

**REGULAR BOARD MEETING  
OF THE HEDLEY IMPROVEMENT DISTRICT  
Monday, December 21, 2020 held at the HID office at 10:00 am.**

**Trustees Present:** Ralph Olund, Dave Peers, Wes Mufford, Stephen Alderson, Terry Sawiuk

**Administrative Officer:** Alice Christensen

**Guests Present:** Simon Harris, Ken Hoyle, Karen Cummings and Lois Alderson

**CALL TO ORDER**

Wes Mufford, Chair, called the meeting to order at 10:02 am.

The Chair welcomed two new trustees, Stephen Alderson and Terry Sawiuk. All Trustees completed and signed Oath of Office, Code of Conduct & Confidentiality Agreement and Declaration of Related Parties. They all received copies of the 2012 Trustees Handbook.

**ADOPTION OF AGENDA**

**Motion** (Wes/Ralph) to adopt the agenda with the addition of one late item. Adding approval of the 2020 AGM minutes to section 3.

**CARRIED**

**ADOPTION and ACCEPTANCE OF PREVIOUS MINUTES**

**Motion:** (Dave/Wes) To accept and approve the September 28th, October 19<sup>th</sup>, November 23<sup>rd</sup>, and November 14<sup>th</sup> AGM minutes as presented.

**CARRIED**

**FIRE & WATER OPERATIONS REPORTS**

FIRE DEPARTMENT REPORT

The fire department report for November 2020 was presented by Ken Hoyle.

**Motion:** (Dave/Ralph) To approve and accept the Fire Department report as presented.

**CARRIED**

Dave Peers questioned what the costs for FireSmart were and the response was no anticipated costs for the HID. Terry Sawiuk asked why there are no first responders. Wes Mufford asked if there are any people to be first responders. The response was that a meeting was held with 9 residents and received 3 applications but only two people remain interested in taking the course in Feb./March.

WATER DEPARTMENT REPORT

The water department report for November 2020 was presented by Simon Harris.

**Motion:** (Dave/Ralph) To approve and accept the Water Report as presented.

**CARRIED**

The 30hp pump is figured to be approx. 18 years old and should be replaced. An estimate for a new pump was provided. The water operator suggested the Trustees move ahead with the replacement of the 30hp pump because of the failure on Nov. 10<sup>th</sup> and this is the low consumption period. Water Operator will invite Value Contracting to meet with the Trustees to discuss pump options. Estimated leakage is 100,000 gallons in 24 hours.

The service line underneath the modular home beside the old Nickelplate Restaurant is leaking. The owner connected a pipe to divert the water towards the alleyway. Curb stop cannot be

turned off. Water Operator has been available to shut off the water main in that area to complete repairs as only one house will be affected but the property owner has not been in contact. It is estimated to be approx. 24,000 gallons of leakage. The curb stop will need to be repaired in the spring when the ground is not frozen. Administrator suggested trustees review the bylaws to find out what the HID obligation is to repair known leaks on properties.

**Motion:** (Ralph/Wes) To send property owner a letter of urgency to repair the leaking service line

**Motion Rescinded:** (Wes) Motion to send letter to owner was rescinded.

Trustees will instead call Harris & Sons to excavate the area and install a new curb stop.

## **FINANCIAL REPORTS**

### ACCOUNT BALANCE SHEET

The account balance sheet for November 2020 was presented and reviewed.

**Motion:** (Dave/Ralph) To approve and accept the November 2020 balance sheet as presented.

**CARRIED**

### FIRE PROTECTION & STREET LIGHTING YTD EXPENSE REPORT

The November 2020 year-to-date expense report was presented and reviewed by the trustees.

**Motion:** (Dave/Ralph) To approve and accept the November 2020 YTD expense report as presented

**CARRIED**

### WATER OPERATIONS YTD EXPENSE REPORT

The November 2020 year-to-date expense report was presented and reviewed by the trustees.

**Motion:** (Dave/Wes) To approve and accept the November 2020 water operations YTD expense report as presented.

**CARRIED**

## **BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS.**

### HEDLEY WATER SYSTEM

The engineering company True Consulting has merged with McElhanney. McElhanney has accepted to work with the Trustees on the pumphouse. A date and time for the initial discussion is yet to be determined. Capri Insurance requested an update on the crack in the pumphouse wall. Trustees have responded informing Capri that they are working with the engineer to determine best possible solution.

