## Scott Point Waterworks District

## Document Filing Table of Contents

0.0	0.1 0.2 0.3 0.4 0.5 0.6	Origin Letter Easem 0.3.1 0.3.2 0.3.3 0.3.4 0.3.5 0.3.6 Drawi FLNRO	Well #1 Effluent Line Well #3 Water Line and Well Well #4 RVYC Indenture Scott Point Drive Diversion Other Easements Scott Point Drive 2" Pipeline	
	0.7			
1.0	Water	ater Supply		
	1.1	Wells		
		1.1.1	Well #1	
		1.1.2	Well #2	
		1.1.3	Well #3	
		1.1.4	Well #4	
	1.2	Ground Water		
		1.2.1	Scott Point Wells	
		1.2.2	Well Data	
		1.2.3	Private Scott Point Wells	
		1.2.4	220 SPD Well – McQueen	
		1.2.5	Consultant Reports	
		1.2.6	Search for Water	
		1.2.7	System Operation	
		1.2.8	Seawater Intrusion	
	1.3	Water Treatment		
		1.3.1	Technical Information	
		1.3.2	Equipment Literature	
		1.3.3	Water Treatment Options - various	
		1.3.4	Original RO Plant Purchase – 1982	
		1.3.5		
		1.3.6	RO Improvements	
		1.3.7	2002 RO Replacement – see binder	
		1.3.8	2017-18 Project Blend – see binder	
	1.4	Water Quality		
		1.4.1	Safe Drinking Water Quality Regulations	
		1.4.2	Testing Reports	

- 1.4.2.1 Prior to 1990 1990-1999 1.4.2.2 1.4.2.3 2000-2009 1.4.2.4 2010-2019 2020-1.4.2.5 1.4.3 Quality Issues, Warnings, Advisories 1.4.4 Correspondence – VIHA/Island Health 1.4.5 Annual Water Quality Report to Residents 1.4.6 Technical Articles **Water Consumption** 1.5.1 Monthly Meter Reads – by year 1.5.2 Annual Consumption Reports 1.5.3 Water Restrictions **Emergency Contacts** Parcel Tax Roll 2.1.1 Residents List and Emergency Contacts 2.1.2 LTSA Account and correspondence 2.1.3 Title changes and new accounts 2.1.4 Parcel Tax Process Correspondence/Issues 2.2.1 General – by year 2.2.2 Excess Consumption 2.2.3 Overdue Payments 2.2.4 Subdivision 2.2.5 Pools 2.2.6 Cross Contamination Leak Allowances **Newsletters** Complaints Studies and Organizations **Organizations**
- 3.0
  - 3.1
    - 3.1.1 Associations
    - 3.1.2 Governments
    - 3.1.3 SSI Official Community Plan
    - 3.1.4 SSI Water Protection Alliance
  - 3.2 **Special Studies** 
    - 3.2.1 CRD Conversion Study 2009
- 4.0 Capital Projects

1.5

2.1

2.2

2.3 2.4

2.5

2.6

Residents

2.0

- RO Replacement 2002 also see binder 4.1
- 4.2 Water Tank Replacement – 2011 – see binder
- 4.3 Project Blend – 2017-18 – see binder

### 4.4 Miscellaneous Small Projects

#### 5.0 Trustee and Governance Matters Trustee Minutes - see Minute Books 5.1 5.2 By-Laws - see By-law Book Ministry Correspondence 5.3 5.3.1 Municipal Affairs (incl Annual System Return) 5.3.2 FLNRO (incl Annual Groundwater Use Return) 5.3.3 VIHA 5.4 **Trustee Business** 5.4.1 Policies 5.4.2 Nominations 5.4.3 Improvement District Manual 5.4.3.1 Trustee Role Descriptions 5.4.4 Monthly Trustee Reports – by year 5.5 Contracts 5.5.1 NSSWD Contract 5.6 Newsletters Correspondence – General – by year 5.7 5.7.1 NSSWD 5.8 Insurance 5.8.1 Liability and Property Insurance 5.8.2 D&O Insurance 5.9 Budgets and 10 Year Plans - by year **Enterprise Risk Planning** 5.10 5.11 **Forms** 5.12 Tolls 5.13 File Structure 6.0 Financial Records Financial Statements – by year 6.1 6.2 Bank Statements – by year 6.3 Cash Flow Report - by year 6.4 GST - by year 6.5 **Policies** Payables - by year 6.6 Finance & Billing admin 6.7

