

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT  
BYLAW 389**

**A Bylaw to establish the Moresby Island Advisory Planning Commission and to rescind  
Bylaw 369**

*WHEREAS* the Board had previously established a Moresby Planning Commission but has been requested to change its selection procedure;

*WHEREAS* the Board has established a Moresby Island Management Committee as a standing committee to provide administrative services to Electoral Area “E”;

*AND WHEREAS*, under the authority of Section 898(2) of the Municipal Act the Board may establish an Advisory planning Commission;

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

**PART I - ESTABLISHMENT AND APPOINTMENT OF COMMISSION**

1. The board hereby establishes an advisory planning commission for Electoral Area ”E” to make recommendations and advise it about matters specified in section 9 of this bylaw.

**Membership**

2. The advisory planning commission shall have five members and three alternates selected from members and/or alternates of the Moresby Island Management Committee by the Electoral Area E Director. Prior to the January meeting of the Regional District Board, the secretary shall forward in writing a list of nominees selected, to be confirmed by the Board .
3. All appointments shall be for three years and shall expire in December but may be extended until successors are appointed.
4. The commission shall elect one of its members as chairman and another as vice-chairman to act in the absence of the chairman.
5. Alternates may attend all commission meetings but will only be accorded a vote when member(s) are absent. If more than one alternate is present at a meeting where member(s) are absent sitting alternates will be chosen according to a roster list made by Advisory Planning Commission or designated by absent commissioners(s).
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. This successor will be drawn from the alternates selected in the same year as the commissioner.
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.

**PART II - DUTIES AND PROCEDURES**

- 9. (a) The duties of the Commission shall be to advise the Board on such matters coming within the scope of Part 26 of the "Municipal Act" relating specifically to Electoral Area E (Moresby Island, Queen Charlotte Islands), in the Province of British Columbia as may from time to time be required 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.
- 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 provide the Director of Electoral Area "E" 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 Chairman of the Commission and shall be paid by the Secretary. Claims for reimbursement of expenditures, supported by copies of paid vouchers and invoices, shall be forwarded to the Regional District on a monthly basis.
- 14. In order to enable the Commission 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 Commission such assistance as it may reasonably require without direct instruction of the Board.
- 15. Moresby Island Planning Commission By-Law No.369 is hereby rescinded.
- 16. This By-Law may be cited as the "Moresby Island Advisory Planning Commission By-Law No. 389".

**INTRODUCED and READ three times this** 26<sup>th</sup> **day of** November , 1999.

**RECONSIDERED and ADOPTED this** 26<sup>th</sup> **day of** November , 1999.

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Chairperson

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Administrator

Certified a true copy of By-Law No. 389 as adopted.