

Ships Point Improvement District Board of Trustees Meeting Minutes

Date: June 10, 2026

Present In Person	Present via zoom	Absent
J. Ainsworth, Trustee Wm. Trussler, Trustee R. Vreugde, Trustee R. Mumblo, Trustee M. Fakaro, Trustee M. Leroux, Trustee I. Welch, Finance Manager D. Shepherd, Water Operator		E. Adams, Trustee

J. Ainsworth chaired the meeting and took minutes.

Agenda

The agenda was sent to all board members via email prior to the meeting.

MOTION to approve the agenda. R. Vreugde/ M. Leroux Motion carried.

Minutes

The minutes of May 10, 2026 regular board meeting were sent to all board members via email prior to the meeting.

MOTION to accept the minutes of the May 2026 regular board meeting. M. Leroux/ M. Fakaro Motion carried

Business Arising From the Minutes

- Transfer of 2025 operating surplus to new Fire dept. capital reserve fund (in a one yr fixed term GIC) is complete.
- High Risk Activities Bylaw – Referred to Bylaws section of the agenda
- WTC email distribution list is still missing a board member. **Action Required: Wm. Trussler**
- Fanny Bay Groundwater Collective – J. Ainsworth reported on an email exchange with Lisa Andres, Finance Officer in Local Government Finance at Ministry of Housing and Municipal Affairs, regarding guidelines for Improvement District donations. Per Andres, donations need to *directly* relate to services detailed in the ID's Letters of Patent (in SPID's case the provision of potable water and fire protection services. It was agreed that the FBCA (the Flyer) met the "directly related" requirement to a SPID service and the FBGC did not. As well, there is considerable literature in government guidelines that refers to "non-profit community collectives" and "non-profit registered societies" and, in terms of donations, there appeared to be no distinction between them. It was decided that SPID would report our support for the FBGC and recommend folks personally donate to the group in the next Fanny Bay Flyer.
- New signing authorities at First Credit Union/ VanCity are complete.
- Notices of the change in the water conservation stage (from Stage I to Stage II) were posted to the four bulletin boards on the Point.

- Notice with the required documents to change account owners on the SPID CRA account was sent to the CRA
- Bylaw training with R. Mumblo and J. Ainsworth is on-going.
- Transition of the Communications portfolio from M. Fakaro to M. Leroux and removal of M. Fakaro and addition of M. Leroux as admin user on the SPID website are complete.

Water Operations - presented by D. Shepherd

- Monthly operations report sent to board members via email prior to the meeting; the report is posted to the SPID website.
- D. Shepherd reported a there is a service box on Tozer Road covered in debris and vegetation. The ratepayer ignored a request to clear. The Board agreed to D. Shepherd's request to send a letter to the ratepayer detailing the bylaw requirement to keep fire hydrants and water service boxes clear.
Action required J. Ainsworth
- D. Shepherd reported that water consumption is close to the trigger for Water Conservation Stage 3.
- D. Shepherd requested that the SPID phone message be updated to include a referral for real estate agents to press 2 for administration. **Action R. Vreugde**

Water Technical Committee (WTC) - Presented by Wm. Trussler

- The minutes of June 2026 WTC meeting were sent to all board members via email prior to the meeting.
- The board agreed with the Water Technical Committee's change to the Water Stages – Measurement matrix i.e. Stage 3 >4000 M³/ week or water operator's discretion.

Finance - Presented by I. Welch and J. Ainsworth

- Monthly May 2026 Financial Reports were sent to all board members via email prior to the meeting. There were no comments or questions.
- Collection of 2026 taxes and toll report: There are approx. 7 overdue accounts. The third late notice to be sent to ratepayers on June 15th will include an option for a payment plan if they contact the office immediately. In the past we have sent the third notice via registered mail. The board approved the bookkeeper request to change the procedure to send the third notice using the post office 'tracking' option instead of via registered mail. R. Vreugde and J. Ainsworth volunteered to hand deliver the final notice (48 hour notice of shut-off) to ratepayers who still have outstanding accounts on June 28th. **Action Required: I. Welch, J. Ainsworth and R. Vreugde**
- Loan Renewal in August 2026 – R. Vreugde will schedule a Finance Committee meeting to discuss and make recommendation to the July board meeting regarding renewal terms.

Bylaws presented by R. Mumblo and J. Ainsworth

- Amending Bylaw 135 to Water Conservation Regulations Bylaw 124 was given first and final readings. MOTION: to approve bylaw cited as Amending Bylaw No. 135 R. Mumblo/ Wm. Trussler Motion carried. J. Ainsworth to send the approved bylaw to the province. The bylaw is regulatory and therefore requires provincial review and registration. **Action required J. Ainsworth**
- New High Risk Activities Bylaw: Work in progress. Initial recommendation is to be very specific as to the activities that are restricted and to ensure they apply to residential properties. A draft of the new bylaw to be presented to the July board meeting. R. Mumblo will get a hard copy of Bylaw 531 from the CVRD office. **Action required: R. Mumblo and J. Ainsworth**

Communications – presented by M. Leroux

- Website – after an audit of the website M. Leroux recommended the board review the findings in three stages: 1) existing tabs and files 2) home page design and 3) changes available to us. As part of stage 1, the Board confirmed various tabs, documents and reports that need to be deleted, updated or added. It was agreed to add AGM documents. **Action required M. Leroux and J. Ainsworth**
- Fanny Bay Flyer article to include:
 - Support for FBGC and recommendation to make personal donations
 - Water conservation stage change from 1 to 2 effective May 2, 2026 and close to the trigger to change to stage 3.
 - Total fire ban still effect
 - SPID Bylaw in place requiring fire hydrant and water services boxes to be clear of all debris and vegetation

New Business

- The Board agreed to respond to CWSA recommendations regarding merger with the Water Suppliers Association of BC.

Fire Chief Report - presented by R. Vreugde

The FC Report was sent to all board members via email prior to the meeting.

- The three Mutual Aid Agreements in effect are now on file in the SPID office.
- L. Vreugde is close to completing training in order to be a First Responder Trainer. There are new FR volunteers that require training.

Motion to adjourn 11:15am