



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

Location: District Office, Hagensborg Fire Hall

Date: Thursday, January 18, 2018

Meeting time: 1:00 pm

Trustees in Attendance:      Trustee Chris Matthews                      Trustee Jeremy Baillie  
   Trustee Diane Skelly                                      Trustee Kevin O'Neill (via Skype)  
   Trustee John Breffitt

Staff:                                      Wes Abel, CFO  
   Joy MacKay, CAO

Guests:                                      Fire Chief, Peter Nygaard

Gallery:                                      One member of the public joined the gallery

In the absence of the physical presence of the Chair, the Corporate Administrative Officer called the meeting to order at 1:04 pm.

### A. Election/Appointment of Chair/Vice Chair

The Corporate Administrative Officer (CAO), suggested that a new District Chair should be elected, given that Trustee O'Neill was not expecting to return to the District for a few months. A meeting Chair has been elected for each of several previous meetings, however there are logistical challenges associated with the Chair not being physically present in the District.

The CAO called for nominations for meeting chair. Trustee Skelly nominated Trustee Matthews and Trustee Matthews accepted the nomination. Trustee Baillie seconded the nomination. The CAO called a second time for nominations for meeting chair. Trustee Matthews nominated Trustee Baillie. Trustee Baillie expressed reluctance to accept the nomination. The nomination was not seconded. The CAO called a third time for nominations for meeting chair. Trustee Matthews was elected and assumed the Chair.

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

Chair Matthews called for any additions or deletions to the agenda. The CAO requested that Item 3.4 – Action Items Update be struck from the agenda. There were no further additions or deletions to the agenda.

#### 1.2. Approval of Agenda

**2018-01-01**                      M/S Trustees Baillie/Skelly that the agenda be adopted as amended.

**CARRIED**

The following item was brought forward:

**Item 6.1 Peter Nygaard, Fire Chief:**

**- Information from Volunteer Fire Fighters Association of BC**

Chief Nygaard addressed the Board of Trustees and discussed correspondence from the Volunteer Fire Fighters Association of BC, including an article outlining the implications of the age of a fire department's fire truck, on the cost of homeowners' insurance. The Hagensborg Volunteer Fire Department (HVFD) and trustees are considering whether the purchase of a newer fire truck would be more beneficial than refurbishment of the older truck that is currently in service with the department. The HVFD's fire truck is now beyond 30 years of age. Approximately \$250,000.00 has been accumulated toward the purchase of a newer fire truck.

The CAO was requested to inquire about the District's rate classification for homeowners' insurance, to determine what steps might be taken to improve the rating, if appropriate. Trustee Breffitt will meet with the HVFD next week to further explore benefits of purchasing a newer truck.

**- Letter from Nuxalk Nation Asset Manager**

Chief Nygaard shared a letter that he had received from Richard Hall, Asset Manager for the Nuxalk Nation, inviting the fire chief to a meeting, as yet to be scheduled, to discuss jurisdictional and other issues between fire departments in the Bella Coola Valley.

The CAO will send a letter to Mr. Hall, outlining the District's governance structure, and requesting clarification regarding the proposed meeting, along with issues to be discussed.

Chief Nygaard also requested that the District inquire as to certification documents in relation to the course taken by fire fighters in 2016.

Fire Chief Nygaard left the meeting at approximately 1:30 pm.

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

**2.1. November 23, 2017 Regular Meeting**

**2018-01-02** M/S Trustees Skelly/Baillie that the minutes of the regular meeting held November 23, 2017 be adopted as presented.

**CARRIED**

**2.2. December 18, 2017 Extraordinary Meeting**

**2018-01-03** M/S Trustees Baillie/Skelly that the minutes of the extraordinary meeting held December 18, 2017 be adopted as presented.

**CARRIED**

**3. Unfinished/Regular Business:**

**3.1. 2018 Board Meeting Calendar**

Trustees considered the draft 2018 calendar of board meeting and other pertinent dates. Generally, board meetings are scheduled for the third Thursday of each month, excepting August and December. The May meeting will be rescheduled to May 31, 2018, to accommodate attendance by the CAO at the Water and

Waste Association of BC annual conference. The 2018 Annual General Meeting is scheduled for April 19, 2018.

