



# HAGENSBORG WATERWORKS DISTRICT

## REGULAR MONTHLY MEETING MINUTES, October 22, 2020

Under COVID 19 Protocols, the meeting was held via Zoom.

In attendance: Trustees Jeremy Baillie, John Morton, Tony Norton, Kevin O'Neill and Diane Skelly

Staff: Diane Skelly, CAO

The meeting was called to order at 4 pm.

**1.1** No late items were added to the agenda

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

It was the moved/seconded by Norton/Skelly that the meeting move in camera. **Carried**

The regular meeting resumed at 4:35 PM

**2.1** Item(s) released from in camera; the board has granted leave to trustee/acting CAO Skelly for medical reasons. Also, please see below item 4.3.

**3.1** The minutes of the September 17, 2020 meeting were reviewed, after which it was moved/seconded by Baillie/Norton that they be adopted as presented. **Carried**

**4.1** Chair O'Neill provided a brief update on the conversion process, noting the release of several motions related to the process by the CCRD earlier this month. Field work continued by Urban Systems Engineering and their representatives, with Chair O'Neill and Fire Chief Norton attending a brief planning session with

Jacob Scissons to discuss further engineering work/permitting required prior to commencement of the Infrastructure Upgrade project.

**4.2** Water Testing: no new results, but Trustee Norton will schedule more testing.

**4.3** An update on the 2020 rate payer invoicing was provided, noting that a number of accounts remain unpaid. A reminder will be posted advising those in arrears to ensure payment by October 31, to avoid late payment charges of 10% which will be applied on November 1.

**5.1** The financial update was provided by trustee Morton, noting revenue and expenditures to date. It was moved/seconded by Norton/Baillie that the financial report be received. **Carried**

**5.2** Payables to date in the amount of \$16,592.97 were reviewed, and it was moved/seconded by Morton/Norton that these payments be approved. **Carried**

**5.3** It was moved/seconded by Norton/Baillie that the 2021 budget for the Hagensborg Waterworks and Fire Protection District be approved. **Carried**

**5.4** It was moved/seconded by Norton/Skelly that Bylaw 238 Fire Protection Taxation 2021 be introduced and read a first time. **Carried**

It was then moved/seconded by Norton/Skelly that Bylaw 238 be reconsidered and adopted. **Carried**

It was moved/seconded by Morton/Norton that Bylaw 239 Parcel Taxation 2021 be introduced and read a first time. **Carried**

It was then moved/seconded by Morton/Norton that Bylaw 239 be reconsidered and adopted. **Carried**

It was moved/seconded by Baillie/Norton that Bylaw 240 Water Delivery Fees and Charges 2021 be introduced and read a first time. **Carried**

It was then moved/seconded by Baillie/Norton that Bylaw 240 be reconsidered and adopted. **Carried**

It was moved/seconded by Norton/ONEill that Bylaw 241 Fire Protection Charge 2021 be introduced and read a first time. **Carried**

It was then moved/seconded by Norton/ONEill that Bylaw 241 be reconsidered and adopted. **Carried**

It was moved/seconded by Skelly/Morton that Bylaw 242 Eighth Assessment Bylaw (2021) be introduced and read a first time. **Carried**

It was then moved/seconded by Skelly/Morton that Bylaw 242 be reconsidered and adopted. **Carried**

**6.** No delegations addressed the board

**7.** Correspondence received from Mark Nelson regarding an AGM will be answered by Chair ONEill, and a request from Joy MacKay for more information on location of the future treatment plant and related engineering matters was received, noting that a response had already been made by the CCRD.

**9.** Portfolio reports;

Communications: Chair ONEill reported that with conversion fast approaching, the CCRD would be taking the lead role in communication to our rate payer community.

Maintenance: Supervisor Matthews continues to train Brad Goodacre, and will report to Trustee Baillie in the absence of trustees ONEill and acting CAO Skelly.

Fire Department: Chief Norton reported that sufficient shelving/storage capacity for the newly acquired gear has been constructed by our volunteer firefighters. The board expressed appreciation for their efforts. It was moved/seconded by Skelly/Morton that suitable holders for the breathing apparatus be purchased and installed in the new fire truck. **Carried**

It was also moved/seconded by Morton/Skelly that an honorarium of \$20 per practice attended in 2020 be paid to all volunteer firefighters. **Carried**

It was moved/seconded by Skelly/Baillie that a \$50 gift certificate be presented to all volunteer firefighters. **Carried**

**10.** No additional questions were asked of the trustees.

**11.** The next regular meeting was scheduled for November 19, 2020 at 4 PM.

The meeting was adjourned at 5:15 PM

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**Chair**

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**Corporate Administrative Officer**