

# Scott Point Waterworks District

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Policy Number: 010

Revision: 2

Date: Apr 10, 2024

## **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**

Arrange for main flushing and hydrant maintenance, tank cleaning per schedule  
Recruit candidates for trustee position  
Review term deposit position and strategy

### **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