

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BY-LAW NO. 501, 2006**

Being a By-Law to Establish a Lawn Hill Advisory Standing Committee

WHEREAS, there exists an Advisory Planning Commission for the entire Electoral Area D;

AND WHEREAS, there exists in Electoral Area D the extended service of economic development;

AND WHEREAS, under the authority of Section 795(2) of the *Local Government Act* the Board may delegate administrative powers and may set the terms and conditions of the operation of the committee;

NOW THEREFORE, the Board of the Skeena-Queen Charlotte Regional District in open meeting enacts as follows:

1. **Definitions**

- a) "Standing Committee" means the Lawn Hill Advisory Standing Committee as established by this By-Law;
- b) "Sub - committee" means a Committee established by the Standing Committee;
- c) "Director" means the Electoral Area Director or that Director's alternate; and
- d) The Lawn Hill local service area is shown in Schedule 1.

2. **Membership**

The Lawnhill Advisory Standing Committee shall have membership consisting of the following:

- a) Five persons residing in the Lawn Hill Service Area, each with an optional alternate, will be elected by the electorate of the service area at a public meeting and subsequently appointed by the Regional District Board; and
- b) The Electoral Area Director or that Director's Alternate;
- c) The GIAPC Lawn Hill/Miller Creek Representative or that Representative's Alternate.

3. **Terms of Office**

- a) The Regional District Chair shall make the 5 initial elected appointments to the Community Association;

- b) Thereafter, 5 members (with alternates) for each will be elected by electors from the Lawn Hill local service area for a 3 year term;
- c) In the event of a vacancy between elections, the Lawn Hill Advisory Standing Committee shall nominate a replacement, normally the committee member's alternate, to be appointed by the Regional District Board; and
- d) Each Alternate is to have the rights, duties, powers and obligations of a Advisory Standing Committee member. An Alternate may only vote if his/her elected member is absent or declines to vote on a specific issue.

4. **Procedure**

- a) A quorum is 3 Committee Members. At least 3 elected members of the committee must be part of any quorum;
- b) All decisions of the Committee shall be made by a majority of the members present at the meeting, with each member having one vote;
- c) Regular Committee meetings shall:
 - 1) be held once a year, with additional meetings as necessary;
 - 2) be open to the public;
- d) Minutes shall be kept for all meetings of the Committee and a copy of such minutes forwarded to the office of the Skeena-Queen Charlotte Regional District;
- e) The Committee Chair shall be elected annually by a majority vote of all Committee members;
- f) Roberts Rules of Order shall apply;
- g) The Committee may appoint Sub-Committees to coordinate specific local service areas of responsibility;
- h) Special Meetings may be held as follows:
 - 1) by a resolution of the Committee at a regular meeting;
 - 2) at the request of two or more members of the Committee;
 - 3) all members of the Committee are to be advised of a special meeting at least 48 hours in advance of the meeting; and
 - 4) shall normally be open to the public;

5. **Powers and Responsibilities**

- a) The powers delegated to the Committee, except as otherwise provided by bylaw or resolution of the Regional Board, shall include only those administrative powers specifically assigned by this bylaw with respect to management of the Electoral Area D.
- b) The title to any real property, equipment or chattels, or leases and agreements of

any kind, shall be registered in the name of the Skeena-Queen Charlotte Regional District.

- c) The Committee shall annually, before the 30th of November, prepare and submit detailed estimates of its receipts from every source and expenditures for every purpose for the following year to the Regional District for review.
- d) The Community Association shall not enter into any undertaking, obligation or liability, which would cause the annual budget as approved by the Regional Board to be exceeded.
- e) The Committee shall institute such controls and authorization procedures over revenues and expenditures as may from time to time be deemed necessary by the Skeena-Queen Charlotte Regional District.
- f) The Committee shall be responsible on its own initiative to advise the Regional Board on all or any matters which may legally or financially bind or commit the Regional Board.
- g) The Committee shall advise the Board of all public liability insurance required covering the operations of the Committee and custodianship of its assets in order to ensure that adequate insurance is in effect at all times.
- h) Subject to the provisions otherwise contained in this bylaw, the Committee is empowered to exercise any of the administrative powers of the Regional Board in respect to the following:
 - i) fire prevention;
 - ii) community parks;
 - iii) community economic development;
 - iv) heritage conservation;
 - v) the custodianship, care and maintenance of any premises owned, leased or rented for the use of its operations; and
 - vi) perform any act, or matter, or thing, incidental to the administration of the Lawn Hill Service Area provided that such act, matter, or thing, is not otherwise inconsistent with the provisions and intent of this bylaw.

General

- 6. All members of the Committee shall serve without remuneration; members may be reimbursed for travel and out-of-pocket expenses in accordance with Regional District policy.
- 7. In order to enable the Committee to perform its functions and to carry out its duties in accordance with the true intent of the purposes for which it was created, the Regional District's Secretary Treasurer, shall whenever required, give to the Committee such assistance as it may reasonably require without the direct instruction of the Board.

8. This By-Law may be cited for all purposes as the "Lawn Hill Advisory Standing Committee Local Service Area Bylaw No. 501,2006".

READ A FIRST TIME THIS 24th day of November, 2006

READ A SECOND TIME THIS 24th day of November, 2006.

READ A THIRD TIME THIS 24th day of November, 2006.

RECONSIDERED, PASSED AND FINALLY ADOPTED

this 24th day of November, 2006.

J. Beil
Secretary

B. Pages
Chair

I, _____ hereby certify the foregoing to be a true and correct copy of Bylaw No.501, 2006, of the Skeena-Queen Charlotte Regional District cited as the "Lawn Hill Advisory Standing Committee Bylaw No. 501, 2006" adopted by the Board of Directors of the Skeena-Queen Charlotte Regional District on the _____ day of _____.

Dated at Prince Rupert, B.C. this _____ day of _____.

Secretary/Treasurer