

**SPENCES BRIDGE IMPROVEMENT DISTRICT  
BOARD OF TRUSTEE MEETING**

**MINUTES**

**July 19, 2017**

**Spences Bridge Administration Office**

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**PRESENT:**        **Tina Draney Trustee**  
                      **Michael Jefferson, Trustee**  
                      **Carolynne Terry, Trustee**  
                      **Fred Banham, Acting Corporate Officer**  
                      **Arnie Oram, Fire Chief**

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**1. Call to Order:**

Fred Banham, Acting Corporate Officer called this 2017 inaugural meeting of the Spences Bridge Improvement District, Board of Trustees to order at 6:00 p.m.

**2. Approval of the Agenda:**

MOVED Draney/Terry  
THAT the Agenda be adopted as presented.

**CARRIED**

**3. Business Arising:**

Fred Banham spent time reviewing the documentation that gives the Spences Bridge Improvement District its legislated mandate and operating procedures. The following list of documents were reviewed:

- A. SBID Consolidated Letters Patent (1957 – 2007)
- B. Defined SBID service area
- C. Legislated scope of authority
- D. SBID Fire Service Bylaw No. 124, 1994
- E. SBID Meeting Procedures Bylaw No. 170, 2008
- F. SBID Officers Bylaw No.147, 2001
- G. Contract obligations: (Contracts were not provided but are available for viewing)
  - I. Cooks Ferry Indian Band fire service agreement, 2015
  - II. BC Ambulance First Responders service agreement
  - III. Thompson Nickola Regional District
    - 1. Transfer site fire service agreement
    - 2. Hydrant flushing service agreement
    - 3. Electric car charging station (maintenance agreement)

**4. ELECTION OF BOARD OF TRUSTEE CHAIR PERSON:**

Fred Banham called for nominations for Board of Trustee Chairperson:

- Called a first time – Terry/Jefferson nominated Tina Draney for SBID Chair. Ms. Draney accepted the nomination.
- Call for nominations a second time – there were none.
- Call for nominations a third time – there were none.

Fred Banham declared Tina Draney, Chair of the Spences Bridge Improvement District.

**5. APPOINTMENT OF SIGNING OFFICERS:**

Discussion about past practice for bank signing authority took place.

MOVED Terry/Jefferson

THAT Tina Draney, Carolynne Terry, Michael Jefferson and the appointed Finance Officer register on account at Interior Savings, the bank, as signing authority; and

THAT any combination of two signatures shall authorize payment; And

THAT Rebecca Miller, Paulet Rice and Allan Dickinson names be removed as signing authority.

**CARRIED**

**6. Correspondence:**

Fred Banham reviewed a letter from the Spences Bridge Desert Daze Festival Coordinator, Mavourneen Varcoe-Ryan requesting permission to use the grounds where the Fire Hall and Fire Training Center are located for the Desert Daze community event August 11 and 12.

There was discussion on how best to accommodate the request within the mandate of the SBID.

Also in discussion, it was identified that a pre-event and post-event condition of the Fireman’s Field could be assessed mutually by having a walk through in advance of the event and following the event with the Festival Committee member.

MOVED Terry/Jefferson

THAT a letter of ‘No Objection’ be sent to the Desert Daze Festival Coordinator and that the letter

a) request the Desert Daze Festival Committee provide a copy of their event liability insurance to the Board prior to the event taking place, and b) that the permission is granted on basis that the Desert Daze Festival is responsible for any damage to the property because of event or it’s attendees.

**CARRIED**

**7. Agenda items for future Board of Trustee meeting discussion and action:**

Fred Banham identified a list of items that are either happening or need to happen in the future for the Board to be aware of and prepare for discussion at Board of Trustee meetings in the future.

- a. Spences Bridge Improvement District financial update

- b. Updating (modernizing) the SBID Fire Service Bylaw
- c. What standard of Fire Service is the SBID going to provide
- d. Dave Michell and Associates Fire Services Review of the Spences Bridge Fire Department fire service
- e. First responder service, how to provide the service reliably and/or equably
- f. Future stability of the Spences Bridge Improvement District
- g. Appointment of Officer position responsibilities

**8. Next meetings:**

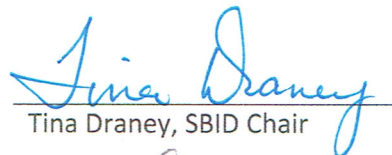
The next SBID Board of Trustees meeting is scheduled for Thursday July 27<sup>th</sup>, 2017, 6:00 p.m. at the SBID Administration Office.

**9. Adjournment:**

MOVED Jefferson/Terry  
THAT the meeting be adjourned at 8:48 p.m.

**CARRIED**

Certified a true and correct copy of the minutes of the Spences Bridge Improvement District Board of Trustee meeting held Wednesday, July 19<sup>th</sup>, 2017.

  
Tina Draney, SBID Chair

  
Fred Banham, Acting Corporate Officer