



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

Location: District Office, Hagensborg Fire Hall

Date: January 30, 2020

Meeting time: 1:00 pm

Trustees in Attendance: Chair Kevin O'Neill (via telephone), John Morton, Jeremy Baillie, Diane Skelly, Tony Norton

Staff: Diane Skelly, CAO

Recording Secretary: Trustee Jeremy Baillie/Diane Skelly

Gallery: Mark Nelson, Chris Matthews, Donald Mikkelson, Ken Dunsworth

Chair/CAO Skelly called the meeting to order at 1:00 pm.

1. Agenda:

1.1. **Motion to appoint Trustee Skelly Chair for the meeting:** M/S Trustees Morton/Norton
CARRIED

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

1.3. **Approval of Agenda**

2020-01-01 M/S Trustees Norton/Baillie that the Agenda be approved as presented.

CARRIED

2. In Camera Matters

2020-01-02 M/S Trustees Morton/Norton 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 1:42 pm

The following matters were released from in camera:

- (a) Conducting Interviews for potential maintenance contractors was tabled until the next meeting.
- (b) A motion was carried to approve a resolution to dissolve the Hagensborg Water District and forward to the CCRD at their request.
- (c) The board approved payment to New Season Services for plowing of the fire hall.

3. Minutes – Approval of Previous Meeting Minutes:

3.1 November 29, 2019 Regular Monthly Meeting

- 2020-01-03** M/S Trustees Baillie/Morton that the November 29, 2019 regular meeting minutes be amended to include as an addendum the report read aloud at the November 29th regular meeting by Trustee Skelly on HWPG presentation at the November CCRD meeting
DEFEATED
- 2020-01-04** M/S O’Neill/Norton that the November 29, 2019 regular meeting minutes be adopted as presented.
CARRIED (Trustee Baillie Opposed)

4. Unfinished/Regular Business:

4.1 Administration Report/Action Items Update

CAO Skelly addressed the following items in her monthly administration report.

Previous Meeting Updates – There were no further updates to the website since the October 24th regular meeting. Several items are pending for upload by Trustee Baillie.

Vancouver Coastal Health - CAO Skelly recommended that a maintenance log be set up to track repairs and expenses thus aiding in the completion of the Vancouver Coastal annual water reports.

Ministry Requirements – The 2020 budget and bylaws were approved and returned by the Ministry.

Publications/Correspondence – Trustee Norton continues to receive fire department related emails. BCWWA & UBCM correspondence forwarded to trustees. Final report received from Elections Officer Cheryl Waugh on the ballot count. An email was received from Scott Leitch at the Ministry of Municipal Affairs and Housing Governance Branch stating that the referendum is considered an opinion poll and is not binding on the improvement district. Caitlin Thompson published an article on the referendum in the Coast Mountain News December 12, 2019 issue using portions of Trustee Baillie’s press release.

Miscellaneous

The CAO is creating a new annual planning calendar. Trustee Skelly and Norton attended the December 12, 2019 CCRD Board Meeting to hear the Hagensborg Water Preservation Group Delegation. New firefighter sign-in sheets for the 2020 fire practices were created by the CAO.

- 2020-01-05** M/S Trustees Baillie/Morton that the CAO administration report be received.

CARRIED

4.2 Referendum Report – Final Report from Elections Officer

- 2020-01-06** M/S Skelly/Morton that the Elections Officer report of the December 3, 2019 opinion poll results be accepted.

CARRIED

4.3 Conversion Update

Chair O’Neill reported nothing as the matter had been discussed in camera.

4.4 Hagensborg Water Preservation Group (HWPG) Petition Review

2020-01-07 M/S O'Neill/Morton that the report reviewing the HWPG petition be received.

CARRIED (Trustee Baillie Opposed)

5 Financial Report:

5.1 Receive and Review Financial Update to December 31, 2019.

The income statement and balance sheet were circulated among Trustees. Trustee Morton said all the reconciliations were in order.

2020-01-08 M/S Skelly/Norton that the financial report be received. **CARRIED**

5.2 Approval of Obligations for November 29, 2019 – December 31, 2019

Payables were presented and reviewed by Trustees.

2020-01-09 M/S Trustees Skelly/Baillie that the financial expenditures in the amount of FOURTEEN THOUSAND THREE HUNDRED AND THIRTY NINE DOLLARS AND ZERO CENTS (\$14,339.00), detailing payment of the District's obligations between November 29th to December 31, 2019, be approved.

CARRIED

5.3 2019 Audit

Trustee Morton reported that audit preparations are underway with a target completion date of March 31, 2020.

