

Brew Bay Improvement District

Annual General Meeting Minutes

April 29th, 2023, 2:00 PM

The Community House - Kelly Creek Community School

Invited

- Brew Bay Improvement District Members

Attendees:

Melanie Jordan	Andrew Alsager
Patrick Dohm	Christine Townley
Lena Johnson	Phil Beauchemin
Mel Waldron	Alice McNair
Brenda Neall	Heather Stonehouse
Bruce Youngman	Judy Youngman
Richard Neall	Mel Hart

Meeting Chair

- Melanie Jordan
 - Meeting called to order

Approval of Agenda

- Melanie Jordan called for additions / deletions / omissions to the AGM agenda. There were none. Melanie J called for approval of the agenda. Heather Stonehouse so moved / seconded by Judy Youngman. Motion carried

Approval of Minutes from April 30th, 2022 Annual General Meeting

- Copies of the previous AGM minutes provided to attendees
- Melanie J called for approval of the 2022 AGM minutes. Patrick Dohm so moved the minutes be approved / seconded by Heather S. Motion carried

Business Arising from 2022 AGM

- No business arising

New Business

- Year in Review (Melanie)
 - Melanie provided a brief overview of 2022 including changes in membership. We welcome Diana Starr, who moved to the community with the purchase of Donna Hoeskstra's property. Also, Ron Lloyd, husband of Caryl Diewart, passed away in March. Our condolences go out to Caryl for her loss.

- Financials (Brenda Neall)
 - Treasurer’s report – copies of financial documents provided
 - Brenda Neall provided a financial overview of current funds, including the Capital Expenditure Reserve. She also gave reason for the proposed Water Toll increase proposed by the Board of Trustees. The increase will be \$50 per year on the single residence Water Toll rate, beginning with year 2024. Other types of rates will increase according to their relationship to the base amount. The rationale for the increase is in 2022 expenses ran very close to the total Water Toll income in 2022 as opposed to preceding years where we have been able to put aside some of the water toll amount to add to our reserves. In addition, rates have not increased since the 2016 calendar year while expenses have continued to increase. The total increase will amount to ~\$5200 annually. A copy of the proposed Water Toll Bylaw was distributed for review.
 - Financial motions required:
 - Melanie J called for a motion to confirm waiver of full audit, and acknowledge that the 2022 financial statements, as prepared by Duke and Co, are Review Engagement statements
 - Phil Beauchemin so moved / seconded by Bruce Youngman / motion carried
 - Melanie J called for a motion to accept the 2022 financial documents as presented
 - Phil Beauchemin so moved / seconded by Lena Johnson /motion carried
 - Melanie J called for a motion to confirm Duke and Co as the BBID accountant for 2023-24
 - Alice McNair so moved / seconded by Patrick Dohm / motion carried
- Water Toll Bylaw
 - Draft copy of the proposed Water Toll Bylaw (#46) was distributed for review. It shows a 50\$ increase in the single residence basic rate (raised from \$400 to \$450), as well as the changes in other rates in relationship to the base rate. The increase will be in effect in 2024. No objections raised.
- Systems maintenance report (Mel Waldron/Phil Beauchemin).
 - Mel advises the Fire Pump has been repaired. Mel is going to arrange for a dangerous tree to be removed from the property. He will also need some volunteers for grounds cleanup.
- Water Usage
 - There was a discussion regarding the over use of water in the Spring/Summer, where our daily usage greatly expands from the ‘normal’ Fall & Winter use of ~6000 gal/day to up to as much as 85,000 gal/day. Key discussion points were:
 - Seasonal water restrictions, which are communicated to the membership by a mailed letter, are not always followed by all. How should this be managed.
 - The possible installation of water meters was discussed. It is a project which would require research, accurate cost estimates and the creation of a business case if grant funds were desired. Unfortunately, there are no resources (ie Mel or Brenda) to take this on at this time. There is also a downside to meter installations in that it could give reason to use extra water if it became a ‘pay for usage’ commodity.

- The board should review the current (from the 1980's) Water Use bylaw, which includes the water restriction language we use and distribute, to see if there are opportunities to strengthen the wording and corresponding penalties for misuse
- Education opportunities should be explored, Suggestions included a welcome package for newcomers as to our system and water use, educational opportunities for current members with an offering of an open house and tours of the system and the creation of a 'Water Use Meter' bulletin board, similar to Fire Hazard Billboard at the Fire Station, to be set up at both mailbox locations

Trustee Election

- Melanie Jordan advised Lena Johnson has agreed to stand for election to another 3 yr term. There were no other forthcoming nominations from the BBID community.
 - Melanie J called for further Trustee nominations from the floor – there were none
 - Melanie J made a second call for further Trustee nominations from the floor – there were none
 - Melanie J made a third and final call for further Trustee nomination from the floor – there were none.
 - Melanie J declared Lena Johnson elected as Trustee by acclamation

Call for other Business

- Melanie J called for other business from the floor - there was none

Meeting Adjourned

- Meeting adjourned at 2:50 PM

AGM Minutes recorded by Brenda Neall (BBID Administrator)

AGM Minutes reviewed by the BBID Board and signed by BBID Board of Trustee chair and Trustee

Signed: _____ Name (Print): _____

Brew Bay Improvement District Trustee Chair

Signed: _____ Name (Print): _____

Brew Bay Improvement District Trustee