



**Cowichan Bay Waterworks
ANNUAL GENERAL MEETING MINUTES
7:30 PM, May 4, 2026
Bench Elementary School, 1501 Cowichan Bay Road
Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Pete Edgar, Trustee
Sharon Moss, Trustee
Julia Balabanowicz, Trustee
Scott Cunningham, Trustee

Staff: Nicole Ponte, District Administrator
Anne Nippard, Financial Officer
Pam Bendes, Finance Officer
Scott McCartney, Chief Water Operator
Hailey Power, Water Operator
Rob Knechtle, Meter Reader

Guests: Graham Roberts, MNP

Attendees: 13 ratepayers and residents and 5 guests/staff in attendance

1. Call Meeting to Order

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

2. Traditional Territory Acknowledgement

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

3. Approval of Agenda

Motion: That the agenda for the 2026 Annual General Meeting of May 4, 2026, be adopted as presented.

**Moved: Ken Olive
Seconded: Moira Hauk
CARRIED**

4. Approval of Minutes of 2025 Annual General Meeting

Motion: That the meeting minutes for the 2025 Annual General Meeting of May 27, 2025, be adopted as corrected by the attached Addendum B.

**Moved: Ken Olive
Seconded: Moira Hauk
CARRIED**

5. Presentation of the 2025 Financial Statements by Graham Roberts of MNP

Following the presentation, the floor was opened to questions from landowners. Hearing no questions from the floor, the following resolution was introduced:

Motion: That the 2025 Audited Financial Statements be accepted as presented.

Moved: Moira Hauk
Seconded: Ken Olive
CARRIED

6. Appointment of Auditor for 2026

Motion: That MNP be appointed as the Financial Auditor for the 2026 Fiscal Year.

Moved: Sharon Moss
Seconded: Ken Olive
CARRIED

7. Annual Report including Water Operations Report

Chief Water Operator Scott McCartney delivered the annual Water Operations Report, which is appended to these minutes as 'Appendix A'.

The District Administrator then delivered the Annual Report, which is appended to these minutes as 'Appendix B'. During this presentation, Trustee Julia Balabanowicz spoke to the floor to about the governance of our Improvement District and the responsibilities of the Trustees, highlighting the importance of the community involvement and engagement in these important Trustee roles.

There was a question from the floor during this presentation with respect to why the conversion process was entered into with the CVRD and asking 'why'. The District Administrator and Trustee Julia Balabanowicz spoke to the floor, outlining the reasons which lead to the Trustee Board's decision to enter the conversion process. It was noted that the ultimate decision will be put to a referendum and the community will have the ultimate decision with respect to conversion.

8. Recognition of Service

Trustee Sharon Moss formally recognized former Trustee Wendy Gregg for her tenure and dedicated prior service to the District. Trustee Moss also recognized outgoing Trustees Pete Edgar, following his resignation, and Julia Balabanowicz, upon the completion of her three-year term.

In recognition of their service, the following resolution was introduced:

Motion: That the Cowichan Bay Waterworks District formally recognize former Trustee Wendy Gregg, and outgoing Trustees Pete Edgar and Julia Balabanowicz, for their dedicated years of service; and that the District express its sincere appreciation for the invaluable contributions they have made to the community.

Moved: Ken Olive
Seconded: Moira Hauk
CARRIED

9. Election of Trustees – Two Trustee Positions

Two Trustee positions were open for election:

- A three-year term, following completion of Trustee Julia Balabanowicz's term.
- A one-year term, to fill the vacancy left by the resignation of Trustee Pete Edgar.

The Chairperson opened the nomination process.

It was noted that the solicitation for nominations had been advertised to the community in the AGM notice, the most recent quarterly newsletter, and on the District website. One valid nomination form was received in advance of the meeting for Moira Hauk. Ms. Hauk was in attendance and provided a brief introduction to the floor.

Following a call for further nominations from the floor and a brief pause, Julia Balabanowicz offered to stand for nomination to ensure the vacancy was filled. A nomination form was completed from the floor and authenticated by the Electoral Officer, and Ms. Balabanowicz indicated her willingness to continue to serve the District.

The Chairperson called two additional times for further nominations from the floor. Hearing none, the nomination process was closed.

