



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
915 am, January 23, 2023.  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Lew Penney, Chairperson  
Judi Baker, Trustee  
Pete Edgar, Trustee  
Wendy Gregg, Trustee  
Calvin Slade, Trustee

**Staff:** Cheryl Wirsz, District Administrator

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**1. Call Meeting to Order**

Chairperson Lew Penney called the meeting to Order at 915 am.

**2. Traditional Territory Acknowledgement**

It is recognized that the meeting is occurring on the traditional territory of the Coast Salish people.

**3. Approval of Agenda**

**Moved/Seconded** to adopt the agenda as presented, accept the late items from the Water Operator, and amend the order by moving up the Water Operator Report.

**CARRIED**

**4. Conflict of Interest Declarations**

No declarations occurred.

**5. Water Operator Report**

The Water Operator presented the December 2022 Report.

The Water Operator did not submit reports regarding the Valleyview Chlorination System nor the Valleyview Transducers as requested.

**6. Adoption of Minutes**

**Moved/Seconded** to adopt the Minutes of the December 19, 2022 Board Meeting.

**CARRIED**

**7. Business Arising From Minutes / Unfinished Business**

The District Administrator updated the Trustees on the new telephone system installation.

**8. Correspondence – Receive**

**Moved/Seconded** to receive the correspondence from BC Assessment [2023 assessments], 1517 Regata and Galdwell Place [water quality and water meters], to Maple Glen residents [upgrade petition], to 1791/1795 Wilmot [meter maintenance], to/from 1607 Simon [tax and toll increases].

**CARRIED**

The District Administrator was requested to add flushing of the standpipes at the dead end locations to the monthly maintenance program.

**District Administrator Reports**

**9. Valleyview Chlorination System**

Two independent, professional and qualified third parties attended the Valleyview Station with Trustee Slade, the District Administrator and the Water Operations Technician to investigate alleged risk and violations of standards. It was noted that the system complies with standards but is in need of maintenance. SG Process will conduct the necessary maintenance in February and a chlorine containment tray will be installed under the chlorine tank.

**Moved/Seconded** that the District Administrator be authorized to arrange for SC Process to conduct a full maintenance on the Valleyview Chlorination system, including installation of a chlorine containment system.

**CARRIED**

**10. New Telephone Message Options**

**Moved/Seconded** that the night message state “Thank you for calling the Cowichan Bay Waterworks District. Office hours are Tuesday to Thursday, 9 am to 4 pm. If you are calling after hours, please leave a message or email [info@cowichanbaywater.com](mailto:info@cowichanbaywater.com). If you are calling about a water emergency, please press “3” to be transferred to the Water Operator”.

**CARRIED**

**11. Source Water Protection Plan**

The final draft of the Source Water Protection Plan was presented. The District Administrator was instructed to plan for an Open House to present the Plan and the recently completed Master Plan to residents.

**12. Ebilling Contest**

In order to encourage those who wish to sign up for e-bills, the District Administrator was authorized to hold a contest. Owners are encouraged to sign up for e-billing and the prize will be a draw for the next quarter base rate to be waived. The draw date will be May 24, 2023.

**13. Water Shut off – unpaid bills**

The issue of unpaid water bills was discussed and it was agreed that the one outstanding commercial user will be treated the same as residential users regarding the potential of water shut off should the water bill remain outstanding.

**14. Valleyview Update**

The District Administrator updated the Trustees on the sewage treatment permit process for Valleyview Mall. The permit application is being revised by the Owner to ensure the setback from the wells meets today's standards.

**15. Bylaw 356 – 2023 Tax Bylaw**

**Moved/Seconded** that Bylaw 356 be amended after first reading [changing the date in section 2] and that first reading as amended occur.

**CARRIED**

**Finance Officer Reports**

**16. AR Report / AP Report / Balance Sheet**

**Moved/Seconded** to receive the December 2022 Accounts Payable Report, the December 2022 Accounts Receivable Report and the December 2022 Balance Sheet.

**CARRIED**

The District Administrator was directed to initiate tax sales for parcels in tax arrears.

**17. New Connections / Ongoing Developments**

The District Administrator updated the Trustees on the recent connection for service for the townhouses on Pritchard Road and the associated off-site work at the intersection of Wilmot and Stephanie's Stroll.

**18. Safety and Maintenance**

The District Administrator and Trustee Slade updated the Board on the Confined Space Assessment program. The assessment occurred in early January and the report is expected shortly.

The District Administrator updated the Trustees on the plan to update the District Safety Plan to ensure compliance with WorkSafe. The report is expected in March.

**19. In Camera**

**Moved/Seconded** to move In Camera at 1128 am as per s.90.1.a and e of the *Community Charter*.

**CARRIED**

The Board arose without report at 1150 am and the District Administrator was directed to express the Board's concerns to Maple Facilities.

**20. Date for Next Board Meeting**

Committee of the Whole, February 20, 2023

Board, February 27, 2023.

Court of Revision - TBA

**21. Adjournment**

The Meeting adjourned at 1151 am

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Chairperson		District Administrator
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