



**Cowichan Bay Waterworks
ANNUAL GENERAL MEETING MINUTES
7:30 PM, May 27, 2025
Bench Elementary School, 1501 Cowichan Bay Road
Cowichan Bay BC**

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

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

Guests: Graham Roberts, MNP
Hilary Abbott, Area Director

Attendees: 59 ratepayers and residents and 2 guests in attendance

Call Meeting to Order

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

1. Traditional Territory Acknowledgement

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

2. Approval of Agenda

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

3. Approval of Minutes of 2024 Annual General Meeting

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

4. Graham Roberts from MNP presented the 2024 Audited Financial Statements and answered questions from Attendees.

Moved/Seconded by Pete Edgar and Keith Fuller to approve the 2024 Audited Financial Statements as presented. **CARRIED**

5. Appointment of Auditor for 2025

Moved/Seconded by Doug Ramsfield and Sharon Moss to appoint MNP to conduct the 2025 audit. **CARRIED**

6. Water Operations Report – Attached

7. Power Point Presentation, presented by Wendy Gregg, titled: “Cowichan Bay Waterworks District – Planning for the Future: A Community Conversation and Decision

Questions and Answers Period: Members of the public were invited to raise questions and comments related to the presentation. The trustees responded to inquiries. No formal motions were made during this period.

8. Trustee Election

Moved/Seconded by Wendy Gregg and Keith Fuller to appoint Pam Bendes as the returning officers for the 2024 Trustee election.

CARRIED

Two Trustee positions were open for election. Two applications were received one from, returning incumbent Calvin Slade, a second from new candidate Sharon Moss. All were verified and eligible to run for election. The Chairperson opened the nomination process. One additional nomination form was received from the floor from Scott Cunningham. Two additional requests were made to determine if there were any other nominations. Jonas Shandel verbally and publicly announced his resignation during the meeting, stating that he was willing to step aside in support of incoming nominees with more experience. Hearing none, the nomination process was closed. Calvin Slade, Sharon Moss and Scott Cunningham were acclaimed as Trustees for a three-year term.

9. Trustee Remuneration Policy Review

Moved/Seconded by Ken Olive and Gary Robertson to increase the monthly remuneration for Trustees by \$150.00 to \$500 per month [from \$350 per month].

CARRIED

10. New Business

11. Adjournment

Moved at 9:25 pm.

Chairperson

District Administrator

2025 AGM Talking Points – Operations

Upgrades

- Telegraph Reservoir interior hardware replaced, leaks repaired, and reservoir cleaned
- New PLC (program logic control) and control panel at Valleyview pump station – heartbeat of the system
- Kiosks put over Valleyview wells for protection and rocks to prevent people from driving on the field
- Old office concrete reservoir disconnected from system

Operations Staff

- Both operators advanced in the EOCP training program getting their operator in training and Operator 1 certificate.

Maintenance

- Fire Hydrants maintenance ongoing
- All three reservoirs' interiors were inspected
- Watermain Flushing completed
- Backflow Testing completed
- PRV and altitude valve monitoring

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
- We had two watermain breaks. One on Pritchard due to an old repair clamp and the other in the village on Cowichan Bay rd. This was a cracked AC watermain.
- We had one major service leak on Wessex
- Asbestos testing was completed with a negative result. Samples were done on George and Glen.
- Crew responded to many leaks on homeowner side where we would set up jumper systems to keep them in water while they found someone to repair them