

**Dewdney Area Improvement District**

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**TRUSTEES BOARD MEETING**

**Wednesday February 24, 2016 – 7.00 PM**

**Hatzic Prairie Community Hall, 10845 Farms Road, Hatzic Prairie**

**MINUTES**

**In Attendance:** Doug McNeill (Chair)  
Angus Derewenko  
Christian Leuzinger  
Ernest Loewen  
Deb McKay  
David Scott  
Brett Vander Wyk  
Peter Hanslo – administrator and finance officer  
Larry Wiens – project manager  
Ron Beck – facilities operations manager  
Darrell McDonald – assistant facilities operations manager  
Bruce Edwards – engineering consultant

**Absent:** Peter Schalkx (resigned)  
Doug Sinitsin (out of town)

**Ratepayers:** 21

**Call to Order:** Chair 7.06 pm.

- **Motion** to adopt amended February 24, 2016 meeting agenda subject to adding: Engineering consultant report – B. Edwards.  
D. McKay/G. Derewenko      Vote: unanimous in favour.      Motion adopted.
- **Motion** to adopt amended January 20, 2016 meeting minutes subject to removal of the words: "The board appeared to accept this explanation."  
B. Vander Wyk/G. Derewenko.      Vote: unanimous in favour.      Motion adopted.
- January 20, 2016 amended meeting minutes **signed**.

- **Motion** to pass a resolution to hold an in-camera board meeting immediately after this meeting to discuss legal matters related to delinquent taxes and a staff matter.  
B. Vander Wyk/D.McKay      Vote: unanimous in favour      Motion adopted.
- Resolution **signed**.

#### REPORTS:

- **Dike maintenance manager report:** Ron Beck – appendix 1
- **Administration and finance officer report:** P. Hanslo – appendix 1
- **Project manager report:** L. Wiens – appendix 2
- **Engineering consultant report:** B. Edwards – appendix 3

#### OLD BUSINESS

##### The district's method of calculating diking taxes.

- **Motion** (November 18, 2015 minutes): To strike an information meeting of trustees to review DAID data base after the BC Assessment information roll arrives in January 2016, gather information regarding properties, taxation, classes, values and also include suggestions from the property owners input at the November 18, 2015 meeting and present taxation options at a public meeting in the Spring of 2016.  
B. Vander Wyk/G.Derewenko.      Vote: Unanimous in favour      Motion adopted.
- The administrator reported that he received the district's 2016 property assessment roll from B.C. Assessment Authority on January 18, 2016 and will have completed his work to update the 2016 property assessment values on DAID's diking tax roll within the next few weeks.  
**Motion:** To table this matter for discussion at the next board meeting after the DAID diking tax roll has been updated.  
E.Loewen/D. Scott      Vote: unanimous in favour.      Motion adopted.
- The district's 2016 property assessment roll was received from the B C Assessment Authority mid-January and was recorded on a computer "memory stick" for the trustees to review. Trustee Deb McKay requested that the administrator also provide her with copy of the DAID diking tax roll data base. She asked the board to strike an select committee to study the assessment and tax roll data bases and report back to the board on the results of their fact-findings.  
**Motion:** To strike a select committee to study the information shown on the B.C. property assessment roll and the DAID tax roll and report back to the board on the results of their fact-findings.  
D.McKay/E. Loewen      Vote: unanimous in favour.      Motion adopted.  
Trustees B.Vander Wyk and D. Scott volunteered to join trustee D.McKay to form the select committee.

**Control and accounting systems for sale and/or disposal of sand from Hatzic Slough sand recovery stations.**

- **Motion** (October 28, 2015 minutes): That the administrator and the project manager develop control and accounting systems for the sale and/or disposal of excavated sand.  
D.McKay/D.Sinitsin                      Vote: unanimous in favour                      Motion adopted.
- The administrator's attached memorandum provides a suggested process for administering the sale of sand excavated from the Hatzic Slough sand recovery stations. A copy of this memorandum was hand delivered to the project manager on November 30, 2015 without any response to-date. So far excavated sand is being sold at \$70 per load. Based on excavation and monitoring costs this means that DAID is selling the product at a loss.
- It is requested that the board determine a sales price for excavated sand.
- **Motion:** To put in place a process for administering the sale of any excavated sand prior to any sale or disposal of future sand removed.  
D.McKay/D. Scott                      Vote: unanimous                      Motion adopted.

**District election and voting procedures.**

On February 13, 2016 trustee McKay provided each board and select committee member with a final report summarizing the discussions and recommendations that the select committee made on issues such as DAID election procedures, zone representation and alternative voting methods. Select committee recommendations and proposed options shown on page 3 of the final report.