**2018-01-04** M/S Trustees Baillie/Breffitt that the 2018 Board Meeting Calendar be approved as amended.

**CARRIED**

### 3.2. Organizational Chart

Trustees perused an organizational chart, presented by the CAO, in preparation for the annual audit.

### 3.3. Administration Report

The CAO reviewed the monthly Administration Report, which details progress on a number of District matters, administrative in nature. Discussion centred around how best to move forward with inquiries into conversion of the District to Central Coast Regional District (CCRD) authority. While inquiries have been made of the CCRD, a response has not been forthcoming, with regard to the level of interest in engaging in a conversion study.

Trustee Skelly, along with the CAO, will work on development of a “road map” to guide the process of exploring possible options, including conversion, for achieving compliance with Vancouver Coastal Health requirements for drinking water. The process needs to involve residents, and Trustee Skelly and the CAO’s work will focus on presenting options for consideration and engagement of rate payers, as part of an upcoming public consultation process.

**2018-01-05** M/S Trustees Breffitt/Baillie that the Administration Report dated January 18, 2018 be received.

**CARRIED**

### 3.4. ~~Action Items Update~~ – Struck from the agenda

### 3.5. AD&D Insurance – 2018

The Corporate Financial Officer presented updated information from Provident Insurance, regarding accidental death and disability insurance coverage options for District volunteer fire fighters, trustees, staff, and volunteers.

**2018-01-06** M/S Trustees Skelly/Baillie that the District herewith increase the on-duty accidental death and disability insurance coverage for District volunteers, trustees, and staff, pursuant to the specifications detailed in *Plan 5* offered by Provident Insurance.

**CARRIED**

Trustee O’Neill left the meeting at 3:04 pm.

### 3.6. BC Water and Waste Association Annual Conference – May 13-15, 2018

Trustees perused information from the BC Water and Waste Association regarding their upcoming annual conference and Trade Show, to be held May 13-15, 2018, in Penticton. The District’s budget provides for attendance by one individual at the conference, which represents a valuable opportunity for professional development and networking.

**2018-01-07** M/S Trustees Breffitt/Skelly that attendance by the CAO at the BC Water and Waste Association Annual Conference, to be held May 13 – 15, 2018, in Penticton, be approved.

**CARRIED**

### **3.7. Staff Report – Electronic Attendance at Board Meetings**

Trustees considered a report prepared by the CAO, on electronic attendance at board meetings. While there is no legislative authority that provides for improvement districts to hold electronic board meetings, communication with the Ministry of Municipal Affairs and Housing has confirmed that the District may proceed in revising the meeting procedure bylaw, to provide for electronic attendance at board meetings. Trustees offered feedback as to the specifics to be included in the bylaw.

**2018-01-08** M/S Trustees Skelly/Baillie that the report from the Corporate Administrative Officer, dated January 18, 2018, and entitled “Electronic Attendance at Board Meetings” be received; and

that the CAO prepare a draft a meeting procedure bylaw that provides for electronic attendance at board meetings.

**CARRIED**

### **RECESS**

A brief recess was called at 4:00 pm.

### **RECONVENE**

The meeting reconvened at 4:25 pm.

#### **4. In-Camera Matters:**

In camera matters were moved to later in the meeting.

#### **5. Financial Report:**

##### **5.1. Receive and review financial update to January 18, 2018**

The CFO presented the monthly financial report and answered questions from trustees. The District is in a healthy financial position at this time. The unaudited year-end financial statements were presented for trustee’s information and review.

**2018-01-09** M/S Trustees Baillie/Breffitt that the Financial Report dated January 18, 2018 be received.

**CARRIED**

##### **5.2. Approval of Obligations to January 18, 2018 (Released from In Camera Meeting)**

Approval of financial obligations and commitments for the month of January were moved to later in the meeting.

