



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
May 29, 2023 - 430 pm.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Judi Baker, Trustee
Julia Balabanowicz, Trustee
Pete Edgar, Trustee

Absent: Wendy Gregg, Trustee

Staff: Cheryl Wirsz, District Administrator
Pascal Gagne, Water Operations

1. Call Meeting to Order

Chairperson Calvin Slade called the meeting to Order at 430 pm.

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

The District Administrator introduced the proposed agenda and four late items [a verbal update on the Ordano warranty, an update on the Valleyview Mall sewage permit application, comments from MoE on the Kidd Well and a tea/lunch for previous Trustee Penney].

Moved/Seconded to adopt the agenda.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Adoption of Minutes

Moved/Seconded to adopt the Board Meeting minutes of April 17, 2023.

CARRIED

Moved/Seconded to adopt the Special Board meeting minutes of May 12, 2023.

CARRIED

The Trustees reviewed the draft minutes from the May 3, 2023 AGM and the District Administrator will post on the website.

6. Petitions and Delegations

The Trustees considered a request from the Owner of Lot 43 on Galdwell Rd, who was not in attendance, regarding water meter and water use charges.

Moved/Seconded to confirm that the meter fee is due and payable and that starting on the 2023 2nd Quarter billing, water use will be billed if the meter read indicates water has been used and will continue in perpetuity thereafter.

CARRIED

The Water Operator was directed to install meter locks and tags on the vacant parcels to ensure no further water use violations occur in the Vee Road subdivision.

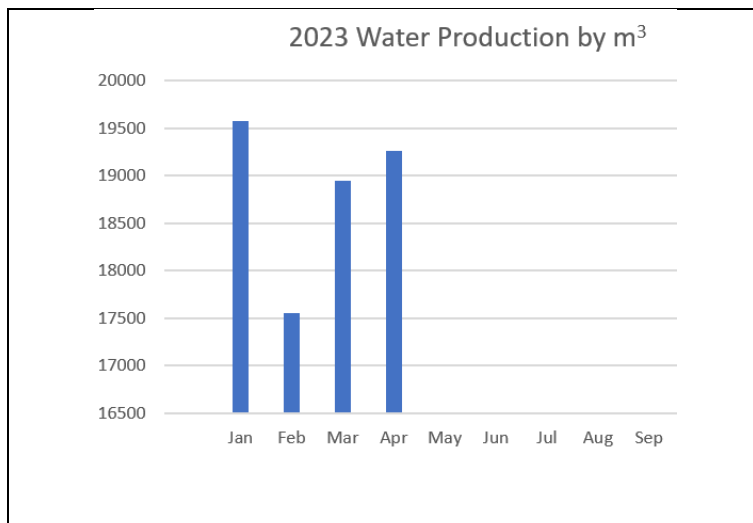
7. Business Arising From Minutes / Unfinished Business

The Trustees discussed the feedback from the Commercial Ratepayers Meeting regarding the 2023 water rate model [see the Press Release on the website]. The District Administrator was directed to compile a list of the twenty commercial users, m³ used, unit rate and invoice amount for each commercial meter from the last three meter reading cycles and keep the commercial users spokesperson updated in order to inform future conversations with all ratepayers.

The District Administrator updated the Trustees on the ongoing warranty resolution process for the Ordano Station.

8. Water Operations Report

The Water Operator updated the Trustees on the April activities, water usage and the 2023 Flushing Program. A spare pump motor for Valleyview will be purchased in order to be positioned for an emergency breakdown given the heavy reliance on Well 1 at Valleyview. Work on preparing the Pavenham well and treatment system for summer backup is ongoing. The Valleyview Chlorination system had the biannual service, Well 1 pump speed was increased and both Valleyview wells are being serviced. Broken valves are being investigated with repairs planned based upon contractor availability. Fire hydrant maintenance and flow testing is ongoing.



9. Correspondence – Receive

Moved/Seconded to receive the following correspondence:

To

- 1.1. Tenant, 1760 A Pavenham Rd
- 1.2. Cowichan Bay Fire Improvement District – cost sharing
- 1.3. Maple Facilities re February payment

To/From

- 1.4. Island Health – 2023 Inspection Report
- 1.5. Island Farm House Poultry – water rate model
- 1.6. Valleyview Mall – water use
- 1.7. Oceanfront Hotel – 2023 taxes

From

- 1.8. BC One Call Annual Report – copies can be provided if requested
- 1.9. AGM attendees – email input/follow up
- 1.10. Cow Bay Marine Pub – personal interpretation/payment of quarterly invoice

CARRIED

10. District Administrator Reports

The District Administrator presented a report on high water use at Valleyview.

Moved/Seconded to table the water use issue at Valleyview Centre.

CARRIED

The District Administrator presented the most recent correspondence from the Ministry of Environment regarding the Valleyview Centre sewage disposal permit application. Concern was expressed by Trustees regarding who pays the cost if the well is contaminated by the sewage run-off. The District Administrator advised that both the Elanco Hydrogeological Report and the Western Water Hydrogeological review of the Elanco report had been forwarded to the Ministry, along with the Board resolution from the April 17, 2023 Board meeting.

