

## MINUTES

### Trustee Meeting

Monday, March 7 2022, 10:00 am

Via Zoom

Present:

Trustee Chair Bryan Miles, Trustee John Revitt, Trustee Emer Dubois, and Administrator Janine Reimer.

#### 1. Approval of the agenda

Motion to amend with items 3(i) and 3(ii)..... Moved J.Revitt, 2nd E.Dubois. Carried.

#### 2. Approval of the Minutes

2a. Trustee / Admin meeting January 10 2022. .... Moved J.Revitt, 2nd E.Dubois. Carried.

2b. Court of Revision February 24 2022. .... Moved J.Revitt, 2nd E.Dubois. Carried.

#### 3. Administration Report..... J.Reimer

##### 3. (i) Infrastructure expansion.

The administrator advised that the contractor at 2960 Blair Road had said the property owner would be contacting SSID in regard to the trustee decision not to expand the piping infrastructure outside its current perimeter. The trustees re-visited the concept and its implications for revisions to the Letters Patent, human and financial resources for a feasibility study and oversight of the project, and obtaining government and taxpayer approvals.

##### 3. (ii) Gas allowance.

The administrator said the Revenue Canada recommendation for per-kilometre vehicle allowance had increased 2 cents to 61 cents. She suggested that the Schedules B of subcontractor agreements be annotated accordingly, and that the boat gas allowance per nautical mile be increased 3 cents to \$1.21.

##### Motion

THAT vehicle per-kilometre allowance be increased to 61 cents, and that boat per-nautical mile allowance be increased to \$1.21. .... Moved J.Revitt, 2nd B.Miles. Carried.

#### 3a. Correction to Reserve funds December 31 2021.

The administrator explained a correction made to the Reserves fund balance. The correction showed the year-end 2021 Reserves at approximately \$113,000 rather than the \$130,000 presented January 10. The \$17,000 difference was the result of a duplicate entry of the 2020 surplus: correctly added into Reserves at year-end 2020; then incorrectly re-added into Reserves in early 2021.

#### 3b. Bank and reserve funds at March 4 2022.

The administrator said that the 2021 year-end surplus of \$11,000 would be added into the Reserves after the accountants had completed the 2021 financial statements. This additional \$11,000 would bring the reserves opening figure for 2021 to approximately \$124,000.

The administrator reviewed the March 4 bank account and reserves figures. She advised that term deposits available right now have low interest. Chair Miles suggested that the topic be revisited after Bank of Canada rates increase.

**3c. Fund transfer February 4 2022.**

The administrator asked for a Motion for the Minutes that would repeat the emailed trustee approvals of February 3 and 4.

**Motion**

THAT the Minutes show the temporary transfer of \$15,000 from savings to chequing on February 4 as having been approved by the trustees. .... Moved J.Revitt, 2nd E.Dubois. Carried.

**3d. Outstanding 2021 taxes.**

The administrator noted the interest applicable to 2 lots with outstanding taxes as at March 1.

**3e. Excess Tolls 2021.**

The administrator said all excess tolls had been paid before the February 28 deadline.

**3f. Budget 2022 update**

The administrator reviewed the change in Reserves as discussed earlier, and an additional \$500 in 2021 invoices received after the previous budget discussion. Chair Miles explained that although the 2021 figures were not changeable, they inform the 2022 budget figures.

The administrator reviewed the revised 2022 budget figures, including tax income and items flagged for discussion by the Chair. As per the Chair, the administrator corrected the 2022 administrator overtime figure. This resulted in a negative surplus at bottom line, so the contribution to reserves was reduced to bring the surplus into positive. The trustees agreed to accept this revised budget for submission to the accountants.

**3g. Customer List / Assessment Roll 2022**

The document had been distributed by email to the trustees for reference.

**4. Calendar of Events ..... B.Miles**

The document had been distributed by email to the trustees. No items required discussion.

**5. Next Meeting**

The trustees would check their calendars and advise..... to be determined

**6. Adjournment ..... Moved B.Miles.**

Adjourned 10:52 am.