

**SPENCES BRIDGE IMPROVEMENT DISTRICT  
TRUSTEE MEETING**

February 15, 2015

Meeting was called to order by the Chairman. Trustees Al Dickinson, Paulet Rice and Carolynne Terry were present, together with the District Clerk / Treasurer.

**Minutes:**

Minutes of October 20, 2014 were approved. It was moved by Carolynne and seconded by Paulet that the minutes be adopted. Carried.

**Finance Report:**

- Chequing Account balance \$47,302.70
- Fire Department Renewal Reserve Fund Term Deposits totaling \$67,802.35 in amounts of:
  - \$5,087.50
  - \$5,087.50
  - \$5,095.00
  - \$13,024.00
  - \$10,367.10
  - \$14,141.25
  - \$15,000.00

It was moved by Carolynne and seconded by Paulet that the financial report be approved. Carried.

**Correspondence:**

- New Interior Savings Credit Cards in the name of Al and Paulet were activated – Paulet's card is to be kept at the firehall and Al's at the SBID building.
- Letter from the Desert Daze Committee re: use of SBID property. Rebecca will draft a letter advising that the SBID is agreeable to the Desert Daze Committee using the property.
- Letter from Teck Highland Mines re: Tailings Management. It was decided that Carolynne will initiate a discussion with the mine with respect to the possibility of an early warning system being installed.
- E-mail from Jean Burgess re: wedding held on SBID property. Paulet had spoken with Jean and Jolene. NO further action to be taken.
- Letter from Spences Bridge Community Club re: installing the computers back into the SBID building. Rebecca will draft a letter advising that the SBID is in the process of reviewing their policy regarding the use of the building and is not prepared to have the computers installed into the building.
- Letter from Joris Ekering re: electrical work done on the SBID building to support needs of Desert Daze. Rebecca will draft a reply to Joris advising that the SBID does not require an inspection of the work done at this time and will advise should any assistance be required.
- Letter from Joris Ekering re: fire extinguishers. Al is going to speak with Arnie to ensure fire extinguishers are maintained as necessary.

**Fire Department:**

- NIL

**Street Lighting:**

- Rebecca will advise BC Hydro of the two street lights out

**Old Business:**

- Belcorp – all trustee approved the draft Agreement and Rebecca will forward it to Belcorp for their review.

**New Business:**

- 2014 Year End – the financial documents are with the accountants.
- A date for the AGM was scheduled to March 30, 2015.
- Online banking – Rebecca and Carolynne are registered with online banking. Al will attend the credit union to reset his online banking account
- First responders van needs to be repaired / replaced – Al will coordinate with Arnie to arrange for the van to be serviced
- Preventative maintenance for the radio system – Al contacted Kamloops Communications and they will be sending someone to Spences Bridge to do preventative maintenance on the radios.
- Use of SBID property by outside groups – Rebecca will draft a letter to Victoria to request clarification with respect to the use of the SBID property
- SBID Computer – George cannot remotely access the computer
- Renewal reserve fund – it was motioned by Paulet and seconded by Carolynne that an investment of \$5,000.00 be made.
- The Cooks Ferry fire contact is due for renewal. Rebecca will write a letter to Cooks Ferry requesting payment in the same amount as 2014 given that there has been no change in the budget.

**Next Meeting:**

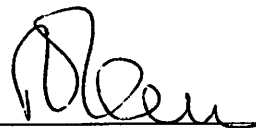
- To be Determined

**Adjournment:**

- Carolynne moved to adjourn the meeting – meeting adjourned.



Chairman



District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT  
TRUSTEE MEETING**

March 15, 2015

Meeting was called to order by the Chairman. Trustees Al Dickinson, Paulet Rice and Carolynne Terry were present, together with the District Clerk / Treasurer.

**Minutes:**

Minutes of February 15, 2015 were approved. It was moved by Carolynne and seconded by Paulet that the minutes be adopted. Carried.

**Finance Report:**

- Chequing Account balance \$42,466.72
- Fire Department Renewal Reserve Fund Term Deposits totaling \$67,972.05 in amounts of:
  - \$5,087.50
  - \$5,087.50
  - \$13,034.00
  - \$10,367.10
  - \$5,095.00
  - \$14,310.95
  - \$15,000.00

It was moved by Paulet and seconded by Carolynne that the financial report be approved. Carried.

