



Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: July 25, 2019

Meeting time: 1:00 pm

Trustees in Attendance: Chair Kevin O'Neill
Trustee Diane Skelly
Trustee Tony Norton
Trustee John Morton
Trustee Jeremy Baillie

Staff: CAO, Diane Skelly

Maintenance: Chris Matthews

Public: Mark Nelson

Chair O'Neill called the meeting to order at 1:03 pm.

1. **Agenda:** 1.1. **Call for late items to be added to the Agenda**

Trustee Norton requested that the Firefighter Lounge be added as item 9.3.3 to the agenda. Item 6.2 was moved to the In Camera section of the agenda.

1.2. **Approval of Agenda**

2019-07-01 M/S Trustees Norton/Morton that the agenda be adopted as amended.

CARRIED

2. **Governance:** Trustee Service Agreements were reviewed and signed.

3. **Minutes – Approval of Previous Meeting Minutes:** 3.1. **June 27, 2019 Regular Monthly Meeting**

2019-07-02 M/S Trustees Morton/Baillie that the June 27, 2019 regular meeting minutes be adopted.

CARRIED

4. **Unfinished/Regular Business:** 4.1. **Administration Report**

The Corporate Administrative Officer referenced the Administrative Report, updating the trustees on several items from the previous regular meeting. Completed tasks included the posting of water restriction notices, website updates including minutes and the 2018 Financial Audit, and the requisition and receipt of office supplies.

The Board is still in need of an updated computer so the CAO will speak with local technician James Hindley regarding options.

A Facebook page was also discussed and with the assistance of Trustee Baillie links will be provided to the HWD website once completed.

Bylaw and Policy updates are necessary so the CAO was directed to begin a review of Bylaw 218 and Policy 1.2 for presentation and input at the next regular meeting.

Firefighter honorariums shall remain at a rate of \$20.00 per practice.

CAO informed the Board that a variety of correspondence is received monthly and will forward pertinent information to trustees when necessary. Trustee Norton will review the monthly Coastal Fire Centre Wildfire/Status Reports for the board.

2019-07-03 M/S Trustees Baillie/Norton that the Administration Report be received. **CARRIED**

4.2. Action Items Update

The CAO asked the Board their preference in tracking Action Items. It was decided that the CAO will keep track of these items via a spreadsheet and present monthly as an agenda item.

4.3. Water Test Results

The July water testing results showed increased levels of total coliform at two out of the three locations sampled. Information was given to trustees explaining the different types of bacteria and acceptable levels for drinking water. This information is available to the public and reports will be uploaded to the website. As the Hagensborg Waterworks District has no treatment for potable water, the District remains on a Boil Water Notice.

4.4. POE Removal Update – HomePlus

Discussion took place on how best to remove the 4 remaining POE's from local residences. Trustees will once again contact each resident and arrange a time for removal. HomePlus, the supplier of the POE's, had previously indicated to the board that they would be interested in coming in to Bella Coola to collect the POE's for repurposing to charity or recycling prior to next winter. CAO will contact Grant Robertson from HomePlus to arrange a time.

4.5. Line Flushing

The District is due for a complete line flushing this August. Once a date has been scheduled, notices will be posted in advance.

4.6 District Signage

Discussion took place on how to further safeguard our water system. Maintenance person Chris Matthews stated that further signage was on hand for posting within the HWD boundary.

2019-07-04 M/S Trustees Morton/Baillie that Chris Matthews be requested to post appropriate signage as directed. **CARRIED**

5. In-Camera Matters:

In camera matters were deferred to later in the meeting.

6. Financial Report:

6.1. Receive and Review Financial Update to July 25, 2019

Trustee Morton met with the District bookkeeper Sina Vergnon for a thorough review of the financials. As holder of the Financial Portfolio, Trustee Morton was very pleased with the handling of the District finances.

2019-07-05 M/S Trustees Norton/O'Neill that the Financial Report dated July 25, 2019 be received. **CARRIED**

6.2. Approval of Financial Obligations for June 28, 2019 – July 25, 2019 (Payables Report)

This item was deferred to In Camera.

7. **Petitions and/or Delegations:** There were no petitions or delegations.

8. **Correspondence:** General correspondence was outlined for Trustees in the Administration Report.

9. New Business:

9.1 Post AGM Requirements

CAO will promptly complete the post AGM requirements and send to the Ministry.

9.2 Yearly VCH Drinking Water Report

CAO will complete the information required and send to Vancouver Coastal Health.

