

NO. 97-104

A BYLAW OF THE CITY OF VICTORIA

to revise the regulations for the composition and procedures of the Heritage Advisory Committee.

Under its statutory powers, including sections 188 and 953 of the *Municipal Act*, the Municipal Council of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the "HERITAGE ADVISORY COMMITTEE BYLAW".
2. In this Bylaw,

"HAC" means the Heritage Advisory Committee.
3. HAC is established as a standing committee, of 10 members appointed by Council.
4. The members of HAC must not be City Councillors, officers, or employees.
5. The appointment of a member is for a term of 18 months or for the remainder of the 18 month term during which a member is appointed to fill a vacancy.
6. A person may be a member for any number of terms but must not be a member during more than 3 consecutive terms.
7. At the times indicated below, the members must appoint one of themselves as the presiding officer for the duration of each 18 month term of membership:
 - (a) at the first meeting of HAC during each term, and
 - (b) at any time during the term when the position of presiding officer becomes vacant.
8. A member must not be the presiding officer during more than 2 consecutive terms.

9. The following persons are representatives of the City at meetings of HAC:
 - (a) the member of Council appointed by the Mayor as Council's representative;
 - (b) a member of the City's staff who
 - (i) is appointed by the head of the City's department who is assigned administrative responsibility for HAC, and
 - (ii) is to act as the secretary of HAC and as the administrative liaison between the City and HAC;
 - (c) an officer or employee of the City who is requested by HAC to attend a meeting to provide advice to HAC.
10. HAC may form subcommittees only with the prior approval of Council.
11. HAC must consider, and provide advice and recommendations to the Committee of the Whole Council concerning the following matters if they are referred to HAC by Council or the Committee of the Whole Council:
 - (a) identifying and designating heritage property;
 - (b) protecting, revitalising, altering, moving, and removing heritage property.
12. HAC must provide its reports to the meetings of the Committee of the Whole Council on the first and third Thursdays of each month.
13.
 - (1) HAC must schedule regular dates and times for its meetings.
 - (2) Meetings may be cancelled by decision of the presiding officer or because of insufficient agenda items.
14. HAC's secretary must
 - (a) attend all meetings of HAC;
 - (b) prepare agendas, record the minutes, including the attendance of members, for the meetings of HAC; and

- (c) prepare and provide HAC reports to the Committee of the Whole Council.
15. (1) Members of HAC must regularly attend its meetings.
- (2) The Council may remove members from HAC that are absent from 3 consecutive meetings.
16. Six members of the of HAC are a quorum.
17. Only members and the Councillor representative may participate in debates at HAC meetings.
18. Only members of HAC may vote at its meetings.
19. (1) A member who has a direct or indirect pecuniary interest in a matter being dealt with at a meeting of HAC must
- (a) declare this;
 - (b) not take part in the discussion of the matter;
 - (c) not vote on any question concerning the matter;
 - (d) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - (e) not attempt in any way, before, during, or after the meeting, to influence the voting on any question concerning the matter.
- (2) Subsection (1) does not apply to a pecuniary interest that is
- (a) in common with electors of the City generally, or
 - (b) so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.
20. Bylaw No. 81-10, the Heritage Advisory Committee Establishment Bylaw, is repealed:

Adopted by the Municipal Council on the 14th of August, 1997.

'Mark Johnston'
CITY CLERK

'Bob Cross'
MAYOR