



## Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: August 22, 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:                                Diane Skelly, CAO

Maintenance:                  Chris Matthews

Chair O'Neill called the meeting to order at 1:00 pm.

### 1. Agenda:

1.1. **Call for late items to be added to the Agenda:** There were no additions to the agenda.

### 1.2. Approval of Agenda

**2019-08-01** M/S Trustees Morton/Norton that the agenda be approved as presented.

**CARRIED**

### 2. Minutes – Approval of Previous Meeting Minutes:

#### 2.1. July 25, 2019 Regular Monthly Meeting

**2019-08-02** M/S Trustees Norton/Baillie that the July 25, 2019 regular meeting minutes be adopted as presented.

**CARRIED**

### 3. Unfinished/Regular Business:

#### 3.1. Administration Report/Action Items Update

The Corporate Administrative Officer updated the trustees on several items from the previous regular meeting and items currently in progress.

Additional updates to the website have been achieved including the posting of the *Improvement District Conversion Guide* and the *Improvement District Governance: Policy Statement*. These documents address questions relating to conversion to a regional district and provide a history of improvement district governance policy. Water test results and other uploads are still in progress.

Facebook is being utilized as well to communicate with the community. A press release and water restriction notices were also submitted to the August 8<sup>th</sup> newspaper and signage for line flushing was posted around town.

CAO reported that the District watershed warden Rob Gruetter continues to monitor the HWD watershed.

Contact has been made with Grant Robertson regarding the possible donation of the POE units to charity.

The organization and/or storage of files in the office has begun and will continue as time permits.

Post AGM requirements and documents were prepared and sent to the Ministry of Municipal Affairs and Housing. The yearly *Vancouver Coastal Health Drinking Water Report* is in progress along with an update of the District's *Emergency Response Plan*.

Bylaw 218 and Policy 1.2 are still under review as these are documents of high importance.

CAO also reported that the CCCS has been very accommodating and the District has reduced their monthly internet bill to reflect actual usage.

**2019-08-03** M/S Trustees Morton/Baillie that the Administration Report be received. **CARRIED**

### **3.2. Water Test Results**

The August water test results showed an increase in levels of total coliform at the fire hall. New requisitions and information on the collection of samples was received.

### **3.3. Drinking Water System Annual Report**

The CAO sought input from trustees prior to finalizing this report. Trustee Baillie will assist by updating the District's *Emergency Response Plan* and CAO Skelly will contact Phil Muirhead from VCH in regards to collecting a chemical water sample at the intake as required every five years under our Conditions of Permit.

### **3.4. POE Removal Update**

Trustees continue to work on organizing the removal of the four remaining POE units.

### **3.5 Line Flushing**

Line flushing is scheduled to take place August 26 & 27<sup>th</sup> between 8:30 am – 4:30 pm. Notices have been posted around town and on Facebook. The Board discussed renewing a “call list” for providing advance notice to ratepayers highly affected by water interruptions.

### **3.6 Special Meetings Review**

Special meetings procedures will be integrated into Bylaw 218. Trustees will send suggestions to the CAO prior to finalizing a draft of the bylaw.

4. **In-Camera Matters:** In camera matters were deferred by consensus to later in the meeting.

5. **Financial Report:**

5.1. **Receive and Review Financial Update to August 22, 2019**

Trustee Morton presented 3 financial reports which included an extensive monthly bank statement reconciliation; financial update including an income statement and balance sheet; and an update on ratepayer invoices still owing for the 2019 billing period. Refunds were sent to three ratepayers for overpayments.

## 5.2. Approval of Financial Obligations for July 26, 2019 – August 22, 2019

A detailed report of the payables for this period were presented to trustees.

**2019-08-04** M/S Trustees Baillie/Norton that the Financial Report dated August 22, 2019 be received and the financial expenditures in the amount of TWENTY THREE THOUSAND TWO HUNDRED NINETY DOLLARS AND EIGHT CENTS (\$23,290.08), detailing payment of the District's obligations for the month of August 2019, be approved.

