



HAGENSBORG WATERWORKS DISTRICT,  
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## Regular Monthly Meeting MINUTES

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Date: January 16, 2017	Location: Fire Hall
Trustees Present: Chris Matthews, Don Mikkelson, Jeremy Baillie, Mark Nelson,	Trustees Absent: Kevin O'Neill
Guests: Gille Dionne	Staff Present: CAO Rosemary Smart via video conference, CFO Wes Abel

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Meeting called to order: 1:05 PM

1. Agenda Chair Matthews called for late items to be added to the Agenda.

MOTION to approve the Agenda as circulated. Nelson/Mikkelson/Carried

2. Minutes

2.1. Trustees reviewed Minutes from December 12 2016 meeting together with Trustee O'Neill's written response.

MOTION to approve the Minutes from December 12, 2016 meeting as circulated.

Mikkelson/Nelson/Carried

2.2. Trustees reviewed Minutes from December 12th EOM.

MOTION to approve the Minutes from December's EOM Mikkelson/Nelson/Carried

3. Unfinished Regular Business, and business brought forward from minutes not covered elsewhere:

3.1. DFO Collaboration update — Trustees are waiting to hear from John Willis regarding the draft agreement.

3.2. AGM

3.2. Discuss and decide on vote "plumping" — Discussion. Trustees decided to allow vote-plumping with no maximum or minimum of names.

3.2.2. Review and approve Nomination forms -- Trustees reviewed and approved the nomination form.

3.2.2.1. Discuss and determine method of circulating forms — Ever mindful for operations costs, trustees agreed to have the forms online for download, and email.

3.2.3. Calendar update was provided showing everything is on time

3.2.4. Set date for AGM and April's board meeting — The AGM is set for April 20<sup>th</sup> at 7:30 PM and the board meeting for April 17<sup>th</sup>.

3.3. Asset Management Planning - ongoing

4. In-Camera to discuss labour and legal matters at 1:30PM and moved out if In Camera at 2:05PM.

5. Financial Report:

5.1. Financial update: - Trustees reviewed the update on the Financial report. Discussion

- 5.2. Payables: Trustees reviewed and approved payments of invoices received since December 12<sup>th</sup> meeting to the amount of \$10,376.35.

MOTION to approve the payables

*Mikkelson/Nelson/Carried*

Gilles Dionne arrived at the meeting at 2: 16PM

Chair Matthews reviewed the needs at this point — maintenance of the existing POE's and the Lead Operator training. Discussion

ACTION: CAO will provide a contract to sign and arrange with him to meet with Ryan and Don for orientation and training.

Gilles Dionne left the meeting at 2:35PM

6. Petitions and/or delegations from the public - None
7. Correspondence - Review correspondence received & sent, not covered elsewhere:
  - 7.1. Coastal Water Supply Association — Board training videos are available online for private viewing at the boards convenience.
  - 7.2. John Morton letter and email chain responding to letters from the public, & web site issue — Trustees discussed with points in the letter, followed up with the emails.  
ACTION: CAO will relate the trustee's decisions.
  - 7.3. Vancouver Coastal Health Authority — Trustees reviewed the water test report that was sent in, noted the water sample was taken from raw water

8. New Business:

- 8.1. Selecting representatives for the Court of Revision — Trustees discussed this. Trustees Nelson and Mikkelson. They provided several names as an option for the third.

ACTION: CAO will call the third options.

- 8.2. Review and adopt Policy (O&A) 2.11 Responding to Compliments, Concerns and Complaints — Trustees reviewed the Policy together with Trustee O'Neill's objection.

MOTION to approve Policy (O&A) 2.11 Responding to Compliments, Concerns and Complaints.

*Mikkelson/Nelson/Carried*

- 8.3. Review and adopt Policy (T) I .2. Trustee Election Process, amended 01.16.17 — Trustees reviewed the Policy (T) I .2 amending the policy to allow advance nomination.

MOTON to adopt Policy (T) I .2. Trustee Election Process, amended 01.16.17

*Nelson/Bailie/Carried*

- 8.4. Review and adopt Bylaw 219 Miscellaneous Charges Bylaw Trustee's reviewed the Bylaw 219, together with O'Neill's objection. Trustee's discussed Bylaw 219. Trustees read the bylaw a second time.

MOTON to approve and adopt Bylaw 219 Miscellaneous Charges Bylaw

*Nelson/Baillie/Carried*

- 8.5. First reading and discussion Mutual Aid/Auto Response 2017 — Trustees gave the first reading to the Mutual Aid/Auto Response 2017. CAO asked for some discussion about whether the agreement be a Mutual Aid or Auto Response. Trustees agreed to have Trustee Nelson to meet with the governing bodies and discuss it.

ACTION: CAO will arrange a meeting between the governing bodies and fire chiefs.

- 8.6. BC Waste and Water Association Annual Conference —to be held on May 28

ACTION to approve CAO & Lead Operator to attend the BCWWA Annual Conference.

9. Portfolio Reports:

9.1. Communications —

9.1.1. Community Meeting update — Trustee Baillie confirmed the public meeting will be February 2, 7 PM at the Nusatusm Board Office. Discussion.

ACTION to have the agendas uploaded to the website when it is sent out to the board.

9.2. Maintenance, Repair and Upgrade — Chair Matthews reported the cold weather there has meant little cleaning having to be done. Trustee Mikkelson noted that Gille Dionne is on board for the orientation and then maintenance of the POE's and as Lead Operator. Discussion.

9.3. Fire Department — Trustee Nelson has received the Fire Smart book and has distribute them as directed. Trustees discussed the need for accurate record of attendance at fire practices and fires so that the fire department members have access the tax deduction. Discussion.

9.3.1. Fire Chief— Discussion

ACTION - CAO will draft a letter to Pete Nygaard

9.4. Trustee Financial Oversight — Trustee Mikkelson noted he had reviewed the financials and bank statements and found no issues or concerns.

Public meeting will be held on February 2, 2017

Next regular Board meeting: February 20, 2016, 1 to 5PM

Meeting was adjourned at 4:45PM



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