

# **Thetis Island Improvement District**

## **Minutes of Board Meeting, October 26/09**

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

Attending: Ken Youds, Peter Pardee, Stephanie Cottell, Tom Anderson, Doug Darling

Minutes of Previous Meeting (October 19/09)

Meeting minutes approved as circulated.

### Business Arising

1. 2009 Capital Works Renewal Fund Disbursement Bylaw  
Pardee provided Bylaw 50 as an aggregation of miscellaneous capital reserve expenses in 2009 totaling \$6,571.29. The bylaw authorizes the disbursement of these monies for the specified purposes from the reserve fund. Bylaw was approved unanimously. Action: Youds will forward a copy to Victoria.
2. Hazardous Materials Policy – continued from previous meeting  
Policy approved by quorum of 3 trustees at previous meeting was also signed by remaining 2 trustees and by the signing officer.
3. Procedure for Invoicing Third Parties involving in Supply Acquisitions  
Third parties receiving a portion of a TIVFD inventory/equipment acquisition must pay for their portion upon receipt of goods. The practice of involving third parties in such acquisitions is to be used only in unusual circumstances, particularly when there is a benefit to the department in doing so.

### New Business:

1. TIVFD budget 2010 discussion:  
Pardee outlined the current status of revenue and expenses for the 2009 budget. Discussion key points and decisions are as follows:
  - A tendency to over-estimate (in order not to be short funds) on line items over the past several years has caused an annual tendency to produce a surplus at year-end. Surplus has now accumulated to a point that it should be reduced, thereby reducing the amount of “new” funds requested from the tax base to cover the needed budget.
  - Analysis of the line items in the M&O category indicates, through comparison to previous years (budget vs. actual expenditures), that the same tendency to over-estimate could result in another surplus. Items were discussed and considered individually and final figures were assigned (as attached).
  - Board Decision: Communication equipment listed under M&O was re-categorized as Minor Capital.
  - Board Decision: Driveway signage initiative (Major Capital) was reduced to \$10,000 as a maximum subject to pricing signage components that meet

the needs of the department and that are appropriate to the community/environs. The plastic picket-style provided as a sample was rejected as appropriate and alternatives will be considered.

- Board Decision: Communication equipment (replacement) was added to the Major Capital fund to the tune of \$5,000.
- Improvement District budget was adjusted significantly from 2009 by (1) substantial savings achieved through fleet insurance, and (2) recognizing that senior management should be paid taxable compensation in an amount that better recognizes the work and commitment required of senior management to sustain the department.
- Board Decision: Senior management (chief and deputy chief) compensation should be paid out with the expectation that this is taxable income. The total amount for 2010 will be \$20,000, with a 60/40 apportionment between the two offices.
- Board Decision: Junior management honoraria, commencing in the current year, shall be \$1000 per captain. This is within the current budget and the budget cap remains the same for 2010 assuming there will be two captains.
- Board Decision: Honoraria for regular FD members will be increased to \$7.50 per event attendance commencing in 2010.
- Board Decision: Total aggregate of budget 2010 for the TIVFD and Improvement District will be \$129,900, with \$32,000 of this amount coming from the existing surplus and rolling directly as pre-payment to cover the 2010 contributions to the Capital Reserve fund and the Health and Welfare fund. The net request for new funds via the Province will be \$97,900. These aggregate amounts and the line item details (as provided in the attachment) were agreed unanimously by the trustees.
- Action 1: Pardee will prepare the budget summary and submission request to the Province.
- Action 2: Youds will prepare a resolution for the board (for November 16<sup>th</sup> meeting) regarding the allocation of existing surplus funds to cover the 2010 contributions to the Capital Reserve Fund and the Health and Welfare Fund.

## **2. Next Scheduled Meeting: November 16th, 7:30 p.m.**

Adjourned at 9:25 p.m.

(note; the attachment will be the budget summary, as produced by the treasurer)