

**Ships Point Improvement District (SPID)  
Board of Trustees Meeting Minutes**

<b>Date of Meeting</b>	<b>Sep 11, 2024</b>
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<b>Present in person</b>	<b>Present via Zoom or phone</b>	<b>Absent</b>	<b>Meeting Delegation</b>
J. Ainsworth, Chair Board of Trustees R. Vreugde, Trustee J. Reinhardt, Trustee M. Fakaro, Chair Communications J. Wahl, Chair Finance Committee	Wm. Trussler, Chair Water Technical Committee (via phone)	R. Timbers, Trustee	
I. Welch, Finance Manager		D. Shepherd	

<b>Items/ Reports</b>	<b>Description</b>	<b>Motion</b>	<b>Action Required</b>
Agenda	J. Ainsworth chaired the meeting and agreed to take minutes of the meeting.  The agenda was sent to all board members via email prior to the meeting; J. Ainsworth requested to add EFT AP's to Finance section.  Motion to adopt the agenda, as amended.	MOTION J. Reinhardt/ Rob Vreugde That the agenda be approved as amended. Motion carried.	
Minutes	Motion to adopt the minutes of the Aug 21, 2024, board meeting.	MOTION J. Reinhardt/ Wm. Trussler That the minutes of Aug 21, 2024, board meeting be approved. Motion carried.	

Water Operations	<p>Water Operations Report The report was sent to all board members via email prior to the meeting.</p> <p>Water Conservation will remain at Stage 2.</p>		
Water Technical Committee	<p>WTC Report The report was presented by Wm. Trussler via phone.</p> <p>New Flow Meter We received an estimate from White Pacific for installation of a new flow meter. The quote for the meter, electrical labour, electrical materials and programming labour is \$9,593.54; Bill reported that there will be other incidentals and requested the board approve up to \$15k which he said can be easily accommodated by the Capital Reserve Renewal Fund. In order to install the new meter we will need to shutdown the water on the point. The plan is to do that in late Nov/ early Dec when water flow is low.</p>	<p>MOTION J. Reinhardt/ R. Vreugde That the board approve an expenditure up to \$15K for a new flow meter plus installation and labour. Motion carried.</p>	
Finances	<p>Monthly Financial Reports were sent to all Board Members prior to the meeting.</p> <p>Budget Preparation J. Ainsworth agreed to review Administration budget for 2025; I. Welch is working with D. Shepherd on the water budget and T. Hoffart on the fire budget. The board budget meeting will be mid October.</p> <p>UBCM Grants Reconciliation of UBCM grant allocations is complete and we received the last grant installment of \$15k several days ago. Total grant money received to date: \$60k. The Fire Chief is looking at other possible grants.</p> <p>GST GST Rebate for 2023 has been received; I. Welch to send in the request for the 2024 rebate shortly (best to wait a couple of months to ensure all invoices have been received).</p> <p>Financial Officer</p>		<p>J. Ainsworth/ I. Welch</p> <p>I. Welch</p>

	<p>J. Wahl has concerns about the position. In particular, the number of signing authorities on SPID bank accounts and the importance of oversight of all financial transactions. It was agreed that payment via EFT's of A/P's and paychaeuqes has the potential to drastically reduce the number of signatories required on the chequing account and it makes sense to reduce the number of signatories on the capital reserve account given the small number of transactions on the account. Jim agreed to be the Interim Financial Officer.</p> <p>Finance Committee It was reported that we now have a functioning Finance Committee made up of J. Ainsworth (Board Chair), Wm. Trussler (Chair of the WTC, J. Wahl (Finance Officer) and I. Welch (Finance Manager).</p> <p>Insurance Renewal J. Wahl has reviewed the renewal document and will contact M. Pateman at Acera Insurance with some questions that he has. The quote for the upcoming year is \$18,024 which is ~\$500 increase from last year. The insurance expires Sep 13, 2024. <i>(Ed note: Jim spoke with Marlee Pateman after the meeting and we have a 30 day grace period.)</i></p> <p>Microsoft 365 Family D. Shepherd has requested that, depending on sharing availability, that he be added to the software. J. Ainsworth will research.</p> <p>I. Welch left the meeting.</p>		<p>J. Ainsworth</p>
<p>Business Arising from Minutes</p>	<p>NEPP Update See attached</p>	<p>MOTION That SPID authorize up to \$3,500 for minor expenses incurred by the Ships Point NEPP committee. E.g. paper, printing costs, ferry tickets. Motion carried.</p>	

<p>Communications</p>	<p>Letter to AirBnb Owners Work in Progress</p> <p>Fanny Bay Flyer - Items for Next Issue Water stage announcement , fire regs update, NEPP announcement of their next meeting (see Kathryn Hardy)</p> <p>SPID Website – nothing to report</p> <p>Facebook – nothing to report</p>		
<p>Bylaws</p>	<p>Meeting with Ministry of Municipal Affairs J. Ainsworth reported her meeting with B. Braden and senior analyst. Arielle Guetta, was respectful and productive. Bylaws 119 and 124 – A compromise was reached on the two key bylaws –Water Distribution and Water Conservation such that SPID does not have to introduce and re-approve new, re-numbered bylaws. Bylaw 125 - SPID agreed to rescind the bylaw pertaining to establishment of officers and introduce a new bylaw 126 with the phrase “shall enact as follows” moved down one paragraph.</p> <p>Bylaw 119 - Water Distribution On third reading the board reconsidered the bylaw and approved the bylaw.</p> <p>Bylaw 124 Water Conservation On third reading the board reconsidered the bylaw and approved the bylaw.</p> <p>Bylaw 126 Establishment of Officer Positions</p> <p>Bylaws will be posted to the Website when finally approved and registered with the province.</p>	<p>MOTION J. Reinhardt/ M. Fakaro To approve the bylaw #119 as reconsidered by the board. Motion carried.</p> <p>MOTION J. Reinhardt/ M. Fakaro To approve the bylaw #119 as reconsidered by the board. Motion carried.</p> <p>MOTION J. Reinhardt/ M. Fakaro To approve the bylaw #126 as presented. Motion carried.</p>	

	<p>Note: Bylaw 119 and 124 are regulatory and therefore require review and registration by the province. Bylaw 126 does not require this step and need only be sent to the province for filing.</p> <p>Several administrative bylaws require updates:</p> <ul style="list-style-type: none"> <li>● Connection Charges</li> <li>● Service Fees and Charges</li> <li>● Procedures for Calling Meetings</li> </ul> <p>Item tabled until the next meeting when N. LeBlanc will be present to provide updates.</p>		
Ratepayers Liaison	Nothing to Report		
Building and Grounds	<p>Office and bathroom windows</p> <p>J. Ainsworth requested and board agreed to get a cost estimate to replace office and bathroom windows for the 2025 budget; may or may be cost prohibitive.</p>		J. Ainsworth
Information Technology	Nothing to Report		
Fire Dept	The Fire Chief's was presented at the meeting.		
New Business	<p>Office Cleaning</p> <p>J. Ainsworth reported that she had contracted with M. Fakaro cleaning services to do a much needed deep clean of the office and the bathroom.</p> <p>Ongoing cleaning services will be determined once a second deep clean has been completed.</p>		
Adjournment	Meeting adjourns to In-Camera at 11.00 am for Board Members only.		