

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

<b>Date of Meeting</b>	<b>Aug 21, 2024</b>
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<b>Present in person</b>	<b>Present via Zoom or phone</b>	<b>Absent</b>	<b>Meeting Delegation</b>
J. Ainsworth, Chair Board of Trustees R. Vreugde, Trustee J. Reinhardt, Trustee R. Timbers, Interim Chair, Finance Committee J. Wahl, Return to Board (supporting Finance Committee after medical leave)	Wm. Trussler, Chair Water Technical Committee (via phone)	M. Fakaro, Chair Communications	
D. Shepherd, Water Operator I. Welch, Finance Manager		N. LeBlanc, Office Administrator	

<b>Items/ Reports</b>	<b>Description</b>	<b>Motion</b>	<b>Action Required</b>
Agenda	J. Ainsworth chaired the meeting; I. Welch took minutes in the absence of N. LeBlanc for and on behalf of the Board  The agenda was sent to all board members via email prior to the meeting.  Motion to Adopt the Agenda	MOTION R. Timbers/ J. Reinhardt That the agenda be approved as presented. Motion carried.	
Minutes	Motion to Adopt the Minutes of the July 10, 2024, Board Meeting sent via email July 23, 2024	MOTION R. Vreugde/ J. Reinhardt That the minutes of July 10, 2024, board meeting be approved. Motion carried.	

<p>Business Arising from Minutes</p>	<p>Digitization Project - Progress Report Large volume of work due to backlog over the years. Template is being created using Year 2023 Files</p> <p>Derelict House - In progress with Island Health; it appears that a septic system is being installed</p> <p>NEPP Update - Nancy (SP) and Steve (FB) are in discussion. Meeting with SPID Rep and Hornby EPP pending.</p>		
<p>Water Operations</p>	<p>The Water Operations Report was sent to all board members via email prior to the meeting.</p> <p>Based on forecasted weather, Water Conservation will remain at Stage 2.</p>		
<p>Water Technical Committee</p>	<p>The WTC Report has been sent to all Board Members on August 4, 2024</p> <p>Quotes for pending upgrades to the water system are still under review by experts. The PLC potential capital expense should be in the 2025 Budget.</p>		
<p>Finances</p>	<p>Monthly Financial Reports sent to all Board Members prior to the meeting.</p> <p>Review and Adopt Reports. Going forward, the Board will receive a monthly Balance Sheet, Income and Expenses YTD and the Cheque Log from I.Welch. Performance to Budget Report will be submitted quarterly.</p> <p>RBC Cash Flow Review - Brief report by Wm. Trussler via phone.</p> <p>The Fire Dept equipment capital budget will continue as agreed by the Board previously.</p> <p>Suggestion to establish a fire equipment capital reserve and renewal fund in the future.</p>		

	<p>Budget 2025 deadline set for October 2024 Admin, Fire and Water Trustees currently collating data for this.</p> <p>UBCM Reconciliation - Still in Progress</p> <p>July-Dec 2023 GST rebate submitted with an error. I.Welch to follow up with CRA and have it corrected soonest.</p> <p><b>Donation to SPVFA annually</b></p> <p>Insurance Renewal for General Liability and Directors/Officers Policies - too early to renew yet.</p>	<p><b>MOTION</b>  <b>R.Vreugde/ R. Timbers</b>  <b>To donate to the SPVFA the amount of the Association's Annual Insurance Expense until further notice.</b>  <b>Motion Carried.</b></p>	
<p>Communications</p>	<p>Fanny Bay Flyer - Items for Next Issue:</p> <ul style="list-style-type: none"> <li>● Note to short term rental owners that guests' actions are their responsibility and they are required to abide by SPID fire bylaws - still in progress</li> <li>● Post Stage 2 Water Conservation Guidelines</li> <li>● Post SPFD Summer Picnic Event</li> </ul> <p>SPID Website Nothing to Report</p> <p>Facebook SPFD page is building up followers.</p>		
<p>Bylaws</p>	<p>J. Ainsworth still in communication with the Ministry regarding Bylaw Updates</p> <ul style="list-style-type: none"> <li>- Bylaw 119 Water Distribution</li> <li>- Bylaw 124 Water Conservation</li> <li>- Bylaw 125 Establishment of Officer Positions</li> </ul> <p>Bylaws will be posted to the Website when finally approved and registered with the province.</p> <p>Several administrative bylaws require updates:</p> <ul style="list-style-type: none"> <li>● Connection Charges</li> </ul>		

	<ul style="list-style-type: none"> <li>● Service Fees and Charges</li> <li>● Procedures for Calling Meetings</li> </ul> <p>Item tabled until the next meeting when N. LeBlanc will be present to provide updates.</p>		
Ratepayers Liaison	Nothing to Report		
Building and Grounds	<p>Septic odor resolved by plumbers' repairs.</p> <p>Further tree removal at the Pump House will be very expensive and is not viable at this time. Reviewed by D.Shepherd and R.Timbers</p>		
Information Technology	Nothing to Report		
Fire Dept	The Fire Chief's monthly report has been sent to all board members via email prior to the meeting.		
New Business	<p>Email Protocols.</p> <p>R.Vreugde reiterated the importance of paying attention to parties included in replies on correspondence.</p>		
Adjournment	Meeting adjourns to In-Camera at 11.00 am for Board Members only.		