Garnett Water Society

Policy Manual

Mission Statement

The Garnett Water Society is a community-based volunteer organization dedicated to providing safe and palatable water to member individuals and their families residing on Balsam Drive and in some locations on Garnett Road, Cobble Hill, BC.

A) Board of Directors

1. The Board of Directors shall consist of six members, a president, treasurer, secretary, past president and two members at large. The bylaws of the society stipulate that all directors must retire from office at each annual general meeting. As a matter of policy the membership should try to ensure that at least two directors to be elected at the general meeting should have served on the Board in the year before. There should be no limit on the number of times a director is re-elected.

2. On or before August 31 each year, the Board of Directors shall appoint a nominating committee consisting of three members of which two shall not be Directors. The duty of the committee is to nominate at least five consenting voting members of the Society to be candidates to fill the vacancies on the Board for the next year following the Annual General Meeting.

B) Water Maintenance Volunteers

3. A group of at least three should be appointed by the Board of Directors to undertake the regular operation of the water system such as system maintenance with at least one member being a Director. One group member should be appointed System Manager and, at the discretion of the Board, the System Manager could receive remuneration, provided the manager is not a director.

4. The System Manager should refer any routine expenditure in excess of $500.00 to three members of the Board of Directors for approval.

C) General Meetings

5. A general meeting of the membership of the society will be held annually in the third week of October.

6. Notice of the annual general meeting and an agenda for the meeting will be circulated to all voting members at least ten days prior to the annual general meeting. Similar notice will be given for any extraordinary meetings of the membership called by the Board of Directors.

7. Minutes of annual general meetings or special general meetings will be circulated within three months of the meeting.

8. All general and special meetings of the Society will be governed according to Roberts Rules of Order.

D) Membership Dues

9. Membership dues were waived for founding members of the Society. All new accepted members will pay dues of $5.00, this being a one time non-refundable payment.

E) New Connections

10. All costs of the new connection, including necessary system upgrades and purchase and installation of a meter, will be the responsibility of the member or property owner at the new connection site.

11. A new connection will consist of a ¾ inch metered service terminated by a stainless-steel ball shut-off valve on or as near as possible to the road allowance at the property line of the new connection site.

12. If, in the view of the Society, the system is unable to adequately supply water to a new site, the request for connection may be refused.

13. All requests for inclusion in the Garnett Water Society water system are to be forwarded in writing to the Board of Directors who, together with the water maintenance group, will review the implications for present members, water availability and volunteer work. Following this consultation, the request and recommendation will be forwarded to the membership for review.

F) Water Meters

14. The objective of the Society is to install water meters at each connection over the period 2003 to 2008. If there are technical problems that make installation of meters impossible at the property line or shut-off location then some alternative accessible location should be investigated for installation.

15. All installations, except for new connections, will be the financial responsibility of the Society and not the water user.

G) Schedule of Water Rates

16. The objective of water charges is to cover the yearly costs of the water system and to maintain a sufficient reserve to replace all or parts of the system as required. Insofar as possible water charges should be on the basis of volume use, i.e. user pay, and not on fixed yearly charges. Hence, fixed charges to members should be kept low and all consumption should be paid for.

17. Furthermore water charges should be adjusted to reflect the adequacy of the contingency fund set aside for system replacement. Therefore charges will be adjusted downward when the contingency fund reaches what is considered adequate at about $25,000.00.

18. Fixed Charges

A. Metered Connections – All metered connections will have a fixed charge of $100.00 per year.

B. Un-metered Connections – All un-metered connections will have a fixed charge of $240.00 per year.

19. Consumption Charges for metered connections – All metered connections will be charged for water usage as follows:

i. Basic Consumption – Winter (Sept 16 to May 14) – Total consumption of 29,800 cu ft (80 cu ft per day or about 500 gallons per day) will be charged at a rate of 0.4 cents per cu ft

ii. Basic Consumption – Summer (May 15 to Sept 15) – Total consumption of 9,840 cu ft (80 cu ft per day or about 500 gallons per day) will be charged at a rate of 0.4 cents per cu ft

iii. Excess Consumption – All water consumption above basic consumption amounts of 29,800 cu ft in winter and 9,840 cu ft in summer will be charged at a rate of 0.6 cents per cu ft

20. Billing will be done yearly by March 31. A 10% reduction of the yearly charge will be allowed for early payment before May 31.

21. An account is considered delinquent if it has not been paid within 90 days of the last billing date. When an account becomes delinquent the board will, within two weeks, send a registered letter notifying the member that disconnection will occur in 60 days if the account is not paid in full. In the event of a disconnection, there will be a reconnection fee of $100.00 in addition to the full amount of the delinquent account outstanding and will be paid prior to reconnection.

H) Water Restrictions

22. Water use restrictions, especially regarding garden and lawn watering, may be imposed at the discretion of the Board of Directors. Such restrictions would only be considered if there appears to be a supply or delivery problem of water for normal household use.

I) Winding Up of Society

23. In the event that the Society's affairs were to be wound up through sale of assets or other cause, there will be substantial financial assets to dispose of. The Society's constitution states that these assets must be "distributed to one or more recognized charitable organization." The policy of the society is to make this distribution according to the wishes of each individual member unless a general meeting of the membership decides otherwise. Therefore the share of assets attributable of each member would be paid out to the charity of their choice.

- *Approved November 19, 2003 by the General Membership.*
- *Amended October 20, 2004 by the General Membership.*
- *Mission Statement approved October 19, 2005 by the General Membership.*
- *Amended October 20, 2008 by the General Membership.*
- *Amended October 21, 2009 by the General Membership.*