

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

Date of Meeting	Oct 9, 2024
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Attendance:

<p>Present in person: J. Ainsworth, Chair Board of Trustees J. Wahl, Chair Finance Committee Wm. Trussler, Chair Water Technical Committee</p> <p>R. Vreugde, Trustee J. Reinhardt, Trustee</p> <p>I. Welch, Finance Manager</p>	<p>Present by Zoom or phone:</p>	<p>Absent: R. Timbers, Trustee M. Fakaro, Chair Communications</p> <p>D. Shepherd, Water Operator</p>
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Agenda and Minutes:

<p>Agenda</p>	<p>Motion to adopt the agenda sent to all board members via email. R. Vreugde request to add UBCM grant approval letter to the agenda under Fire Report</p>	<p>MOTION: J. Wahl/ R. Vreugde That the agenda be approved as amended. Motion carried.</p>
<p>Minutes</p>	<p>Motion to adopt the minutes of the Sep 11, 2024 board meeting.</p>	<p>MOTION: R. Vreugde/ Wm. Trussler That the minutes be approved. Motion carried.</p>

Items and Reports:

	Description	Motion	Action Required
	<p>Water Operations Report The report was sent to all board members via email prior to the meeting; in the absence of D. Shepherd, the operations report was combined with the technical report.</p> <p>Water Conservation Stage Water Operator recommends we go to Stage 1 for the following reasons:</p>	<p>J. Reinhardt/ Wm. Trussler MOTION: That we go to Water Conservation Stage 1 effective immediately.</p>	<p>R. Vreugde to change the SPID welcome sign from Stage 2 to Stage 1.</p>

	low demand, weather, well levels slowly increasing and optics	Motion carried.	
Water Technical Committee	<p>WTC Report The report was presented by Wm. Trussler; see attached.</p> <p>We require a standard SPID specific purchase order.</p> <p>Tree Removal from pumphouse property: Require more quotes before approval.</p>		I. Welch to research and provide.
Finances	<p>Monthly Financial Reports and Quarterly Performance to Budget Report were sent to all Board Members prior to the meeting.</p> <p>New Accounting Policy: There is no material impact on the consolidated financial statements from the application of the new policy recommendations; the aim of the change in policy is to remove internal transactions and balances.</p> <p>RBC Signing Authority There has to date been no cheques written on the RBC account though there may be in the future.</p> <p>E-Transfers:</p>	<p>J. Wahl/ R. Vreugde MOTION: That the board approve the new accounting policy to reflect Public Sector Accounting Board (PSAB) recommendation regarding presentation of the district's financial statements.</p> <p>J. Wahl/ J. Reinhardt MOTION: That we reduce the number of required signatories on the RBC Capital Reserve and Renewal Fund (CRRF) account from seven to three: Chair of Board, Chair of Finance Committee, Chair of Water Technical.</p> <p>J. Wahl/ R. Vreugde MOTION: That effective November 1, 2024, SPID will use e-transfers or the FCU bill payment option as</p>	<p>J. Ainsworth to order cheques for the RBC operating account.</p> <p>J. Ainsworth to contact RBC to arrange reduced number of signatories.</p>

	<p>Monthly Financial Reports: Sent to board members via email prior to the meeting. No questions or discussion.</p> <p>Quarterly Review of Performance to 2024 Budget: Presented by I. Welch. The new report format was easily understood by board members. No changes required in format or numbers.</p> <p>Review of RBC CRRF (Capital Reserve and Renewal Fund): Presented by I. Welch. A detailed reported of 2024 transactions to date for RBC operating and savings accounts, loans and GIC's was reviewed. The board greatly appreciates the transparency of the reports and thanks I. Welch for her efforts.</p> <p>GST update: 2023 GST rebate has been received and deposited to FCU account; 2024 Jan-Jun application for rebate will be submitted shortly; 2024 Jul-Dec will be submitted in the new year after receipt of the Jan-Jun rebate.</p> <p>Set date for 2025 budget meeting: Monday, Oct 21, 2024 for the initial meeting Monday, Oct 28, 2024 for the approval meeting</p>	<p>method of payments for our accounts payables whenever possible. As well, SPID will implement e-transfers for payroll as soon as required documents and procedures are in place. Carried.</p>	
<p>Business Arising from Minutes</p>	<p>NEPP Update: R. Vreugde reported that the NEPP will have a presence at the Fire Dept. open</p>		

	house next week complete with an example of a “go bag” and some written materials. They hope to set a date for a meeting prior to Xmas with folks who might be interested in an active role on the committee.		
Communications	<p>Fanny Bay Flyer: Items for next issue 1) announcement of transition from water conservation stage two to one 2) fire regs update 3) NEPP announcement of their next meeting (see Kathryn Hardy)</p> <p>Add a note to annual communications calendar for August Flyer to include a reminder for Snowbirds to turn off their irrigations systems when they head south for the winter.</p>		M. Fakaro to do.
Bylaws	<p>Bylaw 119 Water Distribution and Regulations and Bylaw 124 Water Conservation Regulation: Both bylaws have been approved and registered by the Inspector of Municipalities.</p> <p>New Bylaw 127 Connection Charges: New bylaw 127 repeals Bylaw 55. Bylaw 127 was read three times.</p> <p>New Bylaw Service Fees and Charges: Requires further review. To be presented again at next board meeting.</p> <p>New Bylaw Procedures for Calling Meetings: Requires major rewrite WIP.</p>	<p>J. Reinhardt/ Wm. Trussler MOTION: To approve the Bylaw 127 as presented. Motion carried.</p>	
Ratepayers Liaison	Nothing to Report		
Building and Grounds	Chairs in the office require pads on each leg. They are scratching the floor.		J. Ainsworth will notify B. Timbers of the issue.

Information Technology	Tech Support: R. Vreugde and J. Ainsworth met with Cynthia Perchaylo, SPID office's next door neighbour. Cynthia is an IT expert who has agreed to help SPID setup a new file structure on the office computer in Outlook, Explorer and sync.com.		
Fire Dept	<p>The Fire Chief's Report: The report was sent to all board members via email prior to the meeting; R. Vreugde presented the report.</p> <p>UBCM Grant #3: Request from the Fire Chief for an approval letter from the board for the fire dept. grant application name of Community Emergency Preparedness Fund, Volunteer and Composite Fire Department and Training (\$40,000 Limit). Note that the GST rebate for goods purchased under the grant will be approx. \$2,200.</p>	<p>R. Vreugde/ J. Wahl MOTION: That the SPID Board of Trustees supports the grant application known as the Community Emergency Preparedness Fund, Volunteer and Composite Fire Department and Training Grant (\$40,000 Limit) via UBCM's FireSmart Structure Protection and, if the grant application is successful, we confirm our willingness to provide overall grant management and oversight. Motion carried.</p>	<p>J. Ainsworth to write letter to Fire Chief confirming the board's approval.</p>
New Business	Wm. Trussler requested funds for an appreciation gathering for the SPVFFAbottle sorters.	<p>R. Vreugde/ J. Wahl MOTION: That we donate up to \$200 as an appreciation gathering for the bottle sorters.</p>	
Adjournment	Meeting adjourns at 11.00 am.		