### 7.0 Operations

- 7.1 Operating Logs
- 7.2 Material Safety Data Sheets
- 7.3 Emergency Response Plan
- 7.4 Operating Procedures
- 7.5 Equipment Manuals
- 7.6 Maintenance Records
- 7.7 Operating Statistics

# 7.7.1 NSSWD Reports Drawings

7.8

### Minutes of Meetings Prior to 1992

- 1. Minutes of Annual General Meeting, April 29, 1971
- 2. Audited Financial Statements for Year Ended December 31, 1970
- 3. Minutes of Special General Meeting April 14, 1973
- 4. Minutes of Annual General Meeting of April 25, 1981
- 5. Audited Financial Statements for Year Ended December 31, 1987
- 6. Trustees Report to Annual General Meeting of April, 1991

### Minutes of Meetings January 1, 1992 to March 31, 1994

- 7. Minutes of Trustees Meeting January 3, 1992
- 8. Minutes of Trustees Meeting, March 2, 1992
- 9. Audited Financial Statements for Year Ended December 31, 1991
- 10. Minutes of Trustees Meeting March 12, 1992
- 11. Minutes of Annual General Meeting of March 28, 1992
- 12. Minutes of Trustees Meeting April 6, 1992
- 13. Minutes of Trustees Meeting May 2, 1992
- 14. Minutes of Trustees Meeting May 3, 1992
- 15. Minutes of Trustees Meeting May 22, 1992
- 16. Minutes of Trustees Meeting June 15, 1992
- 17. Minutes of Trustees Meeting June 16, 1992
- 18. Minutes of Trustees Meeting July 14, 1992
- 19. Minutes of Trustees Meeting August 10, 1992
- 20. Minutes of Trustees Meeting November 11, 1992
- 21. Minutes of Trustees Meeting December 18, 1992
- 22. Minutes of Trustees Meeting January 27, 1993
- 23. Minutes of Trustees Meeting March 30, 1993
- 24. Minutes of Annual General Meeting April 3, 1993
- 25. Minutes of Trustees Meeting April 16, 1993
- 26. Minutes of Trustees Meeting April 20, 1993
- 27. Minutes of Trustees Meeting July 2, 1993
- 28. Minutes of Trustees Meeting July 28, 1993
- 29. Minutes of Trustees Meeting September 24, 1993
- 30. Minutes of Trustees Meeting September 25, 1993
- 31. Minutes of Trustees Meeting October 27, 1993
- 32. Minutes of Trustees Meeting December 28, 1993
- 33. Minutes of Trustees Meeting February 28, 1994

