



## Hagensborg Waterworks and Fire Protection District Extraordinary Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: October 18, 2019

Meeting time: 1:00 pm

Trustees in Attendance: Chair Kevin O'Neill (via Skype) John Morton  
Diane Skelly Jeremy Baillie  
Tony Norton

Staff: Diane Skelly, CAO

Chair O'Neill called the meeting to order at 1:00 pm.

### 1. Agenda:

1.1. **Call for late items to be added to the Agenda:** There were no additions to the agenda.

### 1.2. Approval of Agenda

**2019-10-01E** M/S Trustees Norton/Baillie that the agenda be approved as presented.

**CARRIED**

### 2. Unfinished/Regular Business:

#### 2.1. Referendum Timeline

Trustees reviewed the timeline for the preparation and mailing of the referendum ballot to landowners. In consideration of the district's bookkeeper schedule, and with the assistance of trustees and the CAO, the board felt the current deadline could be achieved.

CAO Skelly presented the board with a final draft of the referendum letter with ballot attached.

Ballots will be mailed October 31, 2019 and the deadline for the return of the ballots is November 15<sup>th</sup>, 2019. A return stamped envelope will be provided with the ballots. Trustees along with one or two scrutineers will count the ballots on November 18<sup>th</sup>, 2019.

**2019-10-02E** M/S Trustees Morton/Norton that the Hagensborg Waterworks District referendum ballot be approved as presented.

**CARRIED**

### 3. New Business:

#### 3.1. Budget 2020 Bylaws

3.1.1. **Bylaw 234** – Board reviewed Fire Protection Taxation Bylaw No. 234 making no changes.

3.1.2. **Bylaw 235** – Further discussion by trustees on the possible waiving of future charges and penalty fees for Fire Protection Charge Bylaw No. 235 will take place at the October 24<sup>th</sup>, 2019 regular board meeting.

**2019-10-03E** M/S Trustees Baillie/Morton that Bylaw 235 will remain unchanged, including the 5% penalty charge for the 2020 budget year.

**CARRIED**

3.1.3. **Bylaw 236** – Parcel Taxation Bylaw 236 will be reconsidered after discussion with the Ministry's finance department on penalty charges and interest rates established by government (Taxation Act for Rural Areas).

3.1.4. **Bylaw 237** – Water Delivery Service Fees (toll) and Charges Bylaw 237 will be reconsidered after discussion with the Ministry's finance department on penalty charges.

4. **Position of Chair:** Discussion took place about HWD operations during the absence of Chair O'Neill over the next several months. Currently our chair will attend meetings via Skype and close communication will continue with the CAO and trustees.

5. **Upcoming Delegations:** The board discussed protocol in regards to scheduled petitions/ delegations from the public. For large groups a spokesperson will be requested as each delegation will have a maximum of 15 minutes to make their presentation. If possible the subject of the presentation should be given to trustees in advance of the meeting.

Trustee Morton will prepare a summary of the Tenisci Piva 2018 Audit recommendations for ratepayers. This summary will be presented at the October 24, 2019 regular board meeting.

6. **Adjournment:** The meeting was adjourned at 1:55 pm.

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**Chair**

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**Corporate Administrative Officer**