

THE VILLAGE OF PORT CLEMENTS BYLAW NUMBER 332, 2003.

Being a bylaw for the purpose of establishing a Public Works Commission.

WHEREAS: Under the statutory powers of the Local Government Act of British Columbia Chapter 323, Part 5, Division 2, Section 176. Council may establish a commission to operate services of the local government, undertake operations and enforcement in relation to the local governments exercise of its regulatory authority and manage property held by the local government.

NOW THEREFORE: The Council of the Village of Port Clements in open meeting assembled enacts as follows:

1. This bylaw shall be cited as the "Village of Port Clements Public Works Commission Bylaw No. 332, 2003."

2. There is hereby established a commission known as the Village of Port Clements Public Works Commission.

3. Interpretation.

This bylaw, unless the context otherwise requires;

- a) The word "Village" shall mean the Village of Port Clements.**
- b) The word "Council" shall mean the Council of the Village of Port Clements.**
- c) The word "Commission" shall mean the Village of Port Clements Public Works Commission.**
- d) The word "Commissioner" shall mean a duly appointed member of the Commission.**

4. Commission membership.

The commission shall be composed of three members of the Council as follows:

- a) The Mayor.**
- b) Two Councilors as appointed by the Council on the first regular meeting of Council held after the adoption of the annual financial plan, or as soon thereafter as practical**
- c) The two remaining Councilors shall be appointed as alternates who will serve on the Commission in the case a regular member is absent.**
- d) All appointments to the Commission, excluding the Mayor, shall be for a one year term.**
- e) Should a commissioner resign, an alternate shall be appointed to fill the position at the next Council meeting.**

5. Procedures for meetings of the Commission.

- a) The Mayor shall preside at all meetings of the commission and if the Mayor is absent the Acting Mayor shall preside.
- b) The Commission shall hold a regular monthly meeting.
- c) The Village of Port Clements Procedures Bylaw No. 312 shall govern the procedures of all the Commissions meetings.
- d) A quorum shall be three members.
- e) An employee of the Village shall be assigned the task of recording the minutes.
- f) All minutes once approved by the commission shall be signed by the chair.
- g) The Commission shall not make any expenditure except by an affirmative and unanimous motion of the Commission. Motions that do not achieve unanimity shall be referred to Council.

6. Duties of the. Commission.

The Commission shall be accountable to the Council for the following:

- a) The overall safe and efficient operation and maintenance of all Village infrastructures.
- b) The preparation of an annual budget plus work and risk management plans for approval by Council prior to March the 30th of each fiscal year.
- c) The monthly updating of the work plan and budget including reassessment and prioritizing of the risk management plan.
- d) The activities and direction of the Public Works Supervisor.
- e) The preparation of timely reports to Council.
- f) The active involvement of stakeholders i.e.: the Recreation Commission, Volunteer Fire Department etc. when preparing plans.
- g) To recommend custodial policies and procedures to Council.
- h) To advise Council with regards to employee relations and staffing requirements concerning public works.
- i) To research, plan, design and cost public works projects for the advice of council.
- j) To prepare Request For Proposals and Tender Documents for Council's approval and action.

Authority.

Within the scope and term of the approved financial plan and its amendments and this Bylaw, the Commission has the following additional authority:

- a) All instruction and direction from the Commission to the Public Works Supervisor shall be given by the Mayor or if the Mayor is absent the Acting Mayor only.

- b) To, as required, appoint a subcommittee by a majority motion of the Commission, to perform a specific purpose for the Commission. The term of any subcommittee shall not exceed one year.

READ A FIRST TIME THIS 18 DAY OF AUGUST 2003

READ A SECOND TIME THIS 18 DAY OF AUGUST 2003

READ A THIRD TIME THIS DAY 18 OF AUGUST 2003

RECONSIDERED AND ADOPTED THIS 2ND DAY OF SEPTEMBER 2003



Dale Lore, Mayor



John Nielsen
Administrator