



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
430 pm, October 16, 2023.  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Jula Balanabowicz, Trustee  
Pete Edgar, Trustee  
Wendy Gregg, Trustee  
**Absent:** Judi Baker, Trustee  
**Staff:** Cheryl Wirsz, District Administrator

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**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**

**Moved/Seconded** to adopt the agenda as circulated.

**CARRIED**

**4. Conflict of Interest Declarations**

No declarations occurred.

**5. Adoption of Minutes**

**Moved/Seconded** to adopt the minutes of the September 18, 2023 Regular Board Meeting.

**CARRIED**

**6. Correspondence**

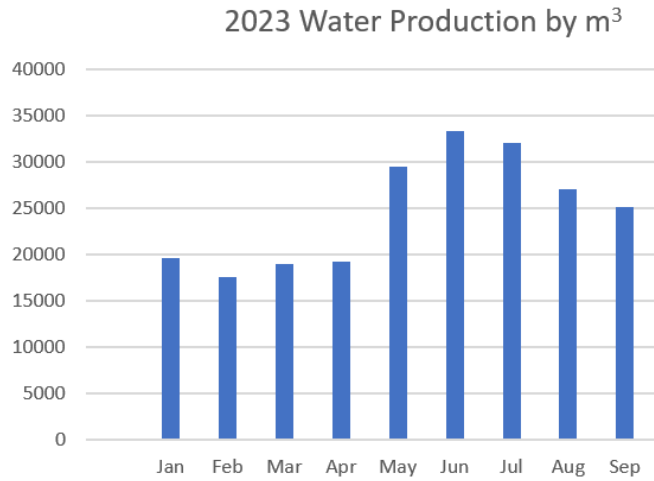
**Moved/Seconded to receive the following correspondence:**

- Telegraph Rd resident – service restrictions
- Telegraph Rd Resident – service request and 2022 service restriction appeal
- MSR Solutions – response to Western Water review of Valleyview Centre Sewage permit application
- Western Water – revision to review of Valleyview Centre Sewage permit application
- Rural Water Impact Website – website statistics
- Parsons – Cowichan Bay Rd preliminary survey work
- BC Groundwater Association – Oct 2, 2023 meeting
- Valleyview Mall tenants re water utility billing changes
- Vee Rd resident – location of as built drawings
- Mindy Rd developer –outstanding water connection issues
- Austin Rd residents – water disruption due to Cowichan Bay Rd construction
- Glen Rd resident – kudos to water operator for water bypass project - Cowichan Bay Rd
- Ridgeway and Company – CBE warranty issues at Ordano

**CARRIED**

Trustee Balabanowicz, Trustee Gregg and the District Administrator will attend the Drought Planning section of the BC Groundwater Association Meeting on October 27, 2023 at the Cowichan Valley Inn.

**7. Water Operations Report**



**Moved/Seconded** to accept the September Operations and Maintenance Report.

**CARRIED**

The Trustees considered a report from the Chief Water Operator regarding purchase of a utility trailer.

**Moved/Seconded** to approve the purchase of a utility trailer up to a maximum of \$8000, with a target of \$5000, subject to the trailer being at fair market value, meets current and future needs, with the ability to be hauled by the current fleet and that it not require commercial classification.

**CARRIED**

The Trustees considered a report from the Chief Water Operator regarding a training opportunity for water operations staff.

**Moved/Seconded** to approve the Valleyview Control Valve Rebuild/Maintenance and Training session for the Water Operators as proposed by Summit Valves at a cost of \$3050 plus \$3000 for parts.

**CARRIED**

**8. District Administrator Reports**

The District Administrator presented a revised 2023 Taxation Bylaw.

**Moved/Seconded** to Introduce and Give First Reading to Taxation Bylaw No. 368 – 2023.

**CARRIED**

**Moved/Seconded** to Reconsider and finally adopt Taxation Bylaw No. 368 - 2023.

**CARRIED**

The District Administrator presented the draft 2024 Tax Bylaw [based upon the 5 Year Capital Expenditure Plan] and the draft 2024 Water Toll Bylaw [based upon the 3-C model (conservation, cost recovery and climate change mitigation)]. The District Administrator further directed to schedule a Public Information Meeting to be held Wednesday, November 29 at 730 pm at Bench School.