**Correspondence:**

- Letter from Baron Insurance re: change of name - noted
- Letter from Kamloops Auxiliary Firefighters re: Spring Training Seminar - Arnie is aware and will be determining which volunteers will be attending.
- E-mail from James Kohut re: train oil tanker spills - noted

**Fire Department:**

- Radio licenses due for renewal – Rebecca contacted Industry Canada who advised to pay the invoice as presented and write on the invoice that's being returned the number of radios that are being added and they will forward an additional invoice for the additional mobiles / portables.

**Street Lighting:**

- Order put in to BC Hydro re: street lights out – noted.

**Old Business:**

- Belcorp contact was executed and has been emailed to them

**New Business:**

- The draft financial statements were reviewed. It was moved by Carolynne and seconded by Paulet that they be approved.
- The issue of insurance was discussed
- It was agreed that the SBID would purchase a \$5,000.00 term deposit. Rebecca contacted Interior Savings and advised them of the request. The documents will be mailed to the SBID for a \$5,000.00 redeemable term deposit – 18 months at 1.2%.

**Next Meeting:**

- To be Determined

**Adjournment:**

- Carolynne moved to adjourn the meeting – meeting adjourned.

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Chairman

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District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT  
MINUTES OF THE 2015 ANNUAL GENERAL MEETING**

**Call to Order**

The 2015 Annual General Meeting of the Spences Bridge Improvement District was called to order by Chairman, Allen Dickinson at 7:00 p.m., Monday, March 30, 2015 in the Spences Bridge Improvement District building in Spences Bridge, BC.

Present were Trustees Al Dickinson, Paulet Rice and Carolynne Terry, together with the District Clerk / Treasurer, Rebecca Miller, together with numerous land owners and residents.

**Reports**

**Auditor's Report**

- A copy of the accountant's report for the year ending December 31, 2014 was presented to every person in attendance. The accountant explained items from the financial report. Discussion was held.

**Trustee's Report**

- The Chairman, provided a verbal report with comments on the financial statement, fire department and first responders department. Specific comments were made with respect to the renewal reserve fund and the potential uses, including the potential purchase of a new vehicle for the first responders department.

**Fire Chief's Report**

- The Fire Chief, Arnie Oram, provided a report on the status of the fire department. Discussion was held.

**Trustee Honorarium**

- After some discussion it was moved by Trudy Mingo and seconded by Robin Woodward that the annual honorarium of \$2,100.00 will remain the same for each of the Trustees for the coming year. Carried.

**Elections**

- The Chairman called for nominations for one Trustee. Carolynne Terry's term as Trustee has expired.
- The letters patent were read to the public

**Nominations:**

- Carolynne Terry was nominated by Rick Brown
- Dave Biley was nominated by Andrea Arefin
- Tina Draney was nominated by Nita Walkem

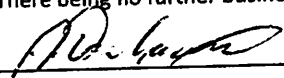
On first vote there was a tie between Carolynne Terry (15) and Dave Biley (15) with Tina Draney in third place (9).


A second vote was held with Dave Biley winning at 15 votes and Carolynne Terry at 13.

Dave Biley was elected Trustee for a 3 year term.

**Adjournment**

There being no further business to transact, the meeting was adjourned.

  
\_\_\_\_\_  
Chairman of the Trustees

  
\_\_\_\_\_  
District Clerk of the Trustees

**SPENCES BRIDGE IMPROVEMENT DISTRICT  
TRUSTEE MEETING**

April 6, 2015

Meeting was called to order by the Chairman. Trustees Al Dickinson, Paulet Rice and Dave Biley were present, together with the District Clerk / Treasurer.

**Minutes:**

Minutes of the AGM of March 30, 2015 were approved. It was moved by Paulet and seconded by Dave that the minutes be adopted. Carried.

**Finance Report:**

- Chequing Account balance \$33,217.32
- Fire Department Renewal Reserve Fund Term Deposits totaling \$72,972.05 in amounts of:
  - \$5,087.50
  - \$5,087.50
  - \$13,024.00
  - \$10,367.10
  - \$5,095.00
  - \$14,310.95
  - \$15,000.00
  - \$5,000.00

It was moved by Paulet and seconded by Dave that the financial report be approved. Carried.

**Correspondence:**

- NIL

**Fire Department:**

- E-mail to Fire and EHS dispatch advising that the SBID will no longer provide service to the Cooks Ferry Land in the absence of payment for services.

