

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

Date	April 12, 2023
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Absent		
W. Trussler		

Items/ Reports	Presenter	Description	Motion	Action Required
Agenda	J. Ainsworth	Add to the agenda <ul style="list-style-type: none"> • under Building & Grounds add roof clearance and drainage issue 	Motion: To adopt agenda as amended MSC J. Wahl / B. Timbers	
Minutes	J. Ainsworth	Amendments included in draft of minutes sent to board members via email	Motion: To adopt the minutes, as amended, of the April 12, 2023 board meeting MSC J. Wahl / J. Reinhardt	
Business Arising from the Minutes	J. Ainsworth	<p>AGM 2023 There are 3 trustee positions open as of the 2023 AGM. J. Reinhardt and W. Trussler terms of office are set to expire at the AGM, as well there has been an open trustee position since 2021; J. Reinhardt is willing to stand for re-election until a replacement is found; W. Trussler is absent and unknown whether he will stand for election. The office has received one nomination for trustee – Rob Vreugde; AGM pkg to be printed in-house</p> <div style="background-color: black; width: 200px; height: 20px; margin: 10px 0;"></div> <p>Discussion re: ratepayer aggressive behaviour; letter sent 4.6.23 requesting any communication between ratepayer and SPID be in writing via email i.e. no phone messages or visits to the office; further action tabled until receipt of ratepayer response</p>		

		<p>Action Item Review re: insurance: “N. LeBlanc to confirm whether we need coverage for J. Lowe who inspects our generator and K. Thibault who handles landscaping; confirm D. Shepherd & M. Mesford are still on the D&O rider – WIP</p>		
Water Dept	D. Shepherd	<p>Water Operations Report</p> <ul style="list-style-type: none"> • See website for March 2023 water operations report • D. Shepherd accompanied the auditor, J. Moore, on an inspection of the water system • Repair of the old pump from well #4 – WIP • Chlorination pucks purchased – 5 year supply <p>Water Technical Committee Report</p> <ul style="list-style-type: none"> • No report 	<p>Motion: to reimburse D. Shepherd \$885 plus taxes and shipping for cost of new supply of chlorination pucks MSC J. Wahl / R. Timbers</p>	
Finance	J. Wahl	<p>Monthly Financial Reports</p> <ul style="list-style-type: none"> • Sent via email to all board members; no discussion or questions <p>Insurance</p> <ul style="list-style-type: none"> • J. Wahl confirmed all volunteers are covered under our D&O policy <p>Audit Draft 2022 financials to be reviewed with auditor – meeting Thursday, April 12, at auditor’s offices in Courtenay</p> <p>On recommendation of the auditor, the office administrator will be removed as a signee on SPID bank accounts in order to strengthen segregation of duties</p> <p>Transfer of reserve funds</p>	<p>Motion: Effective May 1, 2023, signing authority on SPID bank accounts will be two of the Chair of the Board, Chair of the Finance Committee, Chair of the Water Technical Committee and Chair of the Communications Committee. MSC J. Wahl / M. Fakaro</p> <p>Motion to transfer capital reserve funds in the amount of \$172,000 from First Credit Union</p>	<p>Bylaws to be reviewed to confirm they conform with the motion- may need to be updated.</p>

		SPID has received half the monies (\$15K) from the UBCM grant; new accounting procedures for the funds are in place	operating account to RBC chequing account and/or redeemable investments. MSC J. Wahl / B. Timbers	
Communications	M. Fakaro	<p>Fanny Bay Flyer article</p> <ul style="list-style-type: none"> • Include AGM notice and the need for fire permits effective Apr 15.23 <p>Website</p> <ul style="list-style-type: none"> • N. LeBlanc to post approved board meeting minutes and water operator report monthly the week following the board meeting <p>Fanny Bay Community Bulletin Board Facebook Page</p> <ul style="list-style-type: none"> • Post AGM reminder 		<p>N. LeBlanc to post reports to the website</p> <p>M. Fakaro to post notice to FB when appropriate</p>
Bylaw Committee	J. Reinhardt	<p>Update</p> <ul style="list-style-type: none"> • Bylaw No. 117 (formerly #83 operations of the fire dept) has been submitted to the province for registration. Awaiting approval and returned executed copy 		
Ratepayer Liaison Committee	J. Ainsworth	<ul style="list-style-type: none"> • Ratepayers query regarding announcement by the province that secondary suites are now approved across BC – tabled until W. Trussler is present. 		
Building and Grounds Committee		Roof and Downspouts need inspection and may need repair; moss removal required from roof		B. Timbers to inspect and determine action required
Fire Dept	T. Hoffart	<ul style="list-style-type: none"> • Feb 2023 Fire Chief’s report sent via email to all board members • Discussion re CVRD Fire Services Review: Merger of Fanny Bay and Union Bay dept appears likely with new Union Bay firehall being built; report indicates SPID is in good operating shape for now but may 		

		<p>have to consider consolidation in the future; SPID would expect reimbursement of asset loss should that happen; report references ID's lack of access to grants and MFA financing as a hindrance to effective governance and recommends meeting with the CVRD to discuss sharing resources particularly in relation to the chipping program and other FireSmart programs</p> <ul style="list-style-type: none"> • Mutual Aid Agreements: CVRD et al agreement – we need to increase general liability coverage from \$3M to \$5M to be in compliance with the renewal agreement; Deep Bay/ RDN agreement still pending renewal; both agreements have month to month clauses once they have expired • Beach Fire Ban- suggestion to add a sign to SPID Welcome Board 		<p>J. Wahl to investigate cost of increase in liability insurance with our insurance rep; Jim will send an email with information and board will vote on-line</p>
Adjournment		Motion to adjourn		



J. Ainsworth Chair, Board of Trustees

N. LeBlanc, Office Administrator