



**Cowichan Bay Waterworks
SPECIAL BOARD MEETING MINUTES
1:30 pm April 11, 2024
1760 Pavenham Road, Cowichan Bay BC**

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

Staff: Pam Bendes, Acting Administrator
Annie Nippard, Finance officer

Absent: Cheryl Wirsz, District Administrator
Julia Balabanowicz, Trustee

1. Call Meeting to Order

Chairperson Calvin Slade called meeting to Order 1:30pm.

2. Traditional Territorial Acknowledgement

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

3. Approval of Agenda

Moved Pete /Seconded Wendy to adopt Agenda.

CARRIED

4. Waiver of Notice

Moved Pete /Seconded Judi to Waive Notice.

CARRIED

5. Late Agenda Items

To move In Camera after Special Meeting.

6. Conflict of Interest Declaration

No declarations occurred

7. New Business

A. Valleyview / Letter from Ramsay Lampman Rhodes - Parcel Tax and Water Tolls

MOTION was passed to adjust the Countryview Centre Ltd. INC. No BC0725267 (Countryview) Assessment Notices for both 2023 and 2024 to Group 'F' as agreed to in the Agreement dated November 14, 2008. This will result in a refund of \$12,500.00 for Roll 765 04001.00 to Countryview from CBWD and a correction to Roll 765 04001.01 to the Group 'F' fee for 2023 of \$225.00 each. The 2024 Parcel Tax will remain at the Group 'F' classification of \$350.00 each. The CBWD wishes to have a meeting as soon as

reasonably possible with the authorized representatives of Countryview to discuss the Parcel Tax classification going forward.

Water Toll collection from the Countryview tenants would be refunded to affected Tenants from the July 1st to December 31st, 2023 billing cycle. Going forward the CBWD will be invoicing Countryview for the water used by the tenants, with the exception of Country Grocer, based on the 3 Meters that are in the complex.

Moved Judi /Seconded Wendy

CARRIED

B. ORDANO / Letter from Gately Law - Offer and resolution of outstanding deficiencies

MOTION to send McElhanney's Work Authorization for ORDANO in the amount of \$32,500.00 to CBE for acceptance, so an accurate list or repairs and recommendations be obtained.

Moved Judi /Seconded Wendy

CARRIED

MOTION to send a detailed accounting directly to Cowichan Bay Estates Ltd. (CBE) with a list of all expenses incurred since 2022, and so far in 2024.

Moved Wendy /Seconded Pete

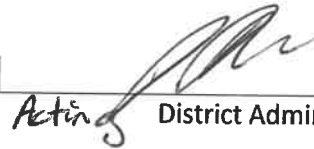
CARRIED

8. Board moved In Camera at approx. 2:15pm

9. Adjournment at approx. 3pm



Chairperson



Acting District Administrator