



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
430 pm, July 17, 2023.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Judi Baker, Trustee
Jula Balanabowicz, Trustee
Pete Edgar, Trustee
Wendy Gregg, Trustee

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

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. Introduction of Late Items

Water Restriction Update – Drought Level 5 declared by the Province
Daily Water Use Data – Stages 2 and 3
Draft Bylaw 363 – Water Conservation Bylaw
Island Savings - Bank Breach
MLA – grant applications

4. Approval of Agenda

Moved/Seconded to approve the agenda as updated.

CARRIED

5. Conflict of Interest Declarations

No declarations occurred.

6. Adoption of Minutes

Moved/Seconded to adopt the Minutes of the June 18, 2023 Regular Board Meeting.

CARRIED

7. Correspondence – Action

Moved/Seconded to receive the correspondence from the Commercial Ratepayer Group, to highlight the areas of common ground, to take the recommendations into consideration and for the District Administrator to forward the working table to the Group.

CARRIED

8. Correspondence - Receive

Moved/Seconded to receive the following correspondence:

- 1.1. From Marina – commercial rates
- 1.2. To Fire Chief – Commercial user group request for Fire Protection Plan
- 1.3. To/From Western Water Associates – Valleyview Sewage Permit application review
- 1.4. To/From MoE – Valleyview Sewage Permit applications
- 1.5. From Valleyview Mall – declining Trustee invitation to meet regarding the sewage permit application
- 1.6. To/From Maple – March invoice
- 1.7. To MyLTSA – resolving a computer program issue to ensure CBWD receives State of Title Certificate changes
- 1.8. From - Ridgway & Associates – conclusion of Cowichan Bay Investments development [Pritchard/Caspian townhouses]
- 1.9. To – Alistair MacGregor, MP - federal infrastructure grants
- 1.10. To/From Owner on Mindy Road - second dwelling
- 1.11. To/From CVRD - building permit for second dwelling on Mindy Road
- 1.12. To/From OIPC regarding s.25 complaint
- 1.13. From Ministry of Municipal Affairs – interest rate on taxes in arrears
- 1.14. From Min of Municipal Affairs – approval of Capital Expenditure Charge Bylaw
- 1.15. From Cowichan Bay Fire Rescue – 2023 Annual Report
- 1.16. To/From Tenant, 1760 Pavenham Rd – overdue rent
- 1.17. To/From Owner on Pritchard – fence and landscaping around water meter box
- 1.18. To/From Ministry of Transportation – capital project planning
- 1.19. From MLA – grant opportunities
- 1.20. To Residents on Falcon, Pavenham, Austin, Galdwell, Rondeault Rds, Valleyview Centre and discussions have occurred with the lower Wilmot Rd strata.

CARRIED

9. District Administrator Reports

Moved/Seconded that the Court of Appeal be set for a minimum of two weeks after the assessment notices are mailed, likely the end of July/early August;
And that Trustees Baker and Edgar be appointed to the 2023 Court of Revision, and that community member Luke Downs be appointed to the 2023 Court of Revision as the third member, with Trustee Slade as back up.

CARRIED

10. Fire Underwriter Report

The Trustees reviewed the Fire Underwriter Report. It is noted that Cowichan Bay Waterworks District has the highest rating in Electoral Area D.

Moved/Seconded to receive the Fire Underwriters Report dated May 15, 2023.

CARRIED

11. Road Bore Policy

Moved/Seconded to rescind Road Bore Policy CBWD 24 08 08.

CARRIED

12. The Trustees considered the draft letter to Associated Engineering regarding the end of the Master Retainer Agreement. The District Administrator will forward to the CEO and VP.

Trustee Gregg left the meeting at 630 pm.

13. Pavenham Treatment

The Trustees considered various option for the upgrade to the Pavenham Station water treatment system.

Moved/Seconded to not proceed with the MSR, Magnor and Adedge proposals for the Pavenham treatment facility and proceed with the McElhanney proposal for the design, tender and construction administration services for the Pavenham treatment facility.

CARRIED

14. Leak Adjustment Request

Moved/Seconded that given the request does not fully fall within all of the parameters of the Leak Adjustment Policy, Cowichan Bay Waterworks will apply some forgiveness for the mainline, plumbing, and landscaping water leaks by if the adjusted outstanding amount is paid within thirty [30] days of the Board meeting.

CARRIED

15. Water Restrictions

The Trustees reviewed draft Bylaw 363 – Water Conservation. The District Administrator will add additional sections regarding criteria, notice and the remedied default.

16. Island Savings Bank Breach

Cowichan Bay Waterworks District was verbally advised of a bank breach at Island Savings [name, address, account number and bank balance]. No personal information was disclosed. A formal letter will be coming. Our account is flagged. Staff changed passwords and set up additional notifications as recommended by our Advisor.

It was noted that the Scada server was upgraded at the Office last week, providing for additional security measures.

17. Five Year Capital Plan

The Trustees received the draft Five Year Capital Plan.

18. Finance Officer Report

The Trustees reviewed the June 2023 bank balance information.

19. Water Operator Report

Moved/Seconded to receive the June 2023 Water Operator Report and the Stage 2 and 3 water use data.

CARRIED



