

MINUTE NO. 151

Minutes of the regular meeting of the Board of Directors of the North Island 9-1-1 Corporation held on Friday, January 29, 2021 at the Comox Valley Regional District offices, 770 Harmston Avenue, Courtenay, BC commencing at 11:17 am

<u>Present</u>	President:	McNabb, J.	- Alberni-Clayoquot Regional District
	Vice President:	Moglove, C.	- Strathcona Regional District
	Directors:	Doubt, G.	- qathet Regional District
		Swift, M.	- Comox Valley Regional District
		Wallace, L.	- Regional District of Nanaimo
		Hory, A.	- Regional District of Mt. Waddington
	Staff:	Bremer, S.	- Manager of Fire Administration, City of Campbell River
		Douville, K.	- Manager of Financial Planning, CVRD
		Dyson, R.	- NI 9-1-1 Secretary/CAO, Comox Valley Regional District
		Foort, M.	- Chief Financial Officer, CVRD
Lapp, M.		- Financial Services Asst.	
Kozlowski, B.		- Recording Secretary	
Martens, J.		- General Manager of Corporate Services, CVRD	
Pearson, B.		- NI 9-1-1 Deputy Secretary/Sr. Mgr. of Info. Systems and GIS, CVRD	
Also present:	Zaleschuk, R.	- Technology Manager, NI 9-1-1	
	Fong, T.	- Alberni-Clayoquot Regional District	
	Leitch, D.	- Strathcona Regional District	
	Lumb, J.	- MNP	
	Radke, A.	- qathet Regional District	
	Starratt, C.	- Regional Fire Services Manager, Alberni Clayoquot Regional District	
	Vanderhorst, C	- MNP	

ELECTION AND APPOINTMENTS

Jake Martens, General Manager of Corporate Services was present to conduct the election and provided a brief overview of the voting process. Following a call for questions and receiving none, Mr. Martens called for nominations for the position of president.

At the close of nominations, Director McNabb was the only nomination and as such was declared president by acclamation.

Mr. Martens called for nominations for the position of vice-president. At the close of nominations, Director Moglove was the only nomination and as such was declared vice-president by acclamation.

2021 Appointments

Swift/Doubt: “THAT the accounting records office for the North Island 9-1-1 Corporation be the Comox Valley Regional District.”

CARRIED

Swift/Doubt: “THAT Russell Dyson be appointed Secretary of the North Island 9-1-1 Corporation for 2021”

CARRIED

Swift/Doubt: “THAT Brian Pearson be appointed Deputy Secretary of the North Island 9-1-1 Corporation for 2021”

CARRIED

Swift/Doubt: “THAT MNP LLP Chartered Accountants be appointed auditors for the North Island 9-1-1 Corporation for the 2020 audit.”

CARRIED

DELEGATION

Audit Service Plan report for year ending December 31, 2020

C. Vanderhorst and J. Lumb of the firm MNP LLP were in attendance to present the 2020 audit service plan for the NI 9-1-1 Corporation and answer questions the Board may have.

Mr. Vanderhorst and J. Lumb left the meeting at 11:28 am.

Swift/Wallace: “THAT the report dated January 6, 2020 regarding Audit Service Plan for year ending December 21, 2020 be received.”

CARRIED

MINUTES

Hory/Swift: “THAT the minutes (no. 147) of the North Island 9-1-1 Corporation Board meeting held November 6, 2020 be adopted.”

CARRIED

Hory/Swift: “THAT the minutes of the North Island 9-1-1 administration committee meeting held January 15, 2021 including the following reports be received.”

- Management report dated January 2021
- Fire Dispatch statistics – period ending December 2020

CARRIED

Wallace/Swift: “THAT the fire dispatch – Peace River dispatch service verbal report be received.”

CARRIED

CORRESPONDENCE

Moglove/Wallace: “THAT the following correspondence be received.

