



Hagensborg Waterworks and Fire Protection District Extraordinary Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: December 18, 2017

Meeting time: 1:00 pm

Trustees in Attendance: Trustee Kevin O'Neill (via Skype) Trustee Chris Matthews
 Trustee Diane Skelly Trustee Jeremy Baillie

Trustees Absent: Trustee John Breffitt

Staff: Wes Abel, CFO
 Joy MacKay, CAO

In the absence of the Chair, the Corporate Administrative Officer called the meeting to order at 1:00 pm and called for nominations for meeting chair.

Trustee Bailie nominated Trustee Matthews for the position of Chair. Trustee Skelly seconded the nomination. There were no other nominations. Trustee Matthews was declared elected, and assumed the Chair.

1. Agenda 1.1. Approval of Agenda

There were no additions to the agenda.

2017-12-01 M/S Trustees Skelly/Baillie that the agenda be adopted as presented.

CARRIED

2. Financial Matters: 2.1. Monthly Financial Report for December 2017

The Corporate Financial Officer detailed the monthly financial report to December 18, 2017, noting that the financial position of the District represents the best position at the beginning of a fiscal year, that the CFO he had seen during his time with the District. The CFO attributed this to the budget development process that has been undertaken during recent years, with budget development informing fee rates, rather than the other way around.

The CFO advised that 265 annual invoices have been paid in full, and that two shut-offs were done last week, as a result of non-payment of fees.

2017-12-02 M/S Trustees Skelly/Baillie that the financial report for the month of December 2017 be received.

CARRIED

2.2. **Approval of Payables for December 2017** – deferred until after the in camera meeting.

2.3. **Fire Fighter Honorariums**

2.4. **Gift Certificates**

Trustees were advised that honorariums have been issued, as approved, for each of 14 members of the fire department. Honorarium amount is based on attendance at weekly fire practices throughout the year. Gift certificates were purchases for each fire fighter, as well.

2.5. **2017 Audit**

2.5.1. **District Signing Authority- Signatures**

The CAO circulated a signature page for each trustee to sign, as verification of signatures for the annual audit process, now underway.

3. **In Camera**

2017-12-03 M/S Trustees Baillie/Skelly that the meeting move in camera for consideration of 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.

CARRIED

The regular meeting resumed at 1:28 pm. The following items were released from the in camera meeting:

2017-12-04 M/S Trustees Skelly/Baillie that the that financial expenditures in the amount of NINE THOUSAND ONE HUNDRED FORTY-FIVE DOLLARS AND FIVE CENTS (**\$9,145.05**), representing payment of the District's commitments and obligations for the month of December, 2017, be approved.

2017-12-05 M/S Trustees Baillie/Skelly that payroll for District employees for the month of December be issued early and be dated effective December 18, 2017.

CARRIED

Trustee O'Neill suggested that an early December payroll could be made a regular annual occurrence, and that it be added to the board calendar for the next regular meeting.

4. **Next Board Meeting Date:**

Regular Board Meeting: January 18, 2018, 1:00 pm

Adjournment

2017-12-06 M/S Trustees Skelly/Baillie that the meeting be adjourned.

CARRIED

The meeting was adjourned at 1:30 pm.

Chair

Corporate Administrative Officer