



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
915 am, April 17, 2023.
1760 Pavenham Road, Cowichan Bay BC**

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

Absent: Lew Penney, Trustee

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

1. Call Meeting to Order

Chairperson Calvin Slade called the meeting to Order at 915 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.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Adoption of Minutes

Moved/Seconded to adopt the Minutes of the Regular Board meeting of March 20, 2023.

CARRIED

Moved/Seconded to adopt the Minutes of the Special Board Meeting of April 5, 2023.

CARRIED

6. Petitions and Delegations

The tenant at 1760A Pavenham attended to discuss the rent increase.

Moved/Seconded to charge \$850/month from April 2023 to June 2023 and if the tenant has not found a new location the rent will be increased to \$1000/month for the remainder of the term.

CARRIED

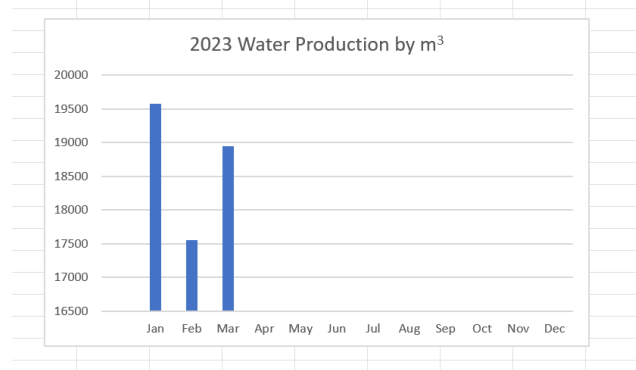
Cory Vanderhorst from MNP was present to present the 2022 Audit findings.

Moved/Seconded to accept and approve the Financial Statements from the 2022 Audit.

CARRIED

7. Water Operations Report

The Water Operations Technician presented the March 2022 Water Operations Report.



Moved/Seconded to receive the March 20, 2023 Water Operations Report.

CARRIED

8. Correspondence – Receive

Moved/Seconded to receive correspondence:

From

Coastal Water Suppliers – May 2 agenda

Office of the Premier – response to Housing Plan

Ministry of Municipal Affairs – response to Housing Plan

Acera Insurance [formerly Capri] – response to insurance claim phone call and waiver of liability

Shaw Business – now Rogers

Clean Choice Cleaners – new rates

To / From

Island Farmhouse Poultry – 2023 Water Rates

Office of the Fire Commissioner – supply of water for use outside of the District

Ministry of Agriculture – increase in water rates

BC One Call Newsletter

To

Hilary Abbott, Area Director – invitation to AGM

CARRIED

9. Correspondence – Action

Moved/Seconded to advise Nexgen Agriculture that Cowichan Bay Waterworks District supports the use of the Kidd Station well in principle and based upon the District's cost recovery principle, it is requested that the Owners submit a development application to enable further review, and that the Owner would be responsible for any license applications for use of the abandoned well.

CARRIED

10. District Administrator Reports

Bylaw 359

Moved/Seconded to introduce and give first reading to 1760A Pavenham Road 2023 Rental Bylaw No. 359.

CARRIED

Moved/Seconded to give second reading to 1760A Pavenham Road 2023 Rental Bylaw No. 359.

CARRIED

Moved/Seconded to reconsider and finally adopt 1760A Pavenham Road 2023 Rental Bylaw No. 359.

CARRIED

Bylaw 360

Moved/Seconded to introduce and give first reading to 1800 Vee Road Disposal Bylaw No. 360.

CARRIED

Moved/Seconded to give second reading to 1800 Vee Road Disposal Bylaw No. 360.

CARRIED

Moved/Seconded to reconsider and finally adopt 1800 Vee Road Disposal Bylaw No. 360.

CARRIED

Bylaw 362

Moved/Seconded to introduce and give first reading to Fees and Charges Amendment Bylaw No. 362, 2023.

CARRIED

Moved/Seconded to reconsider and finally pass Fees and Charges Amendment Bylaw No. 362, 2023.

CARRIED

Valleyview Mall Sewage Permit

Moved/Seconded that the District Administrator be directed to work with permit staff at MoE to express Cowichan Bay Waterworks District concern regarding drinking water quality of the two wells directly adjacent and downhill to the proposed sewage fields given the District is unwilling to tolerate any increase in risk to the water quality for its 3000 residents.

CARRIED

Reconciliation Training

The District Administrator provided an outline of Reconciliation Training webinars set for April 19, 20, 26 and 27, 2023 that she will be attending.

Food Security

The District Administrator provided a copy of a Food Security article from the Fall 2022 Plan Canada journal.

Annual General Meeting

The District Administrator provided a draft agenda for the May 3 Annual General Meeting.
The District Administrator provided a draft Chairperson Report for the Annual General Meeting.
The District Administrator provided a draft of the 2022 Annual Report for the AGM.

Operational and Administrative Cycle Matrix

The District Administrator provided a copy of the Annual Cycle Matrix for the Trustees.
The District Administrator provided a copy of the Operations and Maintenance Matrix.

Spring Newsletter

The District Administrator provided a copy of the Spring Newsletter to be distributed with the first quarter billing invoices.

11. Finance Officer Reports

Moved/Seconded to receive the March 2023 Accounts Receivable Report.

CARRIED

Moved/Seconded to receive the March 31, 2023 Balance Sheet.

CARRIED

Moved/Seconded to receive the Bank Reconciliation for January 2023, February 2023 and March 2023.

CARRIED

Moved/Seconded to receive the March 2023 Cheque Report.

CARRIED

12. Safety and Maintenance

Moved/Seconded to approve the Service Agreement between Cowichan Bay Waterworks District and Blackridge Solutions for the Lone Working Monitoring app.

CARRIED

13. Date for Next Board Meeting

AGM, May 3, 2023

Board Meeting, May 15, 2023

14. Adjournment

The Meeting adjourned at 1153 am.

Chairperson		District Administrator
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