



GRAHAM LAKE IMPROVEMENT DISTRICT

ANNUAL GENERAL MEETING (AGM)

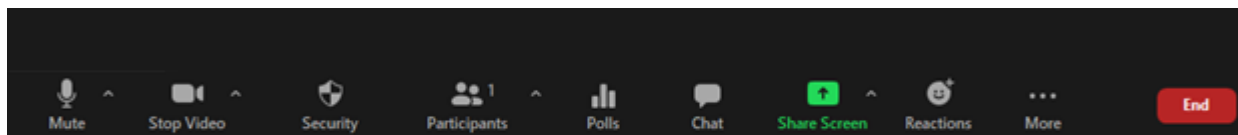
Thursday – March 18, 2021

7:00 pm PDT

GRAHAM LAKE IMPROVEMENT DISTRICT

MEETING GUIDELINES:

1. The **AGM** will be held first, followed immediately by the **Trustees Meeting**
2. During the meetings, participant microphones (via Zoom or phone) will be placed on 'Mute'
3. A **Question and Answer (Q&A)** period will take place at the end of the Trustees Meeting
4. Meeting participants that want to ask a question can do so by either of the following methods:
 - a. **During the meeting** participants using Zoom to access the meetings can use the **"Chat"** function in Zoom to send their question to **"Meeting Coordinator"**. The Meeting Coordinator will aggregate questions and provide them to the Trustees during the Q&A period.
 - b. **During the Q&A period** (at the end of the Trustees' Meeting) participants using Zoom to access the meetings that want to ask a question verbally, can use the **"Reactions"** function in Zoom to **"Raise Hand"**. Participants joining by phone that want to ask a question will need to push **"* 9"** on the phone keypad
 - Questions will be answered based on the order in which they are received
 - Only the microphone of the individual asking the question will be unmuted
 - Meeting participants will be limited to 1 question at a time – so that others are also able to ask questions





AGENDA

AGM ADMINISTRATION

1. Welcome & Introduction of Trustees
2. Call to Order
3. Appointment of Recording Secretary
4. Quorum
5. Notice of Meeting
6. Adoption of Agenda
7. Adoption of 2020 AGM Minutes

NEW BUSINESS

8. Reports
 - a. Operations
 - b. Financial
 - c. Admin & Governance
 - d. 2020 Year in Review
9. Appointment of Accounting Firm for 2021 - Robbins & Co, CPA
10. Waiver of Trustee Remuneration/Honorarium
11. Confirmation of Election of Blake Hanna as Trustee by Acclamation
12. Adjournment



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REPORTS – OPERATIONS

SUMMARY

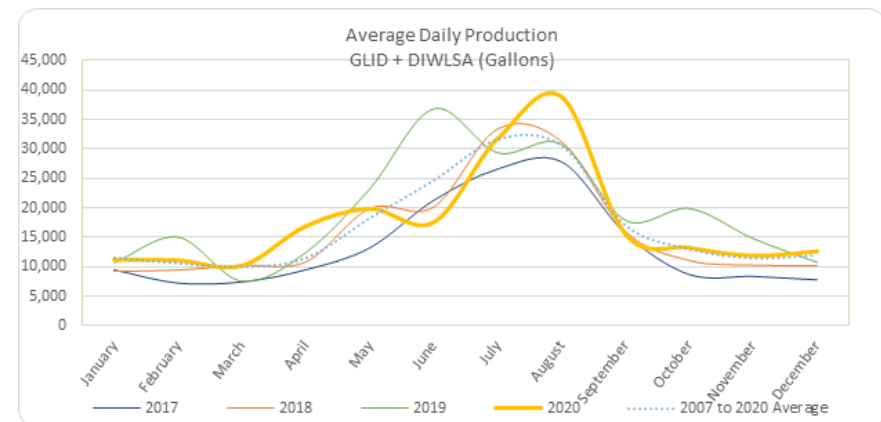
1. Overall, 2020 was a quiet year; primary areas of focus have been:
 - Regulatory compliance for the dam
 - Additional raw water monitoring
2. No noticeable impact of Covid-19 pandemic on supply of treatment chemicals, water quality testing reagents, etc.

