

GILLIES BAY  
IMPROVEMENT DISTRICT

A regular meeting of the Gillies Bay Improvement District held on the 8<sup>th</sup> of December, 2015 at the Gillies Bay Fire Hall.

Trustees: Kathleen Boeriu (Chair), Jim Mason, Mave Leclair, Linda Holmes.

Staff: Bridget Andrews (secretary), Ken Taylor (Water Operator), Doug Paton (Fire Chief).

Excused: Warren Kiland

Meeting called to order at 7:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

**A MOTION to approve the agenda was made and seconded by the Board of Trustees.**

**CARRIED**

3. ADOPTION OF MINUTES

**ADOPTION OF MINUTES OF 20<sup>th</sup> of October, 2015 SPECIAL MEETING with handwritten correction changing word: 'to' to 'for'. MOVED and SECONDED by the board of trustees.**

**CARRIED**

4. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

- a. The GBID received the proposal from Kerr Wood Leidal (KWL) for a Water Master Plan and system mapping and modelling. This proposal has been reviewed by Trustees and staff.

**A MOTION to accept the KWL proposal valued at \$62,800 plus all applicable taxes to be paid from the CWERR Fund was made and seconded by the Board of Trustees.**

**CARRIED**

- b. PRRD has responded to our letters regarding road-widening in Gillies Bay. Per M. Wall's email there is no definitive plan to proceed with the project, but the GBID will be contacted regarding any potential conflict with GBID infrastructure.

c. The 2016 regular meeting schedule was discussed and approved by the board. It will be posted on our website and notices placed in Express Lines for each meeting.

d. BC EHS Security Non-Compliance

The GBID has received a response by phone clearly stating that BC EHS cannot accommodate our recent request to cease sharing their door codes for the Gillies Bay Fire hall with unauthorized personnel such as drivers for Sunshine Disposal and third party vendors. The GBID offered a solution to BC EHS that would require them obtaining authorization from GBID for third party vendors wishing to access the building without supervision. This solution was not acceptable to BC EHS and no attempt was made by BC EHS so offer a solution or present a compromise.

It was agreed that continuing to allow the tenant (BC EHS) to arbitrarily distribute their door code without the knowledge or consent of the GBID, presents the GBID with unacceptable liability risk in the event of injury, theft or damage. If BC EHS will not comply with our request to meet basic security requirements, it is no longer in the best interests of the GBID or GBVFD to maintain BC EHS as tenants. The trustees directed staff to contact BC EHS and insist on compliance with these basic security measures.

**A MOTION to evict BC EHS in 12 months or less, unless they agree to comply with our request to maintain security in the building was MOVED and SECONDED by the Board of Trustees.**

**CARRIED**

e. The GBVFD is preparing a report that includes the 1989 Ford Pumper truck for the February 2016 regular meeting.

f. The Ministry of Community, Sport and Cultural Development has clarified their position on having both metered and unmetered service in our water tolls bylaw. There can be both metered and unmetered service, but not within the same rate class. With that in mind, the 2017 Tolls and Other Charges Bylaw will be reviewed to possibly include metered rates for commercial properties and commercial-residential properties. Details will be worked out over 2016.

g. GBID/VFD Marquee sign. We received a quote for one of these signs, but the price was higher than expected and the sign smaller than we need. K. Taylor is confident that he can construct a sign that will hold interchangeable letters. He will put together an estimate on materials and labour.

## 5. REPORTS

### a. Fire Chief report

This report included a brief overview of turnout and calls.

A work party was held recently to construct the temporary housing for the old Fargo truck. The February VFD report will include plans for the permanent shelter.

D. Paton has been in touch with the supplier providing the used Scott breathing apparatus which will be tested, recalibrated and certified, with expected delivery in the early New Year.

There is a leak in the rear of T-72's water tank. L. Szumilak has offered to weld and repair the crack and P. Lavergren has offered to repaint the area.

Revisions to Bylaws 116 and 118 have been moved to the February 2016 regular meeting, to prepare for compliance with the new training 'Playbook' standards.

### b. Water Operator Report

This report included an overview of the year, including the summer boil water advisory and watershed level during the drought which remained no lower than 6 inches above the weir. We had ample reserves, considering what a dry year it has been.

K. Taylor has been working to locate and log many of the buried or hidden valves in the system. Because the maps we have are old, many of the landmarks used to find these valves have been relocated or removed altogether.

Our yearly baseline test results for Cranby watershed show that all metal, minerals, etc. are well within standard accepted parameters.

The sensor and data recording equipment that was installed in the chlorinator in December 2014 have been working smoothly and have required only minor calibration.

## 6. BYLAWS

a. The GBID's Tolls and Other Charges, 2017 Bylaw was discussed and will be moved forward to the fall of 2016.

b. Bylaw No. 217 – Amending Bylaw No. 193 (Meeting Procedures Bylaw) was introduced, read and passed.

**A MOTION to accept Bylaw No. 217 was MOVED and SECONDED by the Board of Trustees.**

**CARRIED**



c. RESOLUTIONS (attached)

#2015-1208-1 To allocate \$100,000 to the Capital Works & Equipment Renewal Reserve Fund

#2015-0812-2 To accept KWL Proposal

#2015-1208-3 To transfer and allocate \$1343.39 from the VFD to the CWERRF

**A MOTION to approve resolution 2015-1208-1 was moved and seconded by the board of trustees.**

**CARRIED**

**A MOTION to approve resolution 2015-0812-2 was moved and seconded by the board of trustees.**

**CARRIED**

**A MOTION to approve resolution 2015-1208-3 was moved and seconded by the board of trustees.**

**CARRIED**

## **7. NEW BUSINESS**

a. At our recent meeting with the Van Anda Improvement District, a water system internship idea was introduced by VAID. The idea is to provide learning opportunities for island youth. GBID is invited to participate. The idea will be discussed in greater depth after more details are worked out. This GBID is interested in collaborating but needs more information.

b. K. Taylor would like to hire a diver that has done work for VAID, to inspect the intake at the dam. This has not been done for some time. Ken is waiting for a quote. The board supports having an inspection of the intake done.

c. B. Andrews has recommended migrating the GBID books to a cloud-based accounting system like Xero or Quickbooks online. Doing so would improve governance by allowing the trustees to have open access to the accounts dashboard. It would also reduce the volume of costly and time-consuming data entry.

**A MOTION to proceed with a migration to cloud-based bookkeeping was MOVED and SECONDED by the Board of Trustees.**

**CARRIED**

d. B. Andrews has completed the archiving project and all bylaws, studies and research as well as minutes from 2008 - 2015 have been uploaded to Dropbox (online) for access by the Trustees and staff. The Emergency Procedures Manual and boil water advisory procedures, and

other important (non-confidential) documents were also added for the convenience of Trustees and staff. This project was time consuming, but necessary to protect our historic records. It could not have been completed without the help of H. Camozzi and M. Leclair.

e. For Christmas 2015 the board decided to continue to give \$50 gift cards to volunteers and staff and to consider changes to current policy at the second regular meeting of 2016.

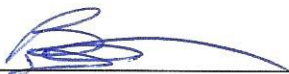
f. In 2016 there will be two trustee positions open for election.

g. The GBID will be looking for a new cleaner/janitor as well as a casual office assistant now that H. Camozzi has been hired full time in Powell River. Trustees directed staff to ask VAID who cleans their hall.

h. Next regular meeting: Tuesday, February 9, 2016 at 7 PM at the Gillies Bay fire hall.

Meeting adjourned at 9:05 PM

Approved By:  (Chair)

 (Officer)