The District Administrator presented the MoU for the subdivision at 1780 Vee Rd.

Moved/Seconded to authorize the Chairperson and District Administrator to execute the MoU for the subdivision at 1780 Vee Rd.

CARRIED

The District Administrator presented the Trustee Oath and Standards of Conduct for the 2023/24 Board of Trustees. The Trustees signed both documents, which will now be posted on the Website.

The District Administrator presented a report on options to enforce the 2023 Water Use and Sprinklering Restrictions. The District Administrator was directed to send letters to violators, conduct outreach at Bench Elementary School and to investigate signage to encourage water conservation, such as “My lawn is brown because I support water restrictions”.

Moved/Seconded to do an Alert! and Facebook post with the specific Cowichan Bay Water Use and Sprinklering Restrictions that reflect the impacts of climate change on water usage this summer and to match District bylaws.

CARRIED

Moved/Seconded to repeal Assessment Bylaw No 353, 2022.

CARRIED

Moved/Seconded to Introduce and give first reading to Taxation Bylaw No. 364, 2023

CARRIED

The Court of Revision will be scheduled for July with Trustees Baker, Edgar and Slade to sit on the Court, along with a community volunteer. The District Administrator will conduct a Call for Volunteers.

The District Administrator presented Expense and Disbursement Policy CBWD 05-29-2023 for review as the auditors had requested that current practice be reflected in a policy.

Moved/Seconded to adopt Expense and Disbursement Policy CBWD 05-29-2023.

CARRIED

Moved/Seconded that the Trustees authorize signing authority for Cowichan Bay Waterworks District as follows:

Electronic Banking

- Calvin Slade, Chair
- Judy Baker, Trustee
- Julia Balabanowicz, Trustee
- Pete Edgar, Trustee
- Wendy Gregg, Trustee
- Cheryl Wirsz, District Administrator

Cheque Signing

- Calvin Slade, Chair
- Judy Baker, Trustee
- Julia Balabanowicz, Trustee
- Pete Edgar, Trustee
- Wendy Gregg, Trustee
- Cheryl Wirsz, District Administrator

CARRIED

The Trustees considered a Leak Adjustment request from 4650 Wadham Road.

Moved/Seconded to approve the leak adjustment request as per Policy CBWD 19-09-2022.

CARRIED

Trustee Edgar departed at 645 pm.

The Trustees considered a request to waive the application fees for a connection to the water distribution system at 2264 Cowichan Bay Rd. The District Administrator was requested to forward the applicant an email conversation between Chairperson Slade and the Ministry of Environment to the applicant.

Moved/Seconded to require the applicant to pay the full fee.

CARRIED

The Trustees considered a draft of the revised Emergency Response Plan in response to an Island Health Order for all improvement districts to update ERPs to reflect the impact of climate change and drought.

Moved/Seconded to add a footnote to the Water User Priority Table in section 31 and forward the updated Emergency Response Plan to Island Health as per their request.

CARRIED

The Trustees reviewed a draft fire hydrant maintenance proposal to cost share the provision of water for fire protection to landowners outside of the Cowichan Bay Waterworks District boundary.

Moved/Seconded to table the matter for further discussion between Cowichan Bay Waterworks and Cowichan Bay Fire Improvement District.

CARRIED

The Trustees discussed options to commemorate the efforts of retired Trustee Lew Penney. Trustee Baker will look into this further.

11. Finance Officer Reports

Moved/Seconded to accept the April 2023 Cheque Record.

CARRIED

Moved/Seconded to accept the April and May 2023 Accounts Receivable Report.

CARRIED

Moved/Seconded to accept the April 2023 Reconciliation.

CARRIED

Moved/Seconded to accept the April 2023 Balance Sheet.

CARRIED

Moved/Seconded to accept the April 30, 2023 bank balance report.

CARRIED

12. Capital Project Planning

Design work is underway.

13. Safety and Maintenance

Internal review of the draft Safety Plan from Orca is ongoing.

14. In Camera

Moved/Seconded to move in camera at 735 pm to discuss matters under s. 99.1.a&c and 99.1.e of the *Community Charter*.

CARRIED

The Trustees arose from In-Camera at 741 pm.

Moved/Seconded to introduce and give first reading to George Rd Station Disposition Bylaw No. 361.

CARRIED

Moved/Seconded to reconsider and finally adopt George Rd Station Disposition Bylaw No. 361.

CARRIED

Moved/Seconded to authorize the Chairperson and District Administrator to execute the Purchase Agreement, for the disposal of the George Road Station, between CBWD and Keith Greco/Rowena Narayan.

CARRIED

15. Date for Next Board Meeting

Tba – Special Board Meeting [Cowichan Bay Investments and Cowichan Bay Estates]

June 19, 2023 – Board Meeting

Tba – Court of Revision

July 17, 2023 – Board Meeting

16. Adjournment

The Meeting adjourned at 742 pm.

Chairperson | District Administrator