



**COWICHAN BAY WATERWORKS DISTRICT  
ANNUAL GENERAL MEETING  
MAY 3, 2023 – 7:00 PM  
GYM\*, BENCH ELEMENTARY SCHOOL  
1500 COWICHAN BAY RD, COWICHAN BAY**

**AGENDA**

- \* As the meeting is being held in the School Gym, please wear clean street shoes [no spike heels etc.] and refrain from bringing any food or beverages in order to protect the floor.
- \* Please bring valid government identification.

**1. Chairperson Welcome, Call to Order and Introductions**

Trustee Baker	Trustee Edgar	Trustee Gregg	Trustee Penney
District Administrator, Cheryl Wirsz	Chief Water Operator, Scott McCartney	Water Operations, Pascal Gagne	
Finance Officer, Pam Bendes	Anne Nippard, Finance Officer	Meter Reader, Rob Knechtle	

- 1. Territorial Acknowledgement**
- 2. Approval of Agenda**
- 3. Approval of Minutes of the 2022 Annual General Meeting**
- 4. Presentation and Approval of 2022 Financial Statements**
  - Cory Vanderhurst / Louise Blomer, MNP Accountants
- 5. Appointment of Auditor for 2023**
  - A Request for Proposals occurred and it is recommended that MNP be appointed for the 2023 Audit, which will occur next February
- 6. Chairperson Report**
  - Annual Report and Water Operations Report
- 7. Question and Answer Session**

8. Election of Trustees:
  - Appointment of Returning Officer
  - Notice of Trustee election  
(website, alerts April 12 and May 3, office notice board, post office as per Letters Patent)
  - Nominations open
  - Nomination forms accepted
  - Nominations close
  - Confirmation of eligibility<sup>i</sup>
  - Candidate introductions
  - Election
    - Trustee vacancy [hold a vote for all names nominated]
9. Trustee Remuneration Policy Review
  - The *Letters Patent* requires an annual review of the Trustee Remuneration Policy, which is attached to the agenda [increase, decrease or make no change]
10. New Business
11. OPEN HOUSE and Questions/Answers
  12. Water System Summary – Water Operations
  13. Master Plan Summary - Administration
  14. Action Plan Summary - Administration
  15. Source Water Protection Plan Findings – Administration / Water Operations
16. Adjournment

<sup>i</sup> Voter and Trustee Eligibility – as per Letters Patent and *Local Government Act*

Voter Qualifications	Trustee Candidate Eligibility
Letters Patent	
<ul style="list-style-type: none"> <li>Land owner in Cowichan Bay Waterworks District</li> <li>21 years of age or older</li> <li>Not disqualified as per Elections Act</li> <li>Authorized agent of a board or corporation that is an owner of land in Cowichan Bay Waterworks District</li> <li>Legal representative of any owner of land who has died, become insolvent, or insane</li> <li>British Subject [see next section]</li> </ul>	<ul style="list-style-type: none"> <li>As per Voter Qualifications</li> <li>and wives and husbands someone qualified to be a candidate</li> <li>Accounts paid in full</li> </ul>
Local Government Act	
<ul style="list-style-type: none"> <li>Canadian Citizen</li> </ul>	
Election Act	
<ul style="list-style-type: none"> <li>Canadian Citizen</li> <li>Not entitled to vote – chief electoral officer, deputy chief electoral officer</li> </ul>	



**Cowichan Bay Waterworks  
ANNUAL GENERAL MEETING MINUTES  
700 p.m. May 26, 2022.  
1501 Cowichan Bay Road, Cowichan Bay BC**

**Present:** Lew Penney, Chairperson  
Judi Baker, Trustee  
Pete Edgar, Trustee  
Wendy Gregg, Trustee  
Calvin Slade, Trustee

**Staff:** Cheryl Wirsz, District Administrator  
Diane Zureski, Finance Officer  
Heather Plumb, Finance Officer

**Guest:** Lori Iannidinardo, CVRD Chair and Electoral Area D [Cowichan Bay] Director  
Louise Blomer, MNP

**Ratepayers:** Rachel Penney, Ian Mackie, Ken Olive, Sherry Jones, Luke Downs

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**1. Call Meeting to Order**

Chairperson Lew Penney called the meeting to Order at 7 pm.

**2. Traditional Territory Acknowledgement**

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

**3. Approval of Agenda**

**Moved/Seconded** by Trustee Slade and Ratepayer Olive to approve the agenda as circulated.

**CARRIED**

**4. Adoption of Minutes**

Motion

**Moved/Seconded** by Trustee Baker and Trustee Edgar to adopt the Minutes of the September 15, 2021 Annual General Meeting.

