



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
915 am, September 19, 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

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**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. The Chairperson recognized the passing of Her Majesty Queen Elizabeth and the subsequent coronation of His Majesty King Charles.**

**4. Introduction of Late Items**

Correspondence from Ridgeway and Associates.

**5. Approval of Agenda**

Motion 2022 09 01

**Moved/Seconded** to adopt the agenda.

**CARRIED**

**6. Conflict of Interest Declarations**

No declarations declared.

**7. Adoption of Minutes**

Motion 2022 09 02

**Moved/Seconded** to adopt the August 15, 2022 Board Meeting Minutes.

**CARRIED**

Motion 2022 09 03

**Moved/Seconded** to adopt the September 7 and 8, 2022 Special Board Meeting Minutes.

**CARRIED**



**8. Correspondence – Receive**

Motion 2022 09 04

**Moved/Seconded** to receive the correspondence from Ridgeway and Associates, to the CVRD re the OCP, to/from the Cobble Hill Fire Base and to/from Coastal Water Suppliers Association reg mail.

**CARRIED**

**9. Committee of the Whole Minutes**

Motion 2022 09 05

**Moved/Seconded** to adopt the September 13, 2022 Committee of the Whole Minutes.

**CARRIED**

Motion 2022 09 06

**Moved/Seconded** to adopt the Terms of Reference for the Standing Committee of the Whole as amended.

**CARRIED**

Motion 2022 09 07

**Moved/Seconded** to receive the August 2022 Water Operator Production and Activity Reports.

**CARRIED**

Motion 2022 09 08

**Moved/Seconded** to charge CEC rates under Bylaw 226 for the development of three additional lots at 1500 Cowichan Bay Road.

**CARRIED**

**10. District Administrator Reports**

Motion 2022 09 09

**Moved/Seconded** to Introduce and give first reading to Bylaw 352, 2022 Capital Expenditure Charge Reserve Fund Disbursement Bylaw.

**CARRIED**

Motion 2022 09 10

**Moved/Seconded** to Introduce and give first reading to Bylaw 351, 2022 Unrestricted Reserve Disbursement Bylaw.

**CARRIED**

Motion 2022 09 11

**Moved/Seconded** to Introduce and give first reading to Bylaw 350, Fees and Charges Bylaw.

**CARRIED**

Motion 2022 09 12

**Moved/Seconded** to Reconsider and finally pass Bylaw 352, 2022 Capital Expenditure Charge Reserve Fund Disbursement Bylaw.

**CARRIED**

Motion 2022 09 13

**Moved/Seconded** to Reconsider and finally pass Bylaw 351, 2022 Unrestricted Reserve Disbursement Bylaw.

**CARRIED**



Motion 2022 09 14

**Moved/Seconded** to Reconsider and Finally Pass Bylaw 350, Fees and Charges Bylaw.

**CARRIED**

Motion 2022 09 15

**Moved/Seconded** to adopt the Billing Adjustment due to Water Leak Policy 19 09 2022 as amended.

**CARRIED**

Motion 2022 09 16

**Moved/Seconded** to Table the review of the SRW for 1800 Pritchard Road.

**CARRIED**

Motion 2022 09 17

**Moved/Seconded** to adopt Right of Access Delegation Policy 19 10 2022.

**CARRIED**

#### **11. Finance Officer Reports**

Motion 2022 09 18

**Moved/Seconded** to receive the August 2022 Accounts Payable List.

**CARRIED**

Motion 2022 09 19

**Moved/Seconded** to receive the August 31, 2022 Accounts Receivable Report.

**CARRIED**

#### **12. Safety and Maintenance**

The District Administrator updated the Trustees on the ongoing safety upgrades.

#### **13. Date for Next Board Meeting**

October 17, 2022 – Board Meeting

November 14, 2022 – Committee of the Whole Meeting

#### **14. Adjournment**

The Meeting adjourned at 1135 am.

Chairperson		District Administrator
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