

**TOWN OF WAINWRIGHT
BYLAW 2018 – 17**

**A BYLAW OF THE TOWN OF WAINWRIGHT TO ESTABLISH A HERITAGE
ADVISORY BOARD**

WHEREAS the Council of the Town of Wainwright desires to promote and enhance heritage awareness and conservation within the Town of Wainwright,

AND WHEREAS Council considers it expedient to establish a board to advise Council on heritage related issues,

NOW THEREFORE the Council of the Town of Wainwright in the Province of Alberta, duly assembled, enacts that:

1. DEFINITIONS

1.1 In this bylaw

- 1.1.1 “**Board**” shall mean the Heritage Advisory Board established herein,
- 1.1.2 “**Coordinator**” shall mean the Wainwright Heritage Program Coordinator hired by the Town of Wainwright,
- 1.1.3 “**Council**” shall mean the Municipal Council of the Town of Wainwright,
- 1.1.4 “**Main Street Area**” shall mean the Main Street footprint as established by the Wainwright Main Street Program,
- 1.1.5 “**Program**” shall mean the Wainwright Heritage Program as established by Council resolution, and
- 1.1.6 “**Town**” shall mean the Town of Wainwright.

2. ESTABLISHMENT

- 2.1 The Board is hereby established.
- 2.2 The Board shall consist of seven (7) voting members appointed by Council comprised of
 - 2.2.1 1 member of Council,
 - 2.2.3 1 representative for the Battle River Historical Society,
 - 2.2.4 2 owners of businesses located in the Main Street Area, and
 - 2.2.5 3 members at large.
- 2.3 All voting members of the Board shall be residents of, or own a business in the Town.
- 2.4 After the initial appointing of the members of the Board, voting members shall be appointed annually at each Organizational Meeting of Council and at such other times deemed necessary by Council.
- 2.5 The Board may recommend to Council the appointment of prospective voting members.
- 2.6 Any member can be re-appointed to a new term at the discretion of Council.
- 2.7 Any member of the Board may resign at any time by submitting written notice to Council, such resignation to be effective upon receipt by Council.
- 2.8 Any member of the Board who is absent from three (3) consecutive regular meetings shall be automatically removed from the Board unless the absence was previously authorized by resolution of the Board.
- 2.9 By resolution, Council may at any time remove any member of the Board.

- 2.10 The Board may include at the Board meetings any number of non-voting resource members that it deems necessary.
- 2.11 All members are considered volunteers and shall receive no remuneration for serving on the Board.
- 2.12 Council shall hire the Coordinator with consideration given to input from the Board.

3. PROCEDURES

- 3.1 At the initial meeting of the Board and annually at the first regular meeting after the Organizational Meeting of Council, the Board shall select a Chairperson and Vice-Chairperson from among the members of the Board except that the Chairperson or Vice-Chairperson shall not be the member of Council.
- 3.2 In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.
- 3.3 The Chairperson shall preside at all meetings of the Board.
- 3.4 The Board shall conduct regular meetings for the transaction of its business in such manner and at such times and places as determined by resolution of the Board.
- 3.5 Notwithstanding Section 3.4, the Chairperson may call a special meeting of the Board to transact business by contacting each Board member not less than twenty four (24) hours prior to the meeting or on shorter notice if at least two-thirds of the Board members give their consent to hold the meeting.
- 3.6 A quorum of the Board shall comprise of fifty percent (50%) plus one of the Board.
- 3.7 Motions and resolutions of the Board need not have a seconder and shall be decided by a majority of the members present. In the event of a tie vote, the motion shall be defeated.
- 3.8 The Board may adopt such rules or procedures as its members agree upon provided that any said rules or procedures are consistent with established Council policies and Robert's Rules of Order.
- 3.9 The Board may establish sub-committees and any special rules and procedures pertaining thereto to research or discuss any matter deemed necessary by the Board and report or recommend an action back to the Board.
- 3.10 The Board may hear and consider representations by any organization or delegation regarding the Board's area of responsibility.
- 3.11 Neither the Board nor any member thereof shall have the power to pledge the credit of the Town or authorize any expenditure charged against the Town.

4. DUTIES OF THE BOARD

- 4.1 The Board shall be responsible to conduct the Program and make recommendations to Council regarding the Program.

- 4.2 The Board shall evaluate the performance of the Coordinator with consideration given to Town Administration regarding the interactions of the coordinator with Town staff and administration.
- 4.3 The Board shall prepare and recommend to Council for its consideration an annual budget for the Program.
- 4.4 The Board shall cooperate with and encourage all organizations in Town to support and promote the Program.
- 4.5 The Board shall evaluate applications for inclusion on the Municipal Heritage Inventory.
- 4.6 The Board shall evaluate applications for designation as Municipal Historic Resources and make recommendations as needed to Town Council in this regard.
- 4.7 The Board shall review applications as requested by the Town for proposed interventions to designated Municipal Historic Resources and provide recommendations to the Town in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.
- 4.8 The Board shall encourage and promote stewardship and conservation of Wainwright's historic places and heritage resources to the general public.
- 4.9 The Board shall implement the recommendations of the Heritage Management Plan.

5. DUTIES OF THE COORDINATOR

- 5.1 The Coordinator shall act as secretary to the Board and shall
 - 5.1.1 notify all members of the Board of the arrangements for the holding of each regular and special meeting of the Board including the establishment of the agenda in cooperation with the Chairperson, and
 - 5.1.2 keep minutes of the proceedings of all meetings of the Board, distribute copies to all members, and file a copy with the Town office.
- 5.2 In addition to the duties identified in the employment agreement between the Coordinator and the Town, the Coordinator shall
 - 5.2.1 assist the Board with all aspects of establishing and conducting the Program,
 - 5.2.2 organize workshops or planning sessions for the Board,
 - 5.2.3 develop an acceptable Program budget in conjunction with the Board,
 - 5.2.4 act as liaison between the Board, Council, Alberta Heritage, and those business and property owners and community organizations involved in the Program, and
 - 5.2.5 assist the Board with other related matters that may arise from time to time.

6. GENERAL

6.1 Resolution 2000-467 is hereby repealed.

6.2 This bylaw shall come into force on the date of the final passing thereof.

READ a first time this 20 day of Nov, A.D., 2018.

Brian Bethune
Mayor

Geddes
Chief Administrative Officer

READ a second time this 4 day of Dec, A.D., 2018.

Brian Bethune
Mayor

Geddes
Chief Administrative Officer

READ a third time and finally passed 4 day of Dec, A.D., 2018.

Brian Bethune
Mayor

Geddes
Chief Administrative Officer