5.4 Compensation of Poll Clerks

2020-01-10 M/S Trustees Skelly/Baillie that the poll clerks receive an honorarium of \$50.

CARRIED

6 Petitions and/or Delegations:

6.1 Hagensborg Water Preservation Group – Chris Matthews Spokesperson

Chris Matthews began his presentation by suggesting the results of the opinion poll did not constitute a mandate for the Hagensborg Water District to move forward with conversion / dissolution to become a local service area of the CCRD. He spoke to the group changing and formalizing their group name as now the Hagensborg Water Ratepayers Group. He read aloud a letter written by the group to the water district and asked that the letter be received into the minutes. He presented a FOIP request and asked that it be received and dated. See addendum in the minutes for the request.

Ken Dunsworth inquired into what cost analysis documents were available and how they factored into the grant proposal. He submitted two FOIP requests and asked that they be received and dated. See addendum in the minutes for the requests.

Donald Mikkelson stated that in his opinion the Hagensborg Water District Board of Trustees had not met the requirements as set out in the motion presented at the 2019 regarding a referendum on conversion. He presented a FOIP request and asked that it be received and dated. See addendum in the minutes for the request.

Mark Nelson submitted two FOIP requests and asked that they be received and dated. See addendum in the minutes for the requests. He inquired about the recording device that was verbally recording the meeting and if that changed the board position on his filming Hagensborg Water District meetings. Trustee Skelly responded in the negative, saying the recordings were for minute taking purposes only. Mark Nelson also submitted a proposal including a request for new board and the creation of an advisory committee made up partly of ratepayers to do research on directions moving forward. See addendum in the minutes for the full proposal.

7 Correspondence:

7.1 Central Coast Regional District Water Testing

Trustees received water testing reports from the CCRD taken from 4 locations on the townsite. These showed excellent results.

7.2 BC Assessment Notice

2020 Assessment Notice was received with the question of whether the HWD pays property taxes on the firehall. CAO will inquire.

7.3 Ministry of Municipal Affairs & Housing Governance Branch E-mail from Scott Leitch

An email from Scott Leitch from the provincial government was received (Skelly/Baillie) stating that the dissolution vote was classified as an opinion poll and non-binding on the Improvement District. He also stated that legislation doesn't permit people to look at the ballots after a count. He advised the Board decline the Hagensborg Water Preservation Group request to look over the ballots cast to maintain the integrity of the secrecy of the ballot.

2020-01-11 M/S Trustee Skelly/Baillie that the Ministry of Municipal Affairs & Housing Governance Branch email from Scott Leitch be received. **CARRIED**

8 New Business:

No New Business

9 Portfolio/Committee Reports

9.1 Communications – Trustee Baillie

Trustee Baillie presented a letter without notice to Trustees. After review, the Board deemed the content of this letter unsuitable for the public portion of the regular meeting. In order for Trustees to respond appropriately to Trustee Baillie's concerns and recommendations the entire content has been moved to in camera.

9.2 Maintenance, Repairs and Upgrades – Trustee O'Neill

9.2.1 Repair Priorities – Maintenance person Chris Matthews reported that he has continued to perform ongoing maintenance during our recent extreme weather conditions which has included a great deal of plowing to maintain access to the water system and the fire hall. Troy Gurr was asked to shovel

out the intake and was asked to provide an estimate on spillway replacement in the spring. The phone line has been raised to avoid further issues with the fuel truck.

Given our recent extraordinary snowfalls and where the snow is piled on the southwest corner of the airport parking lot, Chris Matthews recommends not placing a new hydrant in that location. Putting barriers around the hydrant in that location was discussed but C. Matthews reminded trustees that at its peak the snow pile was approximately 14 feet which would be well above any barrier.

9.3 Fire Department – Tony Norton

9.3.1 Active 911 App

Active 911 One App was introduced to firefighters and tested at a regular fire practice meeting. Firefighters were impressed with its capabilities to alert them to a fire call immediately.

Ken Dunsworth

Ken Dunsworth inquired were there any issues known around insurance coverage for homeowners and a fire truck currently not meeting certification requirements. Trustee Morton stated he would ask these questions of HWD Insurance providers. Further, he would like to see a further inspection done of the fire truck by an independent inspector. Trustee Morton also would like to examine what would be an eligible expenditure from the Fire Protection Reserve to deal with such matters. Mutual Aid agreements between the four valley fire departments were also a part of this discussion and need further investigation by Trustee Norton.

