



Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: October 24, 2019

Meeting time: 1:00 pm

Trustees in Attendance: Chair Kevin O'Neill (Skype) Trustee John Morton
Trustee Diane Skelly Trustee Jeremy Baillie
Trustee Tony Norton

Staff: Diane Skelly, CAO

Gallery: Ken Dunsworth, Mark Nelson, Chris Matthews, Joy Mackay, John Breffitt, Donald Mikkelson

Chair O'Neill called the meeting to order at 1:05 pm.

1. Agenda:

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

1.2. Approval of Agenda

2019-10-01 M/S Trustees Baillie/Morton that the Agenda be adopted as presented.

CARRIED

2. In Camera Matters

2019-10-02 M/S Trustees Norton/Morton 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 1:47 pm

The following matters were released from in camera:

- (a) Trustee Baillie will contact the Coast Mountain News to continue the advertisement for a maintenance contractor.
- (b) District bookkeeper will send out second notices to ratepayers who are in full arrears.

3. Minutes – Approval of Previous Meeting Minutes:

3.1 September 19, 2019 Regular Meeting Minutes

2019-10-03 M/S Trustees Morton/Norton that the September 19, 2019 regular meeting minutes be adopted as presented.

CARRIED

3.2 October 3, 2019 Conversion Study Public Meeting Minutes

2019-10-04 M/S Trustees Norton/Baillie that the October 3, 2019 Conversion Study public meeting minutes be adopted as presented. **CARRIED**

3.3 October 18, 2019 Extraordinary Meeting Minutes (EOM)

2019-10-05 M/S Trustees Baillie/Morton that the October 18, 2019 EOM minutes be adopted as presented. **CARRIED**

4. Unfinished Regular Business:

4.1 Administration Report/Action Items Update

- CAO Skelly updated the Trustees on further additions to the District website.
- The results of the Community Emergency Preparedness Fund grant application for replacement of fire department turn-out gear will be announced in February 2020.
- Vancouver Coastal Health, Environmental Health Officer Phil Muirhead has requested chemical water testing from the well and dam intake be taken as soon as possible. New requisition forms for the other three water sampling test sites have also been received.
- The Board is on track for delivery of the 2020 Annual Budget and Bylaws which are due to the Ministry by the end of October.
- The Conversion Review document continues to be picked-up at the Hagensborg Post Office. The CAO estimates approximately 50 copies have been circulated to date from this location.

2019-10-06 M/S Trustees Norton/Morton that the Administration Report be received. **CARRIED**

4.2 **Water Testing** – See above

4.3 **Conversion Update** – Deferred for discussion during Item #6 Petitions and/or Delegations.

4.4 **POE Removal Update** – The Board continues their efforts to remove the remaining POE's. Grant Robertson from HomePlus has indicated continued interest in receiving the POE units and plans to make a trip to Bella Coola in the spring for pick-up.

4.5 **Line Flushing Maintenance Repairs Priorities** – Gordon Gibbs has received a list of items needing repair since the line flushing. Some water leak repairs have already been completed. Maintenance person Chris Matthews will speak to Gordon about the faulty standpipes.

5. Financial Report:

5.1 **Receive and Review Financial Update to October 24, 2019** - Trustee Morton reported that all account reconciliations are in order and that the balance sheet and current income statement have been received up to September 30, 2019.

2019-10-07 M/S Trustees Norton/Baillie that the Financial Report dated October 24, 2019 be received. **CARRIED**

5.2 **Approval of Obligations for September 20, 2019 – October 24, 2019:** Trustee Morton presented a report of the payables to Trustees.

2019-10-08 M/S Trustess Morton/Baillie that the financial expenditures in the amount of FOURTEEN THOUSAND SEVEN HUNDRED FIFTY TWO DOLLARS AND FOURTEEN CENTS (\$14,752.14), detailing payment of the District's obligations for the month of October 2019, be approved. **CARRIED**

5.3 **Annual 2020 Budget Bylaws** – The 2020 Annual Budget process requires the adoption of the following four bylaws to be submitted to the Ministry of Municipal Affairs and Housing by October 31, 2019.

5.3.1 **Bylaw No. 234 Fire Protection Taxation Bylaw, 2020**

2019-10-09 M/S Trustees Baillie/Norton that Bylaw No. 234, Fire Protection Taxation Bylaw, 2020 now be introduced and read a first time. **CARRIED**

CAO Skelly proceeded to read aloud Bylaw No. 234 twice.

2019-10-10 M/S Trustees Baillie/Norton that Hagensborg Waterworks Bylaw No. 234, Fire Protection Taxation Bylaw, 2020, having been introduced and read a first time, be now reconsidered and finally adopted. **CARRIED**

5.3.2 **Bylaw No. 235, Fire Protection Charge Bylaw, 2020**

Trustees read Bylaw No. 235 and Trustee Morton summarized its content for the ratepayers in the gallery.

2019-10-11 M/S Trustees Morton/Norton that Hagensborg Waterworks Bylaw No. 235, Fire Protection Charge Bylaw, 2020, having been introduced and read, be now reconsidered and finally adopted. **CARRIED**

5.3.3 **Bylaw No. 236, Parcel Taxation Bylaw, 2020**

Trustees read Bylaw No. 236 and Trustee Morton summarized and explained the different group classifications to the ratepayers in the gallery.

2019-10-12 M/S Trustees Norton/Baillie that Hagensborg Waterworks Bylaw No. 236, Parcel Taxation Bylaw, 2020, having been introduced and read, be now reconsidered and finally adopted. **CARRIED**

5.3.4 **Bylaw No. 237, Water Delivery Service Fees (Tolls) and Charges Bylaw, 2020**

Trustees read Bylaw No. 237 and Trustee Morton summarized its content reading aloud to ratepayers the list of service fees.

