

Brew Bay Improvement District

Annual General Meeting Minutes

April 30th, 2022, 2:00 PM

The Community House - Kelly Creek Community School

Meeting Chair

Melanie Jordan

Invited

Brew Bay Improvement District Members

Attendees

Melanie Jordan	Brenda Neall	Mimi Richardson	Bob Richardson
Ellena Johnson	Patrick Dohm	Heather Stonehouse	Russ Bohnning
Mel Waldron	Mel Hart	Alice McNair	Bruce Youngman
Guests: Pinetree Improvement District (observing)			
Angus MacPherson	Evelyne Vallee	Bill Cocksedge	

Approval of Agenda

- Call for additions / deletions / omissions
 - Melanie Jordan called for any agenda changes. There were none put forward
 - Melanie J. called for approval of the agenda
 - Alice McNair so moved the agenda be approved / Motion seconded by Mel Waldron
 - Motion carried

Approval of Minutes from Aug 21st, 2021 Annual General Meeting

- Copies of the minutes made available to the member community for review in advance of meeting
- Melanie J. called for a motion to approve the 2021 AGM minutes
 - Ellena Johnson so moved the minutes be approved / Motion seconded by Bob Richardson
 - Motion carried

Business Arising from 2021 AGM

- There was no business arising from the 2021 AGM

New Business

- Year in Review (Melanie Jordan)
 - Melanie provided an overview the year (last 8 months) – See **Addendum – Year in Review**
- Financials (Brenda Neall)
 - Treasurer's report – copies of financial documents provided
 - Financially we are in good health with sufficient funds should any large projects be required. We have a Capital Reserve Expenditure fund of ~\$71,000 and our annual surplus runs just under/over \$7000. Expenses have remained relatively consistent year over year at ~\$23,000.

Brew Bay Improvement District

- Financial motions required:
 - Confirm waiver of full audit, and acknowledge that the 2021 financial statements, as prepared by Duke and Co, are Review Engagement statements
 - Melanie called for a motion to confirm waiver of full audit.
 - Bruce Youngman so moved / Motion seconded by Heather Stonehouse
 - Motion carried
 - Acceptance of financial documents as presented
 - Melanie called for a motion to accept presented financial documents
 - Mel Waldron so moved / Motion seconded by Ellena Johnson
 - Motion carried
 - Confirm Duke and Co as BBID accountant for the years 2022-23
 - Melanie called for a motion to confirm Duke and Co as BBID accountant for 2022-23
 - Heather Stonehouse so moved / Motion seconded by Russ Bohnning
 - Motion carried
- Water Toll (no increase)
 - Due to our financial position and system stability, there will be no Water Toll increase this year
- Systems maintenance report (Mel Waldron/Phil Beauchemin)
 - Mel Waldron reported on the 2 projects in the works for the past few months. The first, which has been completed, was to riprap and shore the river bank behind the pumphouse and the second is the replacement of the fencing surrounding the pumphouse property. The fencing has been purchased and Mel will call for a volunteer work party to install the new fence.
 - There was a question from the floor regarding the status of the UV system. Mel W reports the UV system (a tertiary system) remains off line as it is difficult to maintain which causes unnecessary intervention and alarming.
- Trustee Election
 - Melanie advised Patrick Dohm has agreed to stand for re-election to another 3 yr term. There haven't been any other nominations received prior to the meeting.
 - Melanie called for any further Trustee nominations from the floor – there were none
 - Melanie made a second call for Trustee nominations – there were none
 - Melanie made a third and final call from Trustee nominations – there were none.
 - Patrick Dohm was declared as elected by acclamation

Brew Bay Improvement District

Call for other Business

- Melanie called for other business from the floor
 - No other business was presented

Meeting Adjourned

- Melanie declared the meeting adjourned

Brew Bay Improvement District

Addendum – 2021 Year in Review

Brew Bay Improvement District
Report From the Chair of the Trustees (Melanie Jordan)
April 30, 2022

Members,

Our last annual AGM was held on August 21, 2021, and there have been few changes since that time. At the last AGM, I was elected to a 3-year term on the board and at the meeting that followed, the other trustees asked me to sit as chair for the year. I'm still in a learning phase so if you've got questions today, expect me to look to them to answer.

Administrative Assistant Brenda Neall has kept us all organised for another year. In addition to setting up all our annual meetings and sign offs on those documents, she writes all those agendas, collects and responds to our mail/email, sends out alerts and other messages from the organisation, prices and purchases insurance, collects all the fees from each homeowner, and operates our collection processes for overdue accounts. There's a list of other things she's done that I haven't even learned about yet, I'm sure.

Systems Operator, Mel Waldron, has organised a few projects down at our water system building on Mahood Road. He's had trees removed and armoured the bank to protect against erosion taking out our building and systems. In addition to the bank armouring, Mel has organised a replacement fence because the current one has reached the end of its useful life. A work crew will be tasked with installing it so we'd love to get some volunteers for that, too. Phil Beauchemin backs Mel up and we were especially grateful for that when Mel had some health issues last year. However, we still need another backup operator for our system as two would be even better. The course can be taken online so if you have any interest in this role, let me know and we will help you get certified.

I think the other board members, Ellena and Pat, would agree both Mel and Brenda deserve huge thanks from everyone who gets their water from the Brew Bay Improvement District. They look after a myriad of details between the two of them and I can see what a lot of work it would be for the rest of us without their oversight.

We sadly lost three members of our little community this year. Leanne Rebantad, a long-term local notary and resident of Mahood Road, died in October 2021. I only met Leanne when she helped me out as a Notary years ago. I am grateful she was the type to offer last minute services to someone who didn't read the sales agreement properly. Our condolences to her family. They've sold the property and we will have new members by the next AGM. We also need to offer condolences to Patrick Road's Jeannette Scott and family over the loss of her husband and father Barry this past February. Barry had been suffering poor health for a while so I can imagine it's been an incredibly long and difficult time for Jeannette. I hope she's doing ok. And then there's Warren Spick, who along with his wife Doris was our neighbour on Patrick until just a couple of years ago. Warren died in January with help from doctors after his health took a negative turn that kept him constantly in hospital. Warren loved this neighbourhood and was pretty happy to see his son, Rob, keep the property in the family.

We hope to vote Pat Dohm back on to the board today. He's agreed to another 3-year term which we appreciate because we don't have a list of people next in line to be a trustee. If you haven't been a trustee, consider putting your name forward for the next position that comes up and serve for a term or two. Other than a few meetings a year, it's not a huge commitment thanks to Mel and Brenda.

Thanks for coming today - Melanie