

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4451

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A BYLAW TO AMEND APPOINTMENTS FOR THE PORT RENFREW UTILITY SERVICES  
COMMITTEE (JUAN DE FUCA ELECTORAL AREA)  
(BYLAW NO. 3281)

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**WHEREAS:**

- A. Under Bylaw No. 3281, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005", the Regional Board established a committee to administer a water supply local service, as well as to hold an in-person annual meeting of electors to solicit nominations for consideration of appointment to the commission by the Board;
- B. The Board wishes to amend Bylaw No. 3281 to remove the requirement for an annual meeting, and to modernize the budget process in line with other local service commissions;

**NOW THEREFORE**, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 3281, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005" is hereby amended as follows:
  - (a) Replacing section 3 with the following:
    - (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.
    - (b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.
    - (c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.
    - (d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.
    - (e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.
    - (f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.
    - (g) Qualified persons serving as committee members serve without remuneration.

(b) In section 12, Budget, replacing the words “in November of each year” with the words “each year according to the District budget timetable”.

(c) In section 12, Budget, inserting as item 12(c) the following:

12 (c) The committee shall advise on the overall direction and delivery of the services set out in section 11, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected, advising on community interests, and developing a draft budget. However, the committee and individual committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The operational functions of the local service shall be performed by the staff of the Regional District.

2. This bylaw may be cited for all purposes as “Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment Bylaw No. 4, 2022”.

READ A FIRST TIME THIS	th	day of	2022
READ A SECOND TIME THIS	th	day of	2022
READ A THIRD TIME THIS	th	day of	2022
ADOPTED THIS	th	day of	2022

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CHAIR

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CORPORATE OFFICER