



Summer Village of South View

Council Policy

Number	Title			
C-COU-PWL-1	Council Public Works Liaison			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	020-2026	Resolution No:	
	Date:	January 20, 2026	Date:	

Purpose

The purpose of this policy is to provide clear guidance to Administration and the Council-appointed Public Works Liaison. The intent is to ensure effective communication, clarify roles, and prevent duplication of duties related to public works, while complying with the Municipal Government Act (MGA) and recognizing the unique operational circumstances of the Summer Village.

Background

The MGA restricts Councillors from performing duties that are the responsibility of Administration. Due to the remote nature of the Summer Village’s contracted Administration, it is acknowledged that some involvement by Councillors, specifically the Public Works Liaison, is necessary to facilitate timely and efficient public works operations.

Policy Statement

The Public Works Liaison acts as a communication bridge between the Summer Village, its contractors, and Administration. The Liaison’s involvement is limited to the following roles and responsibilities, in accordance with the MGA and the operational needs of the Summer Village.

Roles and Responsibilities

1. **Snow Removal Coordination:** The Public Works Liaison may contact the snow removal contractor in accordance with a Council-approved Snow Removal Policy, or when streets require clearing or sanding, if there is no Snow Removal Policy in place. The Liaison must inform Administration and all Councillors whenever the contractor has been called in. Or the Public Works Liaison may contact administration who will contact the snow removal contractor.
2. **Advising on Contractor Hiring:** The Liaison may advise Administration on the hiring of local contractors, due to their knowledge of the area. Final contractor decisions remain the responsibility of the Chief Administrative Officer (CAO).
3. **Reporting Issues within the Summer Village:** The Liaison is responsible for informing the CAO when there are public works issues or maintenance needs within the Summer Village.



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4. **Reporting Contractor Concerns:** The Liaison shall promptly report to the CAO any issues or concerns regarding contractors operating within the Summer Village.
5. **Local Oversight:** The Liaison serves as the “eyes and ears” of the CAO, observing and reporting on local conditions and concerns.
6. **Documentation:** The Liaison may take be requested by Administration, the Development Officer, or the Bylaw Officer to look into local issues and provide photographs. At no time is the Public Works Liaison permitted to enter private property while undertaking this work.
7. **Other Duties:** The Liaison may undertake additional duties as agreed upon by Council and Administration, provided these do not contravene the MGA.

Limitations

The Public Works Liaison is not authorized to make binding decisions regarding contractor selection, project scope, or expenditure without the approval of the CAO or Council, as the case may be. All actions must remain within the scope of the MGA and Council policy. At no point may the Public Works Liaison enter private property. All documentation and pictures must be taken from public areas like roadways and parks.

Review

This policy shall be reviewed by Council at the beginning of each Council term or as needed.