



HAGENSBORG WATERWORKS DISTRICT

Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: Thursday, May 24, 2018

Meeting time: 1:00 pm

Trustees in Attendance: Trustee Kevin O'Neill (Chair) Trustee Jeremy Baillie
 Trustee Diane Skelly Trustee Tony Norton
 Trustee John Breffitt (portion)

Staff: Joy MacKay, CAO

Gallery: Eight members of the public joined the gallery.

Chair O'Neill called the meeting to order at 1:02 pm.

1. Agenda:

1.1. Call for late items to be added to the Agenda

Chair O'Neill called for late items to be added to the Agenda.
Gallery member Ken Dunsworth asked for a question period to be added to the agenda.
In-Camera meeting #1 was moved to the beginning of the meeting.

1.2. Approval of Agenda

2018-05-01 M/S Trustees Skelly/Baillie that the agenda be adopted as amended.

CARRIED

5. In-Camera Matters: Meeting #1

2018-05-02 M/S Trustees Norton/Skelly that the meeting move in camera, for consideration of matters pursuant to Sections 90(1)(a) and 90(1)(c) of the Community Charter: personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; labour relations or other employee relations; and District Policy 2.11, Section 6: matters addressing any part of a personal account.

CARRIED

Chair O'Neill requested the CAO not attend this in-camera session due to labour/legal matters.

The meeting moved in-camera at 1:06 pm.

Reconvene: The Regular Meeting resumed at 1:33 pm.

2018-05-03 M/S Trustees Baillie/Skelly that the following Motion be released from In-Camera.

CARRIED

2018-05-04 M/S Trustees O’Neill/Norton that: Guided by legal opinion provided by Douglas MacAdams, QC, the trustees of the Hagensborg Waterworks District hereby affirm the resignation of Trustee John Breffitt, presented at an Extraordinary Meeting on April 30, 2018. Therefore, we declare his seat vacant effective that date.

CARRIED (Trustee Baillie Opposed)

A member of the gallery asked if he could record today’s proceedings. After discussion, agreement to record was given pending future consideration by the Trustees.

2. Governance:

2.1 Trustee Service Agreements – Distributed and signed.

2.2 Trustee Orientation Materials – Deferred

2.3 Strategic Planning – Input Sought from Trustees – Deferred

2.4 Policy Review/Update – Input Sought from Trustees – Bylaw 218 and Elections policy to be placed on the agenda for the next regular meeting.

3. Minutes – Approval of Previous Meeting Minutes:

3.1 March 15, 2018 Regular Meeting Minutes

2018-05-05 M/S Trustees Skelly/Baillie that the March 15, 2018 Regular Meeting minutes be adopted as amended.

CARRIED

3.2 April 10, 2018 Special Meeting Minutes – Deferred

3.3 April 18, 2018 Regular Meeting Minutes – Deferred

3.4 April 18, 2018 Extraordinary Meeting Minutes – Deferred

3.5 April 19, 2018 – 2018 Annual General Meeting Minutes

2018-05-06 M/S Trustees Skelly/Norton that the Draft April 19, 2018 AGM minutes be adopted as amended.

CARRIED

3.6 April 19, 2018 Extraordinary Meeting Minutes – Deferred

3.7 April 30, 2018 Extraordinary Meeting Minutes

2018-05-07 M/S Trustees Norton/Skelly that the April 30, 2018 EOM minutes be adopted as presented.

CARRIED



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4 Unfinished/Regular Business:

4.1 **Administration Report** – Verbal report given to Trustees.

2018-05-08 M/S Trustees Baillie/Skelly that the CAO verbal administration report be received.

CARRIED

4.2 **Conversion Review** – Chair O’Neill and CAO Joy MacKay attended a Central Coast Regional District meeting to discuss the possibility of a conversion review.

2018-05-09 M/S Trustees Skelly/Norton that our CAO solicit advice on possible consultants to undertake a conversion review on behalf of the Hagensborg Waterworks District.

CARRIED

4.3 **Fire Truck – Update** – Chair O’Neill had spoken to Fire Chief Peter Nygaard, who assured the Board that “Svend” is looking on our behalf.

4.4 **Mainline Replacement – Update-** A resolution at the April 10, 2018 Special Meeting was carried that the Board of Trustees renew their investigation into the costs and options for replacement of the water main and hydrants.

4.5 **Maintenance Contract** – More review and research needs to be done to determine whether or not a volunteer can hold the position. The CAO will bring to the June meeting a copy of the previous agreement.

5 **In-Camera Matters:** The second in-camera meeting was deferred to the end of the agenda.

6 Financial Report:

6.1 **Receive and Review Financial Update to May 24, 2018**

2018-05-10 M/S Trustees Norton/Baillie that the financial report for the month of May 2018 be received.

CARRIED

6.2 **Approval of Obligations for the Month of May 2018 (Released from In Camera Meeting)** – See below.

6.3 **Signing Authority** – Resolutions were carried for signatories on the HWD Williams Lake & District Credit Union accounts.

