

**SPENCES BRIDGE IMPROVEMENT DISTRICT
TRUSTEE MEETING**

June 20, 2016

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

Discussed:

- Providing Allen Dickinson with signing authority and negotiating authority on behalf of the SBID in his capacity as consultant, acting on behalf of the SBID in relation to the purchase of a new first responder's vehicle and warranty in addition to future assistance and consulting that he may provide. It was moved by Dave and seconded by Paulet to provide Al Dickinson with this authority. Motion passed.

Next Meeting:


- To be determined

Adjournment:

- Paulet moved to adjourn the meeting. Meeting Adjourned.



Chairperson



District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT
TRUSTEE MEETING**

May 22, 2016

Meeting was called to order by the Chairperson. Trustees Paulet Rice, Dave Biley and Tina Draney were present, together with the District Clerk / Treasurer.

Minutes:

Minutes of May 2, 2016 were approved. It was moved by Paulet and seconded by Dave that the minutes be adopted. Carried.

Finance Report:

- Chequing account balance - \$21,898.70
- Fire Department Renewal Reserve Fund Term Deposits:
 - \$5,060.16
 - \$5,176.53
 - \$5,176.53
 - \$13,251.92
 - \$10,548.52
 - \$5,191.81
 - \$14,397.26
 - \$15,576.21
 - \$15,000.00
 - \$25,000.00

TOTAL TERM DEPOSITS: \$114,378.94

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

Correspondence:

- NIL

Fire Department:

- Discussion – Cheryl, Sandra and Ross are going to attend the firefighters conference in Oliver May 13 – 16.

Street Lighting:

- NIL

Old Business:

- Director's Insurance – Paulet determined that the existing policy provides for Director's Insurance.
- The 2016 AGM Minutes and the Financial Statement were sent to the Ministry

New Business:

- Discussion was held with respect to the purchase of a new First Responders van – specifically with regard to the measurements and size of a new van considering the limited space available in the Fire Hall. Measurements will be

taken in advance of shopping for a new First Responders vehicle.

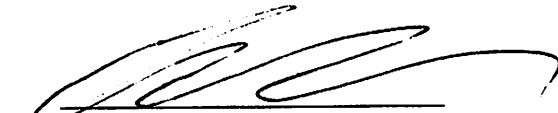
- Cooks Ferry fire protection contract. Discussion was held with respect to the timing of coming to a renewal agreement with Cooks Ferry. It was specifically discussed that the SBID would attempt to have negotiate the agreement with Cooks Ferry in advance of the prior agreement expiring, thereby preventing any lapse in service to Cooks Ferry. Tina suggested that once the SBID budget is finalized (October), a copy be provided to Cooks Ferry along with the proposed terms of a renewal.
- Discussion was held with respect to retaining Al Dickinson as a consultant to assist in the installation of the charging station on the SBID property, as well as to provide service to the watering system on the SBID property. The possibility of having Al work with Wilfred Paul to familiarize and train him in the workings of the watering system and other maintenance requirements of the SBID. It was determined that it would be an "on call" position and they would be paid an hourly rate of \$15.00. It was moved by Dave and seconded by Tina to make this offer to Al and Wilfred. Rebecca will draft offer letters to them both for the review of the Board.
- Ross Figley has indicated that he would like to have a 10 x 10 shed built in the corner of the SBID property to be used as a firefighters training shed. Paulet will contact the TNRD to see whether there are any permitting requirements.
- Discussion was held with respect to fire department equipment and it was agreed that a letter would be written to the fire chief, Arnie Oram, confirming that no equipment owned by the SBID can be given away without the approval of the Trustees.

Next Meeting:

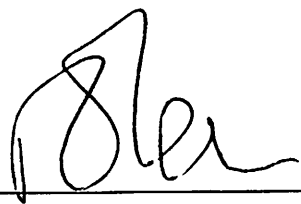
- To be Determined

Adjournment:

- Paulet moved to adjourn the meeting – meeting adjourned.



Chairperson



District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT
TRUSTEE MEETING**

May 2, 2016

Meeting was called to order by the Chairperson. Trustees Paulet Rice and Tina Draney were present, together with the District Clerk / Treasurer.

Minutes:

Minutes of February 28, 2016 and the minutes of the AGM were approved. It was moved by Paulet and seconded by Tina that the minutes be adopted. Carried.

Finance Report:

- Chequing account balance - \$27,802.49
- Fire Department Renewal Reserve Fund Term Deposits:
 - \$5,060.16
 - \$5,176.53
 - \$5,176.53
 - \$13,251.92
 - \$10,548.52
 - \$5,191.81
 - \$14,397.26
 - \$15,576.21
 - \$15,000.00
 - \$25,000.00

TOTAL TERM DEPOSITS: \$114,378.94

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

Correspondence:

- NIL

Fire Department:

- Discussion – Cheryl, Sandra and Ross all going to attend the firefighters conference in Oliver May 13 – 16.

Street Lighting:

- NIL

Old Business:

- NIL

New Business:

- Tina Draney was welcomed as New Trustee to the SBID.
- A Chairperson was to be appointed. Tina nominated Paulet. Motion passed.


- The 2016 AGM Minutes were approved and Rebecca forwarded them to the Ministry.
- Tina questioned whether the SBID had Directors Insurance. There is no insurance and Tina indicated that she would get quotes from HUB Insurance for review and discussion by the Trustees.
- Discussion re: Desert Daze and 3rd party events occurring on SBID property. Going forward, the policy in regards to events being held on SBID property will be that as the SBID does not have sufficient liability insurance to cover potential third party events, no events will be held on the property in the absence of sufficient proof of insurance being provided by the 3rd party requesting the event. Decisions will be made on a case by case basis in regards to potential future event.

