

# Scott Point Waterworks District

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Policy Number: 010

Revision: 1

Date, May 15, 2020

## **Trustee Meetings - Annual Standing Agenda and Work Plan**

Applicable to: Trustees of Scott Point Waterworks District

### **January**

Pass By-law to set annual parcel tax and (if necessary) to raise water usage tolls

Set date for Annual General Meeting, seek approval of RVYC to use Pavilion

Submit all documentation to Auditor

### **February**

Annual Tank and Vessel cleaning and maintenance per schedule

Arrange for main flushing and hydrant maintenance

Recruit candidates for trustee position

### **March**

Arrange for proper notice of AGM by email, posting, advertisement

Unpaid parcel taxes are in arrears and previous arrears become delinquent.

### **April**

Meet with Auditor and approve Financial Statements

Issue Chair Report, Water Quality Report, Water Consumption Report, Financial Report

Hold Annual General Meeting, elect trustee

File Annual Return with Ministry

Appoint officers

### **May**

Review standing agenda and work plan

Issue annual parcel tax billings

Insurance Renewal

### **July**

Issue Water Restrictions as necessary.

Deposit and record received Parcel Taxes

### **September**

Review Annual Water Quality Testing Plan and revise as appropriate. Seek approval from VIHA.

Review Strategic Plan, Risk Assessment, Regulatory Compliance

Issue revised Scott Point Directory

### **November**

Review capital replacement plan and possible capital projects for following year.

Annual renewal of NSSWD contract

Review Emergency Response Plan

### **December**

Approve annual capital and operating budget for upcoming year

Receive Auditor's letter on requirements and necessary documents

First reading of annual parcel tax by-law, water usage toll increase by-law (if necessary)

Update Assessment Roll