

**TOWN OF PORT MCNEILL  
BYLAW NO. 613, 2010**

A Bylaw of the Town of Port McNeill to authorize the operation and maintenance of a Harbour Advisory Committee and to define the duties and powers of the Advisory Committee.

WHEREAS the Council may by bylaw acquire, hold, use and improve property for a small boat harbour;

AND WHEREAS the Council has leased certain property from the Federal Government under the Harbour Authority Agreement and in addition has acquired its own Municipal Marina for the purpose of operating a small boat harbour;

AND WHEREAS the Council deems it necessary to appoint a group of persons experienced and interested in such harbour to advise;

NOW THEREFORE the Council of the Town in open meeting assembled enacts as follows:

**1. Establishment**

- a) There is hereby established in the Town of Port McNeill, a Harbour Advisory Committee, which shall be referred to as the "Committee" who shall serve without remuneration other than allowances for actual expenses incurred in the discharge of official duties.
- b) The function of the Committee shall be to study and advise the Council on such matters coming within the scope of the harbour and foreshore development within the Town.
- c) It shall be a function of the Committee to undertake on an ongoing basis a study and review of the development of Port McNeill with respect to future planning of the harbour and foreshore within the Town and close environs.
- d) It shall also be a function of the Committee to advise on the expansion and future development of the moorage and breakwater facilities.

**2. Membership**

- a) The Committee shall consist of seven (7) members being representative of a cross section of the community.
- b) A member of the Committee shall be a local resident.
- c) The term of office for the Committee members shall be two calendar years from January 1st to December 31st.

**3. Appointment of Members**

- a) At the Statutory meeting each year, the Council shall appoint one of its members as liaison to the Committee for the year.

b) If volunteers are not continuing on the Committee, the Council must be informed by December 1st in each year.

c) Vacancies on the Committee shall be advertised through a local medium and any applications for positions on the Committee shall be in writing directed to the Council.

d) All members of the Committee shall abide by the Town of Port McNeill Conflict of Interest Policy.

#### **4. Meetings**

a) The Committee shall appoint at its first meeting in each year, one of its members to be Chairman and one of its members to be Vice-Chairman.

b) The Chairman shall preside at meetings of the Committee when present and in the absence of the Chairman, the Vice-Chairman shall preside.

c) Subject to the provisions of this Bylaw, the Committee shall have the power to regulate its own procedures provided that such rules and regulations do not contravene any Town of Port McNeill bylaw or the Local Government Act and Community Charter.

d) A majority of the members of the Commission shall constitute a quorum.

e) Any member who is absent from the meetings of the Committee for two consecutive meetings without leave of absence from the Committee Chairman or without reason satisfactory to the Committee shall cease to be a member of the Committee.

f) Any member who is more than fifteen (15) minutes late for the meetings of the Committee for two consecutive meetings without notifying the Committee Chairman or Secretary or without reason satisfactory to the Committee shall cease to be a member of the Committee.

g) The Committee shall meet at least once a month, but additional meetings may be called by the Chairman or by two members upon two (2) clear days notice, provided, however that notice of a meeting may be waived with the consent of all members of the Committee.

h) The Committee shall cause proper minutes to be kept, and must submit these minutes to the Council. Minutes must be signed by the Chairman and Recording Secretary.

#### **5. Budget**

a) On or before the last day of October in each year, the Committee shall cause to be placed before Council, a statement giving a detailed estimate of the amount which the Committee considers to be necessary to meet its expenses during the forthcoming year.

b) The Council may include in its annual budget such sums as are necessary to defray the expenses of the Committee and the Committee shall not incur expenses totaling more than the sum provided.

**6. Rescission**

Bylaw No. 426, 1994 cited as the "Town of Port McNeill Harbour Commission Bylaw" is hereby rescinded.

**7. Citation**

This bylaw may be cited as "Town of Port McNeill Harbour Advisory Committee Bylaw No. 613, 2010.


Read a first time the 15<sup>th</sup> day of February, 2010.

Read a second time the 1<sup>st</sup> day of March, 2010.


Read a third time the 15<sup>th</sup> day of March, 2010.

Reconsidered finally passed and adopted the 19<sup>th</sup> day of April, 2010.

  
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Mayor

  
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Administrator

Certified to be a true copy of Bylaw No. 613 as adopted.

  
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Administrator