**Ships Point Improvement District (SPID) Board Meeting**

**Draft minutes**

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| **Date** | **November 9, 2022** |

**Meeting held via Zoom all board members in attendance (W. Trussler via phone)**

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|  **Items/ Reports**  | **Description**  | **Responsibility**  |
| AgendaMinutes | Review Agenda* Motion to adopt agenda as amended MSC J. Wahl / J. Reinhardt

Minutes * Motion to adopt the minutes, as amended of the Oct 12, 2022 board meeting MSC R. Timber / J. Reinhardt
 | J. Ainsworth |
| Water Dept | Water Operations Report:* Water report and concerns sent to Island Health. Waiting for compiled information.
* Received notice re: groundwater license: we can draft at 2016 levels while licensing is in process; this would not be sufficient to cover 2021 and 2020 consumption level. J. Wahl will review the letter and Board will discuss a response.
* PBX - Motion to accept PBX proposal at hourly rate for service as opposed to a retainer. M/S/C J. Wahl / W Trussler.Water operator will call Troy at PBX to set up appt time
* Chlorine quill replacement - awaiting parts.
* Water Technical Committee Report: no meeting this past month.
 |  D. ShepherdW. Trussler |
| Finance  | * Monthly financial reports – sent via email
* RFP for the auditors: We received two responses. One kindly withdrew. Not expecting any further responses by deadline of Nov 15th. Motion to engage the firm of Robbins and Company Accounting Services for one year – fiscal year 2022 M/S/C J Wahl / M Fakaro
* Budget process proposal – R Timbers will prepare his spreadsheet for each fiscal year
* It was the consensus of the board that, going forward, the Fire Chief attend the annual budget meeting usually held in October or November.
 | J. Wahl |
| Grants | * Nothing to report
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| Communications | * Fanny Bay Flyer articles- reminder to snowbirds that taxes and tolls are due in March, dog licenses, reminder to review the venting index before yard burning.
* Website – water conservation levels have changed
* Fanny Bay Community Bulletin Board Facebook Page – nothing to report
 | M. Fakaro |
| Bylaw Committee | * Bylaw Review Committee
* bylaws 1 thru 95 review complete, 96-111 to be done
* so far 11 by-laws to be repealed and 2 to be added
* First and final readings of Bylaw 114 to “Ensure Fire Hydrant Clearance and Access to Water Operation Boxes and Valves”; by-law initially No. 108 now No.114 – vote to accept unanimous
* First and final readings of Bylaw 115 to repeal Bylaw No.111 fixing water tolls for the year 2022 – vote to accept unanimous
* Bylaw 113 as amended to reflect Local Government interest deadline date of March 1 not March 31.- vote to accept as amended unanimous
 | J. Reinhardt |
| Ratepayer Liaison Committee | * Large rock blocking service box Baynes Drive- discussed with owners that rock will be moved after construction is complete.
* Addition dwelling issue Michael Place- update Admin suggests the water classifications and usage be explained in our annual letter to the ratepayers and sent with annual letter.
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| Joint Health and Safety Committee | * Nothing to report
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| Human Resources Committee | * Nothing to report
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| Building and Grounds Committee | * Nothing to report
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| Fire Dept | * Monthly report – sent via email
* Fire Dept Review with CVRD consultants – request to Daniel Arbour
 | T. HoffartJ. Ainsworth |
| Business Arising from the Minutes |  |  |
| New Business | * Zoom meetings may be used during the flu season. Flexibility going forward.
* Union Bay Master Water Supply plan now public and on the CVRD website for review
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| In Camera |  |  |
| Adjournment | * Motion to adjourn R. Timbers 10:15am
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