9.4 Trustee Financial Oversight – Trustee Morton

Trustee Morton reported CRA access is now corrected and GST has been filed up to December 31, 2019. He has an agreement with the auditor and the senior bookkeeper the amount will be the correct amount and that moving forward the senior bookkeeper will ensure requirements are fulfilled.

9.5 New Directions Research – Trustee Skelly Nothing to report.

10 Questions Of and By Board Members –

Mark Nelson

Mark Nelson inquired about the nature of ‘negative feedback’ received by some trustees regarding the Hagensorg Water Ratepayers Group door-to-door petition.

Trustee Skelly responded that some of the feedback received included:

- (1) A ratepayer feeling intimidated with 4 individuals on their porch asking for the petition to be signed.
- (2) Misinformation around maintenance costs under the CCRD potentially being 100,000/yr.
- (3) Some ratepayers were told fluoride along with chlorination would be added to the water with conversion.

Further, Mark Nelson inquired if we had a vote to proceed with conversion? Trustee Norton responded that the Board had a vote to that effect earlier during the in-camera portion. Trustee Skelly added that there still was a great deal of work to be done on the CCRD side of the potential dissolution.

Chris Matthews

Chris Matthews inquired as to the status of the maintenance posting. Trustee Skelly responded that at this moment the maintenance posting was status quo and would be tabled until the next meeting.

11 **Next Board Meeting Date:** The next regular board meeting is scheduled for February 20, 2020.

12 **Adjournment:** The meeting was adjourned at 3:20 pm.

Chair

Corporate Administrative Officer



HAGENSBOURG WATERWORKS DISTRICT
Box 25 – 1465 Hwy. 20 Hagensborg, B.C. V0T 1H0 Phone: 250-982-2777
Email: hwwdistrict@gmail.com

January 30, 2020 Regular Board Meeting

RE: HAGENSBOURG WATER PRESERVATION GROUP (HWPG) 2019 PETITION REVIEW

Dear Trustees,

On December 9, 2019 Trustee Norton and Trustee/CAO Skelly reviewed the HWPG certified petition which was received by the Hagensborg Waterworks District (HWD) at their November 29, 2019 regular board meeting.

Trustees Norton and Skelly reviewed the rules for petitioning under section 82 of the *Community Charter*. Section 82 states that the full name and residential address of each petitioner must be included. The Central Coast Regional District (CCRD) has also indicated their guidance will come from section 82 of the *Community Charter*.

The Petition Statement: *We, the undersigned request DELAYING the vote to DISSOLVE the Hagensborg Water District and accept CONVERSION, until an OPEN REVIEW of the proposed conversion is completed by the CCRD, and reported back to all ratepayers.*

The petition did not ask ratepayers if they were against accepting the government grant or conversion. It was a statement to delay the vote and receive a review from the CCRD. While distributing the petition the HWPG also presented ratepayers with a pamphlet supporting HWPG goals.

At the HWD October 24, 2019 regular meeting the HWPG presented a delegation. Trustees heard their concerns and decided to delay the referendum ballot by two weeks so the HWPG could receive more information. The petition was later received by the Board at their November 29th regular meeting, at the end of the referendum process.

The HWPG presented the Board with the following petition results:

1. The HWPG reported total signatures/entries - **166**
2. The number of parcels represented - **118**

Trustees reviewed the petition with the following results (prior to any changes):

1. Total number of signatures/entries – **164**
2. The number of parcels represented – **111**

*****After reviewing the HWPG petition only ONE entry met the requirements for petition as specified by the Community Charter.*****

If the Board chooses to accept entries with incomplete residential addresses (not including box numbers) the results would be as follows:

1. Total number of signatures/entries – **88**
2. Number of parcels represented - **63**

Hagensborg Waterworks District General Statistics:

1. **Population – approx. 460**
2. **Number of Parcels – approx. 271**
3. **Connections – approx. 224**

Although requirements have not been met in the petition, Trustees can view this as an expression of opinion rather than a legal petition. Consideration should be given to the negative feedback received by the Board from ratepayers on how the petition was presented to potential signatories.

There is no requirement for a local government to take action if a petition is received.

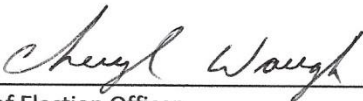
Respectfully Submitted,

Trustee/CAO Skelly
Trustee Norton

Hagensborg Waterworks District
Conversion to the Central Coast Regional District
Referendum Results – December 3, 2019

	YEA	NAY	TOTAL BALLOTS
TOTAL NUMBER OF VALID VOTES CAST	68	63	131

This determination of official results was made by the Chief Election Officer on Tuesday, December 3, 2019 at 11:20am and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Chief Election Officer