2020 Water Production

- Treated 6.4 million gallons, a decrease of approximately 7% compared to 2019



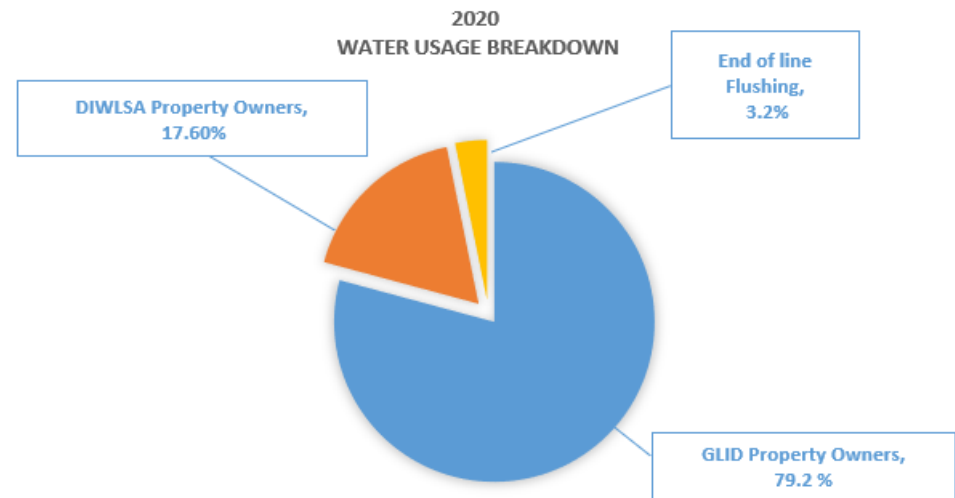
GLID's dam at outflow of Graham Lake



REPORTS – OPERATIONS

WATER USAGE

1. The adjacent graphic provides the usage breakdown for the 6.4 million gallons of treated water produced in 2020
2. The total annual allowable water withdraw under the combination of GLID and CVRD’s water licenses is 15.4 million gallons:
 - The 6.4 million gallons of treated water produced in 2020 represents approximately 40% of the combined GLID + CVRD water licenses
3. GLID’s Operators have implemented new/improved processes that have resulted in a significant reduction in the volume of treated water lost to ‘End of line Flushing’





REPORTS – OPERATIONS

WATER SAFETY & QUALITY

1. Regulations require submission of 4 water samples per month for analysis
2. Each week GLID Operators take samples from 2 sampling points and deliver to VIHA for analysis
3. 108 water samples were submitted in 2020; all but 1 were free of coliform bacteria. The 1 positive coliform sample exposed a shortcoming in the communication loop with the Drinking Water Officer...a matter that has now been resolved
4. Graham Lake, like many other lakes in BC, is experiencing periodic algae blooms during the summer months:
 - GLID Operators implemented the Province's draft of a protocol for cyanobacteria evaluation
 - Tests results from microcystins analysis were all below the detection limit
5. Graham Lake water continues to have turbidity events during the winter months, and occasionally during periods in the summer. High turbidity events result in the issuance of boiled water advisories

REPORTS – FINANCIAL

STATEMENT OF FINANCIAL POSITION

- 1 During 2020 GLID explored transferring its banking services to a different financial institution. To support such a transition, funds in term deposits were transitioned to cash as they matured [hence the large cash balance in 2020]. Overall, cash + term deposits increased by approx. \$39,300 in 2020
- 2 Net Assets increased by just over \$35,600 in 2020 – largely as a result of an increase in the Renewal Reserve Fund [approx. \$43,800]
 - This is in-line with expectations set out in the GLID budget for 2020

GRAHAM LAKE IMPROVEMENT DISTRICT
Statement of Financial Position
December 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
ASSETS		
CURRENT		
Cash	\$ 382,252	\$ 74,624
Term deposits	-	268,337
Accounts receivable	1,540	898
Prepaid expenses	520	535
Goods and services tax recoverable	2,917	1,265
	<u>387,229</u>	<u>345,659</u>
PROPERTY AND EQUIPMENT <i>(Note 3)</i>	<u>40,699</u>	<u>46,146</u>
	\$ 427,928	\$ 391,805
LIABILITIES		
CURRENT		
Accounts payable	\$ 2,529	\$ 2,052
NET ASSETS		
Operating fund	37,529	40,282
Renewal reserve fund	347,171	303,325
Capital asset fund	40,699	46,146
	<u>425,399</u>	<u>389,753</u>
TOTAL LIABILITIES	\$ 427,928	\$ 391,805

