

**COWICHAN BAY WATERWORKS DISTRICT  
MINUTES of the Annual General Meeting held  
October 21, 2020, at 7:00PM at the  
Cowichan Bay Volunteer Fire Rescue Department  
4461 Trans Canada Hwy, 2<sup>nd</sup> Floor (upstairs)  
Cowichan Bay, BC, V0R 1N1  
(COVID-19 Safety Measures Following Provincial Guidelines)**

PRESENT: Lewis Penney, Chair  
Calvin Slade, Trustee  
Peter Edgar, Trustee  
Judi Baker, Trustee  
Wendy Gregg, Trustee  
Caroline Stillinger, District Administrator  
Shawna Lewis, Assistant Administrator  
Heather Plumb, Billing Clerk  
Joe Woolls, Water Operator  
Cory Vanderhorst CA, M.N.P.

REGISTRATION: 7 Rate payers including Trustees  
2 Guests (2 guests are rate payers)  
4 Staff  
1 Auditor

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1. Chair, Lewis Penney called the meeting to order at 7:00 pm. L. Penney welcomed all in attendance and introduced the Trustees, staff, guests, water operator, Joe Woolls, and M.N.P., accountant, Cory Vanderhorst CA.  
COVID-19 safety measures following Provincial Guidelines for social distancing and hygiene were in place. (50-person limit on public gatherings)

**2. APPROVAL OF AGENDA**

The agenda was distributed at registration.

***MOTION: 2020-10-01***

P. Edgar/C. Slade to adopt the Agenda of the Annual General Meeting held October 21, 2020, as presented.

CARRIED

**3. PRESENTATION AND APPROVAL OF 2019 FINANCIAL STATEMENTS**

The 2019 draft financial statements were completed May 2020.

Cory Vanderhorst, CA M.N.P. Accountants

C. Vanderhorst, CA of M.N.P. reviewed the audited statements for the fiscal year 2019, which were distributed prior to the meeting.

***MOTION: 2020-10-02***

J. Baker/W. Gregg to approve the audited financial statements for the fiscal year 2019 as presented.

CARRIED

**4. APPROVAL OF MINUTES OF THE 2019 ANNUAL GENERAL MEETING**

Minutes of the 2019 Annual General Meeting were distributed at registration.

***MOTION: 2020-10-03***

J. Baker/C. Slade to adopt the Minutes of the Annual General Meeting held April 17, 2019.

CARRIED

**5. CHAIRMAN’S REPORT**

Chair, L. Penney’s report was distributed at registration.  
(see attachment)

**6. MAINTENANCE REPORT**

Water Operator, Island Flow Control Water Solutions Ltd., Joe Woolls reviewed CBWD 2019 operations.

- Valleyview Well #1 pump failed and was replaced
- Supervisory Control and Data Acquisition (SCADA) monitoring 24 hrs per day upgrade
- New water sample stations
- Rondeault Road connection upgraded fire flows in the district
- Responded to CBWD landowners reporting leak on Botwood Road - undiscovered leak
- Non-revenue water loss is minimal

**7. TRUSTEE REMUNERATION**

The current remuneration is \$112.20 for the Chair per meeting and \$81.60 for the Trustees per meeting. Billing Clerk, H. Plumb asked if the 2019 remuneration costs will be anticipated for the upcoming budget. Administrator, C. Stlinger explained additional meetings were required. Regular board meetings are held once a month and additional meetings when required. Required meetings for developments are paid by developers to the district through an administration charge.

***MOTION: 2020-10-04***

W. Gregg/C. Slade to not make any changes to the Trustee remuneration for the upcoming year.

CARRIED

**8. ELECTION OF ONE TRUSTEE**

Election of One Trustee:

(Term of Lewis Penney has expired)

Notice of One Trustee to be Elected for a Three-Year Term.

Notice of Nomination Forms: sent to all CBWD Landowners and published in the Black Press Newspaper September 29, 2020, requesting a nomination form to be submitted to the office by October 16, 2020, in an effort to promote safe participation given the Coronavirus pandemic.

One Trustee Nomination form was submitted October 14, 2020, to Cowichan Bay Waterworks District by landowner, Lewis Penney. Lewis Penney accepted the nomination won by acclamation and will serve a full term through 2023.

***MOTION: 2020-10-05***

W. Gregg/C. Slade to approve Cowichan Bay Waterworks District landowner, Lewis Penney a seat won by acclamation to serve a full term through 2023.

CARRIED

**9. NEW BUSINESS**

N/A

**10. ADJOURNMENT**

***MOTION: 2020-10-06***

J. Baker/ C. Slade to adjourn the meeting at 7:22 pm.

CARRIED

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Chairman

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District Administrator