

SHIPS POINT IMPROVEMENT DISTRICT (SPID)
BYLAW #126

A Bylaw to Establish Officer Positions and Their Duties and Responsibilities

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

This bylaw shall be known as the Officer Positions Establishment Bylaw and repeals and replaces Bylaw No. 61,118 and 125.

OFFICER POSITIONS

The following positions are established as officer positions:

1. Officer of Corporate Administration
2. Deputy Officer of Corporate Administration
3. Officer of Financial Administration
4. Officer of Water System and Operations
5. Officer of Communications

DUTIES AND RESPONSIBILITIES

6. **Officer of Corporate Administration** shall be responsible for the oversight of the general administration and operations of the improvement district.
7. **Deputy Officer of Corporate Administration** shall be responsible for serving as Acting Corporate Officer of Administration when necessary and shall sign and certify bylaws when the Officer of Corporate Administrator has already signed them in their capacity as the Chair.
8. **Officer of Financial Administration** shall be responsible for the financial affairs including the accounting policy of the improvement district.
9. **Officer of Water System and Operations** shall be responsible for oversight of the operations and maintenance of the water supply system.
10. **Officer of Communications** 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 11th day of September 2024.

Reconsidered and passed by the Trustees on the 11th day of September 2024.

I hereby certify that this is a true copy of Bylaw No. 126.

Chairperson of Board of Trustees

Deputy Officer of Corporate Administration