



VAN ANDA IMPROVEMENT DISTRICT  
**2036 Marble Bay Road, Box 115**  
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## MINUTES OF VAN ANDA IMPROVEMENT DISTRICT TRUSTEE MEETING

<b>Date</b>	March 14, 2017	<b>Time</b>	7:00 pm
<b>Location</b>	VAID office, 2036 Marble Bay Road		
<b>In Attendance</b>	Trustees: Bob Timms (chair) Karen May Walter Gussman Terry Hollo Mike Craggs	Staff: Ken Soles, Water Operator Mike Craggs, Fire Chief Lin Johnson, Administrator and Recorder	

### Action Items:

See attached Action Plan

Agenda Item	Lead	Discussion
<b>1. Call to Order</b>	Bob	Bob called the meeting to order at 7:00 pm.
<b>2. Declaration of Conflict of Interest</b>	Bob	There was no conflict of interest to declare.
<b>3. Approval of Minutes of February 16, 2017</b>	Bob	<b>Motion:</b> It was moved and seconded that the minutes of February 16, 2017 be approved as circulated. Motion carried.
<b>4. Fire Department Report</b>	Mike	<p>The Fire Dept report was reviewed and discussed.</p> <p>The First Responder Course has been completed. Graduates will be tested by Powell River Fire Department.</p> <p>Radios discussed. It appears that there is difficulty with pagers receiving the signal. A booster will be installed on the tower in the spring.</p> <p>A new calendar will be made for 2018.</p> <p>Texada Rescue - discussion in regards to the audit. <b>Action:</b> Lin will ask David Duke to contact Mike Craggs to clarify the</p>

		sale of the Rescue truck. Walter or Mike will call Ron Critchley to see if he has the paperwork for the truck that the auditor needs.
<b>5. Waterworks Report</b>	Ken	<p>The Waterworks Report was reviewed and discussed.</p> <p>There was water on the spit after the large snow melt. The lake and the swamp were measured, with the lake being 23” higher than the swamp. Lin sent this information to Patrick Devereaux.</p> <p>Ken has been looking for and marking shut off valves.</p> <p>An estimate for the installation of a new line has been prepared for the boat club. Discussion. The by-law for the cost of hook up will be included with the estimate.</p> <p>Karen May is having a new water line installed to her property this year. She will be contracting VAID staff to do this work.</p> <p>Discussion regarding water use at the Ron Arnold property. <u>Action:</u> Ken will follow up.</p>
<b>6. Dam</b>	Ken	Water is flowing and the dam is functioning.
<b>7. Administrator Report</b>	Lin	<p>Letter sent to the OCP Committee in support of the Gyrofalcon subdivision.</p> <p>Request from Pat Sands to adjust his taxes from 2 lots to 1. He has had this property reconsidered to 1 lot provincially. <b>Motion:</b> It was moved and seconded to adjust Pat Sands property (2545 Smelter Ave) tax from 2 Class A lots to 1 Class A lot. Motion carried. <u>Action:</u> Lin will revise the invoice and notify Pat.</p> <p>A request was received from John Wood to change his tax rate on his property at 1964 Sturt Bay Road from 3 lots to 1. Discussion. This request was approved, however, if the current owner ever sells, builds or installs any structure, this could change the status. Legally, this property remains 3 lots, but VAID will treat it as one. <u>Action:</u> Lin will notify the owner and revise the tax invoice. <b>Motion:</b> It was moved and seconded that 1964 Sturt Bay Road be converted to one Group A class from 3, providing the property remains with the current owner and that there is no development of the property. Motion carried.</p> <p>A request was made by John Wood to change his tax rate on the property at 5257 Gracemere Street from 2 lots to one for</p>

		<p>tax purposes. After discussion, the request was declined. Both lots are large enough to support a house. <b>Motion</b> It was moved and seconded that John Wood request to convert the 5257 property into 1 lot for tax purposes was declined, as both lots are large enough to support a dwelling. Motion Carried. <u>Action:</u> Lin will notify John of the Trustees decision.</p> <p>Court of Revision update - Bourne request that their property be amalgamated into one property from 19 properties, total area being just under 5 acres. This request was approved at the Court of Revision, to be ratified at this Trustee meeting. <b>Motion:</b> It was moved and seconded that the Bourne property be amalgamated into 1 Class C property. Motion Carried. <u>Action:</u> Lin will revise the tax notice.</p> <p>Diane Coupland asked that her property be reassessed as a house and suite (1.5 water rate), rather than a duplex. As there is only one hook up to this property, it was decided to approve this request. <b>Motion:</b> It was moved and seconded that Diane Coupland property at 5375 Earl Street be reclassified as a house with suite (1.5 water rate) for water toll purposes. Motion carried. <u>Action:</u> Lin will adjust the invoice.</p> <p>Res’eau letter discussed. <u>Action:</u> Lin will send the Res’eau letter of March 1, 2017 as soon as possible.</p> <p>By-laws – The motion to rescind By-law # 85 was introduced, read and reconsidered. <b>Motion:</b> It was moved and seconded that Van Anda Improvement District By-law #85 be rescinded. Motion carried.</p> <p>A motion to pass By-law #143 was introduced, read and are considered. This motion clarifies and defines the size of a parcel, lot and block within the improvement district. <b>Motion:</b> It was moved and seconded that By-law #143 be adopted as presented. Motion carried. <u>Action:</u> Lin will file By-law 143.</p> <p><b>Motion:</b> It was moved and seconded that Lin draft a letter asking for quotations from accountants to perform the VAID annual audit.</p>
<p><b>8. Old Business / Action Plan</b></p>	<p>Bob</p>	<p>Water Workshop - discussed. The schedule of events was finalized. <u>Action:</u> Lin will ask the Econics team to conduct a</p>

		<p>training session for trustees, which could be open to the community. <u>Action</u>: A meeting to finalize Water Workshop details will be held on Wednesday, March 22 at 9:00 am. Set up for the workshop will be Friday, March 24 starting at 1:00 pm. Workshop expenses include cost of printing and mounting photos (\$200), lunch (\$300) and staff time to date. Both Lin and Ken have agreed to volunteer their time for Saturday.</p> <p>Genset – Walter will fuel the genset.</p> <p>Credit Card – an application will not be filed. This will be removed from the Action Plan.</p> <p>AGM planning – Lin reported this is underway. A meeting to review the auditors report and to finalize the AGM documents will be held the first week of April. Action: Lin will arrange an AGM planning meeting.</p> <p>Econics grant – Bob will follow up with the Regional District.</p>
<b>9. Financial Statements</b>	Lin	<p><b>Motion:</b> It was moved and seconded that the January 2017 financial statements be approved as presented. Motion carried.</p> <p>Delinquent accounts were reviewed. <u>Action</u>: Lin will prepare a tax sale letter. <u>Action</u>: Lin will follow up delinquent accounts as directed by the Trustees.</p>
<b>10. Adjournment</b>		Meeting adjourned at 9:30 pm.
<b>11. Date of Next Meeting</b>		AGM Planning Meeting – TBD AGM – April 11, 2017; 7:00 PM