

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

MINUTES

4:30 P.M. FRIDAY, APRIL 27, 2018
Spences Bridge Administration Office

PRESENT: **Michael Jefferson, Trustee Chair**
 Tina Draney, Trustee
 Ross Figley, Trustee
 Tawnya Collins, Administrative Officer
 Roy Shaw, Interim Fire Chief

GUESTS: **2 people present in the gallery**

1. Appointment of Chairperson

Michael Jefferson was appointed as the Chair of the Spences Bridge Improvement District.

2. Call to Order:

Trustee Chair Jefferson, called the regular meeting of the Spences Bridge Improvement District, Board of Trustees to order at 4:50 pm.

3. Introduction of Late Items:

None

4. Approval of the Agenda:

MOVED Draney/Figley
THAT the agenda be approved as presented.

CARRIED

5. Adoption of Minutes:

A. Adoption of the Spences Bridge Improvement District meeting minutes of March 29th 2018.

MOVED Draney/Jefferson
THAT the minutes of March 29th, 2018 be adopted as presented.

CARRIED

B. Adoption of the SBID 2018 AGM minutes

MOVED Draney/Jefferson
THAT the minutes of the SBID 2018 AGM held April 19th, 2018 be adopted as presented.

CARRIED

6. Reports:

A. Fire Service Update; Interim Fire Chief Roy Shaw

- Controlled burns conducted below the hotel, old store building and by the Log Cabin Pub
- Six new members participated in the burns
- The SBVFD received an incident call out at 3:30 am for a fire at Diamond Creek Road. The Interim Fire Chief told crews to stand down as he did not recognize the location.
- At 7:20 am, a call from received Hilltop Gardens was received requesting help.
- Interim Fire Chief Shaw made the call to help with the fire at Hilltop Gardens. 5 fire volunteers also responded.
- Interim Fire Chief Shaw relayed the location miscommunication with the road names to dispatch, as the wrong road name was provided initially.
- It took 4 minutes at the speed limit to reach Hilltop Gardens – approximately 6 km out of Spences Bridge.
- Question – By fighting fire at Hilltop, did that stop the fire from spreading into the forest? Yes – the fire could have spread into the forest and also spread into the propane and diesel tanks if the fire was not contained in a timely manner. The assistance stopped the fire from reaching the other house and green house.
- Mr. Mike Rice has indicated he would like to be part of the SBID fire protection area.
- Question – are there any plans to upgrade the files and correspondence to meet compliance with the playbook standards. Answer – Interim Fire Chief Shaw has files for all members that are currently signed up. Interim Fire Chief Shaw will need to pass out radio's and pagers to the new people who have signed up. Mr. Oram is now part of the ESS.
- The SBVFD currently has a member that won't turnout because of political reasons. Interim Fire Chief Shaw will confirm that if he is not willing to turnout, then he will have to pull his pager/radio.
- 6 members are attending the training at Oliver.
- Will need help with creating and compiling lists on the computer.
- Diesel tank will be up and running soon. 600L tank. The tank was purchased from the Log Cabin Pub for \$600. Will approach Cook's Ferry about assisting with excavating a pad for the tank.

B. Administrative Officer's report

Received and presented by Tawnya Collins

C. Financial report

Received and presented.

March 31, 2018 cash balance was \$16,343.03 and the renewal reserve fund balance was \$116,454.78.

7. Petitions and Delegations:

None

8. Correspondence:

A. Letter to Mr. Demitri Re: election procedures

Trustee Jefferson read the letter to the members of the gallery.

B. J. Kohut email March 31, 2018 Re: property removal from the SBID.

Trustee Jefferson granted the floor to Mr. Kohut for 10 minutes.

Big Horn Curl Property

- Does not get services from SBID
- Cannot get fire services into the property because it is too steep
- Property is not feasible to develop
- No operating fire hydrant near the property
- TNRD cut off the water

Frontage Road Property

- Steep, rocky, big ditch, deer fenced. Only access is for a little car.
- Cannot fight fire on most of the property if a fire were to occur.
- This property is Mr. Kohut's farm
- The well shack is not in the SBID area
- The property does not get street lighting
- Everything has been subdivided since the letters patent was developed
- There is no housing on the property
- Both properties are zoned agricultural and zoned rural

Question – is the fire hydrant active in front of the Frontage Road property? Answer – Mr. Kohut stated the TNRD cut off the water supply on this hydrant. Interim Chief Shaw will investigate this.

Question – when did you buy the property? Answer - 2007. Initially wanted to grow grapes on this property. When the properties were bought, they were part of the SBID district. When water services were released from the SBID, land owners were not given a choice at that time to withdraw from SBID.

Mr. Kohut will provide a map of the properties to the SBID Trustees. The Trustees will coordinate a time with Mr. Kohut to walk the properties. The SBID Trustees will need to vote on this issue. If the vote is in favor to release the properties from the SBID, then a map, Mr. Kohut's email and a record of the vote needs to be supplied to the Ministry of Municipal Affairs and Housing.

C. SBCC email dated April 24th, 2018 re: property management

An in-camera meeting of the SBID Board of Trustees will be set to discuss the details regarding the property management of the SBID building and grounds. An email will be sent to the SBCC advising that this issue is still under discussion.

9. Business Arising:

A. Community meeting dates

The Trustees will discuss the content and details regarding a community meeting during the in-camera meeting.

B. SBID logo design and outreach

Deferred until next meeting.

C. 2018 Cooks Ferry Fire Protection Agreement

Trustee Draney recused herself 6:11 pm.

The contract that was presented for signing included changing the term date to 6 months, and changing the fee amount to reflect the reduced term.

The contract was signed and will be delivered to the Cook's Ferry administration office.

Trustee Draney returned at 6:27 pm

D. Financial Institution – Bank of Nova Scotia

Extend an invitation to the BNS Lytton Branch Manager to meet with the SBID Board of Trustees.

E. Volunteer commitment agreement

The package of example volunteer agreements will be given to Interim Fire Chief Shaw. Trustee Draney will make additional copies.

F. Asset management planning

Still waiting for a response back on whether the submission was successful or not.

G. Expression of interest from the SBCC for SBID property management

Discussed under Correspondence 8C.

10. Bylaws:

None

11. Resolutions:

None

12. New Business:

A. Interior Savings Change of Signers

Trustee Draney will take the change of signers' documents into Interior Savings to process, and also open an account as a guarantor.

13. Next meetings:

The next regular SBID Board of Trustees meeting is scheduled for May 31st, 2018 at 4:30 pm

14. Adjournment:


MOVED Draney/Figley

THAT the meeting be adjourned at 6:50 pm

CARRIED

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


Trustee Michael Jefferson, SBID Chair


Tawnya Collins, SBID Administrative Officer