

# **Thetis Island Improvement District**

## **Minutes of Board Meeting, November 16/09**

### **Location/time: Forbes Hall – Hunter Room, 7:30 p.m.**

Attending: Ken Youds, Peter Pardee, Stephanie Cottell, Doug Darling, Chief Jeannine Caldbeck, D/C Graeme Shelford

### Minutes of Previous Meeting (October 26/09)

Meeting minutes approved as circulated.

### Business Arising

1. 2010 budget approval: budget has been approved in Victoria. Note: still awaiting approved copy of Capital Reserve Fund disbursement bylaw for 2009.
2. Resolution 2009-04: Allocation of Accumulated Unexpended Funds  
Resolution to allocate \$30000 of unexpended funds to prepay 2010 contribution to the Capital Reserve Fund, and to allocate \$2000 of same funds to prepay 2010 contribution to the Health and Welfare Fund. Approved. This is essentially bookkeeping and does not affect the current budget or the 2010 budget of the FD  
No further action.
3. Clarification of FD Salaries vs. Honoraria  
The change to paying salaries to the chief and d/c positions was in part prompted by CRA tax rules regarding the allowable maximum for tax-free honoraria. A similar issue applies regarding the aggregate of honoraria paid to captains.  
Proposed and adopted by unanimous vote: that commencing 2010, FD executive shall not receive a “call-out” event honoraria, but will receive a “vehicle allowance reimbursement” (VOR) to reimburse personal vehicle expenses to accomplish FD business. Additionally, it was agreed that the “call-out” event honoraria for FD members was a misnomer and that it also should be paid as a “vehicle allowance reimbursement”.

### New Business:

1. Bylaw 52: Fire Regulation Bylaw  
A draft of Bylaw 52 was introduced to replace Bylaw 41, the 2004 version of the Fire Regulation Bylaw. Each of the updated sections was reviewed. Moved by Darling, Seconded by Cottell to approve the bylaw. Carried unanimously. Action: Youds will post the new bylaw to the community website and advertise the key changes on E-Spokes.
2. FD office software: information item from FD that they have selected a software system that looks capable of serving the documentation/reporting needs of the department. Price is within the approved budget for 2009. Consideration will be given for acquiring the annual technical support in years following the first year.

3. Annual Performance Review: this review of staff is due at the commencement of 2010. Action: Youds will develop a draft and circulate it to the other trustees for their input, with the final version being provided to the Chief and D/C in early January 2010.

**2. Next Scheduled Meeting: February 22, 2010 -- 7:30 p.m.**

Meeting adjourned at 8:40 p.m.