**Motion:** To set a date for a study meeting of DAID trustees to review the DAID 2015 Election/Voting Procedures Committee final report and bring it back to the next DAID meeting.  
D.McKay/D. Scott                      Vote: unanimous                      Motion adopted.

**NEW BUSINESS**

**2016 Annual General Meeting**

- Board approved date ( second half of April) for the DAID's 2016 annual general meeting. Venue: The Clarke Theatre. Bronwen Sutherland, general manager of the Clarke, advised that the theatre is fully booked for the week of April 18, but can book DAID for Wednesday April 13. Trustees informed by email of April 13 as date of the 2016 AGM.  
**Motion:** To approve date and venue for the DAID 2016 annual general meeting.  
D.McKay/B.Vander Wyk                      Vote: unanimous                      Motion adopted.



- Due to term expiry and one resignation five trustee positions are up for election this year:  
 Hatzic Prairie - P. Schalkx (resigned)  
 Hatzic Prairie - D. Sinitsin (term expired)  
 Hatzic Prairie - C. Leuzinger (property sold)  
 Hatzic Lake - E. Loewen (term expired)  
 Dewdney - B. Vander Wyk (term expired)

Board approval requested to appoint an electoral officer and two polling clerks to preside over the voting at the AGM. Last year's remuneration for the electoral officer was \$25/hour and the two polling clerks were each paid \$20/hour.

**Motion:** To approve the appointment of, and the remuneration for, the electoral officer and the two polling clerks on the same basis as last year.

B. Vander Wyk/C. Leuzinger                      Vote: unanimous                      Motion adopted.

#### Court of Revision

Board approval requested to set date of Saturday May 7, 2016 (1.00 pm to 3.00 pm) for the district's property assessment Court of Revision to be held at the North Fraser Firehall #3 corner of Sylvester and Pattison Roads, Hatzic Valley. As in previous years district property owner, Mr. Wayne Robertson, agreed to intervene with the Fire Chief to allow DAID to use the hall and provide the hall keys for the proposed date of the Court of Revision. The administrator usually attends this meeting and trustees D.McKay and D.Scott volunteered to constitute the Court on that date and times.

**Motion:** To adopt the venue, date and time of the 2016 Court of Revision as stated above,.

D.McKay/C.Leuzinger                      Vote: unanimous                      Motion adopted.

#### 2016 Budget

- A draft of DAID's 2016 proposed budget was provided each trustee prior to today's meeting. Trustees and property owners present at this meeting were invited to comment on, or question, any/all budget items. The district's 2016 diking tax mill rate will be calculated based on DAID's approved 2016 annual budget and the total of the district's 2016 property assessment values.
- After discussion the board requested that the following 2016 budget line items be amended:
  - (a) Flow measure gauges be changed to: Flow measure gauge monitoring
  - (b) \$5,000 be included in the budget for flow measure gauge monitoring – previously zero.
  - (c) Insurance expenses be increased from \$25,000 to \$30,000
  - (d) No other budget item amendments were called for.

As a result of the above amendments the total DAID 2016 budget increased from \$340,600 to \$350,600

**Motion:** To adopt amended 2016 budget.

D.McKay/D.Scott                      Vote: unanimous                      Motion adopted.

In closing the Chair announced the resignation of Peter Hanslo the district's administrator/finance officer. He will be leaving DAID on March 31, 2016 and moving to Vancouver Island.

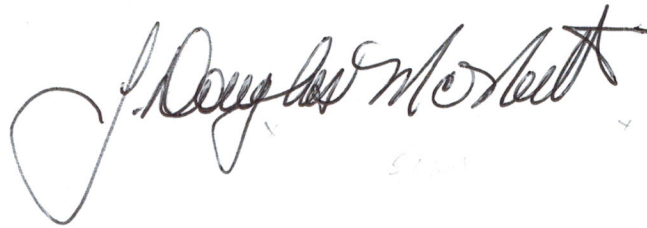
**Ratepayers' questions**

All questions raised by district property owners during the course of the evening's meeting, were responded to by DAID board members and staff.

**Set date, time and location of next board meeting.**

Next board meeting scheduled for Wednesday March 23, 2016 starting 7.00 pm held at the Hatzic Prairie Community Hall, 10845 Farms Road, Hatzic Prairie. B.C.

