

SHIPS POINT IMPROVEMENT DISTRICT
No. 118

A bylaw to establish officer positions and their duties and responsibilities. This bylaw shall be known as the Officer Position Establishment Bylaw and repeals and replaces Bylaw No. 61.

The Trustees of the Ships Point Improvement District enact as follows:

OFFICER POSITIONS

The following positions are established as officer positions:

1. Officer of Corporate Administration (Chair of the Board of Trustees)
2. Officer of Financial Administration (Chair of the Finance Committee)
3. Officer of Water System and Operations (Chair of the Water Technical Committee)
4. Officer of Communications (Chair of Communications Committee)

DUTIES AND RESPONSIBILITIES

1. **Officer of Corporate Administration (Chair of the Board of Trustees)** shall preside at meetings of the Board of Trustees and shall be responsible for the oversight of the general administration and operations of the improvement district.
2. **Officer of Financial Administration (Chair of the Finance Committee)** shall be responsible for the financial affairs including the accounting policy of the improvement district.
3. **Officer of Water System and Operations (Chair of the Water Technical Committee)** shall be responsible for oversight of the operations and maintenance of the water supply system.
4. **Officer of Communications (Chair of Communications Committee)** shall be responsible for communications with the improvement district's ratepayers and residents including oversight of the improvement district's website.

Introduced and given first reading by the Trustees on the 14 day of June 2023.

Reconsidered and finally passed by the Trustees on the 14 day of June 2023.

I hereby certify that this is a true copy of Bylaw No. 118



Officer, Corporate Administration



Officer, Financial Administration