

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

MINUTES

4:30 P.M. THURSDAY, JANUARY 17, 2019

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: 2 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 4:33 pm.

2. Introduction of Late Items:

Muni Reddy resume – added to section 7E correspondence.

3. Approval of the Agenda:

MOVED Figley/Klyne

THAT the January 17th, 2019 agenda be approved as amended.

CARRIED

4. Adoption of Minutes:

Adoption of the Spences Bridge Improvement District regular Board of Trustees meeting minutes of November 15th, 2018.

MOVED Klyne/Figley

THAT the adoption of the Spences Bridge Improvement District Regular Board of Trustees meeting minutes of November 15th, 2018 be approved as presented.

CARRIED

5. Reports:

A. Fire Service Update; Fire Chief Roy Shaw

- Spences Bridge Inn structural fire on Hwy 8. The Spences Bridge Fire Volunteer Fire Department responded. The Inn owners donated a pen knife and bar of soap as thanks.
- Dec 6th, 2018 fire practice - returned to the Spences Bridge Inn for a walkthrough to check for problems, escape routes, safety checks, etc.

- Fire Chief Shaw responded to ten (10) questions from Director Rice’s email from August 17, 2018
- Fire Chief Shaw received a call from Mr. Millar requesting that the tar backed insulation in the community hall be investigated as a potential fire hazard. Fire Chief Shaw suggested that 4 feet of drywall should be hung in this area as an additional safety measure. Other safety items in the building were also inspected at this time. Fire Chief Shaw completed a safety report with recommendations, which was forwarded to Mavourneen-Varcoe Ryan, President of the Community Club.
- First Aid course will be held in January 2019.
- The fire retardant totes were removed from fire hall and disposed of.

B. Administrative Officer’s report

- Presented by Tawnya Collins

C. Financial report

Presented by Carolynne Terry – Financial Assistant

- Chequing balance – \$25,780.93
- Petty cash – \$98.69
- Reserve Fund – \$117,611.68
- Upcoming T/D maturities – #36 for \$25,630.37 maturing February 1, 2019

Received the final payment from Cook’s Ferry IB in December for the fire agreement. Discussions with Cook’s Ferry regarding the next fiscal fire protection agreement should be started soon.

6. Petitions and Delegations:

None

7. Correspondence:

- A. Innovation, Science and Economic Development Canada: Letter regarding changes to fees effective 2020.

Received and presented

- B. Shuswap Insurance Brokers Re: Insurance Policy CS527007

Received and presented. Discussion about increasing the liability insurance policy from current 2 million dollar liability to 5 million dollar liability.

MOVED Figley/Klyne

THAT the insurance policy #CS527007 be increased from the current 2 million dollar liability to 5 million dollar liability insurance for a total policy cost of \$2,385.00.

CARRIED

- C. ICBC renewal reminder for 2015 Ford Transit

Trustee Figley will get insurance for the Ford Transit on January 18th, 2019.

D. BC Assessment Notice: 2019 Property Assessment Notice 4800 School Street

Received and presented

E. Muni Reddy; Submitted resume for the administrative officer position

Chair Jefferson read the highlights of the resume to the gallery.

ACTION: Tawnya to send Muni an email requesting personal references.

8. Business Arising:

A. Murray Creek Water System Infrastructure

- Select committee established and provided report with list of options of the Murray Creek infrastructure.
- Trustee Jefferson presented a copy of Spences Bridge Water Master Plan, produced by TRUE Engineering, completed for TNRD.
- Trustee Jefferson will inquire with TRUE Engineering what the cost would be to complete an engineering estimate and costs analysis of the option to restore the Murray Creek infrastructure system for fire protection services.

B. Letter from Fire Chief to SBID regarding hydrants

- Trustee Jefferson contacted Tyrone McCabe via phone about the non-functional hydrants on Frontage Road in November 2018.
- Not complete - Tawnya to work with Fire Chief Shaw on wording for letter to TNRD.

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

- Letter was drafted and signed. It will be forwarded to Director Rice and TNRD Directors.
- Trustee Jefferson phoned to Jacqui Schneider today (January 17th, 2019) and left a message as a follow up to her email.

D. Water system damage / repairs

Letters were sent on December 12th, 2018 to the TNRD Board of Directors, Mr. Tyrone McCabe and the Lytton RCMP Detachment regarding the water system damage claim.

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

Correspondence relating to the responses Fire Chief Shaw provided to Director Rice were distributed and reviewed by the Board of Trustees. Fire Chief Shaw also addressed this item under Section 5A: Fire Service Update.

ACTION: Trustee Jefferson to send Director Rice an email regarding proper protocol for correspondence.

F. Street Lighting Concerns

Trustee Jefferson contacted SLIM, who informed that a pole number is required. The pole was site checked and there is not a pole number identifier present; this pole is probably a CP or Telus pole.

ACTION: Trustee Jefferson to provide the physical address to SLIM for pole identification.

G. Asset Management Planning

FCM is delayed on the issuance of delivering the finalized funding agreement.

- a. Sourcing consultant

ACTION: Tawnya to contact Rick Collins, with Urban Systems, to proceed with getting cost estimate.

- b. Community meeting dates

TBD once asset management planning is underway

- c. Insurance policy review

TBD once asset management planning is underway

- d. SBID Admin building repairs and upgrades - green initiatives and funding sources

Complete asset management plan to determine eligible projects for further discussion.

9. Bylaws:

- A. Review of draft Bylaw 186: Amending bylaw 124 – A bylaw to provide for the establishment and operation of a fire department.

- Fire Chief has a copy of the bylaws from the Lillooet Fire Department. Fire Chief Shaw will make further revisions to proposed bylaw and present at the next meeting.
- Fire Chief Shaw has contacted Fire commissioner to provide examples of suitable bylaws. He has not received a response yet.

10. Resolutions:

None

11. New Business:

- A. Spence's Bridge DC Fast Charger

- Trustee Jefferson participated in a conference call with Mr. Ron Storie, TNRD, and BC Hydro representatives in December 2018 to start discussions around the renewal of the lease agreement for the DC Fast Charger.

- A bylaw is needed to enter into any rental or lease agreements. Bylaw 182 was reviewed and it is anticipated that the proposed bylaw wording would be similar to that in detailed Bylaw 182.
- The SBID Board of Trustees will review the Licence of Occupation presented by BC Hydro and provide comments.

ACTION: Trustee Jefferson will source a quote for legal review of the documents.

B. Fire Department

Trustee Figley presented a proposed project to add a 20 foot addition on the fire hall, to house the fire truck. There would be no cost for materials, labour etc. The only foreseeable cost to the SBID would be for building permits.

Discussion around insurance and WCB requirements during construction.

This topic will be deferred until the next meeting until Fire Chief Shaw can participate in the discussion.

12. Next meetings:

The next regular SBID Board of Trustees meeting is scheduled for February 21, 2019 at 4:30 pm.

13. Adjournment:

MOVED Klyne/Figley

THAT the meeting be adjourned at 6:52 pm

CARRIED

Certified a true and correct copy of the minutes of the Spences Bridge Improvement District Board of Trustee meeting held Thursday, January 17th, 2019.


Trustee Michael Jefferson, SBID Chair


Tawnya Collins, SBID Administrative Officer