

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1929

**A Bylaw to Establish and Provide For Terms of Reference for A  
Heritage Advisory Design Panel**

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**WHEREAS** in accordance with the Local Government Act, Council may, by bylaw, establish a Heritage Advisory Design Panel;

**AND WHEREAS** Council of the City of Grand Forks has deemed it desirable to establish such a Panel and set out the method of appointment of membership to the Panel, together with the composition, duties and procedures of the Panel.

**NOW THEREFORE** the Council for the Corporation of the City of Grand Forks, in open meeting assembled **ENACTS** as follows:

1. ESTABLISHMENT

The Grand Forks Heritage Advisory Design Panel (the Panel) is hereby established pursuant to the provisions in Part 27 of the Local Government Act. The Panel will provide advice to the Council which is non-binding.

2. MEMBERSHIP

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

2.1 The Panel shall consist of five (5) members appointed from the Public at Large by Council of the City of Grand Forks and one Staff Liaison member appointed by the Chief Administrative Officer.

2.2 In 2011, three of the applicants appointed to the Panel will be appointed for a two-year term, with the remainder appointed for a one year term. Thereafter, all appointments to the Panel will be for two year terms.

2.3 In addition to the five members appointed in accordance with subsection 2.1, Council must appoint annually to the Panel one non-voting liaison Council member.

2.4 Subject to Section 2.2 above, in the case of a vacancy on the Panel, appointments to fill the vacancy shall be for the remainder of the term of the member being replaced.

2.5A member of the Panel may not serve more than three consecutive terms. However, after at least one year out of office, that member may be re-appointed.

2.6All members of the Panel shall be appointed at large, by Council.

2.7All members on the Panel shall serve without remuneration.

2.8A Panelist who misses two consecutive Panel meetings without leave of the Panel is automatically removed from the Panel.

2.9A majority of the Panel members may request that City Council remove a member of the Panel, which will be at the sole discretion of City Council.

### 3. SCOPE AND DUTIES

3.1To review and submit recommendations to Council on Development Permit Applications especially those that have Heritage Implications.

3.2To advise Council on any matter relating to heritage conservation , as set out in Part 27 of the Local Government Act.

3.3To recommend strategies and policies to Council, and undertake programs for the support of Heritage Conservation.

3.4To support Heritage Education and public awareness through programs such as Heritage Week displays and newsletters.

3.5Each year, Council shall include in its annual operating budget a sum of money deemed necessary for the operations of the Panel.

3.6Each year, the Panel will submit to Council an operating budget request outlining expected expenditures and revenues.

3.7The Panel 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

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

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

4.3The Panel may adopt rules of procedure which are consistent with the Local Government Act, the Community Charter, the Council Procedure Bylaw or this Bylaw, as necessary.

4.4A quorum shall consist of three of the members of the Panel.

- 4.5 All acts authorized or required to be done by the panel 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 The Panel shall hold meetings as required but will hold a minimum of 2 meetings a year. Generally Panel meetings will be held at a location determined by the Panel which may include City Hall.

5. CITATION

This Bylaw may be cited for all purposes as the "Grand Forks Heritage Advisory Design Panel Bylaw No. 1929, 2011".

6. SEVERABILITY

If any section, clause, sub-clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

Read a **FIRST** time this 21st day of November, 2011.

Read a **SECOND** time, as amended, this 21st day of November, 2011.

Read a **THIRD** time this 21st day of November 21st, 2011.

**FINALLY ADOPTED** this 19th day of December, 2011.



Brian Taylor, Mayor



Diane Heinrich, Corporate Officer

AS AMENDED AT SECOND READING

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of Bylaw No. 1929, cited as the "Grand Forks Heritage Advisory Design Panel Bylaw No. 1929", as adopted by Council on the 19th day of December, 2011.

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Corporate Officer of the Municipal Council of the  
Corporation of the City of Grand Forks