REPORTS – FINANCIAL

REVENUES AND EXPENSES

- 1 Annual revenues of \$123,000 were exactly the same as in 2019
- 2 Annual operating expenses of \$73,236 was approx. \$900 less that in 2019
 - A reduction in Operations Personnel expense was largely offset by costs incurred in developing the Dam Report and for Water Tests and Supplies
- 3 Excess of revenues over expenses of approx. \$50,000 in 2020 was in line with results from 2019, and contributed in part to the increase in the Renewal Reserve Fund noted earlier

GRAHAM LAKE IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
Year Ended December 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
REVENUE		
Taxes - GLID property owners	\$ 33,500	\$ 33,500
Tolls - GLID property owners	59,400	59,400
CVRD/DIWLSA - Allocation to taxes	11,500	11,500
CVRD/DIWLSA - Allocation to tolls	18,900	18,900
	123,300	123,300
EXPENSES		
Amortization	5,447	5,447
Business taxes and licenses	604	444
Insurance	8,879	8,322
Interest and bank charges	252	263
Office	6,470	4,786
Operations Personnel	12,200	17,700
Professional fees	2,015	2,894
Repairs and maintenance	10,007	9,150
Managing and maintaining dam	2,336	-
Supplies	542	549
Utilities	6,242	7,473
Water tests and supplies	7,935	5,409
Training	699	-
Water treatment	9,608	11,702
	73,236	74,139
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	50,064	49,161

REPORTS – FINANCIAL

REVENUES AND EXPENSES – CONT'D

4 Similar to 2019, GLID incurred expenses as part of efforts to identify a viable, long-term water treatment solution capable of achieving VIHA's Surface Water Treatment Objectives:

Expenses of approx. \$16,330 were incurred on:

- Conducting and reporting on a pilot test of a Direct Filtration water treatment option
- Preparation of a water treatment plant upgrade design and "Class C" cost estimates for inclusion in CVRD's Canada Infrastructure grant application

GRAHAM LAKE IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
Year Ended December 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	50,064	49,161
4 OTHER INCOME		
Interest income - operating funds	298	228
Interest income - renewal reserve	1,450	4,343
Interest income - late payment penalties	140	460
SWTO - Study	(9,364)	(3,275)
SWTO - Pilot Project 1	-	(17,746)
SWTO - Pilot Project 2	(6,941)	-
SWTO - Study recoveries	-	1,638
SWTO - Pilot Project recoveries	-	5,263
	(14,417)	(9,089)
EXCESS OF REVENUE OVER EXPENSES	\$ 35,647	\$ 40,072



REPORTS – ADMIN & GOVERNANCE

GLID ADMINISTRATION, BYLAWS & RESOLUTIONS

1. Organized and prepared materials for the **2020 Annual General Meeting held on March 18, 2020**, including -- Notice of Meeting; Resolution 51 (Accounting Firm Appointment for 2020); and Resolution 52 (Waiver of Trustees Honorarium for 2020)
2. Organized and prepared materials for the **Trustees Meeting held on March 18, 2020**, including - Notice of Meeting; Resolution 53 (WSP Professional Services Agreement); and Bylaw 94 (Disbursement of Capital Reserve Funds for Upgrade Study)
3. Organized and prepared materials for the **Trustees Meeting held on September 25, 2020**, including - Notice of Meeting; Resolution 54 (Adoption of 2021 Budget); Resolution 55 (Renewal of DIWLSA Agreement with CVRD); Resolution 56 (Standpipe for Denman Fire and Rescue); Bylaw 95 (Water Tolls for 2021); and Bylaw 96 (2021 Taxes)
4. Organized the conversion information meetings held on January 14, February 23 and October 8, 2020



REPORTS – ADMIN & GOVERNANCE

COORDINATION WITH 3RD PARTIES

5. Prepared and filed GLID's various annual reports and returns with the **Ministry of Municipal Affairs and Ministry of Forests**
6. Filed GLID's Bylaws with the **Ministry of Municipal Affairs** and corresponded with the Ministry regarding amendments thereto
7. Reviewed guidance from the **Ministry of Municipal Affairs** regarding procedures for holding the GLID Annual General Meeting and Trustees Meetings during the Covid 19 pandemic
8. Revised and negotiated an updated water services agreement with the **Comox Valley Regional District** for the DIWLSA properties for the year 2021

