**Ships Point Improvement District (SPID)**

**Board Meeting Minutes**

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| **Date** | **Dec 8, 2021** |

**Via Zoom : all trustees and operator and administrator in attendance.**

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| **Items/ Reports** | **Description** | **Responsibility** |
| Agenda  Minutes | Review Agenda   * M/S/C to adopt agenda J.Wahl, R Timbers   Minutes   * Motion to adopt the minutes, as amended of the Nov 10, 2021 board meeting M/S/C J. Reinhardt, J.Wahl | J. Ainsworth |
| Water Report | Water Operations Report –consumption shows a leak some time. Running Well #2 most time this time of year. On GoogleDrive .Drought response plan in progress. Drainage at end of Tozer -–resident provided with MoTI contact. Insurance tours went well.  New 911 app locates closest fire hydrant and callout location.  Water Technical Committee Report: Design of flushing system by ISL will be done in new year.  Threats to water system matrix- items listed- more discussions at next WTC meeting. All linked to Emergency preparedness plan. Lots of work ahead. CVRD coastal flooding project map reviewed. There is a full project for future planning. Long term, the CVRD modelling shows Cape Lazo and Ships Point as areas of possible flooding with rising oceans and weather patterns changing. SPID needs to continue looking at all ongoing information evaluation and analysis. Long term involved task. Board will get recommendations. | D. Shepherd  B. Trussler |
| Finance | * Monthly financial reports performance to budget- tracking on budget over all. In YR 2024 loan of approx. 400 K is due.  |  |  | | --- | --- | | ***Assets*** | *$ 3.7 MM* | | ***Current*** | *$ 636 K* | | ***CRRF*** | *$ 303 K* | | ***Liabilities*** | *$ 2.41 MM* | | ***Equity*** | *$ 1.25 MM* |  * Company Credit Card – Work In Progress * Report re: Insurance risk management consult review – some minor deficits have already been corrected. * JH&SC Recommendation: that the SPID Board of Trustees review the policy of accepting cash for the annual payment of water tolls and parcel taxes – 12 ratepayers paid cash in 2021 * M/S/C W Trussler, J. Reinhardt that SPID no longer accepts cash for payment of water tolls and parcel taxes   Motion to confirm cheque signing authorities at First Credit Union M/S/C: J.Wahl , J. Reinhardt that the current signing authorities are James Wahl - Finance Chair, Jacqueline Ainsworth - Chair of Board, Nina LeBlanc - Administrator and Melina Fakaro - Trustee | J. Wahl |
| Grants | * Nothing to report |  |
| Communications | * Fanny Bay Flyer articles for Feb 2022- payment reminder. Trustee recruitment. * Website – now tracking visitors | M. Fakaro |
| By Laws Committee | * Bylaw No.83 (Fire Bylaw) – Work In Progress- next meeting in January | J. Reinhart |
| Ratepayer Liaison Committee | * Update Re: Ratepayer request to replace bulletin board at the Baynes & SPR mailboxes – seeking community member | B. Trussler |
| Joint Health and Safety Committee | * Nothing to report |  |
| Human Resources Committee | * Nothing to report |  |
| Building and Grounds Committee | * Nothing to report |  |
| Fire Dept | * Monthly report – sent via email | T. Hoffart |
| Business Arising from the Minutes |  |  |
| New Business | * FOIPPA Amendments- R Timber suggests we test for compliance – doing self assessment – change on our permission form to include the responsibility of ratepayer to request the removal of name off the confidential email listings. * Use of website – we are tracking a few now * Return date of in person meetings – discussion * Sage 50 Cloud – newest program being purchased. | B. Timbers |
| In Camera | * Staff to leave meeting |  |
| Adjournment | * Motion to adjourn:   Next meeting Jan 12 2022 |  |