

BYLAW NO. 5-2010

**A BYLAW OF THE VILLAGE OF HOLDEN
IN THE PROVINCE OF ALBERTA
TO ESTABLISH THE HERITAGE RESOURCES COMMITTEE**

WHEREAS, Section 145 of the Municipal Government Act allows Council to pass bylaws in relation to the establishment, function, procedures, and conduct of Council Committees: and

WHEREAS, Council believes that the establishment of a committee to promote the identification and protection of historic resources would be beneficial to the Village of Holden;

NOW THEREFORE, the Council of the Village of Holden, in regular meeting, duly assembled, hereby enacts as follows:

1. **Title:** This Bylaw may be cited as the “Heritage Resources Committee” or “HRC” Bylaw.
2. **Establishment:** The Village of Holden Heritage Resources Committee is hereby established.
3. **Purpose:** Subject to the provisions of this Bylaw and all other Municipal, Provincial or Federal laws, the Committee may:
 - a. advise Council on matters relating to historical resources, and municipal heritage policies and programs;
 - b. encourage and advocate for the preservation and safeguarding of significant historical structures and sites;
 - c. investigate and support ways to document or protect heritage material that is not structural or tied to a specific property; and
 - d. educate and engage Village of Holden residents and other parties regarding the value of remembering and celebrating history, historic structures, places and events, and heritage in general.
4. **Functions:** The Committee may undertake the following activities in fulfillment of its purpose:
 - a. work with the Province through the Municipal Heritage Partnership Program to survey, inventory and establish a management plan for historical resources in the Village;
 - b. make recommendations to Council, as required, about the designation of municipal historic resources under the Historical Resources Act of the Province of Alberta;
 - c. serve as a liaison between the public and adjacent jurisdictions and Council on matters relating to heritage preservation;
 - d. encourage the collection of oral histories and stories from the community, and selected documents and photographs before they are lost or destroyed;
 - e. 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;
 - f. provide recommendations to Council of grant programs that the Village is eligible for, that may benefit the efforts of the Heritage Resources Committee;
 - g. hear and consider representations from individuals and community groups on matters of historic concern;
 - h. act as a resource and advisor to Village administration and other Council committees of matters related to heritage resources and resource protection;
 - i. 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 Village of Holden; and
 - j. to these ends, develop a document to serve as the working mandate for the Committee, including such things as a mission statement and a strategic plan.

5. Structure:

- a. The Committee shall be comprised of
 - i. three (3) to five (5) Members-at-Large
 - ii. one member of Council
 - iii. the Chief Administrative Officer (CAO).
- b. Committee members shall be appointed by resolution of Council.
- c. Each Member-at-Large shall be appointed for a term of two (2) years with initial terms staggered, and may be reappointed for additional terms.
- d. The Council member will be appointed for a one year term at the annual organizational meeting.
- e. The CAO is appointed for their term of employment.
- f. Vacancies shall be considered to have occurred upon:
 - i. death or resignation of a member;
 - ii. for a Council member, ceasing to hold office as a Councillor;
 - iii. a member being absent, unexcused for three (3) consecutive meetings;
 - or
 - iv. Council determining that a member should vacate a position.
- g. The members of the Committee shall elect a Chairperson at the first meeting of the Committee following the annual organizational meeting.
- h. In the absence of the Chairperson at a Committee meeting, the members present shall elect from amongst themselves a person to serve as Chair for the meeting.
- i. For meeting purposes, a quorum of the Committee shall be deemed to be fifty (50) percent of the appointed members plus one (1) additional member.
- j. A schedule of regular Committee meeting dates shall be set at the first meeting of the Committee following the annual organizational meeting.
- k. Additional or special meetings of the Committee may be held at the call of the Chair.

6. Finance and Administration:

- a. A budget related to the operation of the Committee as set out in this Bylaw shall be approved by Council.
- b. The Committee budget shall be prepared and presented to Council by Holden's Chief Administrative Officer in consultation with the Committee.
- c. The Committee budget shall be administrated by the Chief Administrative Officer.
- d. Professional, technical, and administrative support to the Committee, as determined in consultation with the Committee, will be provided by the Chief Administrative Officer.

7. **Effective Date:** This Bylaw shall come into full force and effect on the date of third reading.

READ A FIRST TIME this 16th day of August, 2010

READ A SECOND TIME this 16th day of August, 2010

READ A THIRD TIME and passed this 16th day of August, 2010

Mayor

Chief Administrative Officer