

MINUTE NO. 169

Minutes of the regular meeting of the Board of Directors of the North Island 9-1-1 Corporation held on January 26, 2024 at the Comox Valley Regional District offices, 770 Harmston Avenue, Courtenay, BC commencing at 11:00 am.

<u>Present</u>	President:	K. Grant	- Comox Valley Regional District
	Directors:	G. Doubt	- qathet Regional District
		A. Hory	- Regional District of Mt. Waddington
		S. McLean	- Regional District of Nanaimo
		B. Beckett	- Alberni-Clayoquot Regional District
		J. Rice	- Strathcona Regional District
	Staff:	B. Pearson	- NI 911 Secretary/Sr. Mgr. of Info. Systems & GIS, CVRD
		L. Wiwcharuk	- Chief Financial Officer, CVRD
		T. He	- Manager of Financial Operations, CVRD
		J. Martens	- General Manager of Corporate Services, CVRD
		R. Zaleschuk	- Technology Manager, NI 9-1-1 Corporation
		S. Bremer	- Assistant Chief, City of Campbell River
		S. Speed	- Recording Secretary, CVRD
Also present:		C. Starratt	- Regional Fire Services Manager ACRD
	E. Beauchamp	- Acting Manager of Emergency Services, RDN	
	D. Verdun	- Fire Chief, City of Campbell River	

ELECTIONS AND APPOINTMENTS

Jake Martens, General Manager of Corporate Services, called the meeting to order and opened the floor for nominations for the position of President of the North Island 9-1-1 Corporation Board. At the close of nominations, Director Grant was the only nomination and as such was declared the President by acclamation.

Jake Martens, General Manager of Corporate Services, opened the floor for nominations for the position of Vice-President of the North Island 9-1-1 Corporation Board. At the close of nominations, Director Hory was the only nomination and as such was declared Vice-President by acclamation.

ADOPTION OF THE AGENDA AND MINUTES

Agenda

Hory/McLean "THAT the agenda be adopted as presented."

CARRIED

Minutes

Rice/Hory "THAT the minutes (no. 168) of the North Island 9-1-1 Corporation Board meeting held September 15, 2023 be adopted."

CARRIED

McLean/Hory "THAT the minutes of the North Island 9-1-1 Administration Committee meeting held January 12, 2024 be received."

CARRIED

CORRESPONDENCE FOR RECEIPT

Hory/McLean "THAT the correspondence dated January 12, 2024 regarding the 2024 meetings schedule be received."

CARRIED

ITEMS FOR DISCUSSION AND DELIBERATION

North Island 9-1-1 2024-2028 Proposed Financial Plan

Rice/Hory "THAT the report dated January 8, 2024 regarding the North Island 9-1-1 Corporation 2024-2028 proposed Financial Plan be received."

CARRIED

L. Wiwcharuk, Chief Financial Officer, provided a presentation on the 2024-2028 proposed Financial Plan.

In response to a question from the Board Ms. Wiwcharuk explained there are plans to bring forward the NI 9-1-1 proposed budget earlier in future years to allow for a more streamlined financial planning process.

The Board requested a brief 'one page' style summary of the proposed 2024-2028 Financial Plan so it can be used to communicate the budget within their respective shareholder regional districts.

2023 Audit Service Plan

Rice/McLean "THAT the report dated November 10, 2023 regarding the North Island 9-1-1 2023 Audit Service Plan be received."

CARRIED

T. He, Manager of Financial Operations provided an overview of the Audit Service Plan for the year ending December 31, 2023.

North Island 9-1-1 E-Comm PSAP Fourth Extension Agreement

Rice/Hory "THAT the report dated January 8, 2024 regarding the North Island 9-1-1 E-Comm Public Safety Answering Point Service fourth extension agreement be received."

CARRIED

J. Martens, General Manager of Corporate Services, provided an overview of the report, noting that the proposed service extension costs reflect the same amount as 2023.

Hory/Rice "THAT the President and Secretary be authorized to enter into a fourth amendment agreement with E-Comm 9-1-1 for Public Safety Answering Point services, extending the current contract for an additional year through to December 31, 2024 at a total estimated cost of \$589,326 as outlined in the staff report dated January 8, 2024.

CARRIED

Appointments – Corporate, Financial and Bank Signing Officers

McLean/Rice "THAT the report dated November 28, 2023 regarding appointments to Corporate, Financial and Bank Signing Officers be received."

McLean/Rice "THAT Brian Pearson be appointed Secretary and Jake Martens and James Warren be appointed Deputy Secretaries of the North Island 9-1-1 Corporation.

CARRIED

Hory/Rice "THAT the accounting records office for the North Island 9-1-1 Corporation be held at the offices of the Comox Valley Regional District."

CARRIED

Rice/Hory "THAT MMP LLP Chartered Accountants be appointed auditors for the North Island 9-1-1 Corporation."

CARRIED

Hory/McLean "THAT the persons holding the following position 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
 - Secretary
North Island 9-1-1 Corporation
 - Deputy Secretary
North Island 9-1-1 Corporation
 - Chief Financial Officer
Comox Valley Regional District
 - Corporate Officer
Comox Valley Regional District
 - Manager of Financial Planning
Comox Valley Regional District
 - Manager of Financial Operations
Comox Valley Regional District
- CARRIED

MANAGEMENT AND STATISTICAL REPORTS

Management Report

Rice/McLean "THAT the management report be received."

CARRIED

B. Pearson provided an update on item number one of the Management Report and explained formal notification was received from qathet Regional District informing North Island 9-1-1 that Lasqueti Island will remain on the existing 10-digit 9-1-1 notification system with emergency dispatch services being contracted to Northern 911. With this matter resolved the item will be concluded on the management report.

Fire Dispatch Statistical Report for 2023

McLean/Rice "THAT the Fire Dispatch Statistical Report for 2023 be Received.

CARRIED

S. Bremer, Assistant Chief – Fire Dispatch/Emergency Management provided an overview of the 2023 fire dispatch statistics.

NEW BUSINESS

Cost Apportionment and Shareholders Agreement Update

J. Martens gave a brief update on the Cost Apportionment and Shareholders Agreement and mentioned there are three agreements still outstanding.

ADJOURN TO RESTRICTED IN -CAMERA

McLean/Rice "THAT the Board adjourn to a restricted in-camera session."

CARRIED

TERMINATION

McLean/Rice "THAT the meeting terminate."

Time: 12:25 pm

Confirmed:

Certified correct:

Brian Pearson
Secretary

Ken Grant
President