



**Cowichan Bay Waterworks
REGULAR BOARD MEETING MINUTES
915 am, January 20, 2022.
Via Zoom due to Covid.**

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

Staff: Cheryl Wirsz, District Administrator

Guests: Sonia and Walter Van Hell
Jeff Drozdiuk, Ridgeway and Company

1. Call Meeting to Order

Chairperson Lew Penney called the meeting to Order at 923 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 01 01

Moved/Seconded – to approve the Agenda as circulated.

CARRIED

4. Approval of Late Agenda

Motion – 2022 01 02

Moved/Seconded – to approve the Late Agenda as circulated.

CARRIED

5. Conflict of Interest Declarations

The removal of the tree at the southeast corner of the property was discussed and the tree will be cut and removed by the tree removal consultant as an add on to the Landscaping Contract.

6. Adoption of Minutes

Motion - 2022 01 03

Moved/Seconded – that the Special Board Meeting Minutes of December 2, 2021 be adopted as circulated.

CARRIED

Motion - 2022 01 04

Moved/Seconded – that the Regular Board Meeting Minutes of the December 9, 2021 be adopted as circulated.

CARRIED

Motion - 2022 01 05

Moved/Seconded – that the Special Board Meeting Minutes of the December 14, 2021 be adopted as circulated.

CARRIED

7. Business Arising from Minutes / Unfinished Business

Water Operator Insurance
Booster Pump Maintenance.

8. Petitions and Delegations

Walter and Sonia Van Hell attended to request a waiver of fees for their development proposal. The District Administrator was requested to research the matter further and report back to the Board and the Van Hell's.

9. IN CAMERA

Motion - 2022 01 06

Moved/Seconded to go In Camera to discuss matters under s. 90(1)(c) and [g] of the Community Charter at 10 am.

CARRIED

The Board rose from In Camera at 1129 am.

Motion – 2022 01 07

Moved/Seconded to adopt Policy 21 01 2022 – Cowichan Bay Waterworks District Complaint Policy as circulated.

CARRIED

10. Correspondence Received

Motion – 2022 01 08

Moved/Seconded to receive the correspondence to and from the District Administrator/Cam Williams, Cowichan Engineering Services, ratepayer email, BC Assessment Notices for Cowichan Bay Waterworks District holdings and email correspondence from the Ministry of Municipal Affairs.

CARRIED

11. Correspondence Action

Motion - 2022 01 09

Moved/Seconded to Authorize the District and Administrator to execute the Statutory Right of Way for the Tommy Road Development through the northwest corner of the Valleyview Mall site.

CARRIED

12. District Administrator Report

Motion - 2022 01 10

Moved/Seconded to adopt the Oath, Standards of Conduct and Values Policy as circulated.

CARRIED

Motion – 2022 01 11

Moved/Seconded to authorize the Chairperson and District Administrator to execute the 2022 Landscaping and Fire Hydrant Contract.

CARRIED

13. Finance Officer Report

The Board received the preliminary Balance Sheet, Statement of Revenue and 2021 Water Tolls and Parcel Tax reports.

The Board approved the format of the Quarterly Trustee Remuneration Report.

The Board approved the proposed bi-monthly payroll schedule proposal.

14. Water Operator Report

The Board reviewed the November and December Water Operator Reports.

15. New Connections / Ongoing Development Proposals

The District Administrator updated the Board on the proposals at 1530 Cowichan Bay Road, Vee Road and 1800 Pritchard Road.

16. Capital Project Planning

The District Administrator updated the Board on the SCADA system management operating agreement.

The Board reviewed the draft comments on the draft Master Plan made a further suggestion that the draft Master Plan have an Introduction in order to give the plan context and to demonstrate the improvements made and expansion of the system over the decades.

17. Safety and Maintenance

Motion: 2022 01 12

Moved/Seconded to receive the Safety Minutes of January 5, 2022 and the January 9, 2022 Covid Update Plan.

CARRIED

18. Date for Next Board Meeting

February 17, 2022

19. Adjournment

The Meeting adjourned at 1158 am.

CARRIED

Chairperson		District Administrator
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