

# Thetis Island Improvement District

## Minutes of Board Meeting, October 19/09

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

Attending: Ken Youds, Peter Pardee, Stephanie Cottell, Jeannine Caldbeck, Graeme Shelford

Minutes of Previous Meeting September 14/09)

Meeting minutes approved as circulated.

### Business Arising

1. 2009 Capital Works Renewal Fund Disbursement Bylaw  
Discussion around amount for single withdrawal. Action 1: Pardee will develop a number and draft the bylaw for November 16<sup>th</sup> meeting. Action 2: Board members and FD executive take note of meeting to be held November 16<sup>th</sup>, usual time and place.
2. Main Hall Security Alarm, update  
Alarm has been installed by Tim French and is now operational.
3. Hazardous Materials Incidents Policy  
Based on TIVFD operational guidelines provided by Chief Caldbeck, a policy resolution 09-03 was drafted and considered. Action: Resolution approved.

### New Business:

1. Current Budget -- update:  
Pardee outlined the current status of revenue and expenses for the 2009 budget. Overall, budget is on track.
  - Clarification that monies not expended are carried over in one account or another and not returned to Victoria.
  - Clarification sought on disbursement of member honoraria in consideration of increased 2009 budget total for this item. Action: Pardee will obtain attendance numbers from Chief and develop honoraria allocations accordingly, with the assumption being that the per-attendance allocation was to be increased over previous years, as allowed by the budget.
  - Discussion around invoicing coding and tracking of expenses when third parties are involved. Action: agreed that a clearer, improved procedure will be developed and implement to better track invoicing when third parties (i.e. parties other than the FD and the ID).
  - Noted by Shelford that the M & O budget is under by 3% at this time.
2. Termination of provincial funding for JIBC First Responder Training:

- Discussion that this will have budget and operational repercussions for the department. Further consideration warranted as more information becomes available. Action 1: TIID chair will write to the appropriate provincial authority, copying letter to other parties (e.g. official opposition, Ass'n BC Fire Chiefs), to express concern that this decision has a negative impact on the ability of our small, rural department to fund First Responder service and that this has consequences for response to medical emergencies for residents and visitors. Action 2: TIID board may raise this issue for further consideration in 2010, possibly with community consultation.
3. 2010 Budget Proposal:  
Shelford and Caldbeck presented the proposed budget for the TIVFD for 2010. Clarification discussion only.
  4. Fire Regulation Bylaw Review:  
This matter has been delayed until completion of the budget exercise. Action 1: FD Chief and Deputy will review the current working draft and advise the chairman of any further refinements in advance of November 16<sup>th</sup> meeting. Action 2: Youds will prepare a draft bylaw for consideration at the November 16<sup>th</sup> meeting.
  5. Uniform Driveway Signage Initiative:  
Consideration given to approval of a maximum sum to be allocated as a major capital expenditure within the TIID administrative budget. Alternative bids or options may be considered within this maximum. Action: this matter tabled pending October 26<sup>th</sup> meeting of the board.
  6. Budget 2010 Deliberation (board members only):  
Noted that there are two jobs on this matter before the TIID board: 1) evaluate "wants" proposal of FD to determine its "needs" – may be the same, similar or quite different; and 2) determine how much new money needs to be requested from the taxpayers (via the Province and the TIID budget submission) to fund the "needs". Action 1: Pardee will develop an itemized listing of budget proposal specifics against current account residuals. Action 2: matter will be further discussed and concluded October 26<sup>th</sup>, 7:30 pm.
- 11. Next Scheduled Meeting: October 26th, 7:30 p.m.**

Adjourned at 9:40 p.m.