



An Annual General Meeting of the Gillies Bay Improvement District held Saturday, April 25, 2015 at the Texada Island Community Hall in Gillies Bay.

Present: Kathleen Boeriu (Chair), Jim Mason, Linda Holmes, Bridget Andrews (Administrator), Doug Paton (Fire Chief), Ken Taylor (Water Operator); and approximately ten rate-payers in attendance.

Trustees Excused: Warren Kiland, Mave Leclair.

1. Meeting called to order at 2:00 p.m.

2. **ADOPTION OF AGENDA**

**MOVED and SECONDED by the Board of Trustees.**

**CARRIED**

3. **ADOPTION OF MINUTES OF April 26, 2014 Annual General Meeting**

**MOVED and SECONDED by the Board of Trustees**

**CARRIED**

4. **ADOPTION OF MINUTES OF May 21, 2014 Special General Meeting**

**MOVED and SECONDED by the Board of Trustees**

**CARRIED**

5. **CHAIR REPORT**

Introduction of agenda items and staff was given, and a welcome to rate-payers in attendance.

6. **ADMINSTRATOR REPORT & 2014 FINANCIAL STATEMENTS**

2014 Highlights were given, including:

- Purchase of our new triple combination pumper truck is complete along with the related meetings, public consultation, resolutions, Ministry consultation, and the creation of internal short term financing aimed to reduce the expenses associated with external borrowing.
- The continuation and approaching 'next-phase' of our slow sand filter pilot.
- Enhancements to our risk management processes, through the implementation of risk identification sessions with key stake-holders and a customisable risk assessment tool.
- Full digital archive of important and historic records completed by H. Camozzi
- BC Community outreach on the Strategic Priorities Fund
- CRA Qualified Donee status applied for and granted by CRA, allowing the GBID to issue receipts for donations from the public and private sector.
- Participation in the growing groundswell among Improvement Districts who are lobbying for inclusion in federal and provincial grant programs.

Financial statements were read, addressing areas of significant change such as repair and maintenance, insurance, utilities, and salaries/contract labour/honorariums. Revenue continues to increase in accordance with our long term financial plan which has provided a rate strategy to ensure that the GBID has the necessary resources to address aging infrastructure; along with a modest annual increase aimed at offsetting the effect of inflation on our financial plan.

**MOTION to approve Financial Statements**

**MOVED and SECONDED by the Board of Trustees**

**CARRIED**

**7. WATER OPERATOR REPORT**

A synopsis of the year's water service operations was provided, including:

- Installation of 420 lb propane tank to fuel backup generator for emergencies.
- Hydrant maintenance and painting
- Installation of flush point approximately 400 meters from the intake at Cranby to help manage turbidity. This has shown favourable results.
- Switch from 5 gallon pails to 210 litre drums of hypochlorite has reduced the expense of hypochlorite and freight. Barrels have a \$60 deposit which is recovered entirely through sale of barrels to residents; or partially, by returning to ClearTech in Richmond.
- Installation of a backup pump for hypochlorite circulation to minimize downtime during hose replacement.
- Increase to water tower capacity by extending overflow to top of tower and implementing a water circulation device to achieve necessary chlorine residual reading per Vancouver Coastal Health standards.
- Water Operator attended a 3-day Workplace Safety Seminar and Lone Worker Check-In System has been purchased and implemented for the safety of GBID personnel.
- New street address numbers were placed with high visibility at all GBID works locations.
- The Dogwood overnight pump and back check valve were replaced. The check valve was causing erratic pressure levels and was corrected with the result being an increase in system wide stability.
- Purchase and installation of a new chart recorder and turbidity meter following failure and decreased reliability of old equipment.
- A pump and valve system has been installed to regularly circulate a cleaning cycle through the SCADA board, for improved accuracy of readings.

**8. FIRE CHIEF REPORT**

A synopsis of the year's operations in fire protection service was provided, including:

- Purchase and delivery of a new triple combination pumper truck: Engine-73.
- Total calls for 2014 were 18: 10 were fire-related; 8 were first-responder calls.
- Total calls for 2015 Q1 are 4: 2 fire-related; 2 first-responder.
- Our membership is currently at 15 members plus chief.

- The Fire Chief and Deputy Chief have attended an Airport meeting with PRRD. The GBVFD have been advised not to attend incidents. Russell Story, PRRD Airport Manager has provided the GBVFD with the airport's regulations. [This issue will not be resolved until written clarification is provided.]
- Fire Chief and Deputy Chief continue to attend regular PR District Chief's Meetings every three months hosted at various fire halls around the lower mainland.
- On April 18, 8 VFD members attended their First Aid/CPR/AED course in Van Anda.
- On April 22<sup>nd</sup>, the High Road/Bell Road area residents attended an information session hosted at the Gillies Bay Fire Hall regarding the fire protection district. Two GBID trustees were in attendance.
- An 'Emergency Preparedness Day' is scheduled for May 2<sup>nd</sup> at the Gillies Bay Fire Hall. Texada Island Emergency Services will provide information and the GBVFD will include the introduction of the new Pumper Truck (E-73), along with a member recruitment drive.
- Les Uher has generously bequeathed \$5000 from his estate to the GBVFD.
- BC Forest S-100 training will be held at the GB Fire Hall on May 30.
- Open burning regulations will be in effect on May 15<sup>th</sup> to October 15<sup>th</sup>. A reminder was given to watch the Express Lines for more information; as well as to remember that BC Wildfire ratings do not supersede our local regulations.

9. **TRUSTEE HONOURARIUMS**

**MOTION to keep trustee honorarium at \$200.00 per year.**

**MOVED and SECONDED by GBID rate-payers.**

**CARRIED**

10. **FIRE CHIEF HONORARIUM**

**MOTION to increase the fire chief honorarium to \$3000 per year.**

**MOVED and SECONDED by GBID rate-payers. Trustees all in favour.**

**CARRIED**

11. **ADJOURNED at 2:46pm**

12. **TRUSTEE ELECTIONS**

**The meeting was turned over to the returning officer, Keith Franklin, who officiated the election to fill a vacancy for a single three-year term.**

Nominations were accepted in advance of the AGM, with no nominations taken from the floor.

A rate-payer nominated Linda Holmes, and the nomination was accepted.

No other nominations were forthcoming. Linda Holmes was elected by acclamation.

Meeting adjourned at 2:48 PM.

Approved By: \_\_\_\_\_ (Chair)

\_\_\_\_\_ (Officer)