

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

MINUTES

4:30 P.M. THURSDAY, SEPTEMBER 27, 2018

Spences Bridge Administration Office

PRESENT: **Michael Jefferson, Trustee Chair**
 Ross Figley, Trustee
 Cheryl Klyne, Trustee
 Tawnya Collins, Administrative Officer
 Roy Shaw, Fire Chief
 Carolynne Terry – Financial Assistant

GUESTS: **3 members present in the gallery**

1. Call to Order:

Trustee Chair Jefferson, called the regular meeting of the Spences Bridge Improvement District, Board of Trustees to order at 4:31 pm.

2. Introduction of Late Items:

- Local FireSmart Representative (LFR) Workshops; added as correspondence item 7N.

3. Approval of the Agenda:

MOVED Klyne/Figley

THAT the September 27, 2018 agenda be approved as amended.

CARRIED

4. Adoption of Minutes:

Adoption of the Spences Bridge Improvement District regular Board of Trustees meeting minutes of July 26th 2018.

MOVED Figley/Klyne

THAT the adoption of the Spences Bridge Improvement District regular Board of Trustees meeting minutes of July 26th 2018 be approved as presented.

CARRIED

5. Reports:

A. Jeff Connors with Interior Health from Kamloops regarding "Tobacco and Vapour Product Control Act and Regulations"

- Interior Health has the Healthy Communities program, which is primarily prevention activities
- Interior areas of the Province have 2X the number of smokers

- Cannabis smoking will be banned similar to smoking and vaping, from anywhere children are present.
- New legislation will be coming into effect to enforce this (Cannabis Act).
- To be in compliance with current legislation, signage is required to be displayed on buildings to show distance no smoking distance from doors, air intakes, windows etc. No smoking within 7.5 meters from a door.
- A designated smoking area (will likely need to be applied for under a permit) will be needed for community functions. No cannabis will be permitted at community functions as children will be present.
- Signage to display at workplaces was sent in the mail – the information on the signage is current law.
- Question – what other items can Interior Health help the SBID with? Answer - Plan H, and many other healthy living grant funding streams.

B. Fire Service Update; Fire Chief Roy Shaw

Fire Chief Roy Shaw left the meeting at approximately 4:45 pm. The Fire Chief's report is deferred until the next meeting.

C. Administrative Officer's report

Tawnya Collins verbally presented the administrative officers report.

D. Financial report

Presented by Carolynne Terry – Financial Assistant.

Chequing account balance - \$48,205.80 (\$43,038.48)

Petty Cash - \$266.59

Renewal Fund - \$112,037.99 (\$117,205.31)

At the July 26th, 2018 regular board of trustees meeting, a motion was passed to re-invest cashed term deposit #35 in the amount of \$5,167.32 back into a term deposit. This amount was re-invested on September 6th, 2018, but had not been accounted for. The non-bracketed balances are reflective of the balances before the re-investment, while the bracketed balances are the corrected balances.

Insurance policies for both commercial and liability insurance are coming up for renewal on October 13, 2018 and November 13, 2018. The insurance policies are currently through Shuswap Insurance Brokers. Deb Paternoster, with Central Agencies Ltd is currently looking for quotes from other brokers that would provide better insurance coverage than what is currently in place. Mrs. Paternoster felt that the SBID was currently substantially underinsured, and it would be beneficial to combine both the commercial and liability policies. Mrs. Paternoster also suggested that signs be displayed around the SBID building and grounds stating "Private Property" and "Use at your own Risk".

The 2019 SBID budget needs to be submitted to the Ministry of Municipal Affairs and Housing by the end of October. Ms. Terry presented a spreadsheet showing the 2018 actual and 2018 forecasted budget. The 2019 budget forecast will be discussed at the October 18th, 2018 meeting.

Discussed various green initiatives and energy consumption measures that could possibly be utilized in or around the SBID admin building. Also discussed different funding mechanisms that could assist with implementation, such as Gas Tax and/or NDIT funding. This item will be put on the agenda for discussion at the next meeting.

A GST rebate in the amount of \$4,899.64 was received August 15, 2018.

6. Petitions and Delegations:

None

7. Correspondence:

A. J. Kohut email re: Property removal from SBID – July 16, 2018

Trustees Draney, Jefferson and Figley walked Mr. Kohut's property in April 2018. The decision at that time was not to remove the property from the Spences Bridge Improvement District as requested by Mr. Kohut. The rationale was that if a property is removed, it would be ineligible to include in the Improvement District at a later date.

Trustees Figley, Jefferson and Klyne will revisit the property prior to the next regular Board of Trustees meeting. This discussion item is deferred until the next meeting.

B. SBID AO / FO job sharing motion carried via email August 16, 2018

The following motion was moved, seconded and carried by the SBID Board of Trustees at an in-camera meeting held at the SBID administration building on August 16, 2018:

Tawnya Collins will delegate the financial management aspects of her position to Carolynne Terry. Tawnya reduces her workload by approximately 10-hours per month from 40-hours to 30-hours @ \$550.00/month.

Carolynne Terry will become the SBID Treasurer and assume the financial management aspects of the SBID Administration and work approximately 10-hours/month @ \$200.00/month.

MOVED Klyne/Jefferson

CARRIED

C. Email received from S. Rice August 17, 2018

Trustee Jefferson has spoken to Fire Chief Shaw about these questions. The Board of Trustees will request that Fire Chief Roy Shaw provide a written response to S. Rice questions regarding Fire Department business.