2019-10-13 M/S Trustees Norton/Baillie that Hagensborg Waterworks Bylaw No. 237, Water Delivery Service Fees (Tolls) and Charges Bylaw, 2020, having been introduced and read, be now reconsidered and finally adopted. **CARRIED**

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

Trustee Morton announced that he would be chairing this portion of the meeting due to some delays with the Skype transmission. He explained to ratepayers the current timeline for the conversion process which included bookkeeper preparation of numbered ballots, discussion about one vote per property, statutory declarations for ratepayers voting as agents, scrutineers, and advertising for the upcoming referendum. A self-addressed stamped envelope will be included with the ballot to encourage participation. Trustee Baillie then proceeded to read aloud the board's current referendum ballot letter to be mailed out November 1, 2019 and returned by November 15, 2019.

6.1 Spokesperson Chris Matthews on Behalf of Concerned Ratepayers – Chris
Matthews discussed availability and access to resources for future upgrades in relation to his property line and the Hagensborg Waterworks District boundary.

Matthews also queried the recent maintenance contractor advertisement in the newspaper suggesting a more detailed description of the position would be helpful for applicants. He stated his continued enjoyment serving as volunteer maintenance person for the District and expressed interest in continuing in this position.

6.2 Ratepayer Mark Nelson – Mark Nelson began his delegation addressing referendums and the need for clarity and sufficient information to be received by the public in order to make an informed decision. He questioned the speed of the current process, transparency, quantity of information released to date, and requested a delay in the referendum. His written submission was given to the Board along with a *Freedom of Information and Protection of Privacy Act* request.

Discussion with ratepayers in the gallery ensued regarding the following matters:

- Referendum/conversion timeline
- Questions about the assent process
- The ballot question
- Privacy guaranteed with numbered ballots
- Transparency issues
- Feasibility study
- What percent constitutes a majority for the referendum
- Access to engineer reports
- Communication with the CCRD
- Timeline to receive grant money
- Is the \$3.78 million sufficient for the needed upgrades
- Board discussions with DFO

Following discussion it was agreed that more information on the timeline to receive the \$3.78 million in government grant funding was needed for the conversion timeline/process.

The Board thanked the ratepayers for bringing forward their questions and concerns which will be taken into consideration by the Board moving forward.

2019-10-14 M/S Trustees Morton/Baillie that the letter received dated October 23, 2019 from Ken Dunsworth be received. **CARRIED**

7. Correspondence:

7.1 Grant Robertson from HomePlus - CAO Skelly received an email from Certified Water Technician Grant Robertson expressing continued interested in receiving the Point of Entry (POE) units for charity/recycling next spring. HomePlus were the suppliers of these units for the District pilot project. He was also pleased to hear about our grant application approval and in his view felt the funds would be sufficient for the needed upgrades.

8. New Business: None

9. Portfolio/Committee Reports

9.1 **Communications – Trustee Baillie:** Trustee Baillie will submit to the Board a draft press release to be placed in the Coast Mountain News (CMN). He will also request the CMN extend the ad for a maintenance contractor. The purchase of a Polycom device is currently on hold.

9.2 **Maintenance, Repairs and Upgrades –Trustee O’Neill:** Maintenance person Chris Matthews reported that due to the fall conditions we have been making more use of the well and screen cleaning has increased. He will also speak to Gordon Gibbs about needed repairs. Chris relayed to the board that there are mushroom pickers on District property this time of year and discussion ensued on how best to further manage the protection of our watershed. The Board has the authority to report trespassers to the RCMP.

9.3 **Fire Department – Trustee Norton:** Reported that two new firefighters have joined our fire department and a new TV has been installed in the lounge for training purposes.

9.3.1 **Fire Department West End Inspection** – Trustee Norton submitted a report from fire fighters on the inspection of all fire hydrants and standpipes in the west end of the District. The east end will be completed in the spring of 2020.

9.3.2 **Fire Extinguishers** – The inspection of all fire extinguishers has been completed with the purchase of two new 10lb extinguishers.

9.3.3 **Curb Stop Wrench/Keys** – Curb stop keys are the property of the HWD and there should be none available to the general community. These keys are how the District manages the valve boxes adjacent to properties. Bylaw No. 7 Water Regulations states “No valve, stop or other fitting of the District shall be operated by anyone but the authorized agents of the District.” Failure to comply with this bylaw could result in a financial penalty.

9.4 **Trustee Financial Oversight – Trustee Morton:** Trustee Morton created a summary for ratepayers of the 2018 Tenisci Piva Audit Recommendations. The Board is on schedule for the implementation of these changes. This summary will be available as an appendix to these minutes.

9.5 **New Directions Research – Trustee Skelly:** No report this month.

10. **Questions Of and By Board Members** – See above under Petitions and/or Delegations.

11. **Next Board Meeting Date:** The next regular board meeting is scheduled for November 29, 2019 at 1:00 pm.

In Camera Matters – Second In Camera session convened at 4:05 pm.

2019-10-15 M/S Trustees Baillie/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 4:20 pm.

The following matter was released from in camera:

- (a) The Board discussed a recent fire call and will review the District's contact list and procedures moving forward.
- (b) The date for mailing out of the Hagensborg Waterworks District referendum ballot letter will now be postponed to November 14th, 2019 with return ballots post marked no later than November 30th, 2019.

12. **Adjournment:** The regular meeting was adjourned at 4:23 pm.

Chair

Corporate Administrative Officer