



Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: June 22, 2017

Meeting time: 7:00 pm

Trustees Present: Kevin O'Neill (Chair), Jeremy Baillie,
Chris Matthews, Diane Skelly

Trustees Absent: John Breffitt

Staff Present: Joy MacKay, CAO
Wes Abel, CFO

Several members of the public joined the gallery.

1. **Call to Order**

Chair O'Neill called the meeting to order at 7:05 pm.

2. **Agenda**

2.1. **Call for late items to be added to the Agenda**

Trustee Matthews requested that the matter of selection of a vice-chair be given consideration.

Mr. Rob Greutter requested an opportunity to address the Board of Trustees, on behalf of residents of Walker Island (Walker Park Road and Hutton Road), in relation to the 2017 Parcel Tax for fire protection.

2.2. **Approval of Agenda**

2017-06-01 M/S Trustees Matthews/Baillie that the agenda be adopted as amended.

CARRIED

Item 6.1 was moved forward:

Rob Greutter, resident of Walker Island addressed the Board of Trustees on the matter of the parcel tax that is levied on all properties within the District. Mr. Greutter, speaking on his own behalf, and on behalf of other residents of Walker Island, argued that it is unfair that Walker Island residents are required to pay (increasing) parcel tax for fire protection, even though their properties are not on the water system, nor can they presently be serviced by the water system.

Trustee Skelly asked for clarification of the parcel tax vs. water tolls. CFO Abel explained that fire protection charges are assessed by the provincial government. The parcel tax has increased this year, and is levied for waterworks operations.

A member of the gallery enquired as to when the parcel tax was first initiated. CFO Abel referenced Bylaw #125, 1995, which levied a parcel tax in the amount of \$50.00.

Mr. Greutter urged the Board to consider eliminating the requirement for properties categorized as "Group C" to pay the parcel tax.

Trustee Matthew spoke to the historic rationale of the parcel tax, as a mechanism for recovering monies owed to the District.

A member of the gallery questioned on what authority the District levies the parcel tax. The CAO explained that the authority was delegated by the Province, via the *Local Government Act*.

3. Governance - Trustee Service Agreements

Item 3.0 was moved to later in the Agenda.

4. Minutes – Approval of Minutes

4.1. May 15, 2017 regular monthly meeting

2017-06-02 M/S Trustees Baillie/O'Neill that the minutes of the regular monthly meeting, held May 15, 2017 be adopted as presented.

CARRIED

4.2. May 16, 2017 extraordinary meeting

2017-06-03 M/S Trustees Matthews/Baillie that the minutes of the extraordinary meeting held May 16, 2017 be adopted as presented.

CARRIED

4.3. May 23, 2017 extraordinary meeting

2017-06-04 M/S Trustees Skelly/O'Neill that the minutes of the extraordinary meeting held May 23, 2017 be adopted as presented.

CARRIED

4.4. May 25, 2017 extraordinary meeting

2017-06-05 M/S Trustees Skelly/O'Neill that the minutes of the extraordinary meeting held May 25, 2017 be adopted as presented.

CARRIED

4.5. June 1, 2017 extraordinary meeting

Trustees noted that in section 4.1, discussion around the New Directions Survey, the word "low" should be changed to "high", in the context of the rating of the POE Pilot Project as a priority for those rate payers that completed the survey.

2017-06-06 M/S Trustees O'Neill/Skelly that the minutes of the extraordinary meeting held June 1, 2017 be adopted as amended.

CARRIED

Trustees discussed the processes around the 2017 Annual General Meeting and agreed that further discussion could take place later in the meeting (Item 4.5.1.2)

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

5.1. Maintenance Contract

Chair O'Neill offered that he would like to see the maintenance contract advertised as soon as possible.

2017-06-07 M/S Trustee Matthews/Baillie that the CAO be directed to prepare and advertise for interest in the maintenance contract.

CARRIED

6. In Camera Matters

In camera matters were moved to later in the meeting.

7. Financial Report:

7.1. Receive and review financial update

The CFO outlined what the usual past practice has been, with regard to presentation of the financial report. Part 1 of the financial report includes the presentation of the financial position of the District. Part 2 of the financial report includes a report of all payables for the month.

7.3 Review and approve payment of invoices received since May 15, 2017 meeting.

This item was moved forward on the agenda.

The CFO outlined the process for approval of monthly payables. A report is presented at each monthly meeting, detailing each payment made on behalf of the district, either by way of cheque, by way of on-line banking, or by way of District credit card payment. Each invoice requires approval by two trustees before payment is made.

The CFO asked Trustees whether they would prefer to have more detail presented in the monthly financial report. Trustees indicated that they were pleased with the way the financial report was currently presented.

2017-06-08 M/S Trustees Matthews/Baillie that the financial report and the payables report, detailing payment of commitments and obligations in the amount of \$12,583.54, for the month of June 2017, be approved.

CARRIED

2017-06-09 M/S Trustees O'Neill/Skelly that the corporate credit card currently in the name of the former CAO be cancelled and/or reissued in the name of the current CAO.

CARRIED

7.2 Purchase of Office Equipment

The CFO spoke to the need to purchase office equipment for use by the CAO. The previous CAO has retained her own laptop computer, as the CAO position had previously been a contract position. Staff agreed that the purchase of a new computer, software, and a filing cabinet, should offer sufficient equipment to enable the CAO to work out of the District office.

