



**Cowichan Bay Waterworks
ANNUAL GENERAL MEETING MINUTES
7:30 PM, May 27, 2024
Bench Elementary School, 1501 Cowichan Bay Road
Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Pete Edgar, Trustee
Wendy Gregg, Trustee
Julia Balabanowicz, Trustee

Absent: Judi Baker, Trustee

Staff: Anne Nippard, District Administrator
Pam Bendes, Finance Officer
Scott McCartney, Chief Water Operator
Hailey Power, Water Operations

Guests: Graham Roberts, MNP
Ken Olive, Alternate Area Director
Kim Huebner, Trustee, CBID

Attendees: 11 ratepayers and residents in attendance

1. Call Meeting to Order

Chairperson Calvin Slade called the meeting to Order at 7:30 pm.

2. Traditional Territory Acknowledgement

It is recognized that the meeting is occurring on the traditional territory of the Coast Salish people.

3. Approval of Agenda

Moved/Seconded by Ken Olive and Betty Ayearst to accept the agenda as circulated. **CARRIED**

4. Approval of Minutes of 2023 Annual General Meeting

Moved/Seconded by Wendy Gregg and Ken Olive to accept the minutes as circulated. **CARRIED**

5. MOTION to do an initial test for Asbestos of the Water system and to determine need and/or costs going forward.

Motioned by Julia Balabanowicz and **Seconded** by Ken Olive to accept motion. **CARRIED**

6. **Graham Roberts from MNP presented the 2023 Audited Financial Statements and answered questions from Attendees.**

Moved/Seconded by Pete Edgar and Betty Ayearst to approve the 2023 Audited Financial Statements as presented.

CARRIED

7. **Appointment of Auditor for 2024**

Moved/Seconded Moved/Seconded by Wendy Gregg and Betty Ayearst to appoint MNP to conduct the 2024 audit.

CARRIED

8. **Chairperson Report - Attached**

9. **Water Operations Report - Attached**

10. **Questions and Answers**

- Rosstown Holdings addressed a rate decrease for themselves as a large employer in the Cowichan Valley – to be investigated by the Board/Staff
- Discussion regarding New Well
- Discussed how Water Conservation Stages are decided – Provincial responsibility
- Discussion of Air Valves on properties at higher elevation

11. **Trustee Election**

Moved/Seconded by Wendy Gregg and Ken Olive to appoint Pam Bendes and Anne Nippard as the returning officers for the 2024 Trustee election.

CARRIED

Two Trustee positions are open for election. Two applications were received one from, returning incumbent Pete Edgar and a second from new candidate Jonas Shandel. Both verified and eligible to run for election. The Chairperson opened the nomination process. No additional nomination forms were received from the floor. Two additional requests were made to determine if there were any other nominations. Hearing none, the nomination process was closed. Pete Edgar and Jonas Shandel were acclaimed as Trustees for a three-year term.

12. **Trustee Remuneration Policy Review**

Moved/Seconded by Ken Olive and Keith Fuller to increase the monthly stipend for Trustees by \$50.00 to \$350 per month [from \$300 per month].

CARRIED

13. **New Business**

14. **Adjournment**

Moved at 8:50 pm.



Chairperson



District Administrator

Chairperson Annual Report 2023



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Hello everyone, and welcome to the Cowichan Bay Waterworks Annual General Meeting. My name is Calvin Slade, and I am the current chair.

I would like to introduce the Board, Wendy Gregg, Julia Balabanowicz, Judi Baker, and Pete Edgar, who is unavailable tonight. The office staff, Ann Nippard our new administrator, who has taken over from Cheryl Wierz, and Pam Bendes our finance officer. Our system operator, Scott McCartney and his crew, and our auditor Graham Roberts.

We would like to acknowledge Judi Baker who has been a trustee for several yrs, and has decided not to run for re-election.

2023 was a busy year, as we start to bring the system infrastructure into the current century.

Unfortunately this comes with significant financial costs, which means that we have to increase the Systems income as we bring it up to current standards, as the current reserves, while substantial, are not enough to allow for all the upgrades and replacements needed to keep the system operational, continue to provide safe drinking water, and provide the water volumes necessary for fire protection for our residents.

In 2023, we pumped almost 290,000 cubic metres, roughly 75 million gallons, with our highest use day at just over 1300 cubic metres, with overall water use down slightly from last year, despite having several more households on the system. We would like to take this opportunity to thank everyone for their conservation efforts, particularly Island Farmhouse Poultry, which has managed to significantly reduce their water consumption.

Cowichan Bay Water has now fully transitioned over to having our water operators on staff, with Scott McCartney as our head operator, and Hailey and Pete as his assistants.

You will have noticed some construction going on around the District as we replace some of the old lines that were restricting flows and could have impacted volumes required for firefighting.

We are also working on locating a new well, as a back up to our current well 1.

We plan on slowly moving forward with more line replacements, as some of the original lines which are still in use are over 60yrs old, but this will take place as funds and staffing allow.

Water Operators Annual Report

2023 AGM Talking Points

Upgrades

- **Cow Bay Rd and Glen**
 - improved fire flow for the village
 - Replacement of AC watermain
- **Wessex 50mm to 150mm upgrade**
 - Improved fire flow and pressure
- **Wilmot from Pritchard to Cow bay Rd**
 - Improved Flow 100mm to 150mm
 - Part of the AC removal program

Operations Staff

- **2 new Part time Operators in training Hailey and Pete**

Maintenance

- **Fire Hydrants maintenance.**
- **Flow testing (every 5 years)**
- **Watermain Flushing**
- **Backflow Testing**
- **PRV and altitude valve maintenance**
- **Telegraph Reservoir Repair**
- **Valleyview Pump station waterproofing**

System

- **Great source at Valleyview, water samples are taken weekly and sent to Island health.**
- **Chlorine residual above .2 mg/L maintained throughout the system. This is to prevent bugs from growing in the system**
- **Turbidity readings stayed low**
- **System had a few leaks after cold weather last January which took some time to find**
- **Valleyview pump station repair/replacement**
- **Reservoir assessment needed; more storage needed.**