**CARRIED**

**5. Presentation of the 2021 Financial Statements**

Ms Blomer of MNP presented a snapshot the 2021 Financial Statements including the Statement of Financial Position, the Change in Net Financial Assets, Cash Flow, Portfolio Investments, the Schedule of Reserves and the Notes, specifically Note 1 regarding the 2020 restatement.

Motion

**Moved/Seconded** by Trustee Slade and Ratepayer Olive to accept the 2021 Financial Reports.

**CARRIED**

Motion

**Moved/Seconded** by Trustee Edgar and Trustee Gregg to appoint MNP as the Auditor for 2022.

**CARRIED**

#### **6. Chairperson Report 2021**

- Chairperson Penney welcomed ratepayers and guests and thanked everyone for attending and then introduced the Trustees and Staff.
- Chairperson Penney noted that the Annual General Meeting was advertised in the local newspaper, posted on the website, in the newsletter and that an Alert was sent out to ratepayers.
- Chairperson Penney presented the Annual Report and noted that the pandemic did create challenges in 2021 and that many of the regular meetings were by Zoom or under social distancing procedures.
- Chairperson Penney noted that the Water Improvement District has high water quality, which requires minimal treatment. The water is tested on a regular basis to ensure that it is safe for consumption.
- 2021 was a year of staff change and completion of the draft Master Plan. The Master Plan is a guide for renewal and how to utilize resources and plan for the future.
- There were three water main breaks in 2021 and upgrades were completed on the electronic monitoring system
- Chairperson Penney noted a significant accomplishment was adoption of a Complaints Policy to ensure fair and equal treatment; both for the complainant and for ratepayers.

#### **Looking Ahead - 2022**

- Chairperson Penny advised that the Booster Pump Station and the Ordano Road Complex is complete and meeting fire protection standards for Pressure Zone 2 residents.
- The Office staff will continue updating procedures and policies in order to provide better service to ratepayers. A key part of this work is implementing a filing system.
- Additionally, implementation of the recommendations in the Master Plan will be a top priority.
- Staff are working on a partnership for the replacement of the watermain from the Hotel to Hecate Park. The goal is to replace the water line at the same time the new sewer line is installed in order to reduce the impact upon the traffic in the Village.
- A Source Water Protection Plan is underway to assess and plan for risk at the four well sites.

**7. Draft Master Plan**

Chairperson Penney advised of the recently completed Draft of the Master Plan. It was requested that the document be updated to include the 2021 Census data.

**8. Question Period**

- A question was asked about noise and water pressure in relation to the new Booster Station at the Ordano Complex. The purpose of the Booster Station is to regulate water pressure in the event of a fire, and as always, the Water Improvement District recommends that all residents ensure they have installed a pressure reducing valve in their home.
- The Booster Station is meant for emergencies and except for the weekly test, should not make noise, except in the event of an emergency.
- A question was asked why the Parcel Tax has increased. Chairperson Penny noted that costs are escalating, impacting the cost of supplying water. Additionally, the Master Plan has identified and prioritized upgrades to the aging infrastructure. The parcel tax fund is utilized to complete this required capital work.

Director Iannidinardo advised that the CVRD is in the same situation as Cowichan Bay Waterworks and when budgets are kept low, taxes eventually have to go up in order to keep up with infrastructure replacement programs.

A ratepayer suggested that this could perhaps be better communicated.

**9. Election of Trustees**

- The District Administrator advised that there were two Trustee positions open and that two nomination forms had been received to date.
- Chairperson Penny called for nominations.
- Hearing none, Chairperson Penney called for nominations a second time.
- Hearing none, Chairperson Penney called for nominations a third time.
- Hearing none, Chairperson Penney declared Trustee Slade and Trustee Gregg, re-elected by acclamation for a three year term.

**10. Trustee Remuneration Policy**

As per the Letters Patent for the Improvement District, the Trustee Remuneration Policy is to be reviewed annually.

Motion

**Moved/Seconded** by Trustee Baker and Trustee Slade that the 2022 Trustee Remuneration remain at the present rate.

**CARRIED**

**11. New Business – CVRD Update**

- Director Iannidinaro updated the ratepayers on the proposed 3 Stream Waste System [garbage, recycling and organics] as organics currently comprise 40% of the garbage volume.
- The Official Community Plan Harmonization is ongoing, modernizing policies and providing for more efficiency across the regional district.
- The Cowichan Bay Business Association and the Community Police Building in the Village along Cowichan Bay Road are not active and volunteers are needed.

**12. Adjournment**

Motion

**Moved/Seconded** by Trustee Slade and Ratepayer Olive to adjourn the meeting.

**CARRIED**

The Meeting adjourned at 810 pm.

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Chairperson

District Administrator



# PROCLAMATION

[L.S.]

W. C. WOODWARD,  
*Lieutenant-Governor.*

CANADA:

PROVINCE OF BRITISH COLUMBIA.

