

## Cowichan Bay Waterworks District

MINUTES of the Annual General Meeting held Thursday, April 26, 2018 at  
7:00 p.m. at the Cowichan Bay Fire Department

PRESENT: Lewis Penney, Trustee  
Calvin Slade, Trustee  
Judi Baker, Trustee  
Wendy Gregg, Trustee  
Donna Monteith, District Administrator  
David Martin, System Operator  
Cory Vanderhorst CA, M.N.P.  
Debra Soke, Asst District Administrator  
Heather Plumb, Billing Clerk

REGRETS: Rick Mellson, Chairman

REGISTRATION: 8 Rate payers including Trustees  
1 Guests  
3 Staff  
1 Auditor

---

The Chair, R. Mellson, was unable to attend the meeting. Trustee L. Penney acted as Chair and called the meeting to order at 7:12 p.m. welcoming all in attendance.

### **APPROVAL OF THE MINUTES**

Minutes of the 2017 Annual General Meeting were distributed at registration.

#### ***MOTION: 2018-04-01***

P. Edgar/W. Gregg to adopt the Minutes of the Annual General Meeting held April 27, 2017.

CARRIED

### **BUSINESS ARISING FROM THE MINUTES**

There were no questions or comments arising from the floor.

### **CHAIR REPORT**

The Chair, R. Mellson's report was distributed at registration. Trustee Penney read it out loud and asked if anyone had questions. No questions arose.

### **PRESENTATION AND APPROVAL OF 2017 FINANCIAL STATEMENTS**

C. Vanderhorst, CA of M.N.P. reviewed the audited statements for the fiscal year 2017, which were distributed prior to the meeting.

#### ***MOTION: 2018-04-02***

C. Slade/W. Gregg to approve the audited financial statements for the fiscal year 2017 as presented.

CARRIED

**TRUSTEE REMUNERATION**

The Chair advised the requirement to approve annually, the remuneration paid to Trustees. The current remuneration is \$112.20 per meeting for the Chair and \$81.60 per meeting for Trustees.

***MOTION: 2018-04-03***

J. Baker/C. Slade to have no increase to the Trustee remuneration for the upcoming year.

CARRIED

**ELECTION OF TRUSTEES**

The Chair, L. Penney indicated that there are two Trustee positions to be filled for a three year term. The floor was opened to nominations.

D. Allardyce nominated Judi Baker.

A further call for nominations was done two more times. No further nominations for this vacancy were made. Ms. Baker accepted the nomination won by acclamation.

L. Penney nominated Peter Edgar.

A further call for nominations was done two more times. No further nominations for this vacancy were made. Mr. Edgar accepted the nomination won by acclamation.

**NEW BUSINESS**

N/A

**ADJOURNMENT**

***MOTION: 2018-04-04***

J. Baker/W. Gregg To adjourn the meeting at 7:25 p.m.

CARRIED

---

Chairman

---

District Administrator