**Street Lighting:**

- NIL

**Old Business:**

- NIL

**New Business:**

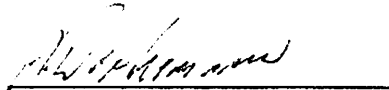
- Carolynne has declined to assist with training Rebecca on Simply Accounting. It was moved to Paulet and seconded by Dave that Rebecca sign up for an online Simply Accounting course.
- Rebecca will follow up with June Hecklin re: our request for comments from the Ministry with respect to usage of the SBID property.
- The fire truck requires new batteries – Al will purchase them.

**Next Meeting:**


- To be Determined

**Adjournment:**

- Paulet moved to adjourn the meeting – meeting adjourned.



Chairman



District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT  
TRUSTEE MEETING**

May 6, 2015

Meeting was called to order by the Chairman. Trustees Al Dickinson, Paulet Rice and Dave Biley were present, together with the District Clerk / Treasurer.

**Minutes:**

Minutes of April 6, 2015 were approved. It was moved by Paulet and seconded by Dave that the minutes be adopted. Carried.

**Finance Report:**

- Chequing account balance - \$45,095.04
- Fire Department Renewal Reserve Fund Term Deposits:
  - \$5,087.50
  - \$5,087.50
  - \$13,024.00
  - \$10,367.10
  - \$5,095.00
  - \$14,310.95
  - \$15,285.00
  - \$5,000.00

TOTAL TERM DEPOSITS: \$73,257.05

It was moved by Dave and seconded by Paulet that the financial report be approved. Carried.

**Correspondence:**

- Letter from the Ministry of Community dated April 2, 2015 re: usage of the SBID buildings and land. After discussion, Paulet made a motion that as of September 15, 2015 the SBID would no longer allow the use of the SBID building and land by any outside groups. The motion was seconded by Dave. Carried.
- Renewal reminder from ICBC re: insurance on fire truck. Rebecca will take the papers into Ashcroft and have the insurance renewed.
- Quote from Kamloops Communications re: two new radios. It was motioned by Paulet and seconded by Dave that the SBID proceed to purchase the two new radios after funds are received from Victoria in July, 2015. Carried.
- E-mail from James Kohut re: election. It was motioned by Paulet and seconded by Dave that a response from the ICBC to James' e-mail was not necessary. Carried.

**Fire Department:**

- Insurance is due on the fire truck on May 22, 2015 and the inspection is due in late June. Arnie or Ross will take care of ensuring that the inspection is done on time and Rebecca will arrange for the insurance to be renewed.



**Street Lighting:**

- NIL

**Old Business:**

- Rebecca has registered for a Simply Accounting online course and will take the SBID computer home as necessary to complete the course.

**New Business:**

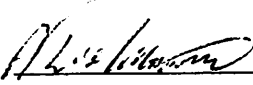
- Cook's Ferry has paid the \$15,000.00 for fire protection, but has now contacted MLA, Jackie Tegart, to review the agreement. She has requested the financial statements and minutes from the AGM for the last 3 years. Rebecca will arrange to provide this information to her. A motion was made by Paulet and seconded by Dave that the SBID write to Cook's Ferry to suggest that the SBID would be agreeable, in future years, to calculate Cook's Ferry's portion of the fire protection using the calculation suggested by their lawyer, Daniela Masata, in her e-mail correspondence dated March 13, 2013. Carried. Rebecca will draft a letter for review to be sent to Cook's Ferry.
- Discussion was held with respect to the usage of the SBID building and property. As noted above, Paulet made a motion that as of September 15, 2015 the SBID would no longer allow the use of the SBID building and land by any outside groups. The motion was seconded by Dave. Carried.

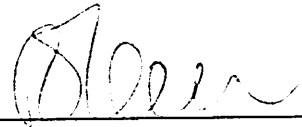
**Next Meeting:**

- To be Determined

**Adjournment:**

- Paulet moved to adjourn the meeting – meeting adjourned.

  
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Chairman

  
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District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT  
TRUSTEE MEETING**

September 27, 2015

Meeting was called to order by the Chairman. Trustees Al Dickinson, Paulet Rice and Dave Biley were present, together with the District Clerk / Treasurer.

**Minutes:**

Minutes of May 6, 2015 were approved. It was moved by Dave and seconded by Al that the minutes be adopted. Carried.