**Meeting adjourned:** 10.03 pm

A handwritten signature in black ink, reading "J. Douglas McNeill". The signature is written in a cursive style with a large, looped initial "J" and a star-like flourish at the end of the name.

## **APPENDIX 1**

### **Facilities operations manager report: R. Beck**

- February 3-4: inspected Krugers clean-up of debris and trees on the dike.
- February 10: Kruger installed new security gates and locks on their property.

**End of report.**

### **Administrator and finance officer report: P. Hanslo**

- Intake 2013 January update report on the Hatzic Slough Sediment Management project (sand recovery stations) submitted to EMBC February 15, 2016.
- Completed recording of 2016 district property assessment values from B C Assessment roll to DAID's computer data base.
- Next step: Print-off and mail out 2016 district property assessment statements to district property owners by March 31, 2016.
- Update on district's diking taxes collected to-date: collected \$370,333 of total payable \$409,636. Collection rate: 90%.

**End of report.**

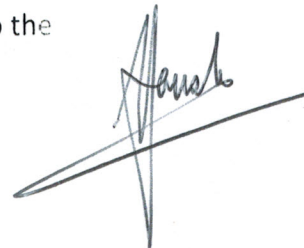
HAND DELIVERED  
TO DAID NOV 30, 2015

November 30, 2015

**Suggested process for administering sale of sand (Hatzic Slough and Hatzic Lake)**

(Reference **motion** DAID October 28, 2015 meeting minutes: That administrator Peter Hanslo and project manager Larry Wiens develop control and accounting systems for the sale and/or disposal of excavated sand).

1. All sales, without exception, of sand excavated from Hatzic Slough sand recovery stations (and at a later date from Hatzic Lake) to be invoiced by way of the DAID invoice book hereby provided – invoice numbers 453001 to 453050.
2. DAID board of trustees to set the price for sales of sand excavated from the sand recovery stations.
3. It is for the DAID board of trustees to decide whether the sale of excavated SRS sand:
  - (a) will be a profitable enterprise which means that the sales price will exceed the excavation, monitoring etc. expenses;
  - (b) will be a break-even operation where the sales price will equal excavation, monitoring etc. costs, or
  - (c) will be run at a loss with the excavating, monitoring etc. costs exceeding the sales price.
4. Where excavated sand is disposed of on a “no charge” basis, a DAID invoice is still a requirement with the words “no charge” inserted in the amount column.
5. GST at the rate of 5% needs to be levied on the invoiced amount as an additional charge. DAID’s GST registration number is: 12195 6189 RT0001.
6. Transport costs for excavated sand delivered to customer from SRS sites to be paid by customer.
7. DAID responsible for cost of excavation of sand from SRS’s (Mission Contractors: \$168.53 hour plus 5% GST).
8. DAID responsible for monitoring costs (Letts Environmental Consultants: \$65 hour plus 5% GST).
9. DAID invoice book provides a 3-part invoice:
  - (a) original to customer.
  - (b) duplicate to DAID administration.
  - (c) third (fixed) copy to remain in invoice book for audit purposes.
10. All payments (whether by cheque, cash, money order etc) received from sale of excavated sand should be forwarded to the DAID administrator, together with a copy (or copies) of the DAID invoice(s), without delay.
11. Original and duplicate copies of voided/cancelled invoices to be forwarded to the administrator.





## SALE OF SAND – HATZIC SLOUGH

October 26, 2015.

- (1) No indication yet of **transport costs recovered** from sand excavated from Hatzic Slough and sold and/or **disposed** of at no charge. Mission Contractors invoices show around \$ 4223 -85 in hauling charges for sand delivered to Robert Dale. Has the board approved paying for hauling charges on sand sold or delivered free-of-charge?
- (2) No indication of **5% GST** having been charged on sale of sand excavated from Hatzic Slough. Where sales of sand have included GST (which means DAID pays the 5% from the proceeds of the sale), has the board approved of this arrangement?
- (3) No indication yet of an invoice system or any other records being in place for sand excavated from Hatzic Slough and:
  - a) sold
  - b) disposed of at no charge.DAID accounting system, the district's auditors and Revenue Canada (for GST) all require completion of the necessary paperwork for record purposes.
- (4) As at date of this memorandum no proceeds (cash, cheques) received from sale of sand removed from Hatzic Slough.
- (5) Does DAID have **written federal/provincial government approval** to dispose of sand excavated from Hatzic Slough.

A handwritten signature in blue ink, appearing to read "Hantz", with a long horizontal stroke extending to the right.



