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**SCOTT POINT WATERWORKS DISTRICT**

**OFFICER POSITIONS ESTABLISHMENT BYLAW NO. 64**

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**A BYLAW TO ESTABLISH OFFICER POSITIONS AND TO ESTABLISH THE POWERS, DUTIES AND RESPONSIBILITIES OF SUCH OFFICERS**

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The trustees of the Scott Point Waterworks District enact as follows:

**OFFICERS POSITIONS**

1. The following positions are established as officer positions:
  - (a) Officer responsible for corporate administration under section 738.2 of the Local Government Act whose title shall be Administrative Officer.
  - (b) Officer responsible for financial administration under section 738.3 of the Local Government Act whose title shall be Financial Officer.

**POWERS, DUTIES AND RESPONSIBILITIES**

2. The Administrative Officer is assigned responsibility for corporate administration of the improvement district under section 738.2 of the Local Government Act:
  - (a) 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;
  - (b) ensuring that access is provided to records of the board of trustees and its committees, as required by law or authorized by the board;
  - (c) signing and certifying copies of bylaws and other documents, as required or requested;
  - (d) accepting, on behalf of the improvement district or the 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;
  - (e) keeping the improvement district's seal and having it affixed to documents as required.
3. The Financial Officer is assigned responsibility for financial administration of the improvement district under section 738.3 of the Local Government Act:
  - (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.

4. In addition to the powers, duties and functions assigned to an officer in Section 2 and Section 3:
- (a) the additional powers, duties and functions set out in Schedule "A" are assigned to the Financial Officer;
  - (b) the powers, duties and functions of those persons appointed to positions of officers, in addition to those prescribed by enactment, may be assigned from time to time by the board of trustees.

#### CITATION

6. This bylaw may be cited as the "Officer Positions Establishment Bylaw No 64"

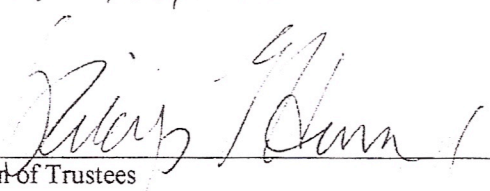
Schedule "A" - Additional Powers, Duties and Functions of Officer  
Responsible for Financial Administration:

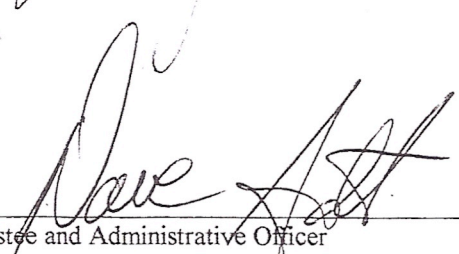
Assessor and Collector of taxes.

INTRODUCED and given first reading by the Trustees on the  
1<sup>ST</sup> day of MAY 2001.

SCOTT POINT WATERWORKS DISTRICT

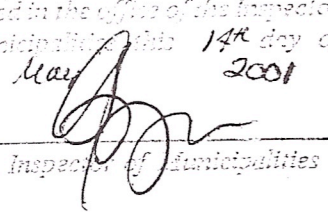
RECONSIDERED and finally passed by the Trustees on the  
1<sup>ST</sup> day of MAY 2001.

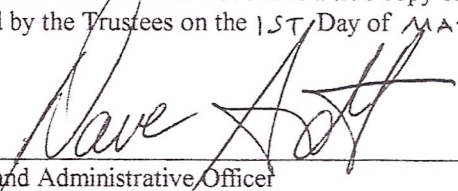
  
Chairman of Trustees

  
Trustee and Administrative Officer

I HEREBY CERTIFY that under the seal of the Scott Point Waterworks District that this is a true copy of Bylaw # 64 of the SCOTT POINT WATERWORKS DISTRICT passed by the Trustees on the 1<sup>ST</sup> Day of MAY 2001.

A true copy of By-Law No. 64  
registered in the office of the Inspector  
of Municipalities on the 14<sup>th</sup> day of  
May 2001

  
Deputy Inspector of Municipalities

  
Trustee and Administrative Officer

SCOTT POINT WATERWORKS DISTRICT 377 Scott Point Drive, Salt Spring Island, BC V8K2R2