

Brew Bay Improvement District

Annual General Meeting Minutes

August 21st, 2021, 2:00 PM

Kelly Creek Community School Undercover Area

***NOTE:** The 2021 AGM was delayed from its usual date at the end of April until August, due to the BC Provincial Health Orders (PHO) in place in the Spring of 2021. As of August 6th, 2021, the PHO's no longer place significant restrictions on the size of organized gatherings. However, in an abundance of caution, the BBID Board of Trustees decided the 2021 AGM would be held outdoors. We thank KCCS for their support in allowing us to use their facilities*

Meeting Chair

Alice (Norah-Lee) McNair

Invited

Brew Bay Improvement District Members

Attendees

Alice McNair	Phil Beauchemin
Brenda Neall	Richard Neall
Ellena Johnson	Mel Hart
Mel Waldron	Patrick Dohm
Melanie Jordan	Odette Coccola
Russ Bohning	Heather Stonehouse
John Keys	Karin Birch
Mimi Richards	Bob Richards
Judy Youngman	Bruce Youngman
Kerr Bell	

1) Introductions

Attending members introduced themselves to the group

2) Approval of Agenda

- Alice called for additions / deletions / omissions to the agenda. There were none put forward
- Alice called for a motion to approve the agenda
 - Odette Coccola so moved / Motion seconded by Ellena Johnson
 - Motion carried

3) Approval of Minutes from Nov 7th, 2020 Annual General Meeting

Copies of the minutes were provided

- Alice called for a motion to approve the minutes
 - Phil Beauchemin so moved the minutes be approved / Motion seconded by Heather Stonehouse
 - Motion carried

4) Business Arising from pre Covid Pandemic Annual General Meetings (2018/19)

- Strategic and contingency planning (Kerr Bell – 2018 AGM)
 - An initial Strategic Planning session was held in the Fall of 2019 with the intention of presenting the outcome to the general membership for review and input in early 2020. The review session was not held due to the Covid Pandemic protocols and restrictions in place throughout 2020 and into 2021.
 - Given this now late date, the draft outline and working document of the Strategic Plan will be made available to interested BBID members upon request. A formal review session to finalize the plan will be scheduled in 2022. The session will be open to BBID members who wish to participate.

Alice and Brenda Neall provided an overview of the Strategy Planning process to date and some examples of the information included in the draft Strat Plan. A session with interested BBID members will be held in 2022 to finalize the plan.

5) New Business

- Year in Review (Alice McNair) – see **Addendum –Year in Review**
- Financials (Brenda Neall)
 - Treasurer’s report – copies of the 2020 financial documents were provided and reviewed by Brenda Neall
 - Alice called for a motion to confirm waiver of full audit, and acknowledge that the 2020 financial statements, as prepared by Duke and Co, are Review Engagement statements
 - Mel Waldron so moved / Motion seconded by John Keys
 - Motion carried
 - Alice called for a motion to accept the 2020 financial documents as presented and reviewed
 - John Keys so moved / Motion seconded by Heather Stonehouse
 - Motion carried
 - Alice called for a motion to confirm Duke and Co as BBID accountant for the years 2021-22
 - Mel Waldron so moved / Motion seconded by Odette Coccola
 - Motion carried
- Water Toll (Bylaw #45)
 - Brenda explained the Water Toll Bylaw change
 - Water Toll Bylaw #45 is now the current Water Toll Bylaw, replacing Bylaw #44. There is no increase in the water toll at this time. However, the wording of the Bylaw was amended to include the definitions of domestic and non domestic water use. After two Board of Trustee readings, Water Toll Bylaw #45 received final Board of Trustee approval and was put into effect as of June 10th, 2021.

- Systems maintenance report (Mel Waldron/Phil Beauchemin)
 - There are no water system projects currently in the works – the focus is on keeping lights on and water running during pandemic times.
 - The most significant issue at this time is the UV treatment system (our tertiary water treatment) is not online due to its requirements for labour intensive maintenance. The system may require reconfiguration or replacement.
 - Seasonal overuse of water has been significant this year, most likely due to the drought situation. A second water use advisory message was issued to the membership in early August. The water use has come down somewhat since then.
 - Mel W advises we should look to having one more person licensed as an operator
- Trustee Election
 - Alice McNair advised she has completed her second 3-year term as a Trustee and would not be running again. Brenda thanked Alice for her service and attending members concurred.
 - Alice advised a nomination had been put forward for Melanie Jordan to stand for election as Trustee for years 2021-2024 and Melanie has agreed to do so.
 - Alice called for any further Trustee nominations from the floor. There were none
 - Alice again called for any further Trustee nominations from the floor. There were none
 - Alice made a third and final call for any further Trustee nominations from the floor. There were none
 - Melanie Jordan was declared as elected by acclamation

6) Call for other Business

No other business

7) Meeting Adjourned

Meeting Minutes recorded by Brenda Neall

Signed _____ (Trustee Chair: _____)

Signed _____ (Trustee: _____)

Addendum – Year in Review

Report from the Chair of the Trustees

21 August 2021

It has not been a full year since our last AGM on November 7, 2020 but, in many ways, this pandemic year has tested our mettle. It has been hot and dry for months this summer and yet our system, although taking a beating with high use and draining many bottles of chlorine, has continued to function well for us. Many thanks to Mel Waldron, our systems operator, and his crew for keeping things running smoothly. In future, we will have to look at ways to gain compliance from all members when water restrictions are required. This year we sent out a second letter about the restrictions in early August and it seemed to do the trick as water usage declined. How do we do this going forward? That will be a concern the new Board of Trustees will address.

Plans to hire a part time position to manage the administrative and financial operations of the Board have been put on hold. Because a new chair will be elected and difficulties presented by Covid restrictions, Brenda Neall has assumed both roles in the interim. Thank you, Brenda, for taking on the added duties of the financial operations for the Board and continuing in your role as the Board secretary.

The Board was not idle this year and we met, following the Public Health Office protocols, three times since our last AGM to manage the business of BBID.

In hindsight, I must say I was pretty green when I took on this position of chair of the Trustees of BBID. I have learned a great deal about how our little water system fits into the provincial network, how it relates to work of the regional district and how it compares to other water systems in our area. We are in great shape as a system. Looking at the report done for qathet Regional District to connect areas B and C south of the city to the municipal water system has been shocking to some of us. The costs are incredibly high and the work that it would require is herculean. I don't think this will happen in my lifetime. So, my take-away from this is to ensure the Brew Bay Improvement District continues and each one of us works hard to keep it running smoothly.

In closing, I would like to thank my fellow trustees, Patrick Dohm and Ellena Johnson. The three of us have worked closely with our operator, Mel Waldron and our Administrative Assistant Brenda Neall. And a big thanks to all the other BBID members who have volunteered their time and efforts to keep the system in good shape.