D. Dave and Judy Service Thank You card and donation

Received and presented

E. Desert Daze Thank You card and donation

Received and presented

F. Community donations

Received and presented

G. Sales Rep change for 2019 Kamloops Municipal blue pages

Received and presented

H. Graydon Security Systems

Received and presented. Trustee Jefferson will contact Graydon to update to current contact information

I. FCM application 15905 - Spences Bridge Improvement District Asset Management eligibility approval – September 18, 2018

Tawnya Collins presented a response email from Natalie Johnson with the Federal Canadian Municipalities which indicated that the Spences Bridge Improvement District revised asset management planning application will now proceed to the peer review stage.

J. 2018 Annual Reporting Documents – Ministry of Municipal Affairs and Housing

Tawnya Collins to mail the annual reporting package to the Ministry of Municipal Affairs and Housing

K. Building and Property Insurance – Central Agencies Ltd.

Discussed under section 5A. Reports - Financial report.

L. Work Safe BC

Received and presented

M. Zep – update on distribution centers

Received and presented

N. LFR Workshop

- a. Refer this information to Fire Chief Shaw to see if he or someone else from the SBVFD wants to attend.

8. Business Arising:

A. Community meeting dates

- a. See July 26 2018 meeting minutes re community meeting agenda items.
- b. Date to be set for November. A more definitive date will be discussed at the next meeting.

B. SBID logo design and outreach

Trustee Jefferson contacted Mr. Rourke about creating a poster to distribute within the community to see who would be interested in submitting ideas for an SBID logo.

Trustees Klyne, Jefferson and Figley will create a poster to get out to the community.

C. Financial Institutions – Bank of Nova Scotia/Credit Union/Royal Bank

Deferred

D. Asset management planning (discussed under correspondence item I.)

E. Select committee discussion – Murray Creek Water System Infrastructure

- a. Motion required to amend the number and composition of committee members

MOVED Figley/Jefferson

THAT the select committee for the Murray Creek Water System Infrastructure consist of one SBID Trustee and four community members.

CARRIED

- b. Review select committee findings submitted by J. Kohut on September 19, 2018.

Mr. Kohut's report was received and reviewed.

F. Letter to CNR/CPR/HVC requesting monetary donations for the purchase of a newer fire truck

The amount to be requested from the companies for the purchase of a newer fire truck was revised from \$30,000 to \$60,000 each.

Tawnya Collins will complete the draft letter and send to the Trustees for review.

G. Upgrading Simply Accounting software

The Simply accounting software has been upgraded to the 2018 version.

H. Water system damage / repairs

Trustee Jefferson has drafted a response letter to TNRD. The letter will be forwarded to the TNRD after the trustees review and provide edits.

9. Bylaws:

- A. Review of draft Bylaw 185: Amending bylaw 124 – A bylaw to provide for the establishment and operation of a fire department.

Deferred to next meeting.

10. Resolutions:

- A. Revised resolution carried via email supporting the issuance of a Pre-Paid Visa Card to Fire Chief Roy Shaw

The following resolution was passed on August 30, 2018 via email:

THAT the following resolution made for the issuance of a Mastercard to Fire Chief Roy Shaw, moved by Jefferson/Klyne and carried at the Spences Bridge Improvement District Regular Board of Trustees meeting held on July 26, 2018 be **RESCINDED**,

- A. Resolution required for issuance of a MasterCard to Fire Chief Roy Shaw

WHEREAS the Spences Bridge Volunteer Fire Department Fire Chief requires a convenient method of direct payment for any goods and services that are necessary to enhance the efficacy and efficiencies of the SBVFD operations, which will be used solely for the purpose of Spences Bridge Volunteer Fire Department required expenses, as per approved budget.

MOVED Jefferson/Klyne

THAT one MasterCard be issued to Fire Chief Roy Shaw with a credit limit of \$2,000, from the Interior Savings Credit Union, to be used solely for the purpose of Spences Bridge Volunteer Fire Department expenses, as per approved budget”.

CARRIED

and **REPLACED** with the following resolution

- A. Resolution required for issuance of a Pre-Paid Visa Card to Fire Chief Roy Shaw

WHEREAS the Spences Bridge Volunteer Fire Department Fire Chief requires a convenient method of direct payment for any goods and services that are necessary to enhance the efficacy and efficiencies of the SBVFD operations, which will be used solely for the purpose of Spences Bridge Volunteer Fire Department required expenses, as per approved budget.

MOVED Figley/Klyne

THAT one Pre-Paid Visa Card be issued to Fire Chief Roy Shaw with an annual maximum spending limit of \$5,000, to be used solely for the purpose of Spences Bridge Volunteer Fire Department expenses, as per approved budget. All detailed receipts for expenditures must be provided as source documents for auditing purposes”.

CARRIED

11. New Business:

A. TNRD Dispute application and response

After some discussion, it was determined that the SBID will pay the fine associated with the watering violation.

B. CFIB Fire protection agreement

Trustee Jefferson will approach Chief Walkem to discuss the renewal of the CFIB agreement.

C. 2019 Budget

Discussed under section 5A. Reports - Financial report.

12. Next meetings:

The next regular SBID Board of Trustees meeting is scheduled for October 18th, 2018 at 4:30 pm

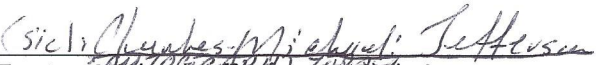
13. Adjournment:

MOVED Figley/Klyne

THAT the meeting be adjourned at 7:45 pm

CARRIED

Certified a true and correct copy of the minutes of the Spences Bridge Improvement District Board of Trustee meeting held Thursday, September 27th, 2018.


Trustee Michael Jefferson, SBID Chair


Tawnya Collins, SBID Administrative Officer