



Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: October 19, 2017

Meeting time: 7:00 pm

Trustees in Attendance: Chair Kevin O'Neill
Trustee Diane Skelly
Trustee Chris Matthews
Trustee Jeremy Baillie

Absent: Trustee John Breffitt

Staff: Wes Abel, CFO
Joy MacKay, CAO

Chair O'Neill called the meeting to order at 7:10 pm.

1. Agenda:

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

Trustee Skelly indicated that she would like the Board to discuss four matters: the question of electing a vice-chair; communications with rate-payers, given that the District's website is out of date; Terms of Reference for the new Trustee Portfolio; and determination of whether particular matters require closed meeting (in camera) discussion. The CAO indicated that several of these items were embedded in the Administration Report portion of the Agenda. Trustees agreed discussion of those matters could take place under "Unfinished Business: Administration Report" and "Portfolio/Committee Reports".

Item 3.5 was moved to the in camera section of the Agenda.

Trustee Matthews requested the addition of "Discussions with DFO" be added as item 8.1 of the Agenda.

1.2. Approval of Agenda

2017-10-01 M/S Trustees Matthews/Baillie that the Agenda be adopted as amended.

CARRIED

2. Minutes – Approval of Previous Meeting Minutes:

2.1. September 21, 2017 Regular Monthly Meeting

2017-10-02 M/S Trustees Skelly/Baillie that the September 21, 2017 regular meeting minutes be adopted as amended.

CARRIED

2.2. September 27, 2017 Extraordinary Meeting

2017-10-03 M/S Trustees Baillie/Skelly that the September 27, 2017 extraordinary meeting minutes be adopted as amended.

CARRIED

2.3. October 12, 2017 Extraordinary Meeting

2017-10-04 M/S Trustees Matthews/O'Neill that the October 12, 2017 extraordinary meeting minutes be adopted as amended.

CARRIED

2.4. July 27, 2017 Regular Monthly Meeting – Revisited

Trustee Skelly drew the attention of trustees to an omission from the July 27, 2017 regular meeting minutes, whereby a motion that was seconded, debated, and postponed, was not included in the meeting minutes.

2017-10-05 M/S Trustees Skelly/O'Neill that the July 27, 2017 meeting minutes be amended to include Trustee Skelly's Main Motion on the HWD holding tanks, which was seconded and debated at the meeting. The motion stated was, "*I move that for health and liability protection and safeguarding of our water system that we secure and lock our holding tank lids at the HWWD intake.*"

CARRIED

3. Unfinished/Regular Business:

3.1. Administration Report

The Corporate Administrative Officer referenced the Administrative Report, dated October 12, 2017, highlighting several action items, updating trustees as to progress, and offered updates and/or requested clarification relative to several ongoing administrative matters.

Trustees discussed whether to change the regular board meeting schedule to a daytime meeting time during the winter months. It was agreed that afternoon meetings would resume, and would be held on Thursdays.

Trustees agreed that a vice-chair should be elected, but would like to wait until all trustees are present before further considering.

Enquiries have been made of the Central Coast Regional District, on several different matters, including a request for information about land use zoning designations within the Waterworks District, and a request to discuss the question of funding for a conversion study.

The CAO updated trustees on enquiries made around WorkSafe BC coverage and the District's insurance policies, which include general commercial, directors/officers liability, and fire fighters on and off duty accidental death and disability. While further clarification will be requested from WorkSafe BC, and further consideration given to increasing AD&D benefits, trustees were pleased to receive information that addressed concerns previously raised about trustees doing volunteer work outside of typical trustee duties.

The CAO offered her thoughts and concerns around the question of audio recording of board meetings, developed. Trustees agreed that this was not a priority to be pursued at the present time.

It was noted that trustees and staff have put considerable time into developing the 2018 Annual Budget. Seven lengthy extraordinary meetings were held, during which a Committee of the Whole undertook a strategic process to consider the needs and objectives of the District, identify priorities, and carefully consider the implications for rate payers. The Board expressed appreciation to staff and trustees for their dedication to this very valuable process.

3.2. Action Items Update

The Action Items table is intended to serve as an appendix to the Administration Report, offering trustees an “at-a-glance” update as to progress on Board-originating work.

2017-10-06 M/S Trustees Baillie/Matthews that the Administration Report be received.

CARRIED

3.3. CUET Financial Form C Corporate Resolution

Trustees circulated a Form C corporate resolution requested by the Williams Lake & District Credit Union (WLDCU), to supplement the detailed resolutions that have already been approved, addressing signing authority and administration of the District’s various WLDCU accounts.

3.4. Audio Recording of Meetings

This item was discussed under Item 3.1 (Administration Report), above.

4. In-Camera Matters:

In camera matters were deferred to later in the Agenda.

5. Financial Report:

5.1. Receive and Review Financial Update

The CFO distributed and spoke to an up-to-date Financial Report for trustees, detailing District revenue and expenditures for the month, to date.

2017-10-07 M/S Trustees Matthews/Skelly that the Financial Report dated October 19, 2017 be received.

CARRIED

5.2. Approval of Financial Obligations to October 19, 2017 (Payables Report)

This item was deferred to later in the meeting, to follow in camera matters.