As there were two candidates for the two vacant positions, the following individuals were elected by acclamation:

- Moira Hauk – Acclaimed as a Trustee for a three-year term.
- Julia Balabanowicz - Acclaimed as a Trustee for a one-year term (to complete the remaining vacated term).

10. Trustee Remuneration Policy Review

Following an informal discussion regarding the trustee remuneration amount for the upcoming year, a formal proposal was brought to the floor.

Motion: That for the 2026/2027 term, the Board Chair remuneration be increased by \$75.00 per month, for a new total of \$600.00 per month; and that Trustee remuneration be increased by \$50.00 per month, for a new total of \$400.00 per month.

Moved: Ken Olive
Seconded: Dennis Kraushar

With no further discussion from the floor, the motion was put to a vote.

CARRIED

A request that the vote be called three times for procedural validity.

The Chair subsequently called for the vote three consecutive times. On each call, the voting members voted unanimously in the affirmative.

11. New Business

Water Restrictions: To ensure there is no confusion following recent regional water use restrictions issued by the CVRD, it was noted that the Cowichan Bay Waterworks District (CBWD) remains under Stage 3 water restrictions. While other areas may be transitioning to different stages, CBWD requirements have not changed. We appreciate your continued cooperation in meeting water conservation standards for our community.

12. Adjournment

With no further business, the meeting adjourned at 8:36 pm.

DRAFT

ADDENDUM A: WATER OPERATIONS REPORT

2026 AGM Talking Points – Operations

Upgrades

- One of our ultrasonic flow meters failed, which resulted in replacement/upgrade of both flow meters to electromagnetic meters which have higher accuracy and longer life span.
- The Ordano reservoir was recently cleaned and completed a leak repair.
- Security installations have been completed at all sites with cameras, fire and burglar alarm monitoring as well as reservoir hatch security alarms

Operations Staff

- Both operators advanced in the EOCP training program. One Operator progressed from their Operator-in-Training (OIT) to Level 1 Certification; and our other Operator progressed from Level 1 certification to Level 2 certification.

Maintenance

- Fire Hydrants maintenance ongoing
- Watermain flushing was completed in the spring

System

- Great water source at Valleyview, water samples are taken weekly and sent to Island Health.
- Chlorine residual above .2 mg/L is maintained throughout the system.
- Turbidity readings continue to remain low.

Appendix B: Cowichan Bay Waterworks District Annual Report



Annual General Meeting

Cowichan Bay Waterworks District
May 4, 2026

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Improvement Districts & AGM Framework

What is an Improvement District?


- **Local Authority:** Established to provide specialized services (i.e., waterworks).
- **Legal Foundation:** Defined by Provincial Letters Patent
- **Purpose:** Serving the specific needs of the local landowners.

Funding & Statutory Authority:

- **Statutory Authority:** Power to levy parcel taxes and water tolls.
- **Self-Sufficiency:** Revenue is 100% dedicated to the District it serves.
- **Reinvestment:** Funds cover administration, daily operations, and long-term capital renewal.

Governance & Leadership:

- **Board of Trustees:** Community elected fiduciaries and governance leadership.
- **Responsibilities:** Setting policies and passing by-laws, ensuring long term operational sustainability and protecting the community's water infrastructure.



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Stewardship: The Board of Trustees

- The Board of Trustees provides high-level governance and oversight, ensuring that the District's administration and operations align with the community's long-term interests and statutory obligations.
- Trustees are elected for a three-year term, providing stable governance and continuity required to oversee multi-year infrastructure cycles and strategic objectives.
- Today's election of two new Trustees is an invitation for individuals to join this oversight body at a critical juncture, requiring commitment to ongoing professional stewardship of our community's vital waterworks system.




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Strategic Re-Evaluation

The Framework for Two Sustainable Paths Forward

- Following a strategic realization prior to the last AGM that a more sustainable path was required for the District, the Board explored the conversion process as a path forward for long-term viability. Our approach remains rooted in transparency as we continue to evaluate this and other options to ensure landowners, who are the ultimate decision-makers, have a clear roadmap for the future of the CBWD.
- Since the last AGM, a re-assessment of our long-term capital planning, including modifying our timeline from 20 years to 22 years has revealed a continued path forward should conversion not occur. This outlook is supported by key operational shifts, including the transition from contractors to permanent staff, retention of a full time District Administrator, and reduced turnover. By aligning scheduled capital projects with proactive oversight and appropriate parcel tax adjustments, the option to ensure continued governance and oversight can remain within the community.
- The District is currently advancing on two parallel tracks. We remain committed to acting in good faith with the CVRD to facilitate a transparent conversion process and referendum; simultaneously, we are operating with a firm objective to ensure that should conversion not proceed, the District remains "full steam ahead" in proactively meeting all community waterworks and infrastructure needs.



