



## HAGENSBORG WATERWORKS DISTRICT Regular Monthly Meeting MINUTES December 17, 2020 4 PM

**In Attendance via Zoom:** Trustees Jeremy Baillie, John Morton, Tony Norton,  
Kevin O'Neill and Diane Skelly

**Staff:** Diane Skelly, CAO

**1.1.** There were no late items added to the agenda

**1.2.** It was moved/seconded by Morton/Norton that the agenda be adopted as presented. **Carried**

**2.** It was moved/seconded by Baillie/Norton that the meeting move in camera for consideration of in camera matters, pursuant to Sections 90(1)(a) and 90(1)(c) of the Community Charter: personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; labour relations or other employee relations; and District Policy 2.11, Section 6: matters addressing any part of a personal account.

**Carried**

The regular meeting reconvened at 4:25 with the following released from the in camera meeting. The trustees authorized the shutting off of water service to those ratepayers whose accounts remain unpaid on December 29, 2020.

**3.1** The minutes of the regular November 19, 2020 monthly meeting were reviewed, and it was moved/seconded by Norton/Morton that these be adopted.

**Carried**

**4.1** Chair O'Neill reported that the conversion of the Hagensborg Waterworks and Fire Protection District to a service area of the Central Coast Regional District has been approved by order of the BC Government and signed by the Lieutenant

Governor. This means that grant funds in the amount of \$3.8 million can now be used to replace aging infrastructure and enable the provision of potable drinking water. Engineering field work is ongoing, with the project scheduled to begin in spring/summer of 2021.

**4.2** Water testing results were unavailable due to delays in processing at the lab.

**4.4** A tentative calendar for the first quarter of 2021 is being prepared if needed.

**4.5** The annual HWD planning calendar will be reviewed and forwarded to the CCRD for their information.

**5.1** The financial update was provided by trustee Morton, who confirmed that the district's accounts were up to date and its financial position remains strong as it approaches conversion. It was moved/seconded by Morton/Norton that the financial update be received.

**Carried**

**5.2** Payables in the amount of \$19,029.00 were reviewed, and it was moved/seconded by Norton/Skelly that these be paid. It was noted that these payables included refunds to those rate payers whose accounts showed credit balances.

**Carried**

**6.** There were no delegations.

**7.** Correspondence from the Ministry of Municipal Affairs regarding the conduct of meetings held during the continuing pandemic was reviewed, and it was moved/seconded by ONeill/Norton that this correspondence be received.

**Carried**

**8.1** It was moved/seconded by Norton/Morton that each trustee receive an honorarium in the amount of \$466.00 for service from June-December 2020.

**Carried**

**8.2** The District's Auditors have been engaged to provide an audit of our financial operations in 2020, and discussions have commenced in earnest.

**9.** Portfolio Reports:

**9.1** Communications: no report

**9.2** Maintenance: clean out of the dam and intake was completed, and a request from Maintenance Supervisor Chris Matthews for permission to undertake spot flushing of the water distribution system as required, as well as arranging for the shut off of water lines to the former Bay Hotel, was approved.

**9.3** Fire Department: Fire Chief Norton updated the trustees on successful provision of gift certificates and honorariums for our volunteer firefighters, post-fire examination of the Bay Hotel site and an update of the call out list.

**9.4** Financial: Trustee Morton advised that two of HWD's insurance policies had been renewed with the approval of the CCRD. A third policy covering our volunteer firefighters, comes up for renewal each February, and changes will be made in conjunction with the CCRD as required.

**9.5** New Directions: Trustee/Acting CAO Skelly advised the board of updates to the district's website.

**10.** The next regular monthly meeting was tentatively scheduled for January 21, 2021 at 4 PM.

It was then moved/seconded by Norton/Baillie that the meeting be adjourned at 4:58 PM. **Carried**

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**Chair**

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**Corporate Administrative Officer**