**Finance Report:**

- Chequing account balance - \$100,404.78
- Fire Department Renewal Reserve Fund Term Deposits:
  - \$5,095.00
  - \$5,176.53
  - \$13,251.92
  - \$10,548.52
  - \$5,176.53
  - \$15,285.00
  - \$5,000.00

TOTAL TERM DEPOSITS: \$59,533.50

It was moved by Dave and seconded by Al that the financial report be approved. Carried.

It was moved by Paulet and seconded by Dave that an additional \$15,000.00 would be invested in a term deposit. Carried.

Rebecca was to arrange to have a term deposit which had expired in the sum of \$14,397.52 reinvested.

**Correspondence:**

- Letter from the TNRD dated September 18, 2015 re: water tax. Rebecca was to contact the TNRD to see whether the SBID is exempt from the parcel tax.
- Correspondence from Interior Health re: flu clinic dated July 17, 2015. Flu clinic is set for Wednesday, November 4, 2015 from 9:00 – 10:00 a.m. Paulet will be available to open the building for the flu clinic to get set up.

**Fire Department:**

- One new turnout gear was received – paid the sum of \$2,079.58. Al was going to speak with Arnie to determine whether the 3 year deal the SBID had with the supplier for a set cost for turnout gear had expired. They were going to arrange to get a quote for the cost of turnout gear going forward.
- Arnie needs to provide his "wish list" for the Fire Department in order to finalize the 2016 Budget.

**Street Lighting:**

{HL-MISC-00676149;1}

- NIL

**Old Business:**

- Cooks Ferry – Fire Service Agreement has been reached for the 2015 / 2016 year. It was decided that in January, 2016, the SBID will contact Cooks Ferry in advance of the agreement expiring to advise that the SBID would be willing to recalculate the amount payable to Cooks Ferry based on the calculation set out by Cooks Ferry legal counsel.
- Notice circulated to all First Responders to clarify the boundaries of the response area.
- Notice circulated to all residents advising of the restricted use of the SBID land and buildings as of September 15, 2015.

**New Business:**

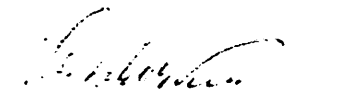
- Flu Clinic scheduled for November 4, 2015 from 9 – 10 a.m. Paulet will be at the post office early to allow Public Health to set up.
- Fire Department – discussion with respect to Arnie spending money without obtaining the approval of the Trustees. Rebecca will contact all suppliers to ensure that invoices are forwarded directly to the SBID as opposed to the fire department. Any expenses that cannot be incurred on the credit card must be approved by the Trustees. AI will speak with Arnie in this regard.
- Several term deposits expired and will be reinvested. It was moved by Paulet and seconded by Dave that an additional \$15,000.00 be invested in a term deposit. Carried.
- There was discussion with respect to a charging station being installed in Spences Bridge. It was motioned by Dave and seconded by AI that AI would advise the TNRD that the SBID would be agreeable to having the charging station installed on the basis that the land would be leased by the TNRD and the TNRD would arrange for all legal / lease documents to be prepared. Carried.
- The 2016 budget was discussed – it needs to be submitted to the Ministry by October 31, 2015. Rebecca will analyze the 2015 and 2015 expenses and the budget will be finalized at the next meeting.
- The post office rental was discussed. Once Canada Post has confirmed that Paulet has the post-mistress job, the Trustees will determine the appropriate rental fee.

**Next Meeting:**

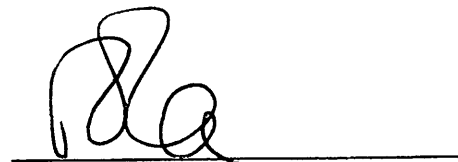
- October 9, 2015

**Adjournment:**

- Paulet moved to adjourn the meeting – meeting adjourned.



Chairman



District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT  
TRUSTEE MEETING**

October 9, 2015

Meeting was called to order by the Chairman. Trustees Al Dickinson, Paulet Rice and Dave Biley were present, together with the District Clerk / Treasurer.

**Minutes:**

**Finance Report:**

- Chequing account balance - \$71,008.56
- Fire Department Renewal Reserve Fund Term Deposits:
  - \$5,095.00
  - \$15,285.00
  - \$5,000.00
  - \$5,176.53
  - \$5,176.53
  - \$13,251.92
  - \$10,548.52
  - \$14,397.26
  - \$15,000.00

TOTAL TERM DEPOSITS: \$88,930.76

It was moved by Dave and seconded by Paulet that the financial report be approved. Carried.