### **5.3. Appointment of Court of Revision**

The District will be issuing land assessment notices in the near future. Legislation requires that the District appoint a Court of Revision, to provide for the appeal of land assessment notices by landowners. Trustees discussed possible appointments to the Court of Revision, and the desire that the majority of Court members be members of the public, rather than trustees, to increase confidence in the independence of the Court of Revision. Trustees requested that the CAO contact an array of ratepayers to canvass willingness to be appointed to the Court of Revision, and that a list of names be brought names back to the next board meeting.

### **5.4. Investments – Restricted Reserve Account into GIC**

Trustees discussed the wisdom of investing some funds into GICs, where greater interest could be realized. The CFO will explore investment opportunities with staff at the Williams Lake and District Credit Union.

## **6. Petitions and/or Delegations:**

- 6.1. **Peter Nygaard, Fire Chief** - **Information from Volunteer Firefighters' Association of BC**
  - **Letter from Nuxalk Nation Asset Manager**

Item 6 was addressed earlier in the meeting.

## **7. Correspondence:**

There were no additional correspondence items.

## **8. New Business:**

### **8.1. "Who's Responding?" App – Fire Dispatch Technology**

Trustees reviewed this correspondence on fire department technology.

### **8.2. Scot Durward – Improvement District Access to Provincial Funding**

Trustee Skelly updated the other trustees as to communication she has had with Scot Durward, who has been involved in extensive efforts to make the case for access to provincial government grant funding for improvement districts.

Trustees raised the matter of previous discussions with Phil Muirhead, Environmental Drinking Water Protection officer with Vancouver Coastal Health. The CAO will follow up with Mr. Muirhead, regarding information on current purification technology.

## **9. Portfolio/Committee Reports:**

### **9.1. Communications – Trustee Baillie**

Trustee Baillie will be drafting a press release following the meeting.

### **9.2. Maintenance, Repairs and Upgrades – Trustee Matthews**

Trustee Matthews reported that all is steady at the dam site. Routine maintenance is up-to-date. Some emergency maintenance was recently undertaken on a couple of problem areas.

### 9.3. Fire Department – Trustee Breffitt

Trustee Breffitt continues to familiarize himself with the portfolio and will be meeting with the fire department next week for discussions around an updated fire truck.

### 9.4. Trustee Financial Oversight – Trustee Breffitt

Trustee Breffitt reported no problems have been observed.

### 9.5. New Portfolio – Draft Terms of Reference-Revised

Trustees reviewed an updated Terms of Reference for the new portfolio, and minor revisions were made.

**2018-01-10** M/S Trustees O'Neill/Breffitt that the Terms of Reference for the New Directions Research Committee Portfolio be approved as amended; and that the New Directions Research Committee Portfolio be hereby established.

**CARRIED**

**2018-01-11** M/S Trustees Breffitt/Baillie that Trustee Skelly be appointed to hold the portfolio for New Directions Research.

**CARRIED**

### 4.0 In Camera Matters:

**2018-01-12** M/S Trustees Skelly/Baillie 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 meeting moved in camera at 5:47 pm.

### Reconvene

The regular meeting resumed at 7:50 pm.

The following items were released from the in camera meeting:

### 5.2 Approval of Obligations for the Month of January 2018:

**2018-01-13** M/S Trustees Breffitt/Baillie that the that financial expenditures in the amount of THIRTEEN THOUSAND SEVEN HUNDRED FIFTY-EIGHT DOLLARS AND THIRTY-SEVEN CENTS (**\$13,758.37**), representing payment of the District's commitments and obligations for the period covering January 2018, be approved.

**CARRIED**

**10. Next Board Meeting Date:** February 15, 2018 (Regular Meeting)

**Adjournment**

**2018-01-14** M/S Trustees Baillie/Breffitt that the meeting be adjourned.

**CARRIED**

The meeting was adjourned at 7:54 pm.

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**Chair**

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**Corporate Administrative Officer**