

GILLIES BAY
IMPROVEMENT DISTRICT

Minutes of March 14, 2018

A regular meeting of the Gillies Bay Improvement District held March 14, 2018 at the Gillies Bay Fire Hall.

Present: Audrey Atkins (Chair), Jim Mason, Ken Becotte, Kellie Lockhart, Doug Patton (Fire Chief), Theresa Beech (Corporate Officer), Carolanne White (Administrator), Ken Taylor (Water Operator)

Regrets: Linda Holmes

1. CALL TO ORDER

Meeting called to order at 6:30 p.m.

2. APPROVAL OF THE AGENDA

A MOTION to approve the agenda, Moved and seconded by the Board of Trustees. CARRIED

3. ADOPTION OF MINUTES

ADOPTION OF THE MINUTES OF 14th, February 2018 MEETING, Moved and seconded by the Board of Trustees. CARRIED

ADOPTION OF THE MINUTES OF 6th, March 2018 SPECIAL MEETING, Moved and seconded by the Board of Trustees. CARRIED

4. REPORTS

a) Fire Chief Report – Doug Patton gave a summary of operations; incidents, meetings, training and the Structural Protection Unit. The SPU has been purchased as well as a small trailer to carry the Tidy Tank. Work on the interior storage will begin soon.

b) Water Operator Report - Ken Taylor reported on the water Systems. The annual inspection from Vancouver Coastal Health has been done and the permit for 2018 issued. The leak at the RCMP office has been found by their maintenance team and repaired.

c) Corporate Officer Report - Theresa reported on the financial and administration operations. A kickoff phone call is scheduled for March 28th for the Water Conservation Study with KWL.

d) Water Meeting Minutes – Audrey read the minutes from the March 6th Committee meeting. A discussion took place regarding public engagement. We will not be applying for the Flood Mitigation Grant at this time.

e) Finance Minutes – Ken Becotte read the minutes from the March 6th Finance Committee meeting. A purchase order system will be established for both the Fire Department and Water Department. An overview of the financials was reviewed.

5. NEW BUSINESS

a) Budget amendments – tabled

i. Office space – a meeting with the Fire Department Chief, Water Operator, Admin and HR Committee will be set up to discuss options.

b) Nomination Committee

The Terms of Reference and Board Candidate Consent Letter were reviewed.

Motion to adopt the Terms of Reference for the Nominations Committee, moved and seconded by the Board of Trustees **Carried**

c) AGM

Preparations for the AGM were discussed. Theresa is preparing the Annual Report, the Board Chair, CO, Fire Chief and Water Operator will submit their written reports to Theresa. The Board, staff and committee members will attend a workshop on Governance presented by Ken Becotte on April 28th.

d) Policies

The draft Communications Policy was reviewed and accepted by the Board.

Motion to establish a Standing Human Resources and Governance Committee, moved and seconded by the Board of Trustees **Carried**


Ken Becotte has been appointed Chair of the HR and Governance Committee.

The draft Mileage Policy was reviewed and accepted by the Board.

e) Job Descriptions – referred to the HR Committee

f) Performance Appraisals – referred to the HR Committee

f) Motion to adjourn 7:50pm

Approved By:  (Board Chair)

 (Corporate Officer)