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

**Draft minutes**

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| **Date** | **December 14, 2022** |

**Meeting held via Zoom**

**Attendance: all trustees, water operator and office administrator**

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|  **Items/ Reports**  | **Description**  | **Responsibility**  |
| AgendaMinutes | Review Agenda* Motion to adopt agenda MSC R. Timbers / J. Reinhardt

Minutes * Motion to adopt the minutes, as amended of the Nov 9, 2022 board meeting MSC J. Reinhardt M. Fakaro
 | J. Ainsworth |
| Water Dept | * Water Operations Report – report on file
* Admin to send the PBX service contract to all board members for review.
* Well 1 is the “canary” in terms of water levels since it is not in use. After the sensors have been relocated, the water levels readings will be more accurate.
* Request for new sensor and possible software adjustments. Est. cost $500 for sensor then PBX call out expense.

Motion to purchase and install new sensor authorized up to $1,000. MSC R. Timbers, W. Trussler* Water Technical Committee Report
* Review of CVRD report of Union Bay water capacity and long-term water supply.
* Quill Replacement –January 24, 2023 Tuesday from 9am til noon. Melina and Jackie to create notice for residents re: water shut-off and following boil water advisory for 24 hours
 |  D. ShepherdW. Trussler |
| Finance  | * Monthly financial reports – sent via email
* New Auditor confirmed – Darryl Robbins CGA, in contact with Administrator for date of review and source document pick up.
* RBC fund transfer to capital chequing in new year
 | J. Wahl |
| Grants | * Nothing to report
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| Communications | * Fanny Bay Flyer articles – No Flyer in February
* Website to update with new fire bylaws once registered with the province
* Need annual letter to ratepayers by Jan 31, 2023 to include with tolls and taxes invoices
 | M. Fakaro |
| Bylaw Committee | * Fire Bylaw Review
* Note the inclusion of the following new requirement in bylaw #117: “Open Air fires are to be completely extinguished prior to sunset.”
* Motion to approve the following new bylaws MSC M. Fakaro J. Wahl.
1. Fire Bylaw No. 116 (formerly bylaw #67) – Establishment and Operations
2. Fire Bylaw No. 117 (formerly bylaw #83) – Fire Protection and Regulations
* J Ainsworth will sign and print out two copies and Admin will sign and register with the Ministry of Municipal Affairs.
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| Ratepayer Liaison Committee | * New SPR/Baynes bulletin board waiting for costs.
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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
 | T. Hoffart |
| Business Arising from the Minutes |  |  |
| New Business | * Regional District NEPP is being reactivated – R. Timbers has agreed to attend initial meetings to determine if it’s necessary for SPID to have a representative
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| In Camera |  |  |
| Adjournment | * Motion to adjourn MSC J Wahl
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