

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BY-LAW NO. 499, 2006**

Being a By-Law to Establish a Tlell 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 Chair may establish standing committees for matters the chair considers would be better dealt with by committee and may appoint persons to those committees;

AND WHEREAS, there is a demonstrated need for a voice and contact point for the Tlell Local Service Area;

AND WHEREAS, at least one member of each select and standing committee must be a director;

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

1. Definitions

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

2. Membership

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

- a) All electors who reside or own property within the local service area of Tlell are eligible to serve on the committee and any sub-committees that may be formed;
- b) Five persons residing in the local service area of Tlell, each with an optional alternate, will be elected by the electorate of the service area at a public meeting and subsequently appointed by the SQCRD Board; and
- c) The Electoral Area Director or that Director's Alternate.

3. Terms of Office

- a) The Regional District Chair upon establishing this bylaw shall make the initial 5

appointments of elected members to the Advisory Standing Committee; two members (at the discretion of the committee) will serve for a one year term, and the remaining three committee members will stand for a two year term;

- b) Thereafter, all committee members will be elected for two (2) year terms, with two (2) members being elected in odd-numbered years, and three (3) members being elected in even numbered years;
- c) Annual elections will be held during the month of September;
- d) In the event of a vacancy between elections, the advisory standing committee shall nominate an eligible replacement, normally a committee member's alternate (s), to be appointed by the Regional District Board and;
- e) Each Alternate is to have the rights, duties, powers and obligations of a Committee Member. An Alternate may only vote if an elected member is absent.

4. **Procedure**

- a) A quorum is 3 Committee members. At least 2 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:
 - i) be held once a year, with additional meetings as necessary; and
 - ii) 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 SQCRD.
- e) The Advisory Standing Committee Chair shall be elected annually by a majority vote of the Committee.
- f) Roberts rules of order shall apply.
- g) The Advisory Standing Committee may appoint Sub-Committees, with at least one member of the sub-committee being a standing committee member to coordinate specific local service areas of responsibility.
- h) Special Meetings may be held as follows:
 - i) by a resolution of the Committee at a regular meeting;
 - ii) at the request of two or more members of the Committee;
 - iii) all members of the Committee are to be advised of a special meeting at least 48 hours in advance of the meeting; and
 - iv) it 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 overseeing and reporting back to the Board of the Skeena-Queen Charlotte Regional District with findings and recommendations related to the local service area of Tlell.*
- 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 24th of October, prepare and submit detailed estimates of its receipts from every source and expenditures for every purpose for the following year, and such estimates shall be considered by the SQCRD Board and may be accepted in whole or in part.
- d) The Committee shall not enter into any undertaking, obligation or liability, which would cause the annual budget as approved by the SQCRD 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 SQCRD.
- f) *The Committee will not undertake any initiatives or commitments that may be binding to the committee or the Regional District without receiving approval of the Regional District 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) All contracts to be entered into by the Committee which may legally, financially or otherwise commit the SQCRD Board, shall, unless otherwise previously authorized by the SQCRD Board, be made or carried out by the SQCRD Board.
- xiv)** The Committee shall provide comment to the GIAPC on land use issues in the Tlell Local Service Area.
- j) Subject to the provisions otherwise contained in this bylaw, the Committee is only to consider or inquire into any matter and report its findings and opinion to the Board of the Regional District in respect to the following:
 - i) fire prevention;
 - i) community trails;
 - ii) community economic development;
 - iii) social planning services;

- iv) heritage conservation;
- v) emergency communication systems;
- vi) programs in preparation for emergencies; the custodianship, care and maintenance of any premises owned, leased or rented for the use of its operations; and
- vii) perform any act, or matter, or thing, incidental to the operation of the Tlell local 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 SQCRD policy.
- 7. In order to enable the Advisory Standing 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 SQCRD’s District’s Administrator, shall whenever required, give to the Committee such assistance as it may reasonably require without the direct instruction of the Board.
- 8. Tlell Advisory Standing Committee Bylaw No. 464, 2004 is hereby repealed.
- 9. This By-Law may be cited as the “Tlell Advisory Standing Committee Bylaw No. 499, 2006.

READ A FIRST TIME THIS 22nd DAY OF September, 2006.

READ A SECOND TIME THIS 22nd DAY OF September, 2006.

READ A THIRD TIME THIS 22nd DAY OF September, 2006.

RECONSIDERED, PASSED AND FINALLY ADOPTED

this 22nd day of September, 2006.

J. Beil
Secretary

B. Pages
Chair

I, _____ hereby certify the foregoing to be a true and correct copy of the Skeena-Queen Charlotte Regional District *Tlell Advisory Standing Committee Bylaw No. 499, 2006 as reconsidered and adopted by the Board of Directors of the Skeena-Queen Charlotte Regional District on the _____ day of _____, 2006.*

Dated at Prince Rupert, B.C. this _____ day of _____, 20_____.

Secretary/Treasurer