### Minutes of Meetings April 1, 2001 to December 31, 2004

- 1. Minutes of Trustees Meeting May 1, 2001
- 2. Minutes of Trustees Meeting June 5, 2001
- 3. Minutes of Trustees Meeting September 4, 2001
- 4. Minutes of Special General Meeting October 10, 2001
- 5. Minutes of Trustees Meeting November 16, 2001
- 6. Minutes of Trustees Meeting December 14, 2001
- 7. Minutes of Trustees Meeting January 9 & 14, 2002
- 8. Minutes of Trustees Meeting February 13, 2002
- 9. Minutes of Trustees Meeting March 12 & 13, 2002
- 10. Minutes of Trustees Meeting March 21 & 25, 2002
- 11. Minutes of Trustees Meeting April 4 & 9, 2002
- 12. Financial Statements for Year Ending December 31, 2001 and 2002 Budget
- 13. Minutes of Annual General Meeting April 6, 2002
- 14. Minutes of Trustees Meeting May 13, 2002
- 15. Minutes of Trustees Meeting June 6, 2002
- 16. Minutes of Trustees Meeting July 4 & 12, 2002
- 17. Minutes of Trustees Meeting August 12, 2002
- 18. Minutes of Trustees Meeting September 9, 2002
- 19. Minutes of Trustees Meeting October 28, 2002
- 20. Minutes of Trustees Meeting November 11, 2002
- 21. Minutes of Trustees Meeting December 20, 2002
- 22. Minutes of Trustees Meeting January 9, 2003
- 23. Minutes of Meeting with Auditor March 25, 2003
- 24. Minutes of Meeting with Saltspring Fire District April 1, 2003
- 25. Minutes of Annual General Meeting April 5, 2003
- 26. Audited Financial Statements as of December 31, 2002
- 27. Minutes of Meeting with NSSWD April 7 and 23, 2003
- 28. Minutes of Trustees Meeting May 5, 2003
- 29. Minutes of Trustees Meeting June 13, 2003
- 30. Minutes of Trustees Meeting September 1, 2003
- 31. Minutes of Trustees Meeting November 12, 2003
- 32. Minutes of Trustees Meeting December 22, 2003
- 33. Minutes of Trustees Meeting December 23, 2003
- 34. Minutes of Trustees Meeting February 20, 2004
- 35. Minutes of Annual General Meeting April 29, 2004
- 36. Minutes of Trustees Meeting May 12, 2004
- 37. Minutes of Trustees Meeting June 16, 2004
- 38. Minutes of Trustees Meeting September 29, 2004
- 39. Minutes of Trustees Meeting November 24, 2004
- 40. Audited Financial Statements as of December 31, 2004

### Minutes of Meetings January 1, 2005 to March 31, 2008

- 1. Minutes of Trustees Meeting Feb 23, 2005
- 2. Minutes of Trustees Meeting, March 17, 2005
- 3. Minutes of Trustees Meeting, April 4, 2005
- 4. Audited Financial Statements for Year Ended December 31, 2004
- 5. Minutes of Annual General Meeting of April 21, 2005
- 6. Minutes of Trustees Meeting May 14, 2005
- 7. Minutes of Trustees Meeting August 10, 2005
- 8. Minutes of Trustees Meeting October 24, 2005
- 9. Minutes of Trustees Meeting December 16, 2005
- 10. Minutes of Trustees Meeting January 9, 2006
- 11. Minutes of Trustees Meeting February 6, 2006
- 12. Minutes of Trustees Meeting March 27, 2006
- 13. Audited Financial Statements for Year Ended December 31, 2005
- 14. Minutes of Annual General Meeting of April 26, 2006
- 15. Minutes of Ad-Hoc Meeting of May 4, 2006
- 16. Minutes of Trustees Meeting May 8, 2006
- 17. Minutes of Trustees Meeting July 5, 2006
- 18. Minutes of Trustees Meeting August 2, 2006 missing
- 19. Minutes of Trustees Meeting August 22, 2006
- 20. Minutes of Trustees Meeting September 7, 2006
- 21. Minutes of Trustees Meeting November 3, 2006
- 22. Minutes of Trustees Meeting December 12, 2006
- 23. Minutes of Trustees Meeting January 17, 2007
- 24. Minutes of Trustees Meeting February 22, 2007
- 25. Minutes of Trustees Meeting March 22, 2007
- 26. Minutes of Trustees Meeting April 19, 2007 missing
- 27. Audited Financial Statements for Year Ended December 31, 2006
- 28. Minutes of Annual General Meeting of April 28, 2007
- 29. Minutes of Trustees Meeting May 15, 2007
- 30. Minutes of Trustees Meeting June 13, 2007
- 31. Minutes of Trustees Meeting August 11, 2007
- 32. Minutes of Trustees Meeting August 20, 2007
- 33. Minutes of Trustees Meeting September 3, 2007
- 34. Minutes of Trustees Meeting October 15, 2007
- 35. Minutes of Trustees Meeting December 10, 2007
- 36. Minutes of Trustees Meeting March 26, 2008 missing
- 37. Minutes of Trustees Meeting April 30, 2008
- 38. Audited Financial Statements for Year Ended December 31, 2007
- 39. Minutes of Annual General Meeting of April 12, 2008
- 40. Minutes of Trustees Meeting June 3, 2008