

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

Date of Meeting	September 13, 2023
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Present in person	Present via Zoom or phone	Absent	Meeting Delegation
J. Ainsworth, Chair Board of Trustees J. Wahl, Chair Finance Committee R. Vreugde, Trustee J. Reinhardt, Trustee R. Timbers, Trustee	B. Trussler, Chair Water Technical Committee	M. Fakaro, Chair Communications	
		D. Shepherd, Water Operator N. LeBlanc, Office Administrator	

Items/ Reports	Description	Motion	Action Required
Agenda	J. Ainsworth chaired the meeting. The agenda, as amended, was sent to board members via email prior to the meeting.	MOTION J. Reinhardt / B. Timbers That the agenda, as amended, be approved. Motion carried.	
Minutes	The draft minutes of the August 9, 2023 board meeting, as amended, was sent to board members via email prior to the meeting. J. Wahl agreed to take minutes of the meeting in the absence of N. LeBlanc.	MOTION R. Vreugde / B. Timbers That the minutes, as amended, of the August board meeting be approved. Motion carried.	

<p>Business Arising from the Minutes</p>	<ul style="list-style-type: none"> • Confirm water conservation stage. Discussion followed. Decision: Remain at Stage 3. • Airbnb and short-term rentals information leaflet – update Decision: Tabled • Dyke Road emergency egress – update to include discussion re: NEPP J. Ainsworth presented. Confirmed conservancy lands are owned by the Nature Trust of B.C. The Trust is believed to be partnered with Ducks Unlimited to administer the lands. Discussion followed. Next step: Trace land title to determine if there is a covenant on the title regarding road up-keep • Emergency evacuation plan. SPID responsible for preparing its own emergency evacuation plan. Discussion followed. Next step: Obtain Deep Bay emergency evacuation plan 		<p>M. Fakaro</p> <p>J. Reinhardt</p> <p>J. Ainsworth</p>
<p>Water Operations Report – D. Shepherd</p>	<ul style="list-style-type: none"> • Water Operations Report – sent by e-mail to all board members. Water Operator unavailable. 		
<p>Water Technical Committee – W. Trussler</p>	<ul style="list-style-type: none"> • The WTC did not meet in September 2023 as the WTC Chair and Water Operator were unavailable. • Update by B. Trussler on Well #2 treatment including electrical requirements and preliminary costs. Discussion followed. • Meters: Review of equipment & installation estimates; next steps. Discussion followed. Water meters are currently cost prohibitive. 		
<p>Finances – J. Wahl</p>	<p>The monthly financial reports were sent to board members via email prior to the meeting.</p> <ul style="list-style-type: none"> • Principal repayment of phase I debt. Debt matures Jul 31, 2024. 	<p>MOTION J. Wahl/B. Timbers That SPID pay an amount of \$49,691.27 against the principal of loan 19333509-5-005</p>	

	<ul style="list-style-type: none"> • Confirm new banking deposit procedure and determine effective date. Tabled. • Annual donation and missed donations to FBCA. Background information and historical motions regarding donations to the FBCA sent to all trustees by e-mail. Discussion followed. 	<p>during the month of October 2023. Motion carried.</p> <p>MOTION J. Ainsworth/J. Wahl The SPID pay \$2,000.00 to the FBCA for non-payment of donations in 2021 and 2022. Motion carried.</p>	J. Wahl
Communications Presenter - M. Fakaro	<ul style="list-style-type: none"> • Fanny Bay Flyer Tabled • SPID Website Tabled • Fanny Bay Community Bulletin Board Facebook Page Tabled • Other: Letter to ratepayers regarding excellent support for reducing water consumption 		M. Fakaro
Information Technology	<ul style="list-style-type: none"> • Computer and printer purchase R. Vreugde presented, discussion followed. • SYNC.com update. J. Ainsworth presented; discussion followed. • Anti-virus audit issue – update 	<p>MOTION R. Vreugde/J. Ainsworth That SPID purchase a Dell XPS desktop with a four year, “Pro support plus” support package. Motion carried.</p> <p>MOTION J. Ainsworth/B. Timbers That SPID purchase the SYNC.com Pro Team Standard plan. Motion carried.</p>	J. Ainsworth J. Ainsworth; N. LeBlanc

	<p>R. Vreugde presented, discussion followed. Decision: SPID will use the anti-virus system included in the Windows 11 operating system.</p> <ul style="list-style-type: none"> • New office phone system – see Hoffart request; determine disposal of three already purchased cordless phones (purchase price \$98) J. Ainsworth presented; discussion followed. 		
Bylaw Committee – J. Reinhardt	<ul style="list-style-type: none"> • Update re: New by-law 118 Establishment of Officer Positions J. Reinhardt presented, discussion followed. • Update re: revised Bylaw #3 – Water Distribution. By-law #119 updated version of bylaw #3. • New bylaw for Water Conservation – timeline. Work-in-Progress. 		J. Reinhardt
Ratepayer Liaison Committee – J. Ainsworth	<ul style="list-style-type: none"> • No report 		
Building and Grounds Committee – R. Timbers	<ul style="list-style-type: none"> • Screens for office windows 		B. Timbers
Fire Dept – R. Vreugde	<ul style="list-style-type: none"> • Fire Chief monthly report was sent to board members via email prior to the meeting. R. Vreugde presented, discussion followed. 		
New Business	<ul style="list-style-type: none"> • Security codes for office front door keypad. J. Ainsworth presented; discussion followed. Decision: To use the same procedure for the office front entry door that is used for the fire department entry doors i.e. there will be a common security code; 		J. Ainsworth, D. Shepherd

	<p>going forward the current water operator code will be used as the common code.</p> <ul style="list-style-type: none"> • Water Turn On/Turn Off Charges – (currently \$60) and involuntary Tabled. • Initial discussion re: swimming pools in preparation for upcoming Water Tolls Bylaw. • Our current bylaw states: <p>23. a. <i>No person will use water for watering stock, filling of swimming pools or reservoirs, or for any purpose other than that required for domestic use, except by written permission of the Trustees, which must state the purpose, time of use and quantity of water to be used and additional charges, if any, and any special works required to be altered or installed;</i></p> <p>b. <i>An approved swimming pool must be equipped with a recirculation and filtration system as set out in Part V of the swimming pool, spray pool and wading pool regulations under the Health Act; and</i></p> <p>c. <i>No person will use any service as motive power for the purpose of operating machinery without permission of the Trustees, who may terminate or withdraw such permission at any time.</i></p> <p>Tabled until Water Operator can be present.</p>		
Adjournment	<ul style="list-style-type: none"> • The meeting adjourned at 11:30am. 	<p>MOTION J. Wahr / J. Reinhardt That the meeting be adjourned.</p>	
In Camera	<ul style="list-style-type: none"> • Meeting to resume In Camera 		

Date Approved:

October 11, 2023

Meeting Chairperson:
J. Ainsworth

Recorder of Minutes:
J. Wahl