



**Prince George Heritage Commission**  
**Bylaw No. 8133, 2008**  
(last amended February 2012)

**Amendment Sheet for BL8133**

**Date of Adoption**

Amendment Bylaw No. 8402, 2012

February 6, 2012

**CITY OF PRINCE GEORGE**

**BYLAW 8133, 2008**

**A Bylaw of the City of Prince George to establish the Prince George Heritage Commission.**

**WHEREAS**, pursuant to Part 27 of the *Local Government Act*, Council may establish a Community Heritage Commission;

**AND WHEREAS** the Council of the City of Prince George has deemed it desirable to establish such a Commission and set out the method of appointment of membership to the Commission, together with the composition, duties and procedures of the Commission;

**NOW THEREFORE**, in open meeting assembled, Council of the City of Prince George **ENACTS AS FOLLOWS:**

**1. ESTABLISHMENT**

The Prince George Heritage Commission (the Commission) is hereby established pursuant to the provisions Part 27 of the *Local Government Act*.

**2. MEMBERSHIP**

The membership of the Commission shall be determined and regulated as follows:

2.1 The Commission shall consist of not less than five (5) and not more than nine (9) members appointed from the Public at Large by the Council of the City of Prince George".

Amended by  
BL8402

2.2 In 2009, one-half of the applicants appointed to the Commission will be appointed for a two-year term, with the remainder appointed for a one-year term. Thereafter, all appointments to the Commission will be for two-year terms.

2.3 Subject to Section 2.2 above, appointments to the Commission will be for the remainder of the term of the member being replaced.

2.4 An individual may be appointed as a member of the Commission for a maximum of six (6) consecutive years of service.

Amended by  
BL8402

2.5 All members of the Commission shall be eligible electors of the City of Prince George, as defined by Part 3 of the *Local Government Act*.

2.6 All members of the Commission shall serve without remuneration.

**3. SCOPE AND DUTIES**

3.1 The Commission may advise Council on any matter relating to heritage conservation, as set out in Part 27 of the *Local Government Act*.

3.2 The Commission shall investigate and report to Council on any building, structure, land, water, natural feature or flora within the City which the Commission considers may have historic, architectural, geological, scenic or other heritage significance to the City, or any such site referred to it by the Council.

3.3 The Commission may undertake heritage education and awareness activities.

3.4 The Commission may review any matter and make recommendations to Council regarding input to any agency relating to any heritage site outside the City, as it determines appropriate within the context of heritage conservation in general.

3.5 The Commission will, annually, review the Heritage Strategic Plan and make recommendations for changes, if appropriate, to Council.

3.6 Each year, Council shall include in its annual operating budget a sum of money deemed necessary for the operations of the Commission.

3.7 Each year, the Commission will submit to Council an operating budget request outlining expected expenditures and revenues.

3.8 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.

**4. MEETINGS AND PROCEDURES**

4.1 Each year at its first meeting, the Commission shall elect from among its voting members a chairperson, who will preside over meetings of the Commission, and a deputy chairperson, who will preside over meetings in the absence of the chairperson.

4.2 The duties of the Chairperson shall include the calling of meetings of the Commission, and such other duties as the Commission may prescribe.

- 4.3 The Commission may adopt rules of procedure for Commission proceedings, provided they are not inconsistent with the Council Procedures Bylaw and the Committees, Commissions and Boards manual, insofar as they are applicable.
- 4.4 A quorum shall consist of 50% of the members of the Commission plus one member.
- 4.5 All acts authorized or required to be done by the Commission under this bylaw shall be decided by a majority vote of those voting members present at a meeting.
- 4.6 The Chairperson shall vote on all motions. In the case of an equal division of votes, the motion shall fail.
- 4.7 Any member who fails to attend four (4) consecutive regular meetings of the Commission without leave of the Commission shall cease to be a member of the Commission.
- 4.8 Meetings of the Commission shall be open to the public, pursuant to Section 90 of the *Community Charter*.
- 4.9 The City Manager shall, from time to time, appoint a member of City staff to serve the Commission as Staff Liaison, whose role shall be that of liaison and contact between the Commission and City Administration.
- 4.10 The City Clerk shall appoint a member of City staff to act as Committee Clerk, whose role shall be to provide clerical and other support services in consultation with the Chairperson and at the direction of the Clerk.

**5. REPEAL**

“Community Heritage Commission Bylaw No. 7261, 2001” is hereby repealed.

**6. CITATION**

This Bylaw may be cited for all purposes as “Prince George Heritage Commission Bylaw No. 8133, 2008”.

READ A FIRST TIME THIS THE **12th** DAY OF **MAY** , **2008**.

READ A SECOND TIME THIS THE **12th** DAY OF **MAY** , **2008**.

READ A THIRD TIME THIS THE **12th** DAY OF **MAY** , **2008**.

All three readings passed by a **unanimous** decision of Members of City Council present and eligible to vote.

ADOPTED THIS THE **26TH** DAY OF **MAY**, **2008**, BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AN ELIGIBLE TO VOTE.

**Colin Kinsley**  
**MAYOR**

**Don Schaffer**  
**CLERK**