

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

Date of Meeting	February 14, 2024
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Present in person	Present via Zoom or phone	Absent	Meeting Delegation
Meeting time 9:00am J. Ainsworth, Chair Board of Trustees M. Fakaro, Chair of Communications Committee J. Reinhardt, Trustee J. Wahl, Chair Finance Committee		W. Trussler, Chair Water Technical Committee R. Vreugde, Trustee R. Timbers, Trustee	
N. LeBlanc, Office Administrator D. Shepherd, Water Operator			

Items/ Reports	Description	Motion	Action Required
Agenda	J. Ainsworth chaired the meeting. The agenda was sent to board members via email prior to the meeting. R. Timbers (via text Ainsworth/ Timbers) requested an addition to the agenda. Under Building and Grounds: discussion re: fence repair at the pumphouse	MOTION Wahl, Fakaro That the agenda, as amended, be approved. Motion carried.	
Minutes	The draft minutes of January 10, 2023, board meeting, as amended, were sent to board members via email prior to the meeting:	MOTION Fakaro, Reinhardt That the minutes of January 10, 2023 board meeting, as amended, be approved. Motion carried.	

<p>Business Arising from the Minutes</p>	<p>Disposal of old office equipment: The old printer was sold for ~\$320.</p> <p>AGM: Notice to ratepayers to be sent first class mail per our Letters Patent no later than April 11; trustees who are available will help with the mailout after the board meeting on April 10; AGM committee reports are due no later than March 31; it was agreed that this year we would add a bylaw committee report to the agenda.</p>		
<p>Water Operations Report – D. Shepherd</p>	<p>Monthly Operations report: Refer to SPID website for monthly water operations report as presented.</p> <p>Well #4 Redevelopment: Given the success of the Drillwell cleanout of Well #4 (significantly increased performance), an annual inspection has been added to the water operations procedures.</p> <p>Well Sensors: There appears to be some discrepancies in measurement data of our well sensors. D. Shepherd to contact Heron Instruments to confirm calibration of the sensors.</p> <p>Snow Removal: There was a general discussion about the recent storm and removal of snow from the driveways, in particular, of our firefighters and water operator, in case of emergency. It was agreed the best option is to continue to rely on volunteers from the community for snow removal.</p>		<p>D. Shepherd to contact Drillwell.</p>
<p>Water Technical Committee – W. Trussler</p>	<p>In the absence of W. Trussler, nothing to report.</p>		

<p>Finances – J. Wahl</p>	<p>Monthly Financial Reports: Sent via email to all board members prior to the meeting.</p> <p>UBCM Report: The final report for the 2022 UBCM grant including plans, photos and financial summary is to be submitted to the provincial gov't tomorrow.</p> <p>Term Deposit #43: N. LeBlanc noted that it was necessary to only partially redeem term deposit #43 in the amount of \$11,000 in order to meet the required RBC obligation of \$35,000.</p>		
<p>Communications Presenter - M. Fakaro</p>	<p>Fanny Bay Flyer articles for the next issue:</p> <ol style="list-style-type: none"> 1) Announce AGM date of April 25 2) Article about the role of trustees; include an invite to a board meeting to observe 3) Reminder notice re: taxes and tolls due March 31, 2024 <p>SPID Website: Add alert correcting email address that is in the Flyer – admin@spid.ca should be shipspt1@shaw.ca</p> <p>Fanny Bay Community Bulletin Board Facebook Page: Nothing to report.</p>		<p>M. Fakaro and J. Ainsworth to write Flyer article re: need for trustees.</p> <p>M. Fakaro to add alert.</p>
<p>Information Technology</p>	<p>In the absence of R. Vreudge and B. Timbers, nothing to report.</p>		<p>.</p>
<p>Bylaw Committee – J. Reinhardt</p>	<p>Bylaw Project 2024: A list of all bylaws has been developed and documented. Next step- post active bylaws to the website.</p> <p>Bylaw #3:</p>		

	<p>Update of Water Distribution Regulations Bylaw #3 (1979) - work in progress- next step a meeting to review technical sections of the existing bylaw.</p> <p>New Bylaw: Water conservation and compliance bylaw - work in process.</p> <p>Appointment of Assessor and Collector: A bylaw to appoint an assessor and collector of taxes is a mandated requirement per K. Johnson at Ministry of Municipal Affairs. Johnson recommends appointing the Corporate Administrator or the Financial Officer.</p>		<p>D. Shepherd to meet with J. Reinhardt and B. Timbers to review and update Bylaw #3.</p>
Ratepayer Liaison Committee – J. Ainsworth	Nothing to report		
Building and Grounds Committee – D. Shepherd	<p>Pumphouse Fence Repair: D. Shepherd to meet with Tower Fencing to get an estimate for fence repair and send details to trustees for approval via email.</p>		
Fire Dept – R. Vreugde	<p>Fire Chief Monthly Report: Sent via email to all board members prior to the meeting.</p>		
New Business			
Adjournment		<p>MOTION Fakaro That the meeting be adjourned. Time 10:30 am</p>	