Scott Point Waterworks District

Policy Number: 016 **Revision: 1** **Date: March 28, 2024**

Duties of Trustees

Applicable to: Trustees of Scott Point Waterworks District

Chair Duties

Formal description of duties established by the Local Government Act

(1) Subject to the letters patent, the trustees must elect one of their number as chair at the first meeting in each year and at the first meeting after a vacancy occurs in the office.
(2) The chair must preside at meetings of the trustees.
(3) The chair has a vote, and a question on which there is an equality of votes is deemed to be negative.
(4) If the chair is absent from a meeting, the members present must appoint one of their number to act as chair.

General Duties

Regularly
Be a resource for other trustees.

Discuss any quality, operating or maintenance issues with Operator. Approve non-emergency, non-routine repair expenditures. Coordinate timing for major expenditures. Ensure that Operator responsibilities are being completed in accordance with contract and good practice.

Respond to queries from residents, particularly regarding water quality or issues.

Update emergency contact list for any changes by residents.

Monthly/Bi-monthly
Collect data from Operator and enter into records:

- Monthly water usage by property
- Monthly operator report
- Bi-monthly record of production and consumption
- Bi-monthly recorded height of water in wells
- Any non-routine maintenance or significant repairs
- Monthly, Quarterly and annual water quality testing results

Contact residents who consume significantly higher than their normal consumption or who consume more than 3500 gallons in 2 successive months to discuss leakage and water use.

Calculate system leakage amounts and discuss any anomalies with Operator.

Set date for trustee meetings and notify trustees at least 5 days in advance. Prepare and distribute agenda at least 2 days in advance.

Prepare operations report for trustee meetings.

Annually
FALL:
Propose any required changes and ensure the trustees review:
- Water Quality Testing Plan
- Emergency Response Plan

Review and update capital asset list and 10 year major expenditure plan
Provide Financial Officer with input on expected major expenditures for preparation of budget
Discuss any revisions to the Operations Contract with Operator
Prepare and distribute fall newsletter.

SPRING :
Ensure that trustees propose parcel tax and water toll bylaws at appropriate dates
Ensure that trustees set date for AGM
Prepare agenda, Water Quality Report and Chair Report for AGM
Review annual standing agenda

As Required
Be primary contact and decision maker on emergency issues and boil water advisories.

Maintain contact with external agencies such as Island Health, Ministry of Forests, Lands NRO, Ministry of Municipal Affairs, SSI Water Protection Authority, NSSWD, and respond to any inquiries from these agencies.

Prepare risk assessments for physical system and organization.

Update website as necessary

Complete or send appropriate forms for completion:
- Leak Allowance Report
- New Resident Form
- Complaint Log

Keep current on changes to Local Government Act, Drinking Water Quality Act and Regulations, Water Sustainability Act, Canadian Drinking Water Quality Guidelines, Islands Trust zoning and OCP bylaws affecting water supply or Scott Point.

Financial Officer Duties

Formal description of duties established by the Local Government Act and SPWD By-law 64

(a) receiving all money paid to the improvement district;
(b) ensuring the keeping of all funds and securities of the improvement district;
(c) expending and disbursing money in the manner authorized by the board of trustees;
(d) investing funds, until required, in investments under section 745 (4) *[authority equivalent to municipal investment authority]*;
(e) ensuring that accurate records and full accounts of the financial affairs of the improvement district are prepared, maintained and kept safe;
(f) compiling and supplying information on the financial affairs of the improvement district required by the inspector.

General description of duties

Regularly or Ad-hoc
Collect mail from District mailbox. Bring non-financial mail to attention of other trustees, or to next trustee meeting, as appropriate.

Receive invoices, prepare cheques and make payments. Code all invoices and cheques with SPWD account number.

All cheques are to be countersigned by another trustee. Payment approval from another trustee, via email, is required for each invoice in excess of $4000.00.

Process new resident forms and payments and ensure billing system is updated by NSSWD.

Monthly
Deliver deposit slips, cheque stubs, bank statements, cancelled cheques, and paid invoices to book-keeper.

Review monthly financial information package from NSSWD and reconcile with bank statements and budget.

Review arrears reports and contact residents as necessary

Prepare monthly cash flow report for trustee meetings.

Annually
In January – ensure book-keeper has prepared and filed GST rebate forms.

In January – Obtain from auditor a list of all documentation requirements for the audit and prepare them for auditor

Respond to queries from book-keeper and auditor on request. Attend audit closure meeting with other trustees.

In May, prepare and mail invoices for annual parcel tax, receive parcel tax payments, enter amount on billing sheet.

Prepare and present financial report for Annual General Meeting

Prepare budget in October for presentation and approval of trustees. Review water tolls and parcel tax projections against monthly expenditure requirements and make recommendations for increases as necessary.

Review insurance requirements for property, liability and directors & officers insurance and renew or obtain new insurance as directed by the trustees.

Update assessment roll from information provided by email from Land Titles and Survey Authority.

