

**REGULAR BOARD MEETING MINUTES  
OF THE HEDLEY IMPROVEMENT DISTRICT  
Monday, March 21, 2022 at 10:00 am.**

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

**Administrative Officers:** Trisha Mills & Sharon Carey

**Water Department:** Terry Leonard

**Fire Department:** Michael South

**Guests Present:** Ken Hoyle

**1) CALL the meeting to order:**

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

**2) ADOPTION of the Agenda:**

Motion (Dave/Stephen) Introductory of any late items

**CARRIED**

**3) ADOPTION and ACCEPTANCE OF PREVIOUS MINUTES:**

**4) Motion** (Dave/Stephen) to accept and approve the February 22, 2022 minutes as presented

**CARRIED**

**5) BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS:**

- a) Cladding install and painting need to be finished by June 30<sup>th</sup>, 2022 – FYI – **Cladding was completed in March, 2022. Waiting for quotes on Painting.**
- b) Year End Reports Required – Water/Fire Departments and letter from Chair – Wes – **Need to be submitted by April 15 – Waiting for these for the AGM**
- c) Email from Keyana of IH – Terry to follow-up about water interruption – it was a fan fault lock on the display, so he is looking into the new fans installed under warranty. Also, about Conditions 3 & 4 and ECOP with IH. – **Terry resolved this issue.**
- d) Arsenic testing information – will email AGAT to find out what type of arsenic is in the water.- **Terry is looking into this in more detail.**

**6) PETITIONS & DELEGATIONS:**

None

**7) CORRESPONDENCE: None**

## 8) FIRE & WATER OPERATIONS REPORTS

### FIRE DEPARTMENT REPORT

The fire department report for February, 2022 was presented by Michael South

**Motion:** (Dave/Ralph) motioned to accept the Fire Department report as presented

**CARRIED**

### WATER DEPARTMENT REPORT

The water department report for February, 2022 was presented by Terry Leonard

**Motion:** (Dave/Wes) motioned to accept the Water Department report as presented

**CARRIED**

## 9) FINANCIAL REPORTS

### ACCOUNT BALANCE SHEET

The account balance sheet for February, 2022 was presented and reviewed

**Motion:** (Dave/Wes) To approve and accept the balance sheet as presented

**CARRIED**

### WATER OPERATIONS YTD EXPENSE REPORT

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

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

**CARRIED**

## 10) BYLAWS & RESOLUTIONS

Discussion about a possible Noise By-law – Province has a Noise Pollution By-law that can be referenced. – Put this in the newsletter for information

## 11) NEW BUSINESS

- a) 2023 Budgets – Drafts needed for AGM – Need to look at Dec/Jan 2021 – Forecast for 2023 and beyond – Need to include inflation and Fire Hydrant Maintenance, Well Licensing -\$300-\$500 a year – Still in discussion
- b) Insurance Policy – a review of all policies needs to be done (doubled up insurance) – Resolved – Insurance company sent duplicates – That has been resolved
- c) Fire Truck Balance – In Account Balance – on the books
- d) Grants – These are for next year – Tight deadlines – Apply now – **Need a trustee to work with the Government and RDOS – Dave Peers volunteered**
- e) Specific Arsenic Testing – Submitted – Terry to phone AGAT for clarification – **Terry again is working on this.**
- f) Well Licensing update – Done/Paid
- g) Job postings for janitor & office admin are done – Indeed/Town – **In Process**

**NEXT MEETING:** Monday, March 21, 2022 at 10:00am

**ADJOURNMENT**

**Motion:** (Wes) To adjourn the HID regular board meeting at 12:35 pm. (Ralph)

---

Wes Mufford, Chair

---

Sharon Carey, Office Clerk

## Notes about this meeting: Just a reminder

- 1) Newsletter to be out by **March 11/2022** – Need information from Water/FD reports for March 1<sup>st</sup> to 4<sup>th</sup> for review. Provincial by-law on Fireworks and being a good neighbour. First Responders needed.
- 2) Follow up with Terry about Certification and Interior Health problem:  
IH – Conditions on Permit email update – has gone from six (6) to four (4); in January the trustees to work on the two outstanding IH conditions –
  - a) Terry's Certification – Operating License expires in March
  - b) Financial Plan – **All due by July 30, 2022** - **First Draft to be completed by end of April 30, 2022. Second Draft needed by May 30<sup>th</sup>, 2022. Final Draft needed by June 30<sup>th</sup>, 2022.**
- 3) Year – End Reports for Water/Fire and Chair needed by mid-April – 15<sup>th</sup>**
  - a) Budget also needs to include the inspection of the cladding to get the grant money
  - b) Budget for inflation
  - c) Budget for Fire Hydrant Maintenance
- 4) AGM will be set for May, 2022**
  - a) Need the reports – By Mid - April
  - b) Ralph's seat is open
  - c) Remember Robert's Rules
  - d) Chair's report for the year – Wes
    - ♦ What did the HID and Trustees do this year – Emphasize all positive and important issues – What time, money, and effort was involved
    - ♦ What projects are completed and talk about what will happen soon, next year, and future

- 5) **Fire Department** –
- a) Tony's hours – resignation – FD manager?
  - b)OFA – March 13, 2022 -
  - c) Uniforms – To look professional and team oriented – Will look into cost of Computer file, t-shirts, jackets, pants, hats – etc. – 20 pieces
  - c)First Responders – None at present  
HID needs to cover cost of course – 1 to 2 weeks out of town - at least 2/3 people in town – Not necessary FD – They will be on-call 24/7 – Needs to be included in the March newsletter  
Bill/Michael need to budget for on-going training and recertification for 2023 and onward  
Fire truck inspection date

6) **Water Department** –

- a) Need to look at digging up parts of Scott where there are possible leaks.
- b)Terry will contact AIM roads about Webster Bridge – have them close the bridge and put in tap line. He will also call Ministry of Transportation.  
4 houses on Daly share 2 curb stops – Need each house to 1 each - so 2 need to put in  
Ball park the estimate for Harris to come and dig – Budget for this work  
Need hot tap  
Terry is working on wireless telemetry  
Pumphouse – what to do with building – Shoring up – Need to contact engineer soon  
Need budget for 2023 by April 15, 2022  
Terry to phone AGAT about type of Arsenic and break-down the numbers