9.3 Procedural/Administrative Matters

9.3.1 Special Meeting Procedure

In response to a letter received from the public, the CAO presented the Board with a report to review Special Meeting procedures. Government guidelines were reviewed and recommendations were presented to trustees which included updating Meeting Procedure Bylaw 218. Trustees will review these recommendations and send their suggestions to the CAO prior to the next meeting.

2019-07-06 M/S Trustees Morton/O'Neill that the Board table the matter of the Special Meeting Procedure report to the August meeting to provide input from all trustees. **CARRIED**

9.3.2 Recording of Minutes/Board Packages

CAO sought direction from the Trustees regarding the recording of minutes and information to be included in the monthly board packages. It was decided that Action items will be recorded outside the minutes by the CAO then presented at each board meeting.

Trustees also discussed how best to address and record questions/comments from the public during meetings. It was decided that future monthly minutes will include a section titled "Questions Of and By Board Members" to address this issue.

The pros and cons of digitally recording meetings was revisited, as the previous Board had passed a motion to prohibit such recordings.

Attendee Mark Nelson suggested that the Canadian Charter of Rights and Freedoms may allow for the recording of public meetings from spectators.

2019-07-07 M/S Trustees Baillie/Norton that the Hagensborg Waterworks District digitally record their regular monthly meetings solely for the purpose of minute accuracy. Recordings are to be erased once approval of board minutes. **CARRIED**

9.3.3 Firefighter Lounge

Trustee Norton asked the Board if the fire hall lounge could be used for other purposes outside of firefighter meetings. He suggested that the Resource Society could use a meeting space and with the permission from the HWD firefighters and Board he would like to offer this space when needed. The Board approved the use of this space once approval from firefighters is received.

10. Portfolio/Committee Reports:

10.1 Communications – Trustee Baillie

Trustee Baillie informed the other Trustees that a press release will be issued following the meeting.

10.2 Maintenance, Repair and Upgrade – Trustee O’Neill, Maintenance Chris Matthews

Trustee Matthews updated the Board on the status of routine maintenance. Brushing/weed eating of hydrants is currently being done and in August the annual weed eating will take place on all access roads and easements.

During a recent heavy rain the District was switched to the well and followed up with screen cleanings and tank flushings.

The DFO owned turbidity meter that the HWD relies on is no longer working and requires repair by DFO. In the meantime email alerts will not be received by the District during high turbidity events.

District wide line flushing will be required during the month of August, prior to the commencement of school. Preferably, two weeks notification will be given to the CAO to post notices within the District, including a message on Facebook.

10.3 Fire Department – Trustee Norton

Trustee Norton stated that a full inventory has been completed and he continues to work on the grant application for the Equipment and Training funding stream within the Community Emergency Preparedness Fund.

Burgess plumbing has been notified to do an inspection all of the fire extinguishers.

10.4 Financial Oversight – Trustee Morton

Trustee Morton continues to review correspondence received from the auditors and is finding ways to further streamline the audit process. Tenisci Piva recommendations will continue to be reviewed by the Board until completed. Discussion took place on data back-up and recovery plans.

10.5 New Directions Research – Trustee Skelly

Trustee Skelly presented information from the July UBCM newsletter and BCWWA. She stated that the Provincial Health Officer has released a New Drinking Water Report; so highlighted sections from that report relevant to improvement districts.

The North Okanagan Regional District was also contacted for questions regarding their new Ultra Violet disinfection facility in which 5.8 million dollars in government funding was received. The District stated that

UV disinfection is an effective way to meet 3 log removal, but said a reduced amount of chlorination is needed as a secondary measure to comply with the 4 log reduction/inactivation of viruses in order to meet water quality guidelines.

Guest Mark Nelson left the meeting at 2:30 pm.

11. In Camera Matters

2019-07-08 M/S Trustees Norton/Baillie that the meeting move in camera for consideration of in camera 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

Reconvene: The Regular meeting reconvened at 4:20 pm

The following matters were released from in camera:

- (a) Consultant James Tarves has been contracted to conduct a conversion review as requested at the May 30, 2019 AGM.
- (b) The payables were received and approved for a total amount of \$19,978.80.

12. **Next Board Meeting Date:** The next Regular Board Meeting has been rescheduled for August 22, 2019 at 1:00 pm.

2019-07-09 M/S O'Neill/Norton to change the August 15, 2019 Regular Meeting to August 22, 2019.

CARRIED

13. Adjournment: The meeting was adjourned at 4:25 pm.

Chair

Corporate Administrative Officer