6.4 **Unbudgeted Expenditures - Deferred**

7 **Petitions and/or Delegations:** None

8 Correspondence:

8.1 **Letter from Ministry of Municipal Affairs & Housing to Deep Bay Improvement District March 21, 2018** – The letter received outlined the Ministry’s commitment to current legislation

prohibiting Improvement Districts from accessing directly capital grants to fund projects. Improvement Districts must convert to a Regional District or Municipality in order to receive infrastructure funding.

8.2 **Coastal Wildfire Centre – May 11, 2018** – Newsletter distributed to Trustees.

8.3 **Volunteer Firefighters Association of BC – Membership Application/Renewal** – Received

9 New Business:

9.1 **Expression of Appreciation for 2018 Elections Officer, Scrutineers, & IT Support** – Expression of appreciation for IT help from David Ratcliff and AGM scrutineers will be presented as gift certificates to a maximum of \$100.00.

2018-05-11 M/S Trustees Skelly/O'Neill that the HWD purchase gift certificates as above for David Ratcliff, Lynn Nelson and Brad Goodacre.

CARRIED

9.2 **Staff Recruitment/Retention** – Deferred

9.3 **Single Sprinkler Watering Restriction** – The Trustees discussed imposing watering restrictions due to the lack of precipitation so far this year. It was decided to not impose a mandatory ban at this time, but allow ratepayers to restrict watering on a volunteer basis. Notice to ratepayers would be sent via email.

2018-05-12 M/S Trustees Skelly/Norton that the HWD request ratepayers self-impose watering restrictions to a single sprinkler, per property, on a voluntary basis.

CARRIED

9.4 **Water Sampling/Testing** – Trustee Skelly reviewed the HWD's water testing protocols and procedures. She advised that water sampling should resume as soon as the requisition forms from VCH are received, and collection of water samples should be at locations that are representational of the system. This would include samples from each end of the line and at the fire hall. Other suggestions were given to Trustees in regards to our Boil Water Notice, Permits and reporting procedures.

2018-05-13 M/S Trustees Skelly/Baillie that the CAO communicate with VCH Drinking Water Officer Phil Muirhead on implementing a water testing program, including obtaining an updated Permit to Operate and water sampling requisition forms.

CARRIED

9.5 **PoE Unit Removal** – Trustees have a Resolution on file to remove the POE units by the end of the 2018 fiscal year before the insurance coverage for these units expires. The Board will hire a plumber to remove the units. An inventory was taken on the existing units in the community.

2018-05-14 M/S Trustees Norton/Skelly that the HWD take an inventory and solicit interest in removing the seven residential and three commercial POE units used in the pilot project.

CARRIED

9.6 **Website** – Some trustees felt the website could be simplified and managed locally. It was suggested that David Ratcliff could be consulted in the development of a new website which the



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HWD would house themselves. If the Board proceeds, a call would be made for proposals to develop and manage a new site. CAO Joy Mackay will develop a Request for Proposals followed by a Terms of Reference. Trustees Baillie and Skelly with assistance from community member Ken Dunsworth will work together to develop a map for the new site.

10 Portfolio/Committee Reports/Assignments

- 10.1 **Communications** – Trustee Jeremy Baillie
- 10.2 **Maintenance, Repairs and Upgrades** – Trustee Kevin O'Neill
- 10.3 **Fire Department** – Trustee Tony Norton
- 10.4 **Trustee Financial Oversight** – Deferred to next meeting.
- 10.5 **New Directions Research** – Trustee Diane Skelly

Recess: 3:45 pm

Reconvene: 4:05 pm

11. In-Camera Matters: Meeting #2

2018-05-15 M/S Trustees Norton/Baillie that the meeting move in camera, for consideration of matters pursuant to Sections 90(1)(a) and 90(1)(c) of the Community Charter: personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; labour relations or other employee relations; and District Policy 2.11, Section 6: matters addressing any part of a personal account.

CARRIED

The meeting moved in-camera at 4:10 pm.

Reconvene: The regular meeting resumed at 5:11 pm.

The following items were released from In-Camera meeting #2 as follows:

2018-05-16 M/S Trustees O'Neill/Baillie that the financial expenditures in the amount of TWENTY-TWO THOUSAND NINE HUNDRED FIFTY DOLLARS AND FORTY-EIGHT CENTS (\$22,950.48), representing payment of the District's commitments and obligations for the period covering May 2018, be approved.

CARRIED

2018-05-17 M/S Trustees Norton/Skelly that the following be released from the in-camera meeting: That the Hagensborg Waterworks District (HWD) Board of Trustees has received the resignation of Corporate Administrative Officer, Joy MacKay, and that following this, in the interests of restructuring HWD administrative services, the contract with Wes Abel for provision of Corporate Financial Officer services, was terminated without alleging cause. The District will commence a recruitment process in the near future.

CARRIED

12. Question Period: Gallery members inquired as to what plans the Board had in moving forward. Questions pertained to the resignation of Trustee Breffitt, the termination of CFO Wes Abel, administrative restructuring to reduce costs, and concerns about when a by-election might be held.

13. Next Board Meeting Date: June 14, 2018 (Regular Meeting)

14. Adjournment

2018-05-18 M/S Trustees Norton/Skelly that the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:35 pm.

Chair

Corporate Administrative Officer