**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** |
| Agenda  Minutes | 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. Shepherd  W. 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 |  |
| 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. |  |
| Ratepayer Liaison Committee | * New SPR/Baynes bulletin board waiting for costs. |  |
| 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 | * 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 |  |
| In Camera |  |  |
| Adjournment | * Motion to adjourn MSC J Wahl |  |