

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BY-LAW NO. 358**

A Bylaw to establish the Graham Island Advisory Planning Commission and to rescind Bylaw No.196 and amendments thereto.

The Board of Directors of the Skeena-Queen Charlotte Regional District in open meeting assembled enacts as follows:

PART 1 - ESTABLISHMENT AND APPOINTMENT OF COMMISSION

1. The Board hereby establishes an Advisory Planning Commission for Electoral Area "D" to make recommendations and advise it about matters specified in Section 9 of this Bylaw.
2.
 - a) The Commission shall be composed of seven members.
 - b) Commission members (one each) shall be appointed annually by:
 - i. The Masset Band Council; and
 - ii. The Skidegate Band Council.
 - c) Commission members shall be appointed annually by the Regional District Board as follows:

5 members at large from Electoral Area "D": 2 North of Mayer Lake at Highway 16 and 2 from Tlell (Mayer Lake at Highway 16 to S. Boundary of DL 585) and one from Lawnhill/Miller Creek (all areas south of DL585).
 - d) Initially, the Board shall appoint the directors at large. Thereafter, they shall be appointed in January of each even year.
3. The Commission shall hold a public meeting in December of each year to select names, by election, to be recommended to the Board for appointment as follows:
 - a) Every year, 2 names, 1 each from the North Graham and Tlell areas;
 - b) Every even year an additional name from the Lawnhill/Miller Creek area;
 - c) Every person who is a resident of Graham Island, and who is qualified to vote under the Municipal Act, and appears on the Electoral Area "D" voters list, is eligible to nominate, vote and be selected as candidates for appointment;
 - d) Section 898 (5) of the Municipal Act prohibits a Board director, employee of the Board and the approving officer from being a member of the Advisory Planning Commission.
4. All appointments shall be for two years and shall expire in January, but may be extended until successors are appointed.
5. The Commission shall elect one of its members as Chair and another as Vice-Chair to act in the absence of the Chair.

6. In the event of the resignation of a member of the Advisory Planning Commission, the Board may appoint a successor to serve the balance of the term of appointment.
7. The Advisory Planning Commission may elect a secretary from within its numbers or if the budget permits hire secretarial services to record minutes and carry on the business of the Commission.
8. The previous appointments to the Advisory Planning Commission for Electoral Area "D" are hereby rescinded.

PART II - DUTIES AND PROCEDURES

9.
 - a) The duties of the Commission shall be to advise the Board on such matter coming within the scope of Part 26 of the "Municipal Act" relating specifically to Graham Island, Queen Charlotte Islands, in the Province of British Columbia as may from time to time be referred to the Commission by the Board.
 - b) The Commission's report and advice to the Board shall be in writing accompanied with its recommendations and such other data and information as the circumstances require, or that the Commission may deem requisite or necessary.
10.
 - a) A quorum is a majority of the members of the Commission.
 - b) A decision of the Commission shall be made by a majority of the members present at a meeting.
 - c) The Chair or any two members may call a meeting of the Commission upon giving at least seven (7) days notice to each member.
11.
 - a) The Commission shall cause proper records to be kept of its proceedings.
 - b) A copy of the minutes and of all reports shall be sent to the Regional Board.
12. During the month of October in each year, the Commission shall cause to be placed before the Board a statement showing in detail an estimate of the amount which the Commission considers to be necessary to meet the expenses of the Commission during the following year.
13. All accounts or expenses incurred by the Commission shall be authenticated by the Chair of the Commission and after being so authenticated, all such accounts shall be paid by the secretary. Claims for reimbursement of expenditures, supported by copies of paid invoices and statements, shall be forwarded to the Regional District.
14. In order to enable the Commission to perform its functions and to carry out its duties in accordance with the true intend of the purposes for which it was created the Regional District's Secretary-Treasurer, shall whenever required, give to the Commission such assistance as it may reasonably require without direct instruction of the Board.

15. Graham Island Advisory Planning Commission Bylaw No. 196 and amendments thereto are hereby rescinded.
16. This Bylaw may be cited as the "Graham Island Advisory Planning Commission Bylaw No. 358".
17. This Bylaw is effective January 1, 1999.

READ A FIRST TIME this **23rd** day of **October** , 1998.

READ A SECOND TIME this **15th** day of **January**, 1998.

READ A THIRD TIME this **15th** day of **January** , 1998.

RECONSIDERED AND ADOPTED THIS **15th** DAY OF **January**, 1998.

Chair

Secretary-Treasurer

Certified a true copy of
Bylaw No. 358 as adopted.

Secretary