

SPENCES BRIDGE IMPROVEMENT DISTRICT  
BOARD OF TRUSTEE MEETING

**MINUTES**

4:30 P.M. THURSDAY, FEBRUARY 22, 2018

Spences Bridge Administration Office

**PRESENT:** Tina Draney, Trustee Chair  
Michael Jefferson, Trustee  
Carolynne Terry, Trustee  
Tawnya Collins, Administrative Officer  
Arnie Oram, Fire Chief

**GUESTS:** 7 people present in the gallery

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**1. Call to Order:**

Tina Draney, Chair called the regular meeting of the Spences Bridge Improvement District, Board of Trustees to order at 4:37 pm.

**2. Introduction of Late Items:**

TNRD newsletter – added to correspondence as item E.

**3. Approval of the Agenda:**

**MOVED** Terry/Jefferson  
**THAT** the agenda be approved as amended.

**CARRIED**

**4. Adoption of Minutes:**

Adoption of the Spences Bridge Improvement District Meeting Minutes of January 11<sup>th</sup> 2018.

**MOVED** Jefferson/Terry  
**THAT** the minutes of January 11<sup>th</sup>, 2018 be adopted as presented.

**CARRIED**

**5. Reports:**

A. Fire Service Update; Fire Chief Arnie Oram

- Chief Oram just returned from 2 weeks of vacation
- Old business:
  - Received turnout gear from Associated Fire and Safety that was returned for stitching.
  - Paul would help with the installation of the fire hall sign – still needs to be done.
  - The review of 2017 calls will be ready for next meeting

- For the next 2 weeks, Chief Oram will not be ordering any equipment or undertaking any money expenditures.
- **New Business**
  - Will complete all old business items
  - The Fire hydrants need servicing; Dave and Wilfred may have already done this? Chief Oram to confirm.
  - There is training in 100 Mile scheduled for the same time as the Oliver training. Chief Oram will check with people to see who wants to go.
  - Balance from the bank statement for the Fireman's fund is \$119.27. A cheque for gas reimbursement needs to be deposited in this account.
  - Roy, Ross and Chief Oram are co-signers on the Royal Bank account.
  - Chief Oram will update the radios and pagers
  - Chief Oram has provided written confirmation to Steve Rice, TNRD Area I Director, Ron Storie with TNRD and the SBID Board of Trustees of Chief Oram's resignation. Chief Oram has committed to staying on as a volunteer and to staying on as Fire Chief until a replacement is found.
  - Chief Oram read a letter of appreciation and thanks from Steve Rice.
- Discussion about why Provincial funding is not offered to help support small fire departments to meet playbook standards being imposed.

**B. Administrative Officer's report**

Received and presented by Tawnya Collins

**C. Financial report**

Received and presented. A preliminary December income statement was presented, pending audit review. January income statement presented.

December 31, 2017 cash balance was \$28,996.64 and the renewal reserve fund balance was \$116,213.19.

**6. Petitions and Delegations:**

None

**7. Correspondence:**

**A. Letter re: SBID questions from K. Peters and P. Rice**

Trustee Jefferson voiced his concerns about accepting the letter as correspondence because it was not properly addressed to the SBID Directors. He requested that the letter be returned to the signatories to include an addressee and then be resubmitted to the SBID. Trustee Jefferson objected to the submission of the letter and stated the current letter does not meet the test of correspondence as proper communications to the SBID, and the letter should not be read at the meeting.

Trustee Draney and Terry accepted the letter to be read at the meeting.

Trustee Jefferson recused himself from the discussion at 5:13 pm

The questions in the letter were presented and discussed.

**Action: That a letter be drafted providing responses to the questions outlined in the letter.**

Trustee Jefferson returned at 5:25 pm

B. SBID Request Letter – Desert Daze

Presented and discussed. The Desert Daze festival committee is requesting use of the SBID building and grounds for the 2018 Desert Daze festival.

Currently, the Board of Trustees are in the process of finalizing an RFP to distribute to community groups who may be interested in assuming the on-going management of both the SBID administration building and grounds. The permitted use of the SBID facilities and property to community groups granted by the Board of Trustees, is complicated by the fact that these requests are outside of the SBID's organizational mandate. This arrangement will allow the separation of the SBID's mandated activities, but also provide an opportunity for groups to continue using the facilities and grounds for various community functions.

Trustee Jefferson questioned what the previous years' arrangement and stipulations were for the Desert Daze committee to use the facilities and grounds. Previous arrangements included a SBVFD recruitment component.

**MOVED** Jefferson

**THAT** a letter be sent to Desert Daze festival committee stating "No Objection"

**DECLINED**

**MOVED** Terry/Draney

**THAT** a response letter be sent to the Desert Daze festival committee stating that SBID is unable to provide an answer at this time, as the outcome of the RFP process will determine how these types of requests are dealt with in the future.

**CARRIED**

C. Cheryl Klyne Letter

Trustee Jefferson objected to the submission of the letter, stating the letter was not addressed to the SBID.

Trustee Jefferson recused himself at 5:43 pm

The content of the letter included seeking clarity around the process for community members to sign up as volunteers for the Spences Bridge Volunteer Fire Department, and an expressed interest as signing up as a volunteer.

**Action: That a response letter be drafted thanking Ms. Klyne for her interest in volunteering for the SBVFD, and that the recruitment poster be updated to include a mailing address and phone number to accommodate people who may not have email or internet. Once a new Fire Chief is appointed, he/she will be made aware of Ms. Klyne's interest in volunteering for the SBVFD.**

Trustee Jefferson returned at 5:48 pm

D. D. Rourke letter

Presented and discussed. Mr. Rourke questioned why flat lens were not being recommended to be installed at intersections and noted a correction to the November 23, 2017 minutes in that there were in fact two flat lens replaced on Steelhead Place, not one, as the minutes reflected.