2017-06-10 M/S Trustees Matthews/Skelly that the Board of Trustees authorize the expenditure of \$2,000.00 for the purchase of office equipment and associated charges, for use by the CAO, and that the expenditure be allocated to the office supplies and/or contingency budget(s).

CARRIED

8. Petitions and/or delegations from the public not covered elsewhere:

This item was dealt with earlier in the Agenda.

9. Correspondence - Review correspondence received & sent not covered elsewhere:

9.1. BC Water and Waste Association – Membership Renewal

2017-06-11 M/S Trustees Baillie/Matthews the District's annual membership in the BC Water and Waste Association be renewed at a cost of approximately \$300.00.

CARRIED

9.2. BC Water and Waste Association – *Residential POE and POU Water Systems Guide for Operating Agreements*

A draft guide for operating agreements for PoE and PoU water systems was received from the BC Water and Waste Association.

9.3. 2017 Fire Service Administration Education Program

The CAO presented information about an upcoming education program for fire chiefs and CAOs of small, rural, northern fire departments. The CAO will speak to the fire chief and consideration of whether to support the CAO and fire chief's attendance at the program will be deferred to the next regular meeting.

9.4. WorkSafe – *May/June 2017*

The May/June edition of WorkSafe magazine was received.

9.5. Scot Durward – *Correspondence Regarding Analysis of the BC Government's Policy Restricting Improvement Districts Access to Water and Sewer Infrastructure Grant Funding*

Trustees discussed a request from Scot Durward, regarding feedback on his draft report regarding the BC government's policy restricting improvement districts' access to grant funding. Trustees will review the information and offer their individual comments to Mr. Durward.

2017-06-12 M/S Trustees O'Neill/Matthews that the correspondence items be received for information.

CARRIED

10. New Business:

10.1. Token of appreciation for 2017 AGM Elections Officer

Trustees recognized the contribution of Joan Sawicki, as Elections Officer for the District's 2016 and 2017 Annual General Meetings, and wished to offer a token of appreciation to Ms. Sawicki.

2017-06-13 M/S Trustees O'Neill/Baillie that the District purchase local business gift certificates in the amount of \$200.00 each, for Joan Sawicki, in recognition of her contribution as Elections Officer for the 2016 and 2017 Hagensborg Waterworks District Annual General Meetings.

CARRIED

10.2. 2017 Property Tax Notice increase

Trustees discussed this year's increase in the amount of tax collected on behalf of the District. The CFO spoke to the reasons for the increase, noting that the main reason is the reallocation from water to fire protection, in order to reflect the actual total required cost and the need for infrastructure (fire truck) replacement in the near future.

In response to Trustees inquiries into the process of developing the budget and bylaws, the CFO explained that the process starts in July of each year, to be approved by the end of September.

The CFO and CAO responded to questions from the gallery, regarding the authority to tax properties in the District.

10.3. Firefighting with chlorination

Trustee Skelly advised that she would like to see the District issue a press release, clarifying information that has been disseminated, around the issue of fire-fighting with chlorinated water. Over the years, there has been conflicting information received, around the issue of whether the water supply for fire-fighting should be free of chlorination. Correspondence from Environmental Health Officer, Phil Muirhead, was cited, as was authority from the Greater Vancouver Regional District.

10.4. Invitation to Environmental Health Officer

The CAO advised Trustees that a response had been received from Environmental Health Officer, Phil Muirhead, to the District's invitation to him to attend a meeting of the Board of Trustees. Dr. Muirhead has advised that he is planning to attend the September 2017 regular meeting.

10.5. Procedural/Administrative Matters

- 10.5.1.1. Recording of meeting minutes
- 10.5.1.2. AGM procedure
- 10.5.1.3. Open Meeting/Closed Meeting procedures

Trustees discussed a variety of procedural and administrative matters, and made enquiries of staff. Given that new trustees have been elected, a new CAO hired, and the fact that the former CAO is unable to share historic information, it will take some time before processes are clarified and administrative functions running smoothly. The patience of Trustees and the public is requested and appreciated.

11. Portfolio Reports/Assignments:

- 11.1. Communications
- 11.2. Maintenance, Repair and Upgrade
- 11.3. Fire Department
- 11.4. Trustee Financial Oversight

Trustees discussed portfolio assignments and agreed that committees could benefit from the inclusion of members of the public. Trustees enquired of Dianne Tuck, whether she would be willing to sit on a committee for fire protection/fire department. Ms. Tuck indicated that she would be willing to sit on such a committee. Trustees also discussed the possible creation of new committees and asked staff to work on the development of such committee structure and terms of reference.

2017-06-14 M/S Trustees Matthews/Baillie, that the following trustee portfolio assignments be confirmed: Communications: Trustee Baillie; Maintenance, Repair, & Upgrade: Trustee Matthews; Trustee Financial Oversight: Chair O'Neill.

CARRIED

The assignment of the Fire Department portfolio will be deferred to the next regular meeting.

12. In Camera Matters

2017-06-15 M/S Trustees Baillie/O'Neill that the meeting move in camera, pursuant to Section 90(1) of the *Community Charter*.

CARRIED

No items were released from the in camera meeting.

13. Next Board Meeting Date

The next regular board meeting will be held Thursday, July 27, 2017, at 7:00 pm

Trustees were reminded of the waterworks tour on Sunday, June 25, 2017, at 7:00 pm.

Adjourn

The meeting was adjourned at 10:30 pm.

CHAIR

CORPORATE ADMINISTRATIVE OFFICER