



**MINUTES**

**Trustee Meeting**

Thursday, September 7, 2017, 10:01 am

Reimer residence.

Present: Trustee B.Miles, Operator C.Robertson, Administrator J.Reimer

On conference call: Trustee Chair D.Gregory

**1. Approval of the Agenda**

Motion to approve the agenda as amended with item 6h moved to 5c.

..... Moved D.Gregory, 2nd B.Miles. Carried.

**2. Approval of the Minutes**

of August 25 trustee meeting and In Camera meeting ..... Moved D.Gregory, 2nd B.Miles. Carried.

**3. In Camera**

Motion to move in camera ..... Moved D.Gregory, 2nd B.Miles. Carried.

The trustees rose from in camera, and reported they had discussed the Balfour Report, the Operator / Trustee Delegate Subcontract, and the Consultancy Agreement, and that they had passed a Motion to ratify the Operator / Trustee Delegate Subcontract.

**4. New Business**

**4a. Chain of Communications.**

Trustee Miles talked about SSID determining a Chain of Communications, due there having been some confusion during the generator fuse problem. It was determined that during an emergency the Administrator would be the first point of contact, then the Operator. The Operator would then contact whomever she needed to help in getting the job done, and the Administrator would contact the trustees to apprise them. The Operator and Administrator would communicate when necessary throughout the event, with the Operator apprising the Administrator of key developments that the Administrator would then relay to the trustees.

Operator Robertson said that the sign on the pump house should be revised with the updated contact number.

..... Administrator to revise the sign accordingly.

**5. Old Business**

**5a. Setback Letters**

Chair Gregory said that the letter he had written to property owners in regard to the upcoming setbacks would be put on hold until after the Balfour Report had been finalized. The Chair asked

that in the meantime the Administrator contact the Drinking Water Officer and request that he delay permits until after the Report is finalized.

.....Administrator to ask Dan Glover to delay permits.

Trustee Miles suggested that there be a letter to all SSID residents about the setbacks, and a letter to specifically those impacted.

**5b. Grant Planning**

It was discussed that SSID will need to source funds in order to carry out the recommendations of the Report.

**5c. Increase to 5 Trustees**

Chair Gregory discussed the elements of the Letter with Trustee Miles, and Trustee Miles was in agreement.

..... Administrator to contact Joshua Craig to find out to whom the letter should be addressed.

..... Administrator to sign the letter.

**6. Next meeting**

Chair Gregory said that the next trustee meeting will be after the meeting with Dan Glover, as discussed in camera.

..... Administrator to set up an appointment with Dan Glover and Trustee Miles

**7. Adjournment**

Motion to adjourn ..... Moved D.Gregory.

Adjourned 11:47 am