

GILLIES BAY  
IMPROVEMENT DISTRICT

**Minutes of March 12, 2024**

A Meeting of the Gillies Bay Improvement District Board of Trustees  
4:30 p.m. at the Gillies Bay Fire Hall

**Present:** Chuck Childress (Chair), Keith Franklin, Roger Kimmerly, Rolly Thorpe, Carolanne White, Rob McWilliam (Fire Chief), Theresa Beech (Administrator), George Kapetanakis (Water Operator), Courtney Thomas (Bookkeeper)

1) Call to order

Meeting called to order at 4:30 p.m.

2) Motion to approve the agenda.

**Motion** to approve the agenda, moved, and seconded by the Board of Trustees,

**CARRIED**

3) Approval of the February 13, 2024, Trustee meeting minutes

**Motion** to approve the Board of Trustee Minutes of February 13, 2024, as presented, moved, and seconded by the Board of Trustees

**CARRIED**

a) Business Arising from the minutes.

- i) Contiguous properties were discussed.

4) Reports

**VFD Report** – Rob McWilliams presented his report. The Fire Department will be participating in the Emergency Fair that is being held on April 14<sup>th</sup>. The Occupational Health and Safety policies are being updated. Annual hearing tests for fire fighters are being looked at. This will affect the department's budget by adding an additional \$800.00 annually. A petition to extend the fire protection boundary has been received from three residents.

**Motion** to accept the Fire Chief report moved, and seconded by the Board of Trustees

**CARRIED**

**Water Operator-** George presented the Water Operator report. All the boards are now in at the dam. A question regarding the consumption numbers from this February and last year was discussed. Meters were also discussed. Theresa will reach out to VAID to see if they are interested in purchasing them. Chuck asked George to find out what the lowest flow in the day is, and the minimum daily flow for the month.

**Motion** to accept the Water Operators report moved and seconded by the Board of Trustees

**CARRIED**

**Corporate Officer Report** – Theresa presented the administrative report.

**Motion** to appoint Rob McWilliam as the Returning Officer for the 2024 AGM, moved and seconded by the Board of Trustees

**CARRIED**

**Motion** to accept the Corporate Officer report moved and seconded by the Board of Trustees **CARRIED**

New Business

**a. Petition to Extend the Fire Protection Boundary**

Rob McWilliam presented the petition to the Trustees. The three properties are within the required 8 km of the fire hall.

**Motion** to accept the petition, moved and seconded by the Board of Trustees **CARRIED**

**Motion** to draft a Temporary Agreement for the boundary extension, moved and seconded by the Trustees.

**CARRIED**

**b. Finance Committee Motions**

**i. MSR Letter**

**Motion** to send MSR an email to stop work immediately while we evaluate the information and costs, moved, and seconded by the Board of Trustees **CARRIED**

**ii. Bylaw 255 Capital Works Renewal Reserve Fund**

Introduced and given first reading. Will reconsider at the April 2024 Board meeting.

**iii. New RBC Account**

**Motion** to remove funds from the FCU to establish a new account at the Royal Bank for the Capital Expenditure Charges Funds, moved and seconded by the Board of Trustees

**CARRIED**

**iv. Maturing GIC**

**Motion** to roll over the maturing GIC of \$104,750.00 at 5.2% interest for a one-year non-redeemable term, moved and seconded by the Board of Trustees **CARRIED**

**v. New GIC**

**Motion** to lock in an additional \$100,000.00 in a one-year non-redeemable GIC at 5.2% interest, moved and seconded by the Board of Trustees **CARRIED**

**vi. Non-potable Bulk Water Sales**

**Motion** to approve the non-potable bulk water fees as presented, moved, and seconded by the Board of Trustees **CARRIED**

**c. Water Committee Motions**

**i. Water Distribution Bylaw**

**Motion** to include the following in the Water Distribution Bylaw "Non-potable water may be available for purchase for use on parcels within the boundaries of the Gillies Bay Improvement District, moved and seconded by the Board of Trustees **CARRIED**

A six-month cost analysis of the bulk water sales pilot project will be compiled as part of the project.

**ii. Recommendation on the maintenance requirements of the reservoir tank**

Theresa previously forwarded the engineer's recommendations to the Trustees. Theresa and George will look into this further.

**iii. Chlorine storage shelter**

**Motion** to authorize the expenditure of up to \$7,000.00 for the chlorine storage shed, moved, and seconded by the Board of Trustees **CARRIED**

**Human Resources Committee Motions**

**iv. Public Information Evening**

**Motion** to host a Public Information evening on April 11<sup>th</sup> for potential Trustees or committee members, moved and seconded by the Board of Trustees **CARRIED**

Roger, Carolanne and Theresa have agreed to attend.

**v. Water Operator Time Sheet**

The Trustees discussed having the Water Operator fill out a time sheet with specific details of work done and time spent on each task, for statistical and budgeting purposes. Updating the job description will be look at later. Once the information has been gathered for a period.

**Meeting Dates**

- i. Finance Committee – April 9, 2024 @ 10:00 am
- ii. Human Resources Committee – April 9, 2024 @ 11:00 am
- iii. Public Information Meeting – April 11, 2024 @ 7:00 pm
- iv. Board of Trustee Meeting – April 16, 2024 @ 4:30 p.m.
- v. Annual General Meeting – April 21, 2024 @ 1:00 p.m.

**Motion to adjourn – 6:25 p.m.**

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

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