



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
910 am, February 27, 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
Pascal Gagne, Water Operations Technician

1. Call Meeting to Order

Chairperson Lew Penney called the meeting to Order at 910 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 circulated, with the addition of determination of the AGM date.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. In Camera

Moved/Seconded to move In Camera at 915 am as per s.90.1.c of the *Community Charter*.

CARRIED

The Trustees arose from In Camera at 1030 am.

6. Delegation

The tenant from 1760A Pavenham Road attended to request a rent reduction and to discuss snow removal and maintenance issues. The Trustees advised they are obligated to charge market rent with the disposal of District property. If the tenant wishes snow removal it will result in a further rent increase. The Trustees determined that the toilet repair is the responsibility of the tenant and will arrange for the moss to be removed from the roof. The tenant will get back to the Trustees with regards to the snow removal issue.

7. Adoption of Minutes

Moved/Seconded to adopt the minutes of the January 23, 2023 Board meeting as circulated.

CARRIED

Moved/Seconded to adopt the minutes of the February 13, 2023 Committee of the Whole meeting as circulated.

CARRIED

Moved/Seconded to adopt the minutes of the February 15, 2023 Special Board meeting as circulated.

CARRIED

8. Business Arising From Minutes / Unfinished Business

The Trustees discussed the 2023 Water toll bylaw and the District Administrator will bring options to the March 13, 2023 Committee of the Whole Meeting.

9. Correspondence – Receive

Moved/Seconded to receive the correspondence:

To:

- Duncan Courthouse re jury duty exemption request
- Maple Facilities re mutual agreement to terminate the water operations contract
- Fire Chief re Fire Underwriters

From

- Ministry of Municipal Affairs re Boundary extension
- Capri Insurance re Insurance inspections
- Ridgeway and Company re disposition of Vee Rd
- Liberty Mutual Insurance re Annual Meeting Notice
- Western Water re hydrogeological assessment Valleyview Septic System
- Gately Law re Ordano booster

CARRIED

10. Correspondence – Action

Moved/Seconded to approve the proposal from McElhane Engineering for the 2023 Capital plan design work and that the Fire Underwriter request be answered after annual flushing program data is received [Maple to do the flushing the week of March 20-24/23].

CARRIED

11. District Administrator Reports

Moved/Seconded to send a letter to the Premier regarding Improvement District grant applications.

CARRIED

Moved/Seconded to approve the proposal from McElhane Engineering to review and rewrite the Engineering Specifications.

CARRIED

12. Finance Officer Reports

Moved/Seconded to receive the January 2023 cheque record.

CARRIED

Moved/Seconded to receive the January 2023 balance sheet.

CARRIED

Moved/Seconded to receive the Summary of Investment Transactions.

CARRIED

13. Capital Project Planning – review at the March 2023 Committee of the Whole.

14. In Camera -

Moved/Seconded to move In Camera at 1130 am as per s.90.1.c of the *Community Charter*.

CARRIED

The Trustees arose from In Camera at 1202 pm.

15. Date for Next Board Meeting

Cow – March 13, 2023

Board – March 20, 2023

Court of Revision – tba

Public Meeting [SWPP/Master Plan] – tba

Public Meeting [Rogers Tower] – tba

AGM – first week of May

16. Adjournment

The Meeting adjourned at 1210 pm.

Chairperson | District Administrator