Send contact information from assessment roll to volunteer who puts together annual resident contact sheet.

As Required
Maintain a list of investments, recommend investment vehicles for re-investment of products upon expiry and obtain trustee approval for re-investment.

Maintain current signing authority documents with ISCU and BoM.

Update website as necessary

Complete or send appropriate forms for completion:

- Leak Allowance Report
- New Resident Form
- Complaint Log

Keep current on changes to Local Government Act, Drinking Water Quality Act and Regulations.

After property sales, arrange for meter to be read on date of property transfer and provide water toll and parcel tax information to conveyancers.

Administrative Officer Duties

Formal description of duties established by the Local Government Act and SPWD By-law 64

- Ensuring that accurate minutes of the meetings of the board of trustees and its committees are prepared and that the minutes, bylaws and other records of the business of the board and its committees are maintained and kept safe;

- Ensuring that access is provided to records of the board of trustees and its committees, as required by law or authorized by the board;

- Signing and certifying copies of bylaws and other documents, as required or requested;

- Accepting, on behalf of the improvement district or board of trustees, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the improvement district or board of trustees;

- Keeping the improvement district's seal and having it affixed to documents as required.

General description of duties

Taking accurate minutes of trustee meetings, committee meetings, annual general meeting and special general meetings that include major points of discussion, resolutions made and passed and actions to be taken.

Minutes are to be presented at the next meeting and approved by the trustees, committees or ratepayers, as appropriate. After approval, the Chair should sign a copy; which should be filed and maintained in the Minute Book.

After approval of by-laws by the trustees, signed and sealed copies need to be sent to the Ministry of Community Development for registration or filing. Note: taxation by-laws and other important by-laws need 2 copies sent for registration (3 if for borrowing); less important by-laws need 1 copy sent for filing.

After receipt of the registered copy, ensure that that the sealed copy of all approved by-laws is filed and maintained in the By-law Book. Maintain a list of all current and former by-laws.

Prepare and file the annual information report with the Ministry (Ministry sends out request in January and report is prepared and filed after the annual general meeting, usually held in April).

Prepare notices and agendas for annual general meeting and special general meetings as indicated in by-law 101 Meeting Procedures. Assemble reports for distribution at meeting and posting to website.

Prepare materials and scrutineers for holding ballots on ratepayer resolutions or trustee elections (if required)

Update website as necessary

Items for posting:

- By-laws as they are approved
- Minutes of annual and special general meetings
- Approved financial statements
- Notices of interest to residents
- Water quality notices
- Plans and procedures
- Contacts
- Changes to regulations and acts
- Other information deemed useful to residents

Update Emergency Response Plan as necessary.

Maintaining current files of:

- Ratepayer contact list
- Insurance policies
- Correspondence
- Ministry Notices

As required, complete or send appropriate forms for completion:

- Leak Allowance Report
- New Resident Form
- Complaint Log

Keep current on changes to Local Government Act, Drinking Water Quality Act and Regulations.

Procedures

<u>New Resident Form</u>

When trustee becomes aware of the sale of a property, the remaining trustees should be contacted.
One trustee will be delegated to ensure the new owner receives a copy of the New Resident Form either through real estate agent, giving them a copy, or directing them to website.
Delegated trustee will contact new owner and ensure they are aware of Scott Point water issues:

- Limited supply, particularly during summer and early fall, and need to conserve water
- Requirement to close Shut-off valve if absent for more than 3 days
- Financial and shut-off consequences if more than 10,000 gallons are consumed in a 2-month period
- Importance of protecting shallow ground water aquifers
- Volunteer nature of board of trustees, and service contract with NSSWD
- Emergency contact information
- Use of www.scottpointwaterworks.com for information

Leak Allowance Report

If bi-monthly meeting reading indicates abnormally high usage

- NSSWD has instructions to send out invoice directly from meter reading, regardless of amount.
- Either at owner initiation, or by trustee initiation, a Leak Allowance Report will be prepared.
- Owner (with assistance of NSSWD if appropriate) will be required to establish cause of any leak, and confirm that cause has been remediated.; certification by plumbing contractor may be required by trustees.
- Trustees will approve whether the 'leak formula' applies to the situation, or not.
- A completed Leak Allowance Report will be sent to NSSWD to track appropriate billing adjustments and a copy will be maintained by financial officer for audit purposes.

Complaint Log

Any formal complaint received by a trustee, by NSSWD will require completion of a Complaint Form. Ratepayers/residents have the option of complaining about water quality directly to VIHA, or about water rates, taxes and governance directly to the Ministry of Community Development. Any notice required from VIHA or Ministry should also be logged.

Complete Complaint Form and circulate to all trustees

- The complaint will be logged on the Complaint Log

- If appropriate, the Chair will convene a meeting in person, or by email to discuss the complaint.
- If a special meeting is not convened, the complaint will be discussed at the next meeting of the trustees.
- Any action required to resolve the complaint will be documented on the Complaint Log and noted in the minutes of the trustee meeting.