



**Cowichan Bay Waterworks
SPECIAL BOARD MEETING MINUTES
10 am, Via Zoom
BOARD MEETING MINUTES
1145 am, June 20, 2022.
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
Diane Zureski, Finance Officer

1. Call Meeting to Order

Chairperson Lew Penney called the Special Meeting [via Zoom] to Order at 1015 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

Motion 2022 06 01

Moved/Seconded to adopt the agenda as circulated.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Delegation

Reuben Schlotens, General Manager and Robert Crane, Operations Manager, of Maple Facilities Management appeared before the Trustees to discuss moving forward with water operations services. Mr. Crane will send a draft Operations and Maintenance Agreement for discussion.

6. Temporary Adjournment / Reconvene

The special meeting temporarily adjourned at 1058 am and the regular board meeting convened at 1145 am at 1760 Pavenham Road in Cowichan Bay.

7. Delegation Follow Up

Motion 2022 06 02

Moved/Seconded that the District Administrator be authorized to enter into negotiations with Maple Facilities for the provision of Water Operator Services and report back to the Board.

CARRIED

8. Finance Officer Reports

Motion 2022 06 03

Moved/Seconded to accept the May 2022 Accounts Payable report.

CARRIED

Motion 2022 06 04

Moved/Seconded to redeem the existing term deposits on June 21st and reinvest them in a 1-year term, redeemable after 30 days at a rate of 2.75% with ISCU.

CARRIED

9. 2022 Insurance

The insurance renewal process is ongoing and information will be provided to the Board as it becomes available.

10. Minutes

11. Motion 2022 06 05

To adopt the May 16, 2022 Regular Board Meeting Minutes.

CARRIED

12. Motion 2022 06 06

To receive the draft May 26 Annual General Meeting Minutes.

CARRIED

13. Motion 2022 06 07

To adopt the June 8, 2022 Special Board Meeting Minutes

CARRIED

14. Motion 2022 06 08

To receive the June 16, 2022 Court of Revision Minutes.

CARRIED

15. Business Arising From Minutes / Unfinished Business

16. EOCP application – table for new operator

17. Water operator – negotiations ongoing

18. Leak policy – table for input from new operator

19. Roof

20. Correspondence – Receive

Motion 2022 06 09

Moved/Seconded to receive the correspondence between CVRD and CBWD regarding water operations services.

CARRIED

21. District Administrator Reports

Motion 2022 06 10

Moved/Seconded to Introduce and give first reading to Comprehensive Capital Expenditure Charge Bylaw 348, 2022.

CARRIED

Motion 2022 06 11

Moved/Second to Reconsider and finally pass Comprehensive Capital Expenditure Charge Bylaw 348, 2022.

CARRIED

Motion 2022 06 12

Moved/Seconded to Introduce and give first reading to CVRD Temporary Water Operations Bylaw No. 349, 2022.

CARRIED

Motion 2022 06 13

Moved/Second to Reconsider and finally pass CVRD Temporary Water Operations Bylaw No. 349, 2022.

CARRIED

Motion 2022 06 14

Moved/Second to receive the BCWWA Conference Report from the District Administrator.

CARRIED

The District Administrator was directed to follow up on the provision of an emergency water supply in the Districts Emergency Planning endeavours.

Motion 2022 06 15

Moved/Second that the District Administrator be authorized to explore options to dispose of 4460 George Road and 1800 Vee Road.

CARRIED

Motion 2022 06 16

Moved/Second that the District Administrator be authorized to explore donating the Coverdale Watson Park land to the CVRD for park purposes.

CARRIED

Motion 2022 06 17

Moved/Second that the District Administrator be directed to explore the use of solar power as a back up power source in the event of an emergency.

CARRIED

22. Date for Next Board Meeting

Special Board Meeting – at the call of the Chair

Regular Board Meeting - July 18, 2022

23. Adjournment

The Meeting adjourned at 120 pm

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| Chairperson | District Administrator |
|-------------|------------------------|