



**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
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**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 as ‘Appendix A’**

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**

*See Addendum B regarding the status of this motion.*

10. **New Business**

11. **Adjournment**

**Moved** at 9:25 pm.

## **ADDENDUM A: WATER OPERATIONS REPORT**

### ***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

## ADDENDUM B: CORRECTION OF RECORD

### Item 9 – Trustee Remuneration Policy Review

**Original Motion:** *"Moved/Seconded by Ken Olive and Gary Robertson to increase the monthly remuneration for Trustees by \$150 to \$500 per month (from \$350 per month). CARRIED."*

**Correction of Status:** Following the AGM, the validity of the vote was challenged by a community member regarding adherence to *Robert's Rules of Order*. At a Special Meeting held on June 2nd, 2025, the Board acknowledged the procedural error and initially indicated that a motion to rescind would be brought to the next AGM.

**Procedural Clarification:** Upon further review, it was determined that because the vote was procedurally ineligible, the resolution was null and void from its inception. As a result, a formal Motion to Rescind is not required. Furthermore, it is formally recorded that Trustee remuneration did not increase following the 2025 Annual General Meeting and remained the same as the year prior.

**Final Action:** The proposed increase was not implemented. This Addendum was formally noted and adopted at the Annual General Meeting held on **May 4, 2026**, for permanent inclusion in the official record of the **May 27, 2025** Annual General Meeting Minutes.

"I hereby certify that these minutes, including **Addendum B**, constitute the true, accurate, and formally approved record of the proceedings of the Annual General Meeting held on **May 27, 2025**."

Chairperson: \_\_\_\_\_ District Administrator: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Approval: \_\_\_\_\_