**CARRIED**

6. **Petitions and/or Delegations:** There were no petitions or delegations.
7. **Correspondence:** A thank you card was received from Elections Officer Joan Sawicki.
8. **New Business:**
  - 8.1 **Bylaw 218 Meeting Procedures Review**

Governance and local policy information was presented to trustees in regards to Bylaw 218. In addition to addressing special meetings and other needed minor changes to current bylaw, provision for electronic attendance at board meetings was also discussed. Current legislation is silent on the issue of electronic meetings for improvement districts, therefore the board will take under consideration several issues, some of which include, Ministry recommendations already received, In Camera, role of the Chair, most reliable method for communicating, quorums, and public accessibility. A draft bylaw will be circulated to trustees prior to the September board meeting.

### 8.2 Policy 1.2 Trustee Election Process Review

A first draft of Policy 1.2 was circulated to trustees outlining potential changes to the District's election process. An email from our Elections Officer Joan Sawicki was also presented with suggestions on improving policy and procedures to minimize confusion and vulnerability in the future.

### 8.3 Annual Budget 2020

Initiation of the 2020 annual budget process will begin in September. Trustee Morton will contact Donna Mikkelson to see if she would once again be available to assist the board in this year's budget preparation and associated bylaws. Final budget must be submitted to the Ministry of Municipal Affairs and Housing no later than the end of October 2019.

9. **Portfolio/Committee Reports:**
  - 9.1 **Communications**

Trustee Baillie submitted a press release this month and setup a Facebook page for the District.

### 9.2 Maintenance, Repair and Upgrade

Maintenance person Chris Matthews reported that regular screen cleaning continues and weed whacking

has commenced around the hydrants, cemetery and access to the dam. Additional signage giving warning to trespassers entering onto District property has also been posted in several areas. Chris Matthews also stated that unauthorized vehicles parked in the fire hall parking lot are also trespassing and the board has the authority to report to the RCMP for possible towing.

Line flushing has been scheduled for August 26 – 27<sup>th</sup>. Jim Dixon has been hired to perform this task. A new residential water connection has been completed and inspected, meeting District requirements.

### **9.3 Fire Department**

Trustee Norton submitted an inspection report on the HWD's fire truck. Fire fighter turn out gear and hoses were also assessed determining replacement should take place as soon as possible. Trustee Norton will research costs. A grant application to replace fire equipment is also in progress, which if successful, may defer some or all of these costs. Fire fighter honorariums were also discussed.

**2019-08-05** M/S Trustees Baillie/Morton that the HWD set the 2019 honorarium for fire fighters at \$20.00 per practice attended.

**CARRIED**

### **9.4 Financial Oversight**

#### **9.4.1 Trustee Financial Oversight Term of Reference Review**

Based on audit recommendations, accountability and protection of the District and its officers, Trustee Morton presented changes to the Trustee Financial Oversight Portfolio Terms of Reference. The relevance and purpose of in-kind contributions were also discussed.

**2019-08-06** M/S Trustees Morton/Baillie that the Trustee Financial Oversight Portfolio be amended as submitted.

**CARRIED**

#### **9.4.2 Policy 2.5 Payables Amended Review**

Trustee Morton presented a draft revision of Policy 2.5 focusing on online payments and reconciliation of bank statements.

**2019-08-07** M/S Trustees Morton/O'Neill that HWD commence online bill payments once an adequate procedure has been established.

**CARRIED**

**2019-08-08** M/S Trustees O'Neill/Norton that the CFO and one trustee be authorized to make the online payments.

**CARRIED**

### **9.5 New Directions Research**

Trustee Skelly informed the board of the upcoming UBCM convention where once again a resolution will be presented asking government to allow improvement districts equal access to provincial and federal infrastructure grants. Past resolutions on the issue have either failed or government has refused to change current policy.

Trustee Skelly also shared an email received from Scot Durward stating that the BC Chamber of Commerce had extended their advocacy for policy change for improvement districts another two years, with no success.

10. **Questions Of and By Board Members:** None

**11. In Camera Matters**

**2019-08-09** 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 3:40 pm

The following matters were released from in camera:

- (a) Several recommendations from the District auditors Tenisci Piva were received and these are being systematically implemented to improve operations.
- (b) The District has purchased another fire hydrant to meet the needs of the District.

**12. Next Board Meeting Date:**

The next regular board meeting is scheduled for September 19, 2019 at 1:00 pm.

**13. Adjournment:** The meeting was adjourned at 3:50 pm.

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**Chair**

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**Corporate Administrative Officer**