

## BOWEN ISLAND MUNICIPALITY

### Cove Bay Water System Local Management Committee Purpose and Establishment Amendment Bylaw No. 251, 2009

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Being a Bylaw to amend the Cove Bay Water System Local Management Committee Purpose and Establishment Bylaw No. 9, 2000

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Whereas the Council wishes to provide for a common system of administration and operation of the Municipal Water Systems and revised structure for the advisory committees.

THEREFORE, the Municipal Council of Bowen Island Municipality in open meeting assembled, enacts as follows:

1. That the title of the Bylaw be changed to Cove Bay Water System and Local Advisory Committee Purpose and Establishment Bylaw.
2. That clause 2 be amended by deleting the words '*Cove Bay Local Management Committee established by this Bylaw*' and replacing it with the words '*the Director of Engineering and Operations*'
3. That clause 3 be amended by deleting the word '*Management*' and replacing with the word '*Advisory*.'
4. That clause 22 be amended by deleting the word '*Management*' and replacing with the word '*Advisory*' and renumbered as clause 19.
5. That Bylaw No. 9 be amended by deleting clauses 4 – 21 in their entirety and replacing them with:

#### MEMBERSHIP - APPOINTMENT, QUALIFICATION AND TERM OF OFFICE

4. Each Committee shall consist of a minimum of 3 members to a maximum of 7, each of whom shall be a resident or property owner within the Water System Specified Area, and
5. The members of the Committee shall be appointed by Council.
6. The term of office of Committee members shall be three (3) years. A member shall be eligible for reappointment. Where a member resigns or ceases to act as a member, they may be replaced by Council
7. Committee members shall serve without remuneration.

#### HOLDING OF MEETINGS - QUORUM, VOTING AND CONDUCT

8. The Committee shall elect a chairperson and a vice-chairperson for a one (1) year term at the first meeting held after January 1<sup>st</sup>.
9. The Committee shall decide from time to time by resolution where and when its meetings shall be held. The Committee shall post notice of a meeting in accordance with the municipality's procedure bylaw. The committee shall meet a minimum of once a year.
10. Unless specified as a Closed Meeting for reasons allowed under "Bowen Island Municipality Council Procedure Bylaw No. 1, 1999" or any successive bylaw (the "Procedure Bylaw") or the *Community Charter*, all meetings shall be open to the public.

11. Except as otherwise specified in this bylaw, meetings of the Committee shall be conducted in accordance with the Procedure Bylaw. In the absence of an applicable provision in the Procedure Bylaw, *Robert's Rules of Order* shall apply.
12. A quorum for a meeting of the Committee is 2 if there are 3 voting members, 3 if there are 4 or 5 voting members, and 4 if there are 6 or 7 voting members.
13. Each voting member on the Committee in attendance at a meeting shall have one vote. All questions before the Committee shall be decided by a majority vote.
14. All voting members present at a meeting of the Committee may vote on questions before it, and in all cases where the votes of the voting members present are equal for and against the question, the question shall be declared in the negative. Any voting member who abstains from voting shall be deemed to have voted in the affirmative.

#### ADMINISTRATION – COSTS OF COMMITTEE FUNCTION, KEEPING OF MINUTES

15. All costs related to the functioning of the Committee shall be charged to the related Specified Area.
16. The minutes of the proceedings of all Committee meetings shall be recorded and submitted to Council. All minutes once approved by the Committee shall be signed by the Chairperson.

#### RESPONSIBILITIES AND DUTIES

17. Council hereby assigns to the Committee the following responsibilities and duties:
  - a) to provide advice and recommendations to staff and Council on the water supply and distribution system with respect to, but not limited to:
    - (i) the operation and maintenance of the water supply and distribution system;
    - (ii) the enactment of such bylaws as may be necessary for the efficient operation, maintenance and improvement of the water supply and distribution system;
    - (iii) planning for future improvements related to the system; and
    - (iv) communications to users of the water system;
    - (v) the Five Year Financial Plan as prepared by staff;
    - (vi) the provision of funds for capital purposes or the undertaking of capital projects, for inclusion and approval in the Municipality's Financial Plan as prepared by staff.
  - b) work with staff to arrange the holding of the annual information meeting of the residents and property owners of the specified area; and
  - c) the chair and vice chair shall meet at least once a year with the chairs and vice chairs of the other water system local advisory committees. Meetings shall be at the call of the Municipality or of three of the chairs

CITATION

18. This Bylaw may be cited for all purposes as the “Bowen Island Municipality Cove Bay Water System Local Management Committee Purpose and Establishment Amendment Bylaw No. 251, 2009.

READ a first time this 5<sup>th</sup> day of October, 2009

READ a second time this 5<sup>th</sup> day of October, 2009

READ a third time this 5<sup>th</sup> day of October, 2009

RECONSIDERED AND FINALLY ADOPTED this 19<sup>th</sup> day of October, 2009.

(Original signed) \_\_\_\_\_  
Bob Turner  
Mayor

(Original signed) \_\_\_\_\_  
Kathy Lalonde  
Clerk

Certified to be a true and correct copy of Bylaw No. 251, 2009 cited as “the “Cove Bay Water System Local Management Committee Purpose and Establishment Amendment Bylaw No. 251, 2009” as adopted by the Council of Bowen Island Municipality this 19<sup>th</sup> day of October, 2009.

(Original signed) \_\_\_\_\_  
Kathy Lalonde  
Clerk