

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

Date of Meeting	January 10, 2024
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Present in person	Present via Zoom or phone	Absent	Meeting Delegation
Meeting time 9:00am J. Ainsworth, Chair Board of Trustees M. Fakaro, Chair of Communications Committee W. Trussler, Chair Water Technical Committee R. Vreugde, Trustee R. Timbers, Trustee J. Reinhardt, Trustee		J. Wahl, Chair Finance Committee	
N. LeBlanc, Office Administrator D. Shepherd, Water Operator			

Items/ Reports	Description	Motion	Action Required
Agenda	J. Ainsworth chaired the meeting. The agenda was sent to board members via email prior to the meeting. R. Timbers requested an addition to the agenda: Under Finances: discussion re: deficit budgeting	MOTION Timbers, Fakaro That the agenda, as amended, be approved. Motion carried.	
Minutes	The draft minutes of December 13, 2023, board meeting, as amended, were sent to board members via email prior to the meeting:	MOTION Vreugde, Timbers That the minutes of December 13, 2023, board meeting, as amended, be approved. Motion carried.	

Business Arising from the Minutes	Disposal of old office equipment: Phone set has been sold for \$60; a new ad has been posted for the printer.		
Water Operations Report – D. Shepherd	Monthly Operations report: Refer to SPID website for monthly water operations report as presented. Island Health Test Results: July- Dec 2023 reports have been received.		
Water Technical Committee – W. Trussler	WTC Meeting Minutes: Sent via email to all board members prior to the meeting; refer report on file in the office.		
Finances – J. Wahl absent-presented by J. Ainsworth	Monthly Financial Reports: Sent via email to all board members prior to the meeting. Discussion of deficit budgeting: It was agreed to table the discussion until the Finance Chair is present.	MOTION Trussler, Vreugde That SPID 1) redeem its FCU Term Deposit #43 to the FCU operating account 2) transfer \$35,000 from the FCU operating account to the RBC chequing account 3) upon receipt of 2024 CRRF monies, transfer \$35,000 from RBC chequing account to FCU operating account. Motion Carried.	
Communications Presenter - M. Fakaro	Fanny Bay Flyer articles for the next issue: 1) need for a neighbourhood emergency planning committee; confirmed that SPID agreed to facilitate the first meeting		

	<p>2) notice re: tax and tolls due March 31, 2024 FC Hoffart is further investigating issues regarding DNR's.</p> <p>Annual Ratepayers Newsletter: deadline for newsletter January 23, 2024.</p> <p>SPID Website- Remove Keith Thibault from the NEPP coordinator info.</p> <p>Fanny Bay Community Bulletin Board Facebook Page – nothing to report.</p>		<p>J. Ainsworth and M. Fakaro to draft the newsletter.</p>
Information Technology	<p>Outstanding issues: Backup of office computer emails; timeline of digitizing paper files to digital files and implementation of Sync; purchase of backup drive</p> <p>SPID User ID's and Passwords: Sync Vault will house all SPID dedicated usernames and passwords; Sync Users will have access to the Vault file containing the passwords (currently three users: J. Ainsworth, D. Shepherd, J. Wahl).</p>	<p>MOTION Vreugde, Trussler That SPID hire an IT consultant for SPID's immediate technological needs</p>	<p>R. Vreugde will contact Derek (former IT at Staples) with a proposal and send email to board members with details.</p>
Bylaw Committee – J. Reinhardt	<p>Bylaw #122 Water Toll Bylaw was read and considered.</p> <p>Bylaw Project:</p> <ul style="list-style-type: none"> • A list of all bylaws to be developed and documented. • Water Distribution Bylaw #3 (1979) to be updated. • New water conservation bylaw to be developed to establish water conservation stages and penalty for non-compliance. 	<p>MOTION Timbers, Reinhardt That Bylaw #122 be approved as presented. Motion carried.</p>	<p>B. Timbers volunteered to work with J. Reinhardt on the project.</p>

Ratepayer Liaison Committee – J. Ainsworth	Nothing to report		
Building and Grounds Committee – R. Timbers	There are tree limbs near the power lines that need to be cut back on the pumphouse property.		W. Trussler will meet with R. Timbers at the pumphouse to assess.
Fire Dept – R. Vreugde	<p>Fire Chief Monthly Report: Sent via email to all board members prior to the meeting.</p> <p>Fire Chief Reports will be updated on the website and then, going forward, posted monthly after each board meeting.</p> <p>The SPVFA raised approx \$11K in 2023.</p> <p>It was agreed that the CVEP/NEPP update should not be included in the Fire Chief's report since the program is not part of the SP Fire Dept. responsibility.</p>		M. Fakaro will update the website to include 2023 Fire Chief Reports and remove any reports prior to 2023; going forward, N. LeBlanc will post the Fire Chief Reports monthly after each board meeting.
New Business	AGM is tentatively set for Thursday April 25 at 7:00pm at the Fanny Bay Community Hall; confirm with the hall 6:30pm setup time.		N. LeBlanc will confirm availability of the hall and the auditor for that date.
Adjournment		<p>MOTION Trussler That the meeting be adjourned. Time 10:50 am</p>	