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Conversion Overview & Recap

- When an Improvement District Conversion occurs, the Improvement District is dissolved, and its services, assets, liabilities, obligations, etc., are transferred to another local government.
- A referendum would be needed, to ensure that there is strong community support for the transition.
- If Conversion occurs, the CVRD would determine all policies and procedures related to service. Service delivery (including water distribution and administration) would be transferred to CVRD authority through a Letters Patent repeal and dissolution.
- Taxation and Tolls – the CVRD would govern taxes and tolls to meet the increasing/ongoing infrastructure and maintenance costs.
- We encourage community members to continue providing feedback to the CBWD. We welcome any questions, and while there are many unknowns at this time, we will endeavor to compile all comments and seek answers as the process continues.



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Conversion Status

Timeline

- August 29, 2025: The District submitted a letter to the CVRD for consideration of Conversion.
- November 5, 2025: The CVRD Electoral Area Services Committee approved a resolution to recommend a Feasibility Study for Acquisition of the CBWD Conversion be passed through to the CVRD Regional Board for a decision.
- November 12, 2025: The CVRD Regional Board approved a motion to proceed with Feasibility Study for Acquisition of the CBWD Conversion.
- November 13, 2025: The CBWD received a response from the CVRD advising the Board has approved proceeding with a feasibility study to evaluate the potential acquisition of the CBWD water system.
- January 29, 2026: The CVRD initiated contact with the CBWD as the feasibility process was underway and data collection was initiated. At this point in time, the feasibility study is underway.
- The CBWD will continue to communicate conversion updates via our quarterly newsletters. Prior to the referendum, a town hall meeting will occur to ensure all community members can have their voices heard.



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Operational Retrospective – A Year in Review

Water Operators Report – System Upgrades



Valleyview Flow Meter Replacements

Upgraded from ultrasonic to electromagnetic flow meters.



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Operational Retrospective – A Year in Review

Water Operators Report – System Upgrades



Ordano Reservoir Cleaning & Repair



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Operational Retrospective – A Year in Review

Water Operators Report – System Upgrades



Fire Hydrant Replacement

McGill & Pavenham Road due to vehicle accident



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Operational Retrospective – A Year in Review

Water Operators Report – System Upgrades



Water Main Pipe Replacement

Water main was struck by contractor while upgrading drainage pipe.



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Operational Retrospective – A Year in Review

- Security Upgrades – Hatch alarms at all reservoirs, camera monitoring, including burglar and fire alarm monitoring at sites.

- Pavenham Office Server Upgrade



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Upcoming Capital Project 2026

Cowichan Bay Road Village Watermain Upgrade – Anticipated to Initiate: End of Summer/Fall 2026

A watermain upgrade/replacement along Cowichan Bay Road from Wessex Road to Botwood Lane in Cowichan Bay is pending a 'Heritage Inspection Permit' from the province. The permit process is in progress and is expected to be finalized soon.

We anticipate that the work through Cowichan Bay Road Village will commence toward the end of summer or early fall.

The CBWD understands the commercial nature of this roadway, and the impact this work will have on the commercial businesses and residents. The District will be notifying commercial businesses directly in advance of the work and provide ample notice of potential disruptions. We will endeavour to limit the disturbances to the commercial users and residents to the best of our ability.

The July 2026 newsletter will include a project update, and our website will also post regular progress reports as we approach the start of work.



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5 Year Capital Planning Outlook

The upcoming priorities identified in our Capital Planning section of our 2022 Master Plan, prioritized over the next 5 years include:

- Cowichan Bay Road Village (in progress)
- Ordano Booster Pump Improvements
- New Source Water
- Telegraph Road Improvements: Wood Road, Sears Road and Nelson Road
- Potential replacement of the Telegraph Reservoir and Installation of a Booster Pump Station



Thank You for Your Engagement

Your participation and interest are vital to the successful and sustainable stewardship of the Cowichan Bay Waterworks District.