



Hagensborg Waterworks District
DRAFT 2019 Annual General Meeting Minutes

Location: Hagensborg Fire Hall	Date: May 30, 2019
60 Eligible Voters Present	Meeting time: 7:30 pm

Trustees in Attendance: Chair Kevin O’Neill
Trustee Tony Norton
Trustee Diane Skelly

Regrets: Trustee Jeremy Baillie

Staff in Attendance: Caitlin Thompson, Corporate Administrative Officer
Sina Elrick, Bookkeeper

Contractors/Volunteers:

Elections Officer:	Joan Sawicki
Recording Secretary:	Caitlin Thompson
Scrutineers:	Moira McIlwain Ray McIlwain
Sign-in volunteers:	Rene Morton Susan O’Neill

1. Call to Order:

Chair O’Neill called the meeting to order at 7:40 pm and welcomed members of the public/district and introduced staff members.

2. Agenda:

2019-01-AGM **Moved/Seconded Lilly Norton/Roger Brandt that the agenda be adopted as presented.**

MOTION CARRIED

3. Minutes from 2018 AGM –read individually by ratepayers

2019-02-AGM Moved/Seconded Barb Soljhell/Janet Poole that the minutes of the 2018 AGM be adopted as presented

MOTION CARRIED

4. Introduction of Elections Officer:

Joan Sawicki was introduced as the Elections Officer for the 2019 Trustee elections.

5. Reports:

5.1. Chair's Report

Chair O'Neill presented the Chair's Report noting that 2018 was a busy year. The District lost two administrative staff and one trustee resigned, resulting in a large workload on the trustees. Ratepayers saw a reduction in their tolls and payments were received on time.

Chair O'Neill confirmed that a grant was submitted to the Investing in Canada Infrastructure Program and was supported by the CCRD and the provincial health officer. If it is approved a new system will be fully funded. The POE's are almost all gone. The Chair noted that the grant application was made a priority given the deteriorating condition of the water system.

Chair O'Neill also noted that the long-term Fire Chief Peter Nygaard, who was a valuable asset to the district, passed away in 2018.

2019-03-AGM Moved/Seconded Ralph Gunderson/Ray Mcllwain that the 2019 Chair's Report be received.

MOTION CARRIED

5.2. Maintenance Report

Trustee Matthews presented the Maintenance Report, noting that there were not any significant challenges regarding turbidity. The backup well continues to work well. Voluntary watering restrictions are being enacted.

2019-04-AGM Moved/Seconded Ralph Gunderson/Ray Mcllwain that the 2019 Maintenance Report be received.

MOTION CARRIED

5.3. Fire Department's Report

Fire Chief Peter Nygaard passed away last year. Craig Tuck is acting as interim Fire Chief. A presentation was made to Val Nygaard to honour Peter with a plaque that will also be on display in the Fire Hall. The department is purchasing two new hydrants and is undergoing an inventory of all hydrants and stand pipes. The district is actively recruiting new volunteer fire fighters.

2019-05-AGM Moved/Seconded Ralph Gunderson/Ray Mcllwain that the 2019 Fire Department's Report be received.

5.4 Financial Report

5.4.1 Auditor/Budget Report – May 30, 2019

Chair O’Neill presented the Auditors Report which had just been received that day. As of the end of 2018 the total funds in the District is \$1,306,591 and the District received a clean audit. Accounts receivable are very low. There will no longer be parcel taxes on all Group C assessed properties including Walker Island. The board also eliminated fire protection charges on tax-exempt properties (charities and non-profits). The 2018 assessments and invoices will go out together instead of separately, and the invoices will be simplified.

Joy MacKay requested that the full audit be posted to the website as soon as possible.

John Morton and Erin Chapman both noted/agreed that the decision to raise the rates 10 years ago was the correct decision.

2019-06-AGM Moved/Seconded Ralph Gunderson/Ray McIlwain that the Financial Report be received.

MOTION CARRIED

5.5 New Directions Report -Trustee Skelly

Trustee Skelly indicated that based on the grant application for \$5.3M in funding the District could receive 73.3% if successful (approximately \$3.8M). Conversion must occur in order for the District to receive the funding.

2019-07-AGM Moved/Seconded John Morton/Susan O’Neill that the New Directions Report be received.

MOTION CARRIED

6. Question Period:

Chair O’Neill invited questions from the members.

Several members (Joy MacKay, John Breffitt, Ken Dunsworth) raised the possibility of a conversion study being conducted prior to the grant application approval. Trustees noted that the timeline for the grant was very tight and that conversion studies were quoted at \$10K. John Morton noted that there was no vote taken at the 2018 AGM to commit to a conversion review.

Ratepayers are seeking more information regarding the specifics of conversion and how it would affect the rights and operations of both the ratepayers and the management of the Hagensborg Water system. Trustees agreed to post the guide to conversion on the website as soon as possible.

Andy Binder would like to see the monthly reports on the water quality posted online.

Ken Dunsworth put forward a motion regarding communication.

MOTION: Ratepayer Ken Dunsworth would like to see information sent out to ratepayers prior to public meetings so that ratepayers can review and discuss the information and that a referendum is conducted regarding conversion to the regional district.

**2019-08-AGM Moved/Seconded by Ken Dunsworth/Erin Chapman that the motion be received
MOTION CARRIED**

7. Election of Trustees:

Elections Officer, Joan Sawicki explained the process for the evening's trustee voting, noting that 60 eligible voters were present. Sawicki introduced Ray and Moira McIlwain as scrutineers.

a. Two Trustee Positions for a 3-year term

Ms. Sawicki called for nominations for the position of Trustee for a three-year term.

Ms. Sawicki called for nominations a second time.

Ms. Sawicki called for nominations a third time.

The following nominations were received:

Kevin O'Neill was nominated and agreed to stand.

Jeremy Baillie was nominated and agreed to stand.

Votes were cast by secret ballot and **Kevin O'Neill** was declared **ELECTED**.

Ms. Sawicki called for nominations for the position of Trustee for a three-year term.

Ms. Sawicki called for nominations a second time.

Ms. Sawicki called for nominations a third time.

The following nominations were received:

Jeremy Baillie was nominated and agreed to stand.

Jeremy Baillie was declared **ELECTED by acclamation**.

b. One Trustee Position for a 1-year term

Ms. Sawicki called for nominations for the position of Trustee for a one-year term.

Ms. Sawicki called for nominations a second time.

Ms. Sawicki called for nominations a third time.

The following nominations were received:

John Morton was nominated and agreed to stand.

John Breffitt was nominated and agreed to stand.

Cathy Bertram was nominated and agreed to stand.

Votes were cast by secret ballot and **John Morton** was declared **ELECTED**.

2019-09-AGM Moved/Seconded Lilly Norton/Charlie Endicott that the 2019 ballots now be destroyed after 30 days

MOTION CARRIED

8. Trustees' Annual Honorarium

2019-10-AGM Moved/Seconded Charlie Endicott/Ray McIlwain that the Trustees' annual honorarium be increased to \$800.00 per year.

MOTION CARRIED

9. Adjournment

The Chair declared the meeting adjourned.

The meeting was adjourned at 9:38 pm.

Chair

Corporate Officer