The District Administrator was further directed to create a Commercial User Conservation Program, modelled after the Capital Regional District Commercial User Conservation Program. An independent, external, neutral, qualified water auditor will be hired to audit commercial properties who volunteer to participate in the program, with the goal of developing cost sharing for implementation of the water savings recommendations.

The District Administrator will invite a speaker from a local business to the November Public Meeting to share how their water conservation efforts have saved over 700m<sup>3</sup> of water [akin to \$3500] each quarter.

The District Administrator presented the revised 2023 Budget, which factors in the mid year change in water operations model. The 2023 Budget will be posted on the website.

The District Administrator presented a report on snow removal for the 2023/24 winter.

**Moved/Seconded** to authorize the District Administrator and Chairperson to execute the 2023/24 Snow Removal Contract with Hillside Stone and Gravel.

**CARRIED**

The District Administrator presented a report on earthquake coverage as per instructions from the July 17, 2023 Board Meeting.

**Moved/Seconded** to obtain optional earthquake and pollution insurance coverage and to decline cyber insurance coverage at this time.

**CARRIED**

The District Administrator was directed to work with 3-Tec to increase its cyber security.

The District Administrator presented a draft Truck and Trailer Use Policy and will bring back an updated version for consideration.

The District Administrator presented a report on the process of finalizing the transfer of engineering services from Associated Engineering to McElhanney Engineering.

**Moved/Seconded** to authorize the Chairperson and District Administrator to execute the October 3, 2023 letter from Associated Engineering regarding the transfer of the Water Model and the Service Plan documentation. And further that McElhanney Engineering be requested to acknowledge the terms of the October 3 letter in that the documentation is being returned to CBWD for use by McElhanney in a state that there is no guarantee as to its accuracy, its usefulness or that it is free of errors.

**CARRIED**

The District Administrator updated the Trustees on the 2<sup>nd</sup> quarter 90 Days Arrears water shut off process.

**Moved/Seconded** to Order water shut off to any lot on which water tolls or other charges owing for 90 days or longer from the 3<sup>rd</sup> Quarter billing cycle.

**CARRIED**

The District Administrator updated the Trustees on the subdivision application at 1531 Cowichan Bay Road.

**Moved/Seconded** to Introduce and Give First Reading to 1531 Cowichan Bay Road Subdivision Approval Bylaw No. 365, 2023.

**CARRIED**

**Moved/Seconded** to Reconsider and Finally Pass 1531 Cowichan Bay Road Subdivision Approval Bylaw No. 365, 2023.

**CARRIED**

The District Administrator presented a report on the fencing procurement process for the two Valleyview Wells.

**Moved/Seconded** to authorize the District Administrator to hire Tower Fencing to install black galvanized fencing around the two Valleyview wells as per the request from Island Health, in the amount of \$6480.

**CARRIED**

The District Administrator confirmed with the Trustees that the mask policy for external stakeholders will be in place again for this Fall and Winter Flu and Covid season given the small staff contingent and the critical service that the District provides.

The District Administrator updated the Trustees on the completion of the tri-party review of the Cowichan Bay Waterworks District boundary conducted by BC Assessment, the Land Title Office and the Ministry of Municipal Affairs. Cowichan Bay Waterworks District records and tax roll were updated to include the many missing parcels, with the parcel count now being 1 039 [27 of those parcels being tax exempt]. The Land Title Office is in the process of updating state of title certificates that missed Cowichan Bay Waterworks District under the Taxation Authority heading.

## **9. Finance Officer Reports**

**Moved/Seconded** to accept the Accounts Receivable Report for Parcel Tax and Water Tolls to October 12, 2023.

**CARRIED**

The Trustees discussed the tax sale process and while the District is not yet at this stage, delinquent residents should be aware that a tax sale could be the ultimate penalty for being in arrears on parcel tax.

## **10. Development / Water Connection Applications**

- a. 1531 Cowichan Bay Rd – complete
- b. 1595, 1500 Cowichan Bay Red, 1780 Vee Rd, 1300 Mindy Rd, Fenwick Rd – ongoing

## **11. Capital Project Planning**

- i. Valleyview Station – collaboration with Valleyview mall
- ii. Pavenham Well and Treatment and Generator - ongoing
- iii. VV transducers - ongoing
- iv. Cubic Ft Meter Replacement – almost complete

