



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
915 am, August 15, 2022.
1760 Pavenham Road, Cowichan Bay BC**

Present: Lew Penney, Chairperson
Pete Edgar, Trustee
Wendy Gregg, Trustee
Calvin Slade, Trustee

Absent: Judi Baker, Trustee

Staff: Cheryl Wirsz, District Administrator

Guest: Melodie McKnight, Water Operator

1. Call Meeting to Order

Chairperson Lew Penney 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

Motion 2022 07 01

Moved/Seconded to approve the agenda as circulated.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Delegation – 1500 Cowichan Bay Road

The Owners appeared to discuss the development charges for the proposed subdivision.

Motion 2022 07 02

Moved/Seconded to table the request and request a detailed report outlining the process and impact of decisions, with dates, and compare with other ongoing developments.

CARRIED

6. Adoption of Minutes

Motion 2022 07 03

Moved/Seconded to adopt the Minutes of July 18, 2022.

CARRIED

7. Business Arising From Minutes / Unfinished Business

- a. Office Roof
- b. EOCP Application
- c. Emergency Water Supply

8. Water Operations Report

- a. July Water Production Report

Motion 2022 07 04

Moved/Seconded to receive the July 2022 Water Production Report

CARRIED

- b. Leak Reports

- i. 1739 Pritchard – broken irrigation line

The proposed water main replacement will be tabled until after the priority planning session given the leak was not a water system leak.

- ii. 4600 George – caused by a malfunctioning timer on the irrigation system, plus run-off from the adjacent agricultural irrigation.

- c. Water System Data [Ordano Station and Valleyview Station]

Motion 2022 07 05

Moved/Seconded to receive the July Water System Data Reports

CARRIED

9. District Administrators Report

10. Boil Water Notice Debrief

- Future Alerts! will be timed and dated and contain a sentence to share the information with neighbours to ensure messaging reaches the intended audience.
- Colourful messaging will be put on the next water bill invoice to remind residents to sign up for Alerts!
- Actively solicit other methods to encourage and increase Alert! sign-up/registration.
- Initiate a request for volunteers for Door to Door Notice Delivery Teams and/or Emergency Event Signage Installation Teams to go out and deliver door to door notices and/or install emergency signage in their immediate neighbourhood to ensure a process is in place for residents to be notified quickly in the event of an emergency in the future.

11. Valleyview Station Upgrade

The Valleyview Station upgrade proposal will be tabled for further review as part of the priority planning session.

12. Cowichan Bay Road Watermain Replacement

Replacement of the watermain from Botwood Lane to Hecate Park will be designed and considered as part of the JUB sewermain replacement project.

13. CVRD OCP Maps and Urban Containment Boundary

Motion 2022 07 06

Moved/Seconded to advise the CVRD that:

1. Cowichan Bay Waterworks has no opinion on the urban containment boundary but does request that a map/policy be added to the new OCP supporting eventual inclusion of the parcels noted on the draft maps into the Water District.
The purpose for this is to infill the system, thereby enabling the District to recover costs from all users/benefitters for water for fire protection and capital improvements, to include users whose wells may fail [quantity or quality] and for system improvements [looping etc. to improve flow for fire protection and water quality].
2. Lastly, Cowichan Bay Waterworks is concerned about the density proposed in the new OCP as it does not have the water quantity to service that level of density.

CARRIED

14. Water Toll Framework

The District Administrator will draft an Information Sheet to attach to the 2023 Parcel Tax and 2023 Water Toll invoices.

15. Draft Fee Bylaw

The District Administrator provided a draft Fee Bylaw that consolidates the various fees and charges into one document. A Bylaw will be presented for adoption at the September Board meeting, with a version noting the changes, new fees and fee increases.

16. September 7 and 8 Priority Planning Session

The Board discussed the draft agenda and process for the September Priority Planning Session, using the new Master Plan as a guide.

17. Insurance Summary

A draft summary of costs per station was presented and a final version is expected shortly from Capri Insurance.

18. Delegation – Section 9, Bylaw 230 – Water Distribution Regulation Bylaw

Motion 2022 07 07

Moved/Seconded to direct the District Administrator to consult with the District's legal advisor regarding the Right of Access to property and premises afforded in s.9.

CARRIED

19. Statutory Right of Way – 1800 Pritchard Road

Motion 2022 07 08

Moved/Seconded to table approval of the SRW until the Board is able to review the entire construction package approval documentation from Associated Engineering.

CARRIED

20. Water Operations Agreement, Maple Facilities

The Board reviewed the draft Water Operations Agreement between Cowichan Bay Waterworks District and Maple Facilities and will review further drafts in due course.

21. Boundary Extension – 2180 Cowichan Bay Road

Motion 2022 07 09

Moved/Seconded to approve the Boundary Extension Request for 2180 Cowichan Bay Road and forward the petition to the Ministry of Municipal Affairs for approval.

CARRIED

22. Correspondence – Receive

Motion 2022 07 10

Moved/Seconded to receive the assortment of Boil Water Notice correspondence to/from residents; the correspondence to/from the Land Owner Transparency Office; a sample of the Overdue Water Toll Disconnection Notice, and the Boundary Extension approval notice from the Ministry of Municipal Affairs.

CARRIED

23. Finance Officer Reports

Motion 2022 07 11

Moved/Seconded to receive the June 2022 Accounts Payable Report.

CARRIED

24. Electronic Banking

Motion 2022 07 12

Moved/Seconded to authorize Trustee Pete Edgar to be the third electronic approval signatory for electronic banking.

CARRIED

25. Safety and Maintenance

A safety inspection will be conducted with the Maple Facilities Safety Officer.

The Trustees took a short break and Trustee Gregg left the meeting at 1235 pm in order to attend a previously scheduled appointment.

26. In Camera

Motion 2022 07 13

Moved/Seconded to move In Camera to discuss matters under s.90.1. (c) and (e) of the *Community Charter* at 1235 pm.

CARRIED

27. The Board arose from In Camera at 1245 pm.

28. Report Out - Over/Under Account

Motion 2022 07 14

Moved/Seconded that an Over/Under Account be created to accommodate minor bookkeeping errors and technical glitches with the Vadam AR program to a maximum of \$500 annually.

CARRIED

29. Date for Next Board Meeting

September 7 and 8, 2022 – Strategic Priority Sessions

September 8, 2022 – Staff BBQ

September (tba) 2022 – Committee of the Whole

September 19, 2022 – Regular Board Meeting

30. Adjournment

The Meeting adjourned at 110 pm

Chairperson

District Administrator