GEORGE THE SIXTH, by the Grace of God,  
of Great Britain, Ireland, and the Brit-  
ish Dominions beyond the Seas, KING,  
Defender of the Faith, Emperor of India.

*To all to whom these presents shall come—  
GREETING.*

JOHN HART, *Acting Minister of* { **WHEREAS** by section  
*Lands and Forests.* { 49 of the "Water  
Act, 1939," it is pro-  
vided that the Lieutenant-Governor in Council  
may incorporate a tract of land and the owners  
thereof into an improvement district:

And whereas the Lieutenant-Governor in  
Council has by Order in Council made pursuant  
to the said Act been pleased to order that the  
tract of land hereinafter described and the  
owners thereof be incorporated into an im-  
provement district under the said Act and has  
made further provision to the tenor and effect  
hereinafter appearing:

Now KNOW YE that by these presents We do  
hereby order and proclaim:—

1. The tract of land comprising Lots 1 and 2,  
Block U, and Lots 6 to 14 (inclusive), Block T,  
Registered Plan 79, as amended, and District  
Lots (foreshore) 162, 171, 173, and 189 to 217  
(inclusive), Cowichan District and Victoria  
Land Registration District and all subdivisions  
thereof, and the owners of land in the said  
tract are incorporated into an improvement  
district under the "Water Act, 1939," and  
subject to the provisions thereof and to the  
conditions hereinafter contained.

2. The said improvement district shall be  
known as the "Cowichan Bay Waterworks  
District."

3. The objects of the said improvement dis-  
trict shall be the acquisition, maintenance, and  
operation of works for waterworks purpose and  
the provision of fire-protection and all matters  
incidental thereto.

4. There shall be five Trustees of the said  
improvement district.

5. The persons qualified to vote at the first  
election of Trustees shall be British subjects  
who are twenty-one years of age or older and  
are not disqualified from voting in an election  
under the "Provincial Elections Act," and are  
owners of land in the tract of land herein-  
before described, and the persons qualified to  
be candidates at the said election shall be the  
persons qualified as aforesaid to vote and their  
wives and husbands.

6. Arthur Hardy, of Cowichan Bay, B.C.,  
shall be Returning Officer for the first election

of Trustees. He shall call a general meeting  
of the persons who are qualified as aforesaid to  
vote and shall, at least seven days before the  
date of the said meeting, post in a conspicuous  
place at the post-office at Cowichan Bay, B.C.,  
a notice signed by him giving the date, time,  
and place of holding the said meeting. The  
Returning Officer shall be chairman of the said  
meeting and he shall have power to determine  
whether or not any person who desires to vote  
is qualified to do so. He shall have power to  
determine the procedure to be followed at the  
said meeting and the method of taking the  
votes. Each qualified voter shall be entitled to  
cast one vote for each of five candidates. The  
Returning Officer shall declare the result of the  
election and shall advise the Comptroller of  
Water Rights of the said result.

7. The candidates elected as Trustees for  
whom the greatest and second greatest num-  
bers of votes are cast at the general meeting  
called pursuant to clause 6 hereof shall hold  
office until the annual general meeting of 1949,  
the candidates elected for whom the third and  
fourth greatest numbers of votes are cast shall  
hold office until the annual general meeting of  
1948, and the candidate elected for whom the  
fifth greatest number of votes are cast shall  
hold office until the annual general meeting of  
1947, but should there be nominated no more  
than five candidates for the office of Trustee,  
or should any two or more candidates receive  
an equal number of votes, then the Returning  
Officer shall have power to and shall declare  
which of the candidates elected shall hold office  
until the next, the second, and the third suc-  
ceeding annual general meetings respectively.

8. All subsequent elections of Trustees shall  
be held at the annual general meetings of the  
improvement district and it shall be the duty  
of the Trustees to call a general meeting to be  
held between January 1st and May 1st in each  
year for the following purposes:—

(a.) To receive from the Trustees a report  
on condition of the works and a state-  
ment of the financial condition of the  
improvement district:

(b.) To discuss with the Trustees any mat-  
ter relating to the works or finances of  
the improvement district:

(c.) To fix the remuneration of the Trustees  
for the ensuing year:

(d.) To elect a Trustee or Trustees to suc-  
ceed those whose terms of office expire  
coincident with the holding of such  
annual general meeting, and to elect a  
Trustee or Trustees to fill any other  
vacancy or vacancies that has or have  
occurred or is or are about to occur  
among the Trustees:

(e.) To choose the auditor for the ensuing  
year.

[OVER.]

A special general meeting may be called by the Trustees at any time for the purpose of electing a Trustee or Trustees to fill any vacancy or vacancies among the Trustees, or for the purpose of discussing with the owners any matter or matters which in the opinion of the Trustees should be brought up at a general meeting.

