

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

MINUTES

4:30 P.M. THURSDAY, JULY 26, 2018

Spences Bridge Administration Office

PRESENT: **Michael Jefferson, Trustee Chair**
 Ross Figley, Trustee
 Cheryl Klyne, Trustee (arrived at 5:00 pm)
 Tawnya Collins, Administrative Officer
 Roy Shaw, Fire Chief

GUESTS: 5 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 4:51 pm.

2. Introduction of Late Items:

A. Fire truck insurance – added to section 11 D of New Business

3. Approval of the Agenda:

MOVED Jefferson/Figley

THAT the July 26st, 2018 agenda be approved as amended.

CARRIED

4. Adoption of Minutes:

Adoption of the Spences Bridge Improvement District 2018 Special Meeting minutes of June 28th 2018.

MOVED Jefferson / Figley

THAT the minutes of June 28th, 2018 be adopted as presented.

CARRIED

5. Reports:

A. Fire Service Update; Fire Chief Roy Shaw

- July 7th fire practice had a good turnout. The practice included checking on standpipes and showing standpipe locations to the members. Also found 6 empty oxygen tanks. It is unknown how the 6 tanks got deflated.
- July 9th – called Mr. Biley and requested he return his pager and key.
- July 11th – called Mr. Biley again and left a message.

- July 12th – Fire practice included reviewing the fire truck functions.
- July 18th – received the keys and pager/radio from Mr. Biley
- July 21st - Fire Practice. New women’s turnout gear was brought in and the practice included using the breathing apparatus and introducing new members to this piece of equipment.
- July 23rd - Pit road and Friezen road fire – the fire jumped guard as winds were very strong that day. The SBVFD protected the edge of fire located closest to town. Some out buildings and trailers were lost on a piece of property during fire. Fire Chief Shaw used First Responder vehicle to alert community members about the evacuation alert. Fire Chief Shaw relayed that the town did not need to be evacuated although the TNRD was going to issue an evacuation order.
- July 24th – received a call from Wildfire Management Branch to put out spots fires; hydro poles and a small trailer still had visible flames.
- The SBVFD has a forestry number from dispatch; will be requesting reimbursement of expenditures.
- Fire Chief Shaw thanks all members for their efforts on the fire outside of Spences Bridge.
- Michael Robson, who is a property owner, thanked everyone for their efforts on the fire, and was very thankful that his house and fruit stand were saved.
- Burt Glasgow also relayed his thanks for the SBVFD’s help with filling up bladders.

B. Administrative Officer’s report

Tawnya Collins verbally presented the Administrative Officer’s report. Presented a copy of the Administrative Officer’s resignation letter dated July 11, 2018.

C. Financial report

- May 31, 2018 cash balance was \$2,778.72 and the renewal reserve fund balance was \$116,753.18.
- June 30, 2018 cash balance was \$6,267.75 and the renewal reserve fund balance was \$111,611.50.
- May 31, 2018 deposited payment from Cook’s Ferry for the Fire Protection Agreement.
- June 21, 2018 received transfer from Term Deposit #35 from the in the amount of \$5,167.32
- July 3, 2018 received payment from the Province of BC in the amount of \$56,242.00.

MOVED Figley/Klyne

THAT that \$5,167.32 be placed back in a term deposit in the reserve fund from the general operating chequing account to replace TD #35 that was cashed on June 21, 2018.

CARRIED

6. Petitions and Delegations:

None

7. Correspondence:

A. Letter from TNRD re: 4800 School Street – Water disconnect

Trustee Jefferson read the letter from the TNRD regarding the water disconnection to the members of the gallery.

- Trustee Jefferson described the damage that was found on the water system infrastructure and stated this damage rendered the water system inoperable.
- According to the TNRD Bylaw 2551, the TNRD owns and is responsible for water lines and infrastructure up to the service connections on private lots.
- A quotation provided by NGN Sales and Service to restore the water system to working order was approximately \$1,200 but could possibly be more. The final repair bill has not been received yet.
- NGN Sales and Service provided the Fire Department with sprinkler heads (worth approx. \$3000-4000). Santo (NGN Sales and Service Representative) also put a new control box and rain sensor. Fire Chief Shaw would like to thank Santo for the excellent job he did fixing the water system.
- Further investigation is needed to establish if a low water alarm was triggered to initiate the water being shut off.
- Further investigation and information gathering is needed prior to preparing a bill to TNRD for reimbursement of the costs to fix the system. Fire Chief Shaw has had a cost estimate completed to repair the damages.
- Trustee Figley recommended that all three parties be named and required to pay the bill to fix the system.

Action: SBID Trustees to assemble background documentation required to prepare a letter and reimbursement bill to be submitted to TNRD for water system damages.

