



**CITY OF EDMONTON**

**BYLAW 13601**

**EDMONTON HISTORICAL BOARD BYLAW**

**(CONSOLIDATED ON MAY 29, 2018)**

**THE CITY OF EDMONTON**  
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Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, Council may pass bylaws in relation to the establishment, functions, procedure and conduct of council committees:

Edmonton City Council enacts:

**PART I - PURPOSE, DEFINITIONS AND INTERPRETATION**

- |                                 |   |  |
|---------------------------------|---|--|
| <b>PURPOSE</b>                  | 1 | The purpose of this bylaw is to establish the Edmonton Historical Board and to prescribe powers, duties, functions, structure and procedures.  |
| <b>DEFINITIONS</b>              | 2 | In this bylaw, unless the context otherwise requires: <ul style="list-style-type: none"> <li>(a) <b>“Board”</b> means the Edmonton Historical Board;</li> <li>(b) <b>“City”</b> means the Municipal Corporation of the City of Edmonton;</li> <li>(c) <b>“City Manager”</b> means the City’s chief administrative officer delegate;</li> <li>(d) <b>“Council”</b> means the Municipal Council of the City of Edmonton; and</li> <li>(e) <b>“Inventory of Historic Resources in Edmonton”</b> means the list of buildings and structures within the city of Edmonton which are eligible for designation as Municipal Historic Resources.</li> </ul> <p style="text-align: center;">(S.2, Bylaw 18245, January 23, 2018)</p> |
| <b>RULES FOR INTERPRETATION</b> | 3 | The marginal notes and headings in this bylaw are for reference purposes only.   |

**PART II - ESTABLISHMENT**

- ESTABLISHMENT** 4 The Edmonton Historical Board is hereby established as a Council Committee.
- PURPOSE** 5 Subject to the provisions of this bylaw and all other City, Provincial, or Federal laws, the Board will:
- (a) advise Council on matters relating to City of Edmonton historical issues and civic heritage policies; and
  - (b) encourage, promote, and advocate for the preservation and safeguarding of historical properties, resources, communities, and documentary heritage.
- FUNCTIONS** 6 (1) In particular, the Board will undertake the following activities in fulfilment of its purpose:
- (a) publicly acknowledge the efforts of individuals and groups who have:
    - (i) worked towards the preservation and promotion of Edmonton's history or significant historical issues; or
    - (ii) made significant contributions to the historical development of Edmonton;
  - (b) provide advice to increase public awareness of the history of Edmonton through education or promotion;
  - (c) on behalf of the City, and with the approval of the City Manager, the Board may apply for and receive grants from foundations and other orders of government to carry out specific projects;
  - (d) may hear and consider representations from individuals and community groups on matters of historic concern;
  - (e) act as a resource and advisor to City Departments developing directives impacting heritage resources and otherwise working with historical properties, resources or issues;
  - (f) assist in identifying and selecting historic resources in Edmonton for inclusion on the Inventory of Historic Resources; and
  - (g) at least once annually, invite representatives from local

historical organizations to attend and present at a meeting of the Board.

(S. 2, 3, 4, Bylaw 18414, May 29, 2018)

## **ADVOCACY**

- (2) In addition to the functions outlined in section 6(1), if the Board identifies an issue under the jurisdiction of another order of government that affects the preservation of historical resources in the city of Edmonton, the Board may advise Council on the issue.
- (3) If the Board wishes to advocate on an issue identified in 6(2), the Board will:
  - (a) request a decision on Council's position on the issue;
  - (b) advocate the City's position on the issue, as approved by Council; and
  - (c) include in the Board's annual report any advocacy actions taken and an evaluation of any results arising from the advocacy action.

## **PART III - STRUCTURE**

### **COMPOSITION**

- 7 (1) The Board will be comprised of 11 volunteer members appointed at the pleasure of Council for one- year terms..
 

(S.3, Bylaw 18245, January 23, 2018)
- (2) Members may be re-appointed for successive terms totalling not more than six consecutive years.
- (3) Notwithstanding any other provision in this bylaw, Council may make or extend any term of appointment, including the final term, for any length of time it deems appropriate.

(S.6, Bylaw 16516, August 28, 2013)

### **REMOVALS**

- 8 The Board will request Council to terminate the appointment of any member who is absent from three consecutive meetings, or who misses three regular meetings in six months unless the absence is authorized by resolution of the Board.

### **CHAIR AND VICE-CHAIR**

- 9 *Repealed*

(S.4, Bylaw 18245, January 23, 2018)

- 10 The duties of the Chair will be to:
- (a) call meetings of the Board;
  - (b) act as chair at all meetings of the Board; and
  - (c) represent the Board at Council and its Standing Committees, and at other public functions.
- 11 The duties of the Vice-Chair will be to act as the Chair in the Chair's absence.

**PROCEDURES**

- 12 (1) *Repealed*  
(S.5, Bylaw 18245, January 23, 2018)
- (2) The Board will meet at the call of the Chair.
  - (3) The Board will meet at least four times each year unless otherwise determined by the Board.
  - (4) Members shall be given at least three business-day's notice of a Board meeting.
  - (5) Quorum for the Board is a majority of the existing appointed members of the Board.
  - (6) The Board may solicit input from the public.

**REMUNERATION**

- 13 (1) Membership on the Board is voluntary and no remuneration will be paid for serving as a member.
- (2) Members shall be reimbursed for their reasonable out-of-pocket expenses to attend each meeting of the Board and its sub-committees in accordance with City policy.

**SUB-COMMITTEES**

- 14 (1) The Board may establish sub-committees as required, including but not limited to the following sub-committees:
- (a) Historic Resources Review Panel;
  - (b) Heritage Outreach Committee;
  - (c) Recognition Awards Committee; and
  - (d) Historical Plaque Committee.
- (2) The Chair will be an ex-officio member of all sub-committees.
  - (3) The Board may appoint persons from outside the Board to a sub-

committee.

(4) Sub-committees shall:

(a) be chaired by Board members; and

(b) report back to the Board for consideration of findings.

(5) Sub-committees may solicit input from the public.

**PART IV - FINANCE AND ADMINISTRATION**

**BUDGET**

15 (1) A budget for expenses arising from the operation of the Board in the administration of this bylaw will be submitted to Council for approval.

(2) The budget shall be prepared and presented to Council by the City Manager, in consultation with the Board.

(3) The Board’s budget will be administered by the City Manager.

**RESOURCES**

16 Professional, technical and administrative support to the Board, as determined in consultation with the Board, will be provided by the City Manager.

17 The City Manager will act as advisor and resource to the Board.

**PART V - GENERAL**

**COMMUNITY SERVICES COMMITTEE**

18 *Repealed*

(S.6, Bylaw 18245, January 23, 2018)

**REPEAL**

19 Bylaw 10794, The Edmonton Historical Board Bylaw, is repealed.

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager’s authority

Bylaw 13601 passed by Council April 19, 2005:

Amendments:

Bylaw 16516, August 28, 2013, Bylaw 18245, January 23, 2018

Bylaw 18414, May 29, 2018