

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

Date of Meeting	May 8, 2024
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Present in person	Present via Zoom or phone	Absent	Meeting Delegation
J. Ainsworth, Chair Board of Trustees W. Trussler, Chair Water Technical Committee M. Fakaro, Chair Communications J. Reinhardt, Trustee R. Timbers, Interim Chair, Finance Committee		J. Wahl, Chair Finance Committee (on medical leave until further notice) R. Vreugde, Trustee	
D. Shepherd, Water Operator		N. LeBlanc, Office Administrator	

Items/ Reports	Description	Motion	Action Required
Agenda	J. Ainsworth chaired the meeting and took minutes in the absence of N. LeBlanc. The agenda was sent to board members via email prior to the meeting. D. Shepherd requested additions to the agenda: under Fire Dept - Notice to AirBnb Owners	MOTION R. Timbers/ J. Reinhardt That the agenda be approved as amended. Motion carried.	
Minutes	Motion to adopt the minutes of the April 10, 2024 board meetings including In Camera meeting.	MOTION M. Fakaro/ J. Reinhardt That the minutes of April 10, 2024 board meetings be approved. Motion carried.	
	AGM Review: Several board members received positive feedback about the meeting.		

<p>Annual Election of Officers and Committee Assignments</p>	<p>The following were nominated, accepted, and acclaimed as Officers:</p> <ul style="list-style-type: none"> • J. Ainsworth, Chair Board of Trustees and Corporate Administrative Officer • R. Timbers, Financial Administrator • W. Trussler, Chair Water Technical Committee and Deputy Financial Administrator (for Management of Investments and Long Term Debt) • M. Fakaro, Chair Communications Committee <p>Standing Committees:</p> <ul style="list-style-type: none"> • Rate Payers Liaison Committee: D. Shepherd and J. Ainsworth • HR Committee; Financial Administrator (R. Timbers), Chair of the WTC (W. Trussler) and Board Chair (J. Ainsworth) • Building and Grounds: to be shared by all board members • Information Technology: R. Vreugde and R. Timbers 		
<p>Business Arising from Minutes</p>	<p>Chipping Day A piece of lumber with nails in it that was amongst the brush damaged the blade of the chipper. SPID to reimburse the operator; chipping was done over two days.</p> <p>Bank account signing authorities FCU and RBC bank accounts have all trustee signatures in place; going forward all accounts require two of any trustees to authorize transactions on the accounts. Final step is to get on-line banking access for all trustees.</p> <p>Water Bylaws Since our bylaws have “regulatory” impact, they are under review by the Inspector of Municipalities. WIP</p> <p>Facebook Page for Fire Department The FB page for the fire dept is up and running. Thank you, Leesa Vreugde.</p> <p>Hiring of Finance Manager The contract has been signed and the FM has been meeting regularly with SPID board members regarding the 2024 budget, 2024 financial statements, SAGE access and various report requirements.</p>		

	<p>Digitization Project J. Reinhardt and J. Ainsworth have begun the initial sort of the various boxes of documents. The first goal is to get a system in place such that board members can help with the project as they are able. WIP</p>		
Water Operations Report	<p>Refer to SPID website for monthly water operations report as presented.</p> <p>Tree removal from pumphouse property K. Thibault worked with our Water Operator for 5 hours helping to clear fallen trees. It was agreed that this was not part of his groundskeeper duties and should be compensated per his request.</p> <p>D. Shepherd confirmed that backup water operators are in place for his upcoming vacation.</p>	<p>MOTION R. Timbers/ J. Reinhardt That K. Thibault be compensated for 5 hours work at the current water operator rate. Motion Carried.</p>	
Water Technical Committee	<p>The minutes of the May 6, 2024 Water Technical Committee meeting were sent to board members via email prior to the meeting.</p> <p>Chipping date was confirmed as May 6, 2024.</p>		
Finances	<p>Monthly Statements The new format for monthly statements was discussed and agreed upon. Going forward the board will receive for review the income statement and the cheque log on a monthly basis.</p> <p>Performance to Budget Reports It was agreed that the board would receive for review performance to budget reports on a quarterly basis versus a monthly basis</p> <p>Investment Proposal There are two GIC's maturing (FCU \$100,000 and RBC \$70,000). The one at RBC is maturing May 19 and the other on May 24 (that date needs to be confirmed).</p>	<p>MOTION W. Trussler/ R. Timbers To invest the two GIC's on a short term basis (30 days or 60 days depending on the maturity dates) so that we can make a principal payment on the loan maturing in July.</p>	

		Motion Carried.	
Communications	<p>Fanny Bay Flyer - Items for Next Issue:</p> <ul style="list-style-type: none"> • Chipping Day report - mention damaged blade and the fact that donations can still be made • Leaks – still an issue on the point, try to quantify the daily leak rate in a manner that will catch the ratepayer’s attention (e.g. 5 bathtubs full?!) • Note to AirBnb owners that guests’ actions are their responsibility and they are required to abide by SPID fire bylaws <p>SPID Website Nothing to report</p> <p>Facebook There was a general discussion about SPID having our own FB page. Using the Fanny Bay Community Bulletin Board for SPID announcements elicits a lot of comments from non SPID residents that can be problematic. WIP</p>		
Bylaws	<p>Bylaws Several administrative bylaws require updates:</p> <ul style="list-style-type: none"> • Connection Charges • Service Fees and Charges • Procedures for Calling Meetings <p>Item tabled until the next meeting when N. LeBlanc will be present.</p>		
Ratepayers Liaison	Nothing to report		
Building and Grounds	<p>Septic Inspection / Cleanout R. Timbers has called a company to discuss and has not yet received a response. WIP</p>		
Fire Dept	<p>Fire Chief monthly report was sent to board members via email prior to the meeting.</p> <p>Notice to AirBnb Owners</p>		

	<p>There was an incident where there was a live campfire on the beach at an Airbnb and the guests had already left the premises. The Fire Chief has requested that we create a document that we could give to owners of short term rentals that they would include in their welcome package. The document would include information about fire bylaws (in particular, no beach fires) and water bylaws (including conservation stages).</p> <p>In addition, we will confirm with the Fire Chief that we should send a letter to the Airbnb owner involved in the current incident.</p>		
Adjournment	The regular meeting adjourned at 10:45 am.		