

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

Date of Meeting	October 11 2023
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Present in person	Present via Zoom or phone	Absent	Meeting Delegation
J. Ainsworth, Chair Board of Trustees W. Trussler, Chair Water Technical Committee J. Wahl, Chair Finance Committee R. Vreugde, Trustee J. Reinhardt, Trustee R. Timbers, Trustee		M. Fakaro, Chair Communications	
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. J. Ainsworth requested an additional item under New Business ‘property title searches’	MOTION J. Reinhardt, R. Timbers, That the agenda, as amended, be approved. Motion carried.	
Minutes	The draft minutes of the September 13, 2023 board meeting, as amended, was sent to board members via email prior to the meeting.	MOTION J. Reinhardt, R. Timbers, That the minutes, as amended, of the September 13, 2023 board meeting be approved. Motion carried.	

<p>Business Arising from the Minutes</p>	<p>Dyke Road as SPID emergency egress- J. Reinhardt reported that she was unable to find any documentation of property ownership with Land Titles Registry for the conservation area referred to as Baynes Sound #72 on The Nature Trust of BC arc-gis map. Property ownership remains unknown. Decision: to contact D. Arbour for help locating property owner.</p> <p>Emergency response plan- J. Ainsworth spoke to Janine Sibley and John Marsh at Deep Bay Improvement District (DBID). They confirmed that DBID does not have an Emergency Response Plan in place though they are considering revitalizing a DBID Emergency Committee that has not met recently. There was general agreement that a more regional response to emergencies would be mutually beneficial to SPID and DBID.</p> <p>Decision: SPID will put an article in the Fanny Bay Flyer and post a notice on the Fanny Bay Community FB page calling for volunteers to form a committee that would draft a Neighbourhood Emergency Preparedness Plan (NEPP) for Ships Point.</p> <p>Draft bank deposit procedures- J. Wahl confirmed with Ingrid Welch her willingness to do SPID bank deposits pending receipt of documented procedures. Welch to invoice by the hour and include mileage.</p> <p>Computer and printer conversion- R. Timbers reported the conversion to the new desktop computer and new printer setup are 95% complete. There are issues with email setup as passwords were not accurately retained. The conversion project is scheduled to be complete by the end of October.</p> <p>New phone system R. Vreugde reported that the new phone system using VoIP is in progress. We will no longer need a landline. The new system will have auto reception and direct incoming phone calls to the Water Operator, Office Administrator or Fire Chief cellphones. The transfer to the new system is scheduled to be complete by the end of October.</p> <p>Old equipment Discussion re: disposal of old office equipment</p>		<p>J. Ainsworth to contact CVRD Area A Rep. Daniel Arbour to ask for help in locating property owner of the conservation land.</p> <p>J. Reinhardt to provide background files to J Ainsworth.</p> <p>M. Fakaro and J. Ainsworth will draft the notice and bring to the next meeting.</p> <p>J. Wahl to document the new bank deposit procedures.</p> <p>R. Timbers in conversation with Shaw to resolve email access issue.</p> <p>N. LeBlanc to review instructional videos on using VoIP systems.</p>
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	<p>Decision: to sell on FB Marketplace</p> <p>Sync.com J. Ainsworth reported that the building of a new file and folder structure is in progress. Initially, all files on the office desktop computer will be transferred to the “vault” on Sync. From there, files will be transferred manually to the new file and folder structure. Sage accounting reports only will be on sync. All information on the computer desktop will be backed up to a new external hard drive prior to conversion to Sync.</p>		<p>J. Ainsworth to ask M. Fakaro if she is willing to sell items on FB Marketplace on behalf of SPID. R. Vreugde will discuss Sync.com vault function with FC Hoffart.</p>
<p>Water Operations Report – D. Shepherd</p>	<p>Refer to SPID website for monthly water operations report as presented.</p> <p>There has been a 30% reduction in consumption over the summer and ½ of the leak rate. SPID had a great response to the public water conservation campaign.</p>		
<p>Water Technical Committee – W. Trussler</p>	<p>Minutes of the WTC meeting were sent to board members via email prior to the meeting.</p>		<p>W. Trussler will investigate costs of the Well #2 filtration upgrade including design, equipment and installation.</p>
<p>Finances – J. Wahl</p>	<p>The monthly financial reports were sent to board members via email prior to the meeting.</p> <p>RBC loan 005 (term ends July 31, 2024) paydown is required.this month as per the motion in the September minutes.</p> <p>Year 2024 budget meeting is set for October 25 at 9am at the SPID office. A reminder that the</p>		<p>J. Wahl will send out a draft budget prior to the meeting.</p>

	budget is confidential until reviewed and approved by the board.		N. LeBlanc will send an invite to FC Hoffart to attend the meeting
Communications Presenter J. Ainsworth	<p>Fanny Bay Flyer Articles The need for a Neighbourhood Emergency Preparedness Plan (NEPP) for Ships Point and a request for volunteers to draft such a plan.</p> <p>SPID Website Bylaws posted on the website need to be updated to reflect only current bylaws in effect.</p>		
Bylaw Committee – J. Reinhardt	<p>Bylaw #3 Water Distribution Regulations- The bylaw has been reviewed and updated and will be repealed and replaced with Bylaw #119. The Local Gov't Act requires bylaws to be signed by the Officer of Corporate Administration and the Chair of the meeting when the bylaw is approved. The new Bylaw 119 will be presented for approval at the budget meeting that is chaired by J. Wahl then signed by J. Wahl as the Chair and J. Ainsworth as the Officer of Corporate Administration.</p> <p>We recently received three templates from the province for 1) parcel taxation 2) water tolls and bylaw repeal.</p> <p>R. Timbers suggested that SPID post information regarding newly approved bylaws on the website and also send out information via email. Suggestion referred to the Bylaw Committee for consideration.</p>	<p>MOTION- J Reinhardt, J Ainsworth that SPID update the website to include bylaws that are active. Motion carried.</p>	
Ratepayer Liaison Committee – J. Ainsworth			

<p>Building and Grounds Committee – R. Timbers</p>			
<p>Fire Dept – R. Vreugde</p>	<p>Fire Chief monthly report was sent to board members via email prior to the meeting.</p> <p>Several of the firefighters present at the meeting commented on the high standards of training and procedures provided by the SPID FC Terry Hoffart.</p> <p>FC Hoffart requested a board resolution to confirm support for the second UBCM grant application and that the board will provide project management and oversight if the application is successful.</p>	<p>MOTION: J. Wahl, R. Vreugde that the SPID Board supports the second UBCM grant request and will provide management oversight if successful. Motion Carried.</p>	<p>N. LeBlanc will prepare the letter to accompany the second grant application confirming the board’s support.</p>
<p>New business</p>	<p>Property searches- There was confusion about the term “property searches”. It was confirmed that SPID does not do property searches. SPID does, however, provide a utility search service. That is, upon request, we provide a notary or an attorney with information regarding the current status of the utilities owing and/ or paid on a property in SPID jurisdiction. The account title on Sage will be changed to Utilities Searches. Service charges- J. Wahl requested details for the past 6 years of utility searches and information on what other local Improvement Districts are charging</p>		<p>N. LeBlanc will research and provide the requested info to J. Wahl.</p> <p>N. LeBlanc will change the name of the account on the accounting system to “Utility Searches” to avoid any further confusion.</p>
<p>Adjournment</p>	<p>The balance of the board meeting was held in camera.</p>	<p>MOTION R Timbers That the meeting be adjourned.</p>	

Date approved:

Meeting Chairperson:
J. Ainsworth

Recorder of Minutes:
N. LeBlanc