

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

Date of Meeting	November 11, 2023
------------------------	--------------------------

Present in person	Present via Zoom or phone	Absent	Meeting Delegation
J. Ainsworth, Chair Board of Trustees J. Wahl, Chair Finance Committee M. Fakaro, Chair Communications R. Vreugde, Trustee J. Reinhardt, Trustee R. Timbers, Trustee		W. Trussler, Chair Water Technical 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.	MOTION R. Timbers, J. Reinhardt That the agenda be approved. Motion carried.	
Minutes	The draft minutes of October 11, 2023 board meeting, as amended, was sent to board members via email prior to the meeting.	MOTION J. Wahl, R. Timbers That the minutes, as amended, of the October 11 2023 board	

		meeting be approved. Motion carried.	
Business Arising from the Minutes	<p>Update - Dyke Road Emergency Egress J. Ainsworth presented.</p> <ul style="list-style-type: none"> ➤ We received an email response from The Nature Trust of BC saying they would support ongoing efforts to clear and maintain the Dyke Road trail as previously proposed by the SPVFD to a width of 3m extending from Tozer Rd to Island Highway South. For this, a General Wildlife Permit will be required; there was general discuss about SPID's limited financial and human resources capacity to be involved in such a project; are NEPP funds available for Dyke Road upgrade? <p>Update - new computer The new computer is fully integrated; scanning function still to be resolved; will attempt to sell old printers including peripherals and cordless phones on Facebook Marketplace tho sale is unlikely.</p> <p>Update - new phone system The new VoIP phone system is scheduled to go online tomorrow Nov 9, 2023.</p> <p>Update - Sync and back-up computer protocols Windows 11 has embedded back-up system; confirmed that the existing back-up procedures are still in place for office desktop computer and will stay in place for 90 days following conversion to Sync.</p>		<p>R. Vreugde volunteered to investigate further.</p> <p>M. Fakaro will post to Facebook Marketplace</p> <p>SPID stakeholders to download the Telus Business Connect app to their phones and/or laptop; R. Vreugde to send authorized individuals SPID credentials</p> <p>D. Shepherd and J. Ainsworth will meet this month to determine procedures to transfer SPID Water Operation files from the Google Drive to Sync.com.</p>

<p>Water Operations Report – D. Shepherd</p>	<p>Water Operations – monthly report Refer to SPID website for monthly water operations report as presented.</p> <p>Water Turn-off and turn-on fee Water operator proposed that we eliminate the \$60 fee for water turn-off/turn-on since many ratepayers are now doing it on their own.</p> <p>Well #2 Filtration Upgrade We received a request from Island Health for a progress report on our Well #2 filtration upgrade requirements. A response was drafted by B. Trussler, J. Ainsworth and D. Shepherd and sent to Drinking Water Operator Ella Derby at Island health; the 2024 Budget has \$25K set aside for this work; Ian McGill has yet to provide his schedule for working on the Well #2 remediation project.</p> <p>R. Vreugde suggested a vendor review of chlorine pricing.</p>	<p>MOTION J. Wahl, R. Timbers That SPID revise Water Toll Bylaw 112 to read the ratepayer <i>may</i> be responsible for a \$60 fee each time the water is turned on or turned off.</p>	<p>A revised water toll bylaw 112 will be presented by J. Ainsworth at the next board meeting.</p> <p>D. Shepherd to communicate with Ian McGill on timeline for Phase 2 of the Well #2 upgrade project.</p> <p>D. Shepherd to investigate chlorine costs and delivery options.</p>
<p>Water Technical Committee – W. Trussler</p>	<p>Nothing to report; B. Trussler in Ontario and no WTC meeting was held this month.</p>		
<p>Finances – J. Wahl</p>	<p>The monthly financial reports were sent to board members via email prior to the meeting.</p>		

	<p>The 2024 budget has been approved at an In Camera board meeting on Nov 1, 2023.</p> <p>J. Wahl presented a review of SPID's long term debt; RBC loan maturing July 2024 will be renewed at a significantly higher interest rate than the current rate and requires discussion by the board regarding renewal rates and term.</p>	<p>MOTION J. Wahl, J. Ainsworth That upon the maturity of RBC GIC on Nov 15, 2023, SPID will make a principal payment of 10% of loan 19333519-005. Motion carried.</p>	<p>J. Wahl will prepare a report regarding cash flow and long term debt retirement for the next meeting.</p>
<p>Communications Presenter - M. Fakaro</p>	<p>Fanny Bay Flyer articles A call for volunteers to draft a Neighbourhood Emergency Preparedness Plan (NEPP); an ad for a volunteer to act as secretary for the SPVFFA; info re: fire prevention and event photos.</p> <p>SPID Website - the Sustainable Infrastructure Society link was removed; we need to add the SPID email (shipspt1@shaw.ca) to the Home page and the Contact Us page; update to bylaw page is a work in progress</p> <p>Fanny Bay Community Bulletin Board Facebook Page – nothing to report</p>		<p>M. Fakaro and J. Ainsworth will draft the article for the NEPP.</p>
<p>Bylaw Committee – J. Reinhardt</p>	<p>It was discussed and agreed that a comprehensive list of current bylaws should be posted on the website.</p>		
<p>Ratepayer Liaison Committee – J. Ainsworth</p>			

<p>Building and Grounds Committee – R. Timbers</p>	<p>Septic Pump – maintenance required.</p> <p>Office door handle - a replacement is required.</p>		<p>R. Timbers to investigate whether pumpout is required.</p> <p>N. LeBlanc will purchase the door handle and R. Timbers will install.</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>New First Responder protocols with the new AED system have been set up.</p>		<p>R. Vreugde</p>
<p>New Business</p>	<p>Dog Licenses - It came to our attention that there was a gap in our procedures with dog licenses. That is, SPID-issued dog licenses were not being entered into the master CVRD licensing database and as such there was no record of the license and no ability to search for the dog if lost.</p> <p>Island Health Drought Emergency Response and Contingency Planning Workshop. W. Trussler will attend.</p>	<p>MOTION J. Wahl, J.Reinhardt That SPID no longer issue CVRD dog licenses. Motion carried.</p>	<p>M. Fakaro will add a notice to the Flyer that SPID is no longer issuing dog licenses.</p> <p>N. LeBlanc will return all forms, tags and monies to the CVRD.</p>
<p>In Camera</p>	<p>Meeting transferred to In Camera (board members only) at 11:15am .</p>		
<p>Adjournment</p>		<p>MOTION M. Fakaro, J. Ainsworth That the meeting be adjourned.</p>	