall appoint 1 member for 2 year terms:
    - i. Alberni District Historical Society
    - ii. Western Vancouver Island Industrial Heritage Society
    - iii. Port Alberni Maritime Heritage Society
    - iv. McLean Mill Society
    - v. Young Professionals of the Alberni Valley
    - vi. Hupacasath First Nation
    - vii. Tseshaht First Nation
    - viii. Alberni Valley Community Arts Council
    - ix. Alberni Valley Chamber of Commerce
  - ii. City Council shall appoint 1 member and 1 youth member of the community at large for a 2 year term
  - iii. The following shall appoint 1 member for a 1 year term:
    - i. Board of Trustees of School District 70 (Alberni)
    - ii. Council of the City of Port Alberni
    - iii. Board of Directors of the Regional District of Alberni-Clayoquot
- b) All members are voting members
- c) The Commission shall advise Council annually prior to the first day of February, of the names of all appointees to the Commission.

#### **5. Date of Commencement and Termination of Appointment**

Each member of the Commission shall hold office at the pleasure of the body appointing him or her to such office, and except as provided in Section 7 the term of office shall commence January 1<sup>st</sup> and terminate on December 31<sup>st</sup>. A member's term may hold over for a maximum of 2 months pending the naming of a successor. If a successor is not named within the said 2 months the office shall be deemed vacant.

#### **6. Vacancies**

An appointment to fill a vacancy on the Commission shall be for the unexpired term of the member creating the vacancy.

#### **7. Rules and Regulations Governing Meetings**

The following rules and regulations shall govern the meetings of the Commission:

- a) The Commission shall meet monthly, with the exception of July and August;
- b) At all such meetings a majority of the members of the Commission shall constitute a quorum;

- c) In all cases where the votes of the members of the Commission then present, including the vote of the Chair or other member presiding, are equal for and against a question, the question shall be negatived, and it shall be the duty of the member presiding to so declare;
- d) No member of the Commission appointed under Section 4 a) iii) shall be eligible for election as Chair or Vice-Chair, and the Commission shall annually at its September meeting in each year, elect from amongst the rest of the members appointed under Section 4, a Chair and Vice-Chair, each of whom shall hold office for a period of 1 year or until a successor has been elected, and each shall have and carry out the duties normally attributed to such office;
- e) Robert's Rules of Order are hereby adopted; and
- f) The Commission may at any meeting, appoint a Committee or Committees for any specific purpose or purposes consistent with the provisions of this bylaw or any policy of the City of Port Alberni.

The Commission may make additional rules and regulations governing its procedures provided such rules and regulations are not inconsistent with this bylaw or any policy of the City of Port Alberni.

#### **8. Duties of the Commission**

The Commission shall:

- a) Advise on policies and objectives relating to operations of the Alberni Valley Museum, the McLean Mill National Historic Site and other community heritage resources;
- b) Advise Council with respect to any and all heritage issues, on behalf of heritage groups in the community and advise on specific heritage issues that may be referred to them by Council;
- c) Act in an advisory capacity to coordinate and support the interests of heritage groups in the Alberni Valley and liaise with these groups in forming recommendations to Council.

#### **9. Support Staff**

- a) The Commission shall be entitled to receive the services of the Manager of the Alberni Valley Museum or designate.
- b) The Commission shall keep minutes of each meeting.

#### **10. Transitional**

The provisions of this bylaw shall not affect the unexpired term of office of those members appointed to the Commission prior to the adoption of this bylaw.

**11. Repeal**

The following Bylaws are hereby repealed:

Bylaw No's. 4687 and 4707.

**READ A FIRST TIME THIS 26<sup>TH</sup> DAY OF FEBRUARY, 2018.**

**READ A SECOND TIME THIS 26<sup>TH</sup> DAY OF FEBRUARY, 2018.**

**READ A THIRD TIME THIS 26<sup>TH</sup> DAY OF FEBRUARY, 2018.**

**FINALLY ADOPTED THIS 12<sup>TH</sup> DAY OF MARCH, 2018.**



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Clerk