Next Meeting:

- To be Determined

Adjournment:

- Paulet moved to adjourn the meeting – meeting adjourned.



Chairperson



District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT
MINUTES OF THE 2016 ANNUAL GENERAL MEETING**

Call to Order

The 2016 Annual General Meeting of the Spences Bridge Improvement District was called to order by Trustee, Paulet Rice at 6:00 p.m., Monday, April 26, 2016 in the Spences Bridge Improvement District building in Spences Bridge, BC.

Present were Trustees Al Dickinson, Paulet Rice and Dave Biley, 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, 2015 was presented to every person in attendance. The accountant explained items from the financial report. Discussion was held.

Trustee's Report

- Paulet Rice and Allen Dickinson, Trustees, provided a verbal report and answered questions with comments on the financial statement, fire department and first responder's 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 Dixie Rice that the annual honorarium of \$2,100.00 will remain the same for each of the Trustees for the coming year. Carried.

Elections

- Paulet Rice, Trustee, called for nominations for one Trustee. Paulet Rice's term as trustee has expired.
- The letters patent was read to the public.

Nominations

- Paulet Rice was nominated by Oliva Watson
- Ilana Fortin was nominated by Dixie Rice
- Tina Draney was nominated by Brenda Walkem
- Michael Jefferson was nominated by Carolynne Terry

On a vote the results were: Paulet Rice (16) Ilana Fortin (3) Tina Draney (9) and Michael Jefferson (9).

Paulet Rice was elected as a Trustee for a 3 year term.

Subsequent to the election of Paulet Rice, Allen Dickinson, Trustee, resigned and a second election was held.

Nominations

- Michael Jefferson was nominated by Roy Shaw
- Oliva Watson was nominated by Allen Dickinson

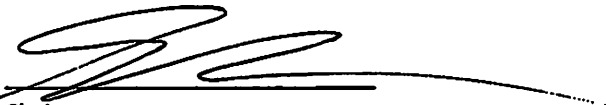
• Tina Draney was nominated by Brenda Walkem

On a vote the results were: Michael Jefferson (11), Oliva Watson (5) and Tina Draney (20)

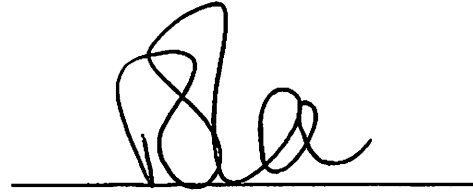
Tina Draney was elected as Trustee for a 1 year term.

Adjournment

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



Chairman



District Clerk / Treasurer

**SPENCES BRIDGE IMPROVEMENT DISTRICT
TRUSTEE MEETING**

February 28, 2016

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 December 19, 2015 were approved. It was moved by Paulet and seconded by Dave that the minutes be adopted. Carried.

Finance Report:

- Chequing account balance - \$26,284.19
- Fire Department Renewal Reserve Fund Term Deposits:
 - \$5,176.53
 - \$5,176.53
 - \$13,251.92
 - \$10,548.52
 - \$5,191.81
 - \$14,397.26
 - \$15,285.00
 - \$5,000.00
 - \$15,000.00
 - \$25,000.00

TOTAL TERM DEPOSITS: \$114,027.57

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

Correspondence:

- Letter from James Kohut re: removal from the SBID. The Trustees reviewed the letter prepared in draft by Rebecca and it was moved by Paulet and seconded by Dave that the response to Mr. Kohut's e-mail be forwarded to the Ministry.
- It was moved by Paulet and seconded by Dave that the draft letter re: apportionment of fire services cost be sent to Cooks Ferry, calculating the portion payable by Cooks Ferry as set out by their counsel, Daniela Masata, in her e-mail of March 13, 2013.

Fire Department:

- NIL

Street Lighting:

- A request for service was made by Rebecca for the light at Station and Steelhead.

Old Business:

- Bylaw 182 was passed and forwarded to the provincial government. The lease with the TNRD has been signed.

New Business:

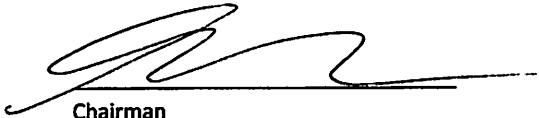
- Discussion re: Cooks Ferry and Fire Protection. The draft letter was reviewed by the Trustees and it was moved by Paulet and seconded by Dave that the letter drafted by Rebecca re: apportionment of fire services cost be finalized and sent to Cooks Ferry.
- Discussion re: letter from James Kohut re: removal from the SBID. The Trustees reviewed the letter prepared in draft by Rebecca and it was moved by Paulet and seconded by Dave that the response to Mr. Kohut's e-mail be forwarded to the Ministry.
- Discussion was held with respect to setting a date for the AGM. All financial documents have been provided to BDO and the Trustees will await the draft financial statement before setting a date for the AGM.
- Discussion re: Desert Daze and the request to use the SBID property pending the referendum re: park. A motion was made by Paulet and seconded by Dave to agree to allow the use of the SBID property for the purposes of Desert Daze on the basis that the Desert Daze Committee provide proof of sufficient insurance naming the SBID as co-insured, to be presented the Board in advance of the event proceeding.

Next Meeting:

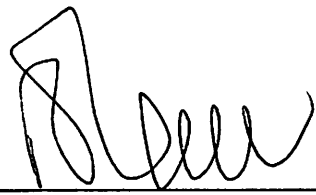
- To be Determined

Adjournment:

- Paulet moved to adjourn the meeting – meeting adjourned.



Chairman



District Clerk / Treasurer