

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BY-LAW NO. 498, 2006

Being a By-Law to Establish a Tow Hill Road 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 Tow Hill Road Advisory Standing Committee as established by this By-Law;
- b) "Director" means the Electoral Area Director or his/her alternate;
- c) "Sub-Committee" means a committee established by the Standing Committee to deal with specific items; and

2. **Membership**

The Standing Committee shall have membership consisting of the following:

- a) All those who reside or own property within the local service area (Schedule 1) of Tow Hill Road are eligible to serve on the committee;
- b) Five persons with the option of alternates residing in the local service area of Tow Hill Road, will be appointed by the Chair of the Regional District; and
- c) The Electoral Area Director or his/her Alternate.

3. **Terms of Office**

- a) The Regional District Board shall make the 5 initial appointments to the Standing Committee;
- b) The committee shall hold a public meeting in December of an election year to select names, by election, to be recommended to the Board for appointment;
- c) Thereafter, 5 members with the option of alternates will be appointed by the Board of the Regional District from the Tow Hill Road local service area for a 3 year term;
- d) In the event of a vacancy between appointments, the Standing Committee shall nominate a replacement, normally the committee member's alternate, to be appointed by the Regional District Chair; and

- e) Each Alternate is to have the rights, duties, powers and obligations of a Committee Member. An Alternate may only vote if his/her appointed member is absent.

4. **Procedure**

- a) A quorum is 3 Committee members. At least 2 appointed 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; and
 - 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 Standing Committee Chair shall be elected annually by a majority vote of all Committee members.
- f) Roberts rules of order shall apply.
- g) The Standing 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 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 Tow Hill Road.
- 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 Regional 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 Graham Island Advisory Planning Commission 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 will not undertake any initiatives or commitments that may be binding to the committee or the Regional District without receiving the 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) Subject to the provisions otherwise contained in this bylaw, the Committee is only to consider or inquire into any matter and report its finding and opinion to the Board of the Regional District in respect to the following:
 - i) fire prevention;
 - ii) community parks;
 - iii) nuisances (including noise);
 - iv) community economic development;
 - v) heritage conservation;
 - vi) street lighting system;
 - vii) sewer and/or water system;
 - viii) the custodianship, care and maintenance of any premises owned, leased or rented for the use of its operations; and
 - iv) perform any act, or matter, or thing, incidental to the operation of the Tow Hill Road local service area provided that such act, matter, or thing, is not otherwise inconsistent with the provisions and intent of this bylaw.

6. **General**

- a) 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 Administrator, shall whenever required, give to the Committee such assistance as it may reasonably require without the direct instruction of the Board.
- 8. Tow Hill Road Local Service Area Management Committee Bylaw No.385, 1999 is hereby repealed.
- 9. This By-Law may be cited as the "Tow Hill Road Advisory Standing Committee Bylaw No.498, 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.

B. Pages
Chair

J. Beil
Secretary

I, _____ hereby certify the foregoing to be a true and correct copy of Bylaw No. 498, 2006 of the Skeena-Queen Charlotte Regional District cited as the "Tow Hill Road Advisory Standing Committee Bylaw No. 498, 2006" as 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