COMMUNICATIONS

9. Ensured the GLID website was updated throughout the year to show all new bylaws, resolutions, notices, contracts and other documents
10. Arranged for GLID notices and update reports to be emailed to all landowners and kept landowner contact list current



REPORTS – 2020: YEAR IN REVIEW

OPERATING DURING THE COVID-19 PANDEMIC - ENHANCED FOCUS ON SAFETY

1. GLID Trustees and Operators followed the guidance provided by various Federal and Provincial departments/ministries and other local governments
2. Day-to-day operating procedures related to the water treatment plant were adjusted based on the guidance and information that GLID received, including:
 - **Masks / Social Distancing** – Operators, Trustees and contractors providing services to GLID followed the orders set out by BC's Provincial Health Officer (Dr. Bonnie Henry)
 - **Stand-by Operators** – Contracted with Core Water Management whereby CORE would provide one or more qualified individuals capable of operating the water treatment plant in the event that GLID's Operators were unable to perform their duties
 - **Supply Chain** – GLID's Operators worked closely with suppliers to ensure that adequate quantities of consumable products – such as the chemicals used in water treatment, sampling and water quality testing -- are on-hand / available



REPORTS – 2020: YEAR IN REVIEW

STRONG OPERATIONS PERFORMANCE

3. Operators Craig Williams and Enrico Wauri played key roles in maintaining and operating GLID's water treatment plant and distribution system
4. They continue to demonstrate their high level of commitment, resourcefulness and innovation – and can be counted on to deliver high quality service while at the same time managing the on-going costs of operations and equipment

TEAMING WITH OTHERS IN THE PURSUIT OF LONG-TERM SOLUTIONS

5. The Trustees, Manager and Operators continued to work on important initiatives aimed at achieving GLID's long-term objectives. Important initiatives included:
 - a. **Pilot Testing** - GLID continued to work with the engineering firm WSP/Opus (WSP) to identify and pilot test different options for upgrading GLID's water treatment system. In 2020 GLID pilot tested a direct filtration system using a commercial filtration medium referred to as NextSand™



REPORTS – 2020: YEAR IN REVIEW

TEAMING WITH OTHERS IN THE PURSUIT OF LONG-TERM SOLUTIONS - continued

- b. Infrastructure Grant** - GLID engaged WSP to prepare a high-level design and cost estimate for upgrading GLID's water treatment plant to become SWTO compliant

CVRD used this information to complete and submit a grant application under the Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality program

- c. Conversion Information** – GLID conducted three information sessions on conversion where landowners were provided with details on this possible change in governance and provided an opportunity to ask questions

Feedback from those who attended suggested support for conversion

- d. Keeping VIHA Informed** - GLID updated VIHA regarding our plans and efforts to upgrade the water treatment system in order to become compliant with the SWTO

VIHA is aware of and supportive of GLID's actions related to supporting CVRD's application for the Green Infrastructure grant as the pathway to upgrade GLID's water treatment system with the objective of becoming SWTO compliant



REPORTS – 2020: YEAR IN REVIEW

CONTINUED TO STRENGTHEN GLID'S FINANCIAL POSITION

6. The combination of:

- Tolls and taxes paid by GLID landowners
- Funds from the water/service-related fees from CVRD
- Strong performance by our Operators in managing operating and capital costs, and
- Competent day-to-day oversight by GLID's accounts by Treasurer – Colleen Forest,

all contributed to GLID's solid financial performance in 2020

2021 – REMAIN FOCUSED ON HIGH PRIORITY INITIATIVES

- ### 7. The Trustees, Operators and Treasurer remain committed to moving forward with our high priority initiatives including exploring governance options arising from the need to upgrade GLID's water treatment plant



NEW BUSINESS

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12. Adjournment



GRAHAM LAKE IMPROVEMENT DISTRICT

TRUSTEES MEETING

Thursday – March 18, 2021

Immediately following the 2021 Annual General Meeting



AGENDA

1. Welcome & Introduction of Trustees
2. Call to Order
3. Appointment of Recording Secretary
4. Quorum
5. Notice of Meeting
6. Adoption of Agenda
7. Adoption of Minutes of February 4, 2021 Trustees Meeting
8. Election of Chair of the Board of Trustees
9. Question and Answer Session
10. In Camera Session [Non-public]
 - Resolution No. 61 – Disconnection of water service for landowner with unpaid 2020 tolls
11. Adjournment



TRUSTEES MEETING ADMINISTRATION

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