5.3. 2018 Annual Budget

5.3.1. Annual Budget – Proposal on recommendation of Committee of the Whole

Trustees met on seven occasions, as a Committee of the Whole, undertaking a comprehensive, strategic, financial planning process, led by Chief Financial Officer, Wes Abel. In an effort to be responsive to the requests of rate payers, trustees worked to develop a budget that was “needs-based”, and would offer some relief from the tax burden, while maintaining the operations of the District.

The Annual Budget process requires the adoption of five bylaws, guided by the budget planning process. Approved bylaws must be submitted to the Ministry of Municipal Affairs & Housing by October 31st of each year, and include a bylaw to set fire protection charges (tax rate), for collection by the Province; a bylaw setting out the total amount of revenue required for District fire protection operations; a bylaw setting out water delivery tolls for specific water delivery services; a parcel taxation bylaw, setting a parcel tax amount for each parcel of land in the District; and an assessment bylaw, setting out the classification of parcels of land, for the assessment roll.

2017-10-08 M/S Trustees Matthews/O'Neill that the Board of Trustees accept the recommendation from the Committee of the Whole, and adopt the 2018 Budget as presented. **CARRIED**

With permission from the Chair, Trustee Matthews read the bylaws:

5.3.2. **Bylaw No. 223 – Fire Protection Charge Bylaw**

2017-10-09 M/S Trustees Baillie/Skelly that Hagensborg Waterworks Bylaw No. 223, Fire Protection Charge Bylaw, 2018, having been introduced and read a first time, be now reconsidered and finally adopted. **CARRIED**

5.3.3. **Bylaw No. 224 – Fire Protection Taxation Bylaw**

2017-10-10 M/S Trustees Matthews/O'Neill that Hagensborg Waterworks Bylaw No. 224, Fire Protection Taxation Bylaw, 2018, having been introduced and read a first time, be now reconsidered and finally adopted. **CARRIED**

5.3.4. **Bylaw No. 225 - Water Delivery Service Fees (Tolls) and Charges Bylaw**

2017-10-11 M/S Trustees Baillie/Matthews that Hagensborg Waterworks Bylaw No. 225, Water Delivery Service Fees (Tolls) and Charges Bylaw, 2018, having been introduced and read a first time, be now reconsidered and finally adopted. **CARRIED**

5.3.5. **Bylaw No. 226 – Parcel Taxation Bylaw**

2017-10-12 M/S Trustees Baillie/O'Neill that Hagensborg Waterworks Bylaw No. 226, Parcel Taxation Bylaw, 2018, having been introduced and read a first time, be now reconsidered and finally adopted. **CARRIED**

5.3.6. **Bylaw No. 227 – Seventh Assessment Bylaw**

2017-10-13 M/S Trustees Matthews/Baillie that Hagensborg Waterworks Bylaw No. 227, Seventh Assessment Bylaw, having been introduced and read a first time, be now reconsidered and finally adopted. **CARRIED**

6. Petitions and/or Delegations:

There were no petitions nor delegations.

7. Correspondence:

General correspondence was outlined for trustees in the monthly Administration Report.

8. New Business:

8.1. Discussions with Department of Fisheries and Ocean/Snootli Creek Hatchery Staff

Trustee Matthews detailed discussions that had taken place earlier in the day, between Trustee Matthews, CAO MacKay, and Representatives from Snootli Creek Hatchery. The meeting was held to reintroduce the possibility of collaboration between the Hatchery and the District, on a project to construct a new intake at the dam site. The new intake would offer the Hatchery a source of water, uncontaminated by fish, and could offer the District the opportunity for efficiencies in constructing a pipeline between the creek

intake/dam and the wells, which are located near the fire hall. Trustees were very pleased to learn that the meeting went well, and look forward to future discussions.

9. Portfolio/Committee Reports:

9.1. Communications – Trustee Baillie

Trustee Baillie informed the other Trustees that a press release will be issued following the meeting, and will cover highlights from both the September and October meetings. Trustees discussed the possibility of emailing meeting minutes to rate payers, in light of the fact that administration has not had time to undertake website training and updates.

9.2. Maintenance, Repair and Upgrade – Trustee Matthews

Trustee Matthews updated the Board on the status of routine maintenance. Brushing/weed eating of hydrant and standpipe areas has been completed. Changeover to the well supply, during recent high water events has gone smoothly.

9.3. Fire Department – Trustee Breffitt

Trustee Breffitt was unavailable.

9.4. Trustee Financial Oversight – Chair O’Neill

Chair O’Neill reported that financial oversight meetings with the CFO have gone well.

9.5. New Portfolio – Draft Terms of Reference – For Review/Discussion

A draft Terms of Reference for the new portfolio, *New Directions*, was again presented. Trustee Skelly and the CAO will meet next week to work on the draft.

4. In Camera Matters

2017-10-14 M/S Trustees Matthew/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

5.2 Approval of Financial Obligations to October 19, 2017 (Payables Report)

The regular meeting reconvened and the following matters were released from in camera:

2017-10-15 M/S Trustees Matthews/Skelly that financial expenditures in the amount of NINE THOUSAND FIFTY-ONE DOLLARS AND SIXTY-FIVE CENTS (**\$9,051.65**), representing payment of the District’s commitments and obligations for the period covering September 21 - October 19, 2017, be approved.

CARRIED

10. **Next Board Meeting Date:** November 23, 2017, 1:00 pm

Adjournment:

The meeting was adjourned at 10:15 pm.

Chair of the Board of Trustees

Corporate Administrative Officer