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## Regular Monthly Meeting MINUTES

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**Date:** February 20, 2017

**Location:** Fire Hall

**Trustees Present:** Chris Matthews, Don Mikkelson, Jeremy Baillie, Mark Nelson,  
**Guests:** Diane Skelly, Ken Dunsworth, Rick Ratcliff

**Trustees Absent:** Kevin O'Neill  
**Staff Present:** CAO Rosemary Smart via video conference, CFO Wes Abel

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Meeting called to order: 12:55 PM

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

MOTION to approve the Agenda as circulated. *Baillie/Mikkelson/Carried*

2. **Minutes**

- 2.1. Trustees reviewed Minute from January 16, 2017 meeting as circulated.

MOTION to approve the Minutes from January 16, 2017 meeting as circulated.

*Mikkelson/Nelson/Carried*

- 2.2. Trustees reviewed Minutes from February 2, 2017 Public Meeting.

MOTION to approve the Minutes from February 2, 2017 Public Meeting as amended.

*Nelson/Baillie/Carried*

Discussion on matching grants, tabled to later in the meeting.

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. Received just before today's meeting with no time to review beforehand  
3.2. AGM – scheduled April 20, 2017

*Rick Ratcliff joined the meeting at 1:01 PM, and Ken Dunsworth shortly after.*

- 3.3. Asset Management Planning is ongoing

*Rick Ratcliff and Ken Dunsworth left the meeting for In Camera. Diane Skelly left the meeting after she was done.*

5. **In-Camera** to discuss labour and legal matters at 1:13 PM and moved out of In Camera at 2:56 PM. The following item was brought out of In Camera:

“Trustees determined that they will discuss firmer definitions around vexation behavior.”

*Ken Dunsworth and Diane Skelly returned to the meeting.*

6. **Financial Report:**

- 6.1. Financial update: - Budget hasn't changed from 2016.

Trustees noted that there seems to be additional costs to WorkSafeBC for premiums for firefighters, CAO, and CFO.

- 6.2. Payables: Trustees reviewed and approved payments of invoices received since January 16<sup>th</sup> meeting.

MOTION to approve the payables to the amount of \$10,699.39.

*Mikkelson/Nelson/Carried*

7. **Correspondence** - Review correspondence received & sent, not covered elsewhere:

7.1. BCWWA newsletters

7.2. Sustainable Users Association newsletter

Board received the above letters with the thanks.

8. **Petitions and/or delegations from the public**

Diane Skelly letter, Feb. 6, 2016 re: Public meetings – Diane felt the need to explore the ‘POE’ or merging with CCRD for the next Pubic Meeting. Extensive discussion.

ACTION: The board will continue to do their utmost to advertise for public meetings.

Diane and Ken to assist by volunteering to post to the community boards and possible signage.

Discussion on adding links on the website for letters received from the public.

ACTION: CAO will look into, this and if there is a cost, what that cost will be.

9. **New Business:** No new business

10. **Portfolio Reports:**

10.1. Communications –

10.1.1. Community Meeting – Trustee Baillie noted three responses received from the public.

Discussion on what coverage from WorkSafeBC is required for non-paid volunteers.

ACTION: CFO will check on WorkSafeBC to find what coverage is needed for work in the field.

10.2. Maintenance, Repair and Upgrade – Chair Matthews reported a repaired leaky shut off. Maintenance on the dam has been minimal at this time.

10.3. Fire Department – No discussion

10.3.1. Fire Chief – Current fire chief reported he was stepping down. Chris will temporarily act fire chief until Jim Knudsen returns. Chris related story of Eagle Lodge fire and the subsequent work that resulted.

ACTION: CAO will draft letter to other Districts cautioning no Mutual Aid Agreement at this time, until agreement can be reached.

ACTION: Trustee Mark Nelson will try to organize a meeting between fire chiefs to discuss the Eagle Lodge fire.

ACTION: Interim Fire Chief Chris Matthew will have landowners check their electrical boxes.

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

11. **Nest regular Board meeting:** March 27, 2017, 1 to 5PM

**Public meeting will be held on** March 30, 2017

Meeting was adjourned at 5:10 PM

\_\_\_\_\_ (Chair)