Dave Peers gave an update on the service line flushing. The estimated cost is approx. 10-20 thousand. Dave stated this is more money than expected to spend and may not help with the scale build up. Dave suggested that the fire hydrant flushing should handle line flushings. The fire dept. manager was asked if he was fine with the fire department conducting hydrant flushing at each practice. FD manager stated he is not fine with it and that it is not the fire department's responsibility. He went on to state that the company hired by the Trustees can do it when they inspect the fire hydrants next year.

Dave Peers will speak to Terry Leonard about getting an updated map of the Hedley water system.

#### NOMINATIONS

Stephen Alderson and Terry Sawiuk were voted in as trustees by acclamation. Stephen was elected for the 3-year term and Terry for the remainder of the one-year term. As per the Ministry, there was no need to call a special meeting to seek further nominations or announce acclamation due to very little interest from the property owners and the difficulty in securing nominations to begin with.

#### HID BULLETIN BOARD

Dave Peers has spoken to the resident known for his carpentry skills and he has agreed to build a new enclosed bulletin board for the HID building. Project will start in the new year.

#### COMPUTER/PRINTER

All About Computers based out of Princeton performed site maintenance on the HID laptop as well as installed the new printer. Administrator provided the Trustees with specs and price on an external hard drive with 2TB storage for data backups as well as a refurbished computer system to be used as a second workstation for trustees and office assistant.

**Motion:** (Dave/Stephen) To move forward with the purchase of the external hard drive and second computer system for the office.

**CARRIED**

#### REQUEST TO MEET WITH TRUSTEES

The trustees and officers have agreed to meet on Jan. 25<sup>th</sup> at 1pm to discuss concerns.

#### **NEW BUSINESS**

##### MUTUAL AID AGREEMENT

The current Mutual Aid Agreement for fire protection is due for renewal at the beginning of 2021. The administrator contacted the RDOS and was told the HID will be contacted in the new year with a new agreement.

##### RDOS MEETING REQUEST

Anne Benn, Emergency Program Coordinator has requested to meet with the HID to discuss the intention of the HID's emergency response plan. Trustees have requested the administrator contact Anne Benn to possibly meet on Jan. 18<sup>th</sup>.

##### FIREFIGHTER PAY

A request from the fire dept. manager was received on Dec. 14<sup>th</sup> to include a maximum of 8 hours COVID pay as practices have been cancelled due to the PHO. The request also included to have firefighter pay cheques ready for distribution on Dec. 21<sup>st</sup>. The administrator explained to the Trustees that cheque runs are done twice a month to coincide with the end of each pay

period (15<sup>th</sup> and 31<sup>st</sup> of each month) and that this request was received too late and needed to be approved by the Trustees and did not make the mid-month cheque run. Even if approved, the administrator would not have time to generate cheques by the end of today (Dec. 21<sup>st</sup>) being that it is meeting day. Administrator requested to keep with regular pay schedule and in future, these types of requests be given ample notice.

**Motion:** (Dave/Wes) To agree with a maximum of 8-hour COVID pay for December for the firefighters

**CARRIED**

**Motion:** (Dave/Wes) To continue with regular pay schedule for the firefighters and issue pay for end of December as normal.

**CARRIED**

#### HOLIDAY CLOSURE

**Motion:** (Wes/Ralph) To close the HID office the over the Christmas holidays and to re-open again on Jan. 4, 2021.

**CARRIED**

#### **BYLAWS & RESOLUTIONS**

Resolution 160 put into effect at the October 19<sup>th</sup> meeting was presented for signing by the trustees in attendance at that meeting.

Meeting Procedures Bylaw 256 – was presented to the trustees for review and approval. Bylaw 256 is an updated version of Meeting Procedures Bylaw 218. Changes were made to meeting dates, deadlines for meeting submissions and corrections made to incorrect section references.

**Motion:** (Wes/Dave) To accept Bylaw 256 as presented and to follow agenda order as laid out in the bylaw.

**CARRIED**

#### **CORRESPONDENCE**

An email was received from John Todd, who volunteers accounting advice to the Trustees, regarding an error in the 2019 financial statements. The Trustees agreed to the property owner's request to meet and discuss. The Administrator will contact John Todd with a proposed date of Jan. 5<sup>th</sup> at 10am

**NEXT MEETING:** Monday, January 18, 2021 at 10:00am

#### **ADJOURNMENT**

**Motion:** (Wes) To adjourn the HID regular board meeting at 11:50am.

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Wes Mufford, Chair

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Alice Christensen, Administrative Officer