

# Brew Bay Improvement District

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## 2025 Annual General Meeting Minutes

May 10, 2025 @ 2:00 PM

The Library - Kelly Creek Community School

### Meeting Chair

- Melanie Jordan

### Invited

- Brew Bay Improvement District Members

### Attendees

Melanie Jordan	Mel Waldron
Ellena Johnson	Kathy Barclay
Thomas Tyrwhitt- Drake	Catherine Jones
Phil Beauchemin	Alice McNair
Christine Townley	Richard Neall
Russ Bohner	Brenda Neall
Patrick Dohm	

### Approval of Agenda

- Melanie J called for any additions / deletions / omissions to the agenda. There were none
- Melanie J called for a motion to approve the agenda – *Alice McNair so moved / seconded by Thomas Tyrwhitt-Drake*

### Approval of Minutes from May 4<sup>th</sup>, 2024 Annual General Meeting

- Copies of the minutes were provided and were also posted on the BBID website prior to the AGM as advised in the AGM notification mailed out to the BBID members
- *Melanie J called for approval of the 2024 AGM minutes. Phil Beauchemin so moved / seconded by Ellena Johnson*

### Business Arising from 2024 AGM

- qRD Malaspina Fire Dept water tank installation initiative (another budget request was put in by Ryan Thoms – qRD Emergency Mgt, for 2025 budget year) **Mel W/Mel J**
  - qRD approved the purchase and installation of four 5000-gallon water tanks to be placed on the BBID property. Mel W and Melanie J met onsite with Ryan Thoms prior to the AGM to talk about placement and funding. They are purchasing 4 smaller tanks vs less larger tanks as they don't require special equipment to deliver so less cost. The qRD will fully fund the project.

### New Business

- Year in Review ... Melanie J provided an overview of what was a very quiet year. There were no major projects undertaken; No BBID members left the community and there were no newcomers arriving. She thanked Mel W, Phil B and Brenda N for all their work in maintaining systems and keeping the ID on track administratively. She also noted Patrick Dohm is retiring after 4 three terms as a BBID Trustee and thanked him for his 12 yrs of service.

➤ Financials (Brenda Neall)

- Treasurer's report (copies of the 2024 accountant prepared financial documents provided):

*Our accountant David Duke, did not identify any issues or concerns in his review.*

*Our 2024 Water Toll income increased by \$3150 as the 2024 increase in water tolls took effect (68 services subscribed, including one commercial entity)*

*Our surplus this year was almost \$7000 over our surplus in 2023. This was due to the increase in water toll income plus an almost \$3000 credit from our chlorine supplier. Mel W discovered that they had been pre-billing for the commercial transport cost of the return of carboys and pallets when Mel had been picking them up himself. We also did not have any significant repair costs or projects in 2024.*

*We have consolidated our accounts into two, one being a Power Saver and the other a chequing account, with most of the money held in the Power Saver to take advantage of the continuing, albeit slightly lower than in 2023, interest rates. Outside of GIC's, for which lock-in terms may apply, the Power Saver is the highest interest earning account available at our financial institution. Interest earned in 2024 was \$895.*

*As of April 30<sup>th</sup>, with 2025 Water Tolls paid, we had \$140,270 in the PS account and \$37,175 in the Chequing account with for a total of \$177,471.*

*Part of our fortunate circumstances is we remain a 100% volunteer run organization. This allows us to keep costs to a minimum, unlike most of the public and private water systems in the area.*

- Financial motions required:

- Melanie J called for a motion to confirm waiver of full audit, and acknowledge that the 2024 financial statements, as prepared by Duke and Co, are Review Engagement statements
  - *Mel Waldron so moved / Seconded by Phil Beauchemin*
- Melanie J called for a motion to accept the 2024 financial documents as presented
  - *Christine Townley so moved / Seconded by Catherine Jones*
- Melanie J called for a motion to confirm Duke and Co as BBID accountant for the years 2025-26
  - *Alice McNair so moved / Seconded by Ellena Johnson*

➤ Water Toll Bylaw (no motions required – draft document provided to membership for review)

- Draft copy of the proposed Water Toll Bylaw (#47) was distributed for review. It tables a 50\$ increase in the single residence basic rate (raised from \$450 to \$500), as well as the changes in other rates in relative to the base rate. The increase will be in effect in 2026. No objections raised.

➤ Systems maintenance report (Mel Waldron/Phil Beauchemin)

- There were no significant system projects or expenditures in the 2024 year. A volunteer crew helped with the pumphouse property cleanup along with the engagement of Full Scope logging in removing the danger trees from the property.
- Water Use signage has been a great help in reducing the over use of water during the dry season.

- Generator Project proposal (spec copies available) **Mel W**
  - In late 2024 Mel W presented a proposal to the BBID Board of Trustees to install a commercial diesel generator to be used during power outages to maintain water service delivery. The benefits of such as project, in addition to providing water service during power outages, would decrease the amount of systems maintenance labour required to maintain systems during power outages and lessen the impact to the community when boil water advisories are often required after extended outages.
  - He obtained 2 quotes from 2 different electrical companies. Falcon Electric was able to provide the best bid for purchase and installation. The specs for the generator considered were provided to the AGM attendees. The project costs are estimated to be in the \$40-45,000 range
  - Question was asked regarding impact on insurance. It is expected the physical plant insurance costs may rise due to the addition of equipment. There is no expected impact to liability insurance.
  - Thomas Tyr-Whitt advised he is a diesel mechanic and may be able to provide some maintenance support in that regard.
- Water Usage
  - Members were reminded to keep a watch on the Water Usage signage as summer approaches.

## Trustee Election

- Melanie Jordan advised Phil Beauchemin has put his name forward for nomination and election to the vacated Trustee position.
- Melanie confirmed with Brenda N that there have been no other forthcoming nominations from the BBID community.
  - Melanie called for further Trustee nominations from the floor – there were none
  - Melanie made a second call for further Trustee nominations from the floor – there were none
  - Melanie made a third call for further Trustee nominations from the floor – there were none
  - Melanie advised Phil Beauchemin is elected, by acclamation, to a 3-yr term as Trustee


## Call for other Business

- Richard Neall advised there is a new requirement from VCH that additional water samples are to be taken from the raw water source and submitted to VCH.
- Phil Beauchemin brought forward an inquiry as to the timeline for the replacement of the control panel for chlorination metering. Mel W advised our Hach tech Paul is looking for a second-hand replacement.
- Phil also expressed concerns regarding the system shutoff system. Mel W advised there is no current plan to change that as it would require extensive reconfiguration.


## Meeting Adjourned @ 2:55 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): MELANIE JORDAN

**Brew Bay Improvement District Trustee Chair**

Signed:  Name (Print): BRENDA NEALL  
**Brew Bay Improvement District Trustee**