**Mission contracting sand purchase from SRS**

4:58 PM

Friday November 27, 2015

From:

Bruce Edwards

To:

Peter Hanslo :

Cc: Larry Wiens

Please invoice Mission Contracting attn: Ray Butterfield for six loads of sand at \$70 per load including taxes.

Bruce

Sent from my iPhone

November 30, 2015.

Larry,  
I enclose a 3-part invoice book which should be now used for invoicing of all DAID excavated sand sold or disposed of including that on a "no charge" basis. I have not issued an invoice as requested in the above email.

Based on Mission Contractors and Letts invoices (copies attached) for sand excavation and monitoring services the **cost of sales** for 6 loads of sand sold to Mission Contractors as per the above email is as follows:

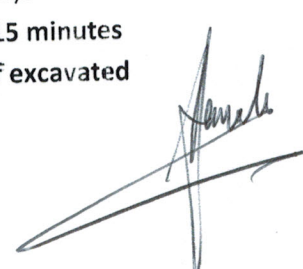
<u>Cost</u>		
Excavation - 6 loads = 2 hours at \$153.88 hour	\$ 307.76	
5% GST	15.39	
Monitoring - 2 hours at \$65.00 hour	130.00	
5% GST	<u>6.50</u>	\$ 459.65

<u>Sold at:</u>		
6 loads at \$70.00	\$ 420.00	
Deduct: GST @ 5%	<u>(20.00)</u>	\$ 400.00

<u>Net loss</u>		<u>(\$ 59.65)</u>
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**Note:**

- Assume sold from stockpile but past excavation and monitoring expenses still apply.
- According to information provided by Mr. Edwards in the DAID October 28, 2015 minutes Mission Contractors or Ray Butterfield still owes \$1,000 for the previous sale of excavated sand.





**LETTS**  
ENVIRONMENTAL  
CONSULTANTS LTD.

P.O. Box 29568  
Maple Ridge, B.C. V2X 0V2

O 604.466.8172 / F 604.467.8972 / C 604.329.2972

invoice

**Bill to:**

Dewdney Area Improvement District  
C/O: Peter Hanslo  
32873 Orchid Cres.  
Mission BC V2V 5S7

Larry Wiens 87-7365 Cedar St. Mission B.C. V2V 5S7

**Project:**

dredging  
Intake 2010 Tier 3

**PO #:**

**Date:**

01-Oct-15

**Invoice #:**

INV0243

*Paid \$5344.40  
Chq #088  
Oct 7, 2015*

Consultant / Biologist	Ship Date	Ship Via	Terms	Due Date
G. Letts	1-Oct	email		On receipt

ID	Description	Date	Hours	Unit Price	Total
EM	Monitoring dredging SRS E	16-Sep	11.00	\$65.00	\$715.00 ✓
EM	Monitoring dredging SRS D	17-Sep	2.00	"	\$130.00 ✓
EM	Monitoring dredging SRS C & D	18-Sep	10.00	"	\$650.00 ✓
EM	Monitoring dredging SRS C	21-Sep	10.00	"	\$650.00 ✓
EM	Monitoring dredging SRS B	24-Sep	10.00	"	\$650.00 ✓
EM	Monitoring dredging SRS B	25-Sep	10.00	"	\$650.00 ✓
EM	Monitoring dredging SRS G	28-Sep	11.50	"	\$747.50 ✓
EM	Monitoring dredging SRS G	30-Sep	11.00	"	\$715.00 ✓

Total	\$4,907.50 ✓
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ID	Disbursements	Date	KMs / #No.	Unit Price	Total
	Mileage	Sept	380.00	\$0.48	\$182.40 ✓

TOTAL \$182.40

LECL GST: 87587 8969

SUBTOTAL \$5,089.90 ✓

GST \$254.50 ✓

TOTAL \$5,344.40 ✓

**TOTAL DJE \$5,344.40**



## ENVIRONMENT SPECIALISTS

email: [misco@missioncontractors.com](mailto:misco@missioncontractors.com)

## ENVIRONMENT SPECIALISTS

**12826**

[illegible]



Shaw Webmail

**peterhanslo@shaw.ca**

**Mission contracting sand purchase from SRS**

**From :** Bruce Edwards <cbefire@telus.net>

Fri, Nov 27, 2015 05:58 PM

**Subject :** Mission contracting sand purchase from SRS

**To :** Peter Hanslo <peterhanslo@shaw.ca>

**Cc :** Larry Wiens <lwiens10@telus.net>

Please invoice Mission Contracting attn: Ray Butterfield for six loads of sand at \$70 per load including taxes.

Bruce

Sent from my iPhone