B. Email from D. Miller / R. Miller re: special general meeting election notices and Response email from Madeline Dams – Ministry of Municipal Affairs and Housing

Trustee Jefferson read the emails and responses from D. Miller, Trustee Jefferson, R. Miller, and M. Dams to the gallery.

- Any official correspondence to the Spences Bridge Improvement District should be directed to the SBID email sbid@lookieloo.net, and not to personal email addresses.
- M. Dams confirmed that the notice provided regarding the June 28th Special Meeting met the requirements of the SBID Letters Patent and the requirements of the Local Government Act (LGA).
- The SBID LP states that notices must be posted in 3 conspicuous locations, 7 days prior to the meeting.
- For the June 28th, 2018 Special Meeting there were 4 notices posted; one at the CFIB hall, the Inn, Post Office and on the SBID administration building public notice board. The meeting notice was also posted on the Rattler.

C. Shuswap Insurance Brokers

Received and presented. Update regarding change of company portfolio managers.

D. E-mail from Natalie Johnson re: FCM's Municipal Asset Management Program Application #15905 (to be discussed under 8D.)

8. Business Arising:

A. Community meeting dates

- The SBID Trustees would like to hold a community meeting to discuss SBID sustainability report prepared by Fred Banham and the Dave Mitchel report prepared for the SBVFD.
- Trustee Klyne requires a copy of the sustainability report.
- The SBID Trustees will review and discuss the sustainability report prior to the community meeting. A tentative date of September 20th, 2018 has been proposed to hold this meeting.

B. SBID logo design and outreach

Deferred

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

Deferred

D. Asset management planning

Tawnya Collins received an email response from Natalie Johnson from the Federation of Canadian Municipalities regarding application #15905 – SBID Asset Management Planning on July 16th, 2018.

Additional information was requested for the following areas of the application: Description, Activities and Deliverables, Outcomes and Budget.

Action: Tawnya to talk to Natalie Johnson about the additional information needed in the application.

E. Interior Savings Change of Signers

Add Trustee Cheryl Klyne as a Spences Bridge Improvement District signing authority at Interior Saving Credit Union.

MOVED Jefferson/Figley

THAT Trustee Cheryl Klyne be added as a signing authority on the SBID banking accounts with Interior Saving Credit Union.

CARRIED

F. Select committee discussion – Murray Creek Water System Infrastructure

- The select committee personnel composition should be 1-2 SBID Trustees and 1-2 community members. The Chairperson cannot participate on the committee. The purpose of the select committee is to investigate the options and processes required for the SBID to regain operational control of the Murray Creek water system infrastructure for the purposes of fire protection water supply. A summary report will be completed and presented to the SBID Trustees for consideration.
- The current government policy is not to expand the mandates of improvement districts.

MOVED Jefferson/Klyne

THAT a select committee be established to investigate restoring the ownership and control of the Murray creek water supply and infrastructure for the purposes of fire protection.

CARRIED

- Trustee Figley and Trustee Klyne will participate on the committee. James Kohut and Peter Demitri are the community members that will participate on the committee.
- First select committee meeting will be Wednesday, August 1, 2018 at 4:00 pm at the SBID administration building.

G. Bylaw discussion – Murray Creek Water System Infrastructure

Deferred until the report from the Murray Creek Water System Infrastructure select committee is received.

H. Select Committee discussion – BC Hydro Micro-Hydro Standing offer program

Deferred until the report from the Murray Creek Water System Infrastructure select committee is received.

I. Water Meters

TNRD has stated that water meters will be installed in Spences Bridge within a year's time. The TNRD has received a grant for the installation. Billing will be on base consumption rate, and additional rates applied for extra usage.

9. Bylaws:

A. Bylaw 185: Amending bylaw 124 – A bylaw to provide for the establishment and operation of a fire department – Two readings and adoption

Discussion about the proposed changes and implications thereof. More discussion is required. Bylaw 185 was not read or adopted.

Deferred to next meeting.

10. Resolutions:

- 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

11. New Business:

- A. Letter to CNR/CPR/HVC requesting monetary donations for the fire truck

Deferred

- B. Upgrading Simply Accounting software

Deferred

- C. Water system damage / repairs

Discussed under correspondence section 7A.

- D. Fire Truck Insurance

Fire Chief Shaw needs to renew the insurance and change the documents into his name.

12. Next meeting:

The next regular SBID Board of Trustees meeting is scheduled for September 27, 2018 at 4:30 pm

13. Adjournment:

MOVED Jefferson/Klyne

THAT the meeting be adjourned at 7:59 pm

CARRIED

Certified a true and correct copy of the minutes of the Spences Bridge Improvement District Board of Trustee meeting held Thursday, July 26th, 2018.

(sic): Charles-Michael Jefferson
Trustee Michael Jefferson, SBID Chair

Tawnya Collins
Tawnya Collins, SBID Administrative Officer