It was moved by Paulet and Seconded by Dave that an additional \$15,000.00 be invested in the renewal reserve fund.

**Correspondence:**

- It was confirmed by e-mail from the TNRD that the SBID will be exempt from the upcoming water tax.

**Fire Department:**

- Al spoke with Arnie with respect to spending on behalf of the fire department, specifically that any spending outside of the purchases made on the credit card for fuel or minor parts and repairs must be approved by a Trustee. In addition, advise Arnie that all invoice are to be directed to the SBID and not the Fire Department directly.

**Street Lighting:**

- There was delay on the part of BC Hydro in fixing street lights after an order had been made, and despite very clear indication of the reference number (photos of the reference number on the pole were sent to BC Hydro at the time the repair request was made), BC Hydro failed to complete the necessary repairs. Al spoke with BC Hydro who provided tips on their online ordering system. When submitting an order for repair Rebecca will be sure to follow up to ensure that the repairs are completed on a timely basis.

**Old Business:**

- Rebecca reinvested expired term deposits and invested an additional \$15,000.00 for a redeemable 18 month period at 1% as discussed at the prior meeting.

**New Business:**


- 2016 Budget was reviewed and discussed. Bylaw 181 was read twice. Upon the first reading Paulet motioned to approve and Dave seconded. Upon the second reading Paulet motioned to approve and Paulet seconded. Motion carried. Rebecca was to forward signed copies to the Ministry.
- The post office was discussed. Paulet will speak with her contact at Canada Post to advise that they need to pay rent until they appoint someone to replace Carol Madden – she will also advise that they need to be aware that the SBID insurance doesn't cover the Canada Post equipment maintained within the Post Office.
- A further investment into the renewal reserve fund was discussed. It was decided that the Trustees would review the matter in mid-December, 2015, to determine the state of the finances and whether a further investment should be made.

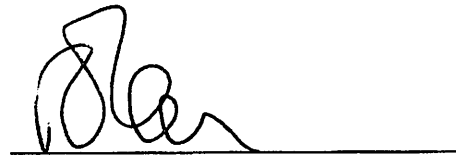
**Next Meeting:**

- To be Determined.

**Adjournment:**

- Paulet moved to adjourn the meeting – meeting adjourned.

  
Chairman

  
District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT  
TRUSTEE MEETING**

December 19, 2015

Meeting was called to order by the Chairman. Trustees Al Dickinson and Dave Biley were present, together with the District Clerk / Treasurer.

**Minutes:**

**Finance Report:**

- Chequing account balance - \$63,514.28
- Fire Department Renewal Reserve Fund Term Deposits:
  - \$5,095.00
  - \$15,285.00
  - \$5,000.00
  - \$5,176.53
  - \$5,176.53
  - \$13,251.92
  - \$10,548.52
  - \$14,397.26
  - \$15,000.00

TOTAL TERM DEPOSITS: \$88,930.76

It was moved by Dave and seconded by Al that the financial report be approved. Carried.

**Correspondence:**

- The e-mail from James Kohut re: water system was and having his property removed from the SBID was discussed. It was decided that a straight forward answer indicating that the SBID was not the correct entity to contact with that request. Rebecca to send an e-mail.

**Fire Department:**

- Nil

**Street Lighting:**

- Discussion re: submitting requests for repair and the need to follow up with BC Hydro to ensure requests are addressed on a timely basis

**Old Business:**

- Bylaw 181 passed.
- Discussed re: Fire Department spending – all purchases other than fuel and minor parts must be approved by a Trustee

**New Business:**

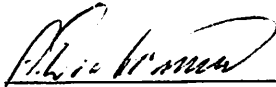
- Gift cards for first responders were discussed. It was moved by Dave and seconded by Al that first responders (with Paulet, Dave and Wanda exempted) would be provided with a \$50.00 gift.
- Bylaw 182 with respect to the charging station was discussed. The Bylaw was read twice and passed.
- The post office was discussed. Paulet was confirmed as hired by the Post Office. Rebecca will follow up to have her pay the \$750.00 in rent owing to the end of 2015.
- A further investment into the renewal reserve fund was discussed. It was moved by Al and seconded by Dave that \$25,000.00 be invested into a term deposit.

**Next Meeting:**

- To be Determined.

**Adjournment:**

- Al moved to adjourn the meeting – meeting adjourned.



Chairman



District Clerk / Treasurer