



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
4:30 pm, November 20, 2023.  
1760 Pavenham Road, Cowichan Bay BC**

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

**Absent:** Cheryl Wirsz, District Administrator

**Staff:** Pam Bendes, Acting District Administrator  
Pascal Gagne, Water Operator

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**Call Meeting to Order**

Chairperson Calvin Slade called the meeting to Order at 4:30 pm.

**1. Approval of Agenda**

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

**CARRIED**

**2. Traditional Territory Acknowledgement**

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

**3. Conflict of Interest Declaration**

No conflicts were declared.

**4. Adoption of Minutes**

**Moved /Seconded** to adopt the minutes of the October 16, 2023 Regular Board Meeting.

**CARRIED**

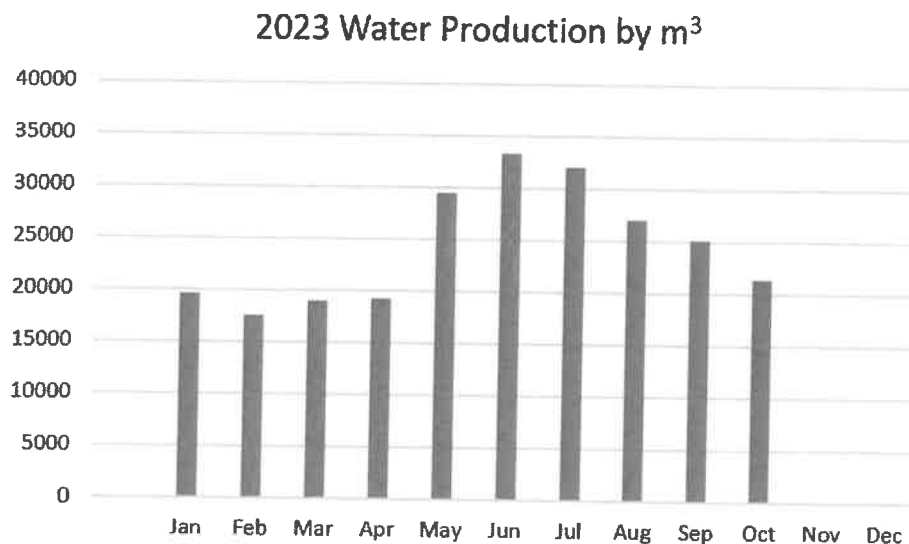
**Water Operations Report**

**5. Water Operations Report – presented by P Gagne**

**Moved/Seconded** to receive the October Operations and Maintenance Report.

**CARRIED**

## 6. Water Production Data



## Correspondence

### 7. Correspondence

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

- Ridgeway & Associates – Booster Pump Warranty
- Cowichan Bay Rd resident – Cowichan Bay Rd capital project
- McElhanney – confirmation of state of Model and Service Plan
- Owner of vacant land on Cowichan Bay Rd – query re tax invoice
- Valleyview Centre – water invoicing
- Vee Rd – concern with subdivision process
- North Cowichan – Cow Bay Rd JUB survey work waiver
- Telegraph Rd – parcel tax concern

**CARRIED**

### 8. Action

Telegraph Road resident – Service Restriction appeal

**Moved/Seconded** to receive the service restriction appeal from a Telegraph Road resident and for the service restrictions to continue as outlined in the August 29, 2023 and September 26, 2023 correspondence.

**CARRIED**

### District Administrator Reports

### 9. Bylaw 369 – Repeal Bylaw No. 364

**Moved /Seconded** to Introduce and Give First Reading to Repeal Bylaw No. 369, 2023,

**CARRIED**

**Moved/Seconded** to Reconsider and Finally pass Repeal Bylaw No. 369, 2023.

**CARRIED**

10. Mindy Rd – request to amend tax assessment
    - a. Letter of Undertaking – Not Received
  
  11. GARP – Pavenham well  
**Moved /Seconded** to receive the October 2023 GARP Report for the Pavenham well and to address the recommendations as part of the ongoing water treatment upgrade work.  
**CARRIED**
  
  12. Board Meeting Dates  
**Moved /Seconded** that starting in January 2024, Board Meetings to be the 4<sup>th</sup> Tuesday of the Month at 4:30pm.  
**CARRIED**
  
  13. Footwear/Gear Policy  
**Moved /Seconded** to adopt retitled Policy No. CBWD 2023 11 20 Footwear/Weather Gear Policy.  
**CARRIED**
  
  14. 2024 Budget  
**Moved /Seconded** to receive the draft 2024 budget and to amend the title to read Proposed Budget.  
**CARRIED**
- Trustee Balabanowicz left the meeting at 630 pm.
15. Meeting with Fire Department Trustees  
**Moved /Seconded** to request a full Board Meeting with public notice as per legislative requirements.  
**CARRIED**
  
  16. 2023 Water Restriction Debrief / 2024 Water Restrictions  
Will be discussed further when the District Administrator returns from vacation.
  
  17. Pavenham Treatment options  
**Moved /Seconded** to choose the prefabrication building option for the Pavenham Treatment station.  
**CARRIED**
  
  18. Commercial Water Audit Program  
The Trustees discussed the draft Commercial Water Audit Conservation Program that will be presented for discussion at the November 29, 2023 Public Information Meeting.
  
  19. Special Meeting – Engineering Specifications Workshop  
**Moved /Seconded** to hold a special board meeting on December 7, 2023 at 130 pm at the Office in order to have a workshop with McElhanney Engineering regarding the draft engineering specifications.  
**CARRIED**
  
  20. Employee Retention Policy  
**Moved /Seconded** to approve Employee Retention Policy No. 2023 11 20.  
**CARRIED**
  
  21. Agenda Package – Nov 29, 2023 public information meeting  
The Trustees reviewed the draft Agenda package for the November 29, 2023 Public Information Meeting. The District Administrator will post the revised document on the website and social media.

**Finance Officer Reports**

22. **Moved /Seconded** to receive the following financial reports:

- a. Accounts Payable – September/October 2023
- b. Accounts Receivable – September/October 2023
- c. Cheque Record – September/October 2023
- d. Balance Sheet - September/October 2023
- e. Investments – September/October 2023
- f. Bank Reconciliations [Operating Account and High Interest Savings Account] - September/October 2023

**CARRIED**

23. **Date for Next Board Meeting**

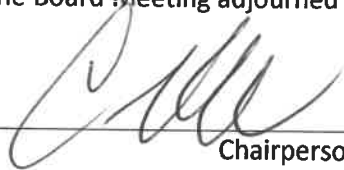
Committee of the Whole – Dec 5/23

Workshop – Dec 7, 130 pm

Board Meeting - December 11, 2023

24. **Adjournment**

The Board Meeting adjourned at 7:24 pm.

  
Chairperson

  
Acting District Administrator