

Where notice to the Commissioner may be served.

6. Notice of any proceeding under this Chapter or any former Act, shall be given to the said Commissioner at his Office. 13, 14 V. c. 13, s. 14.

Deputy Commissioner and Secretary to be appointed. Deputy and Secretary removable at pleasure. Governor to appoint Engineers, &c.

7. The Governor may appoint a proper person to be Deputy Commissioner of Public Works,—and a proper person to be Secretary for the Department of Public Works,—and may, at his pleasure, remove the said Deputy Commissioner and Secretary or either of them, and appoint others in their stead, or may reinstate those removed ;—and the Governor may appoint all Engineers, Superintendents, and other Officers for the construction, maintenance and repair of such works and buildings. 9 V. c. 37, s. 3, *amended*. 5 10

Powers of Deputy Commissioner.

8. The Deputy Commissioner shall, as regards the department of Public Works, have the power and duties vested in or assigned to Deputy Heads of Departments by the Act (20 V. c. 24,) “for improving the organization and increasing the efficiency of the Civil Service in Canada,” with regard to their respective Departments ; and so much of the eighth Section of the said Act as makes the Secretary of the Department of Public Works the Deputy Head thereof, is hereby repealed : 20 And the said Deputy Commissioner shall have such further powers and duties as may from time to time be vested in or assigned to him by the Governor in Council.

Duties of Secretary.

9. It shall be the duty of the Secretary, with such assistance as may be authorized by the Governor in Council,—to keep separate accounts of the moneys appropriated for and expended on each public work,—to submit the said accounts to be audited in such manner as may be appointed for that purpose by the Governor in Council,—to have charge of all plans, contracts, estimates and documents, models or other things relative to any such work,—to keep regular accounts with each contractor or other person employed by the said Commissioner,—to see that all contracts made with the said Commissioner are properly drawn out, and executed,—to draw all certificates upon which any warrant is to issue,—to prepare all reports to be submitted to the Commissioner,—and to receive and answer, according to the instructions he may receive from the Commissioner, all letters to or from them or other persons on the business of the Department,—“to keep minutes of all the proceedings of the Department,”—to keep copies of all correspondence,—to have the general superintendence of all other matters and things which he may be instructed to superintend by the Commissioner,—and generally to do all ministerial acts connected with the business of the Department which the Commissioner directs him to do or which devolves on him by a fair construction of the meaning of this Chapter in all cases not expressly provided for ; 25 30 35 40 45

Accounts.

Plans.

Contractors and contracts.

Certificates for warrants.

Reports.

Correspondence.

Minutes of proceedings.

General superintendence and duties.