**MOVED** Jefferson/Terry

**THAT** the previous motion made on November 23, 2017 be rescinded and replaced with the following motion: **THAT** upon each request to replace a burnt bulb, that a drop lens be replaced with a flat lens, including intersections.

**CARRIED**

BC Hydro will be contacted to inquire if all the current drop lenses at intersections can be replaced prior to bulb replacement at no cost to the SBID.

**Action: That a response letter be drafted thanking Mr. Rourke for his thorough and informative letter, acknowledging the correction in the November 23, 2017 minutes and informing Mr. Rourke of the revised motion.**

E. TNRD Newsletter

Received.

**8. Business Arising:**

A. SBID logo design and outreach

Trustee Jefferson will work on this initiative.

B. 2018 Cooks Ferry Fire Protection Agreement

Trustee Draney recused herself at 6:03 pm

Discussion around the timing of presenting the draft agreement, as the agreement currently contains First Responder services which are currently unavailable. The cost of the agreement would not change as there are few costs associated with supplying First Responders. It was decided that the reference to First Responders would be removed from the draft agreement. The cover letter accompanying the agreement would explain the changes made to the agreement and request that

when the First Responder service is available again, the agreement be amended to include this function again at that time.

***ACTION: Tawnya to review the current draft and remove all references to First Responders in the draft 2018 Cook's Ferry Fire Protection Agreement, and to revise the cover letter to include the statements above.***

Trustee Draney returned 6:17pm

C. Financial Institution – Bank of Nova Scotia

**MOVED** Terry/Jefferson

**THAT** the Trustees meet with the Bank of Nova Scotia branch manager in Lytton to arrange setting up accounts and transferring SBID funds from the Interior Savings Credit Union to the Bank of Nova Scotia.

**CARRIED**

D. Murray Creek update

An update was not provided.

E. Volunteer commitment agreement

Trustee Draney has gathered information regarding the contents of a volunteer agreement. Trustee Draney will print copies of this information for the other Trustees to review.

F. Request for Not-For-Profit RFP's to operate Firefighter's training center and field

Trustee Draney requested that Trustee Jefferson review the agreement and provide comments.

G. Directors Insurance

Question about the fees for Directors insurance. The email from Deborah Paternoster stated that the premium for the insurance can range between \$600-\$795 per year.

**MOVED** Draney/Jefferson

**THAT** Deborah Paternoster be invited to a meeting to present the details of the Directors insurance to the SBID Board of Trustees.

**CARRIED**

H. Asset management planning

**MOVED** Jefferson/Terry

**THAT** the Spences Bridge Improvement District Asset Management Planning application to the Municipal Asset Management Program through the Federation of Canadian Municipalities be approved.

**CARRIED**

**9. Bylaws:**

None

**10. Resolutions:**

SBID Board of Trustees resolution to support the Spences Bridge Asset Management Planning application to the Municipal Asset Management Program through the Federation of Canadian Municipalities.

*Included as an attachment to the Federation of Canadian Municipalities – Municipal Asset Management Program on line application*

To Whom It May Concern,

RE: Application by the Spences Bridge Improvement District to the Federation of Canadian Municipalities – Municipal Asset Management Program

At a Regular Spences Bridge Improvement District Board of Trustees meeting held at the Spences Bridge Improvement District administration building on February 22, 2018, the Board of Trustees passed the following motion:

**“Moved/Seconded** Jefferson and Terry **THAT** the Spences Bridge Improvement District Board of Trustees directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for the Spences Bridge Improvement District Asset Management Planning. Be it resolved that the Spences Bridge Improvement District commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program:

- 1) Data collection on existing assets
- 2) Asset risk management planning and a financial model to support management decisions, and
- 3) Develop a long term Asset Management Plan

Be it further resolved that the Spences Bridge Improvement District commits \$10,400 from its budget toward the costs of this initiative”.

**CARRIED**

**11. New Business:**

A. Community meeting dates

This discussion has currently been tabled, as the Board of Trustees require more time to gather information. A question was raised about requiring a facilitator for these meetings. It was decided that a facilitator would not be brought in for the initial community meeting, but if deemed necessary for future meetings, a facilitator may be sourced. Fred Banham was suggested as a possible candidate.

B. Set up meeting with TNRD regarding fire protection management

Set up a meeting with TNRD to gather information around fire protection options and considerations to present to community members at the community meetings.

***ACTION: Tawnya to contact Ron Storie, TNRD to set up a meeting.***

C. Lytton RCMP meeting request from Corporal Curtis Davis

Noted correction – Curtis Davis is a Sargent, not a Corporal.

Trustee Draney stated that the meeting with Sargent Davis should be with the entire Board of Trustees, or that she be delegated by the Board of Trustees to relay information.

***ACTION: Trustee Draney will email Sargent Davis to get a list of his available dates and invite him to a meeting that fits with his availability.***

**12. Next meetings:**

The next SBID Board of Trustees meeting is scheduled for March 1, 2018.

**MOVED** Terry/Jefferson

**THAT** March 1, 2018 meeting be cancelled, and that the next regular Board of Trustees meeting will be March 15, 2018

**CARRIED**

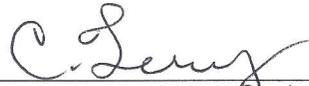
**13. Adjournment:**

**MOVED** Draney/Terry

**THAT** the meeting be adjourned at 6:49 pm

**CARRIED**

Certified a true and correct copy of the minutes of the Spences Bridge Improvement District Board of Trustee meeting held Thursday, February 22<sup>th</sup>, 2018.



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Tina Draney, SBID Chair Acting  
Carolynne Terry



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Tawnya Collins, SBID Administrative Officer