- Hornby Island Fire Rescue dated November 17, 2020 regarding endorsement of NI 9-1-1 Corporation;
- NI 9-1-1 Corporation 2021 meeting schedule dated November 19, 2020 for approval;
- qathet Regional District dated January 8, 2021 regarding extending 9-1-1 service to include Lasqueti Island.”

CARRIED

ITEMS FOR DISCUSSION AND DELIBERATION

NI 9-1-1 2020 Strategic Workshop

Wallace/Moglove: “THAT the report dated January 11, 2021 regarding NI 9-1-1 Strategy Workshop held October 26, 2020 be received.”

CARRIED

Net Cost Apportionment – Legal Impacts

M. Foort provided an overview of the legal impacts and was available to answer any questions.

Moglove/Swift: “THAT the report dated January 22, 2021 regarding NI 9-1-1 Net Cost Apportionment Change Legal Impacts be received.”

CARRIED

Net Cost Apportionment Alternatives – Options Shortlist Update

Moglove/Hory: “THAT the report dated January 13, 2021 regarding Net Cost Apportionment shortlisted alternatives be received.”

CARRIED

A discussion was held with regards to the options presented in the report

Moglove/Wallace: “THAT staff be directed to prepare an amendment or waiver to the Shareholders Agreement to reflect apportionment option 3 as provided in the staff report dated January 13, 2021 with a review being conducted in 2023;

AND FURTHER THAT the amendment or waiver with the supporting documentation be considered at a special meeting of the North Island 911 Corporation Board to be held in February 2021.

CARRIED

Nay - Swift

Fire Dispatch Service Expansion – Cowichan Valley Regional District

A brief update was provided. Contract discussion to be held in-camera.

Wallace/Doubt: “THAT the report dated January 11, 2021 regarding Fire Dispatch Service Expansion – Cowichan Valley Regional District be received.”

CARRIED

Proposed Budget and Financial Plan

K. Douville presented the proposed budget and financial plan.

Doubt/Swift: “THAT the report dated January 11, 2021 regarding the 2021-2025 proposed budget and financial plan be received.”

CARRIED

RECESS

The Board took a brief recess at 12:45 pm.

RECONVENE

The Board reconvened at 12:55 pm.

E-Comm Contract Extension

K. Douville presented a summary of the report.

In response to a concern with regards to the period of the extension (date), R. Dyson confirmed that the administrative committee had no concerns pertaining to this.

Moglove/Swift: “THAT the report dated January 11, 2021 regarding the E-Comm PSAP services extension agreement, be received.”

CARRIED

Moglove/Swift: “THAT the North Island 9-1-1 Corporation (NI 9-1-1) Board approve a further two-year extension of the 9-1-1 Call Answer Centre Service Contract between NI 9-1-1 and E-Comm Emergency Communications for British Columbia Incorporated for the period of January 1, 2021 to December 31, 2022 as presented.

AND FURTHER THAT the President and Secretary be authorized to sign the extension agreement on behalf of the North Island 9-1-1 Corporation.”

CARRIED

NEW BUSINESS:

Swift/Wallace: “THAT the following persons be appointed bank signing officers for the North Island 9-1-1 Corporation and that any two of the following be authorized to co-sign:

President – North Island 9-1-1 Corporation, or
Secretary – North Island 9-1-1 Corporation, or
Deputy Secretary – North Island 9-1-1 Corporation, or
Chief Financial Officer – Comox Valley Regional District, or
Corporate Legislative Officer – Comox Valley Regional District, or
Manager of Financial Planning – Comox Valley Regional District.”

CARRIED

ADJOURN TO IN-CAMERA

Wallace/Doubt: “THAT the meeting adjourn to an in-camera session.”

CARRIED

Time: 12:59 pm

RISE AND REPORT

The Board rose at 1:25 pm.

TERMINATION

Wallace/Doubt “THAT the meeting terminate.”

CARRIED

Time 1:26 pm

Confirmed:

Certified correct:

R. Dyson
Secretary

John McNabb
President