At least seven days' notice of every general meeting shall be given by a notice posted up in a conspicuous place at the post-office at Cowichan Bay, B.C.

The secretary shall enter in a book provided by the Trustees for this purpose minutes of all matters brought before the meeting and the action taken thereon. At any general meeting every person shall be qualified to vote who is a British subject and is twenty-one years old or older and is an owner of land in the improvement district, or the authorized agent of any board or corporation that is an owner of such land, or the legal representative of any owner or such land who has died, become insolvent, or insane, and is not disqualified from voting in an election held under the "Provincial Elections Act." Every person qualified as aforesaid to vote and the wife or husband of any such person shall be qualified to be a candidate for and to hold the office of Trustee, but no person shall be entitled to vote or be a candidate for Trustee or hold the office of Trustee while there is owing to the improvement district in respect of the land held by him or her or by his wife or her husband any taxes, tolls, or other charges other than those levied, fixed, or charged by the Trustees within one year of

the date of the meeting. In the event of the right of any person to vote at any general meeting being challenged, the chairman shall have authority to determine whether or not such person is entitled to vote, and the chairman may require such person to make and file with him a statutory declaration showing that the declarant is qualified as aforesaid to vote at such general meeting. Forthwith after the holding of a general meeting the Trustees shall file with the Comptroller of Water Rights a true copy of the minutes of such meeting and copies of all auditors' reports and financial statements presented or discussed at the meeting.

7. All words and phrases given special meaning in section 2 of the "Water Act, 1939," shall, where used herein, be ascribed the meaning given them in the said section unless the context otherwise requires.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed:

WITNESS, His Honour WILLIAM CULHAM WOODWARD, Lieutenant-Governor of Our said Province, at Our Government House, in Our City of Victoria, this twelfth day of August, in the year of our Lord one thousand nine hundred and forty-six, and in the tenth year of Our Reign.

By Command.

P. WALKER,  
*Deputy Provincial Secretary.*

VICTORIA, B.C. :

Printed by CHARLES F. SANFIELD, Printer to the King's Most Excellent Majesty.  
1946.



## **COWICHAN BAY WATERWORKS DISTRICT**

### **TRUSTEE REMUNERATION POLICY**

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<b>SUBJECT:</b>	<b>TRUSTEE REMUNERATION</b>	<b>POLICY NO:</b>	<b>CBWD 2021-09-15</b>
<b>DATE:</b>	<b>October 14, 2021</b>	<b>PAGE:</b>	<b>1</b>

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#### **PURPOSE**

To establish a Cowichan Bay Waterworks District Trustee Remuneration Policy.

#### **DISCUSSION**

The Cowichan Bay Water District delivers clean, safe, potable water to a rapidly growing village through about 754 residential and commercial connections, making it one of the larger Water Districts on Vancouver Island. Trustees are responsible for the governance and management of the Water District and bring their various skills, professional experience, and post-secondary educations to this community service role. Trustees are remunerated with an honorarium in recognition of this contribution and the time and effort involved. As per the Order in Council creating the Cowichan Bay Waterworks District on the 12<sup>th</sup> day of August, 1946, the Trustee remuneration must be fixed for the ensuing year.

#### **POLICY**

1. Trustees shall be remunerated with a monthly honorarium of \$200.
2. The Chair shall receive an additional fifty percent (50%) of the amount paid to Trustees.
3. The honorarium is paid based on a calendar month and is
4. The honorarium is pro-rated in situations where the Trustee joins or leaves the Board part way through the month.
5. The honorarium is paid quarterly and is taxable income.
6. The honorarium does not cover approved expenses of Trustees while on CBWD business. Those expenses are reimbursed in accordance with current reimbursement policies.
7. The honorarium shall not be paid to a Trustee who is not available to participate as a Trustee for a period of more than two weeks. (I.e. on vacation without digital access or unable to participate due to illness or disability.)
8. The honorarium shall be pro-rated to reflect the time the Trustee was unavailable beyond the first two weeks.
9. All remuneration to Trustees will be published on the district's website quarterly.

<b>Effective Date</b>	<b>Expiry Date</b>	<b>Amount</b>
September 15, 2021	September 14, 2022	\$200
May 26, 2022	<i>Spring 2023 [Annual AGM]</i>	\$200
May 3, 2023.	<i>Spring 2024 [Annual AGM]</i>	
<i>To be reviewed at the 2024 AGM</i>		

I HEREBY CERTIFY THAT the foregoing is a true copy of Policy CBWD 2021-09-15 as adopted and updated by the District on the 26th day of May, 2022.

Cheryl Wirsz  
District Administrator

Lew Penney  
Chairperson