

3. Unfinished/Regular Business:
3.1. Administration Report

The Corporate Administrative Officer detailed her report, which includes progress updates on several matters, administrative in nature. This month's report included staff's request that a board meeting schedule be considered, for planning and accessibility purposes; notification that the 2018 budget-related bylaws had been approved by the Ministry of Municipal Affairs and Housing; details of a sub-regional emergency management meeting, hosted by the Central Coast Regional District; status on a number of outstanding information technology requirements for the District office, including reliable wireless internet, and an update on progress toward website training, expected to proceed once time and technological prerequisites allow; and work on revising/developing terms of reference for a new trustee committee/portfolio. The report also requested consideration of the appointment of a trustee to take over the trustee portfolio of financial oversight, given that Trustee O'Neill is expected to be out of the community for several months.

The CAO sought clarification on the status of the Board's desire to move forward with public tendering of a maintenance contract, given that confirmation has been received of liability and AD&D insurance coverage for trustees undertaking volunteer service on District initiatives. Trustees indicated that they favoured a contract detailing the scope of work, but not tendering the work, at it is being undertaken on a volunteer basis. Both the regular maintenance tasks and emergency repairs will be included in a single Scope of Work.

2017-11-03 M/S Trustees Baillie/Skelly that the Administration Report be received.

CARRIED

3.2. Action Items Update

The Action Items Update offers trustees a table outlining the status of board-directed work items. Trustees perused the update. No questions were raised.

3.3. Point of Entry (PoE) Pilot Project

Trustee Skelly asked the board about the extent of their record keeping and data collection during the POE pilot project. Log sheets for the year 2015 were provided [by staff]. Staff and trustees also offered historical information regarding the PoE pilot project, wherein oversight of the PoE pilot project had been undertaken by previous trustees, under the terms of the maintenance portfolio, and that local trades people had also been hired to assist.

3.4. Website

Trustee Skelly expressed concerns that the website, which is in working order, was still not being utilized to disseminate information to the members of the HWD. She stated that ratepayers did not have access to the 2017 Bylaws addressing changes to their 2017 billing. She also stated that since the 2018 budget had been completed it should be on the website as soon as is practicable.

Staff referred trustees to the Administration Report, and advised that it was hoped a website training session would be held during the latter part of next week. Delays in updating the website have resulted from priorities scheduling, as well as office information technology (IT) limitations.

4. In-Camera Matters:

2017-11-04 M/S Trustees Baillie/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

The regular meeting resumed at 2:52 pm.

Trustee Breffitt joined the meeting.

5. Financial Report:

5.1. Receive and review financial update to November 23, 2017

Corporate Financial Officer Wes Abel detailed the monthly financial update. 2018 invoices have now been sent out for tax exempt properties.

5.2. Approval of Obligations to November 23, 2017 (Released from In Camera Meeting)

The following resolution was released from the in camera meeting:

2017-11-05 M/S Trustees Skelly/Baillie that the that financial expenditures in the amount of FIFTEEN THOUSAND EIGHTY-EIGHT DOLLARS AND TWEVE CENTS (**\$15,088.12**), representing payment of the District's commitments and obligations for the period covering October 19, 2017 – November 23, 2017, be approved.

CARRIED

5.3. 2017 Annual Audit Process-Introduction

The CFO spoke to the upcoming (2017) audit process, which will commence on December 1st.

6. Petitions and/or Delegations:

There were no petitions or delegations.

7. Correspondence:

Correspondence of a routine nature was detailed in the monthly Administration Report, and is available for Trustees' review/consideration.

8. New Business:

8.1 AD&D Insurance (Provident)

The CFO circulated the volunteer roster maintained by Provident Insurance. Trustees and staff updated with the required personal information.

8.2 Professional Services – Solicitors

Trustee Skelly introduced the name of a lawyer with whom she has been communicating. Olga Rivkin is a barrister & solicitor with the firm of Lidstone & Company. Ms. Rivkin commonly works on water and land related matters, on behalf of local governments. The information was passed on to the CAO.

9. Portfolio/Committee Reports:

9.1. Communications – Trustee Baillie

Trustee Baillie shared that he had forwarded a press release to the Coast Mountain Advisor, detailing the recent 2018 budget development process, and informing that the District is looking forward to the upcoming public engagement process regarding next steps toward drinking water treatment and compliance.

9.2. Maintenance, Repair and Upgrade – Trustee Matthews

Trustee Matthews updated that routine maintenance was ongoing, and that, due to recent high water and turbidity issues, distribution from the well continues at this time.

9.3. Fire Department – Trustee Breffitt

Trustee Breffitt shared that he has reviewed the document passed on by Diane Tuck, regarding requirements for refurbishing the fire truck. Trustees discussed the requirements, and whether remediation could affect insurance rates for District rate payors.

Trustees discussed the annual honorarium for volunteer fire fighters.

2017-11-06 M/S Trustees Baillie/Breffitt that in addition to the annual payment of honorariums, a \$50.00 gift certificate for Hagensborg Mercantile be purchased and issued to each volunteer fire fighter, along with thanks, from the Board of Trustees.

CARRIED

9.4. Trustee Financial Oversight – Appointment of Trustee Required

Trustees were advised that appointment of a trustee to undertake the financial oversight portfolio is required, due to Trustee O'Neill's anticipated absence from the community over the next several months.

2017-11-07 M/S Trustees Baillie/Skelly that Trustee John Breffitt be appointed Trustee with financial oversight, pursuant to the Terms of Reference for the Trustee Financial Oversight portfolio.

CARRIED

9.5. New Portfolio – Draft Terms of Reference

Trustees perused a recent draft of the terms of reference for the New Directions portfolio. A few more revisions will be made before the document comes back to the Board of Trustees for approval.

10. Next Board Meeting Date:

The next regular board meeting will be held on Thursday, January 18, 2018, at 1:00 pm.

An extraordinary meeting will be held on Monday, December 18, 2017, at 1:00 pm.

Adjournment:

There being no further business, the meeting was adjourned at 4:03 pm.

Chair

Corporate Administrative Officer