



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
915 am, October 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

Guests: Ron Sharpe, Cowichan Bay Investments
Denise Kors, Kors Development Services

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 09 01

Moved/Seconded to approve the agenda as circulated.

CARRIED

4. Introduction of Late Items

Motion 2022 09 02

Moved/Seconded to approve the addition of the September 2022 Monthly Water Operations Report to the agenda.

CARRIED

5. Conflict of Interest Declarations

No declarations occurred.

6. Adoption of Minutes

Motion 2022 09 03

Moved/Seconded to adopt the Minutes of the September 19, 2022 Regular Board Meeting.

CARRIED

7. Petitions and Delegations

Ron Sharpe of Cowichan Bay Investments and Denise Kors of Kors Development Services appeared as a delegation regarding a Statutory Right of Way for the development at 1800 Pritchard Road.

Cowichan Bay Investments offered to repair the damaged standpipe at the bottom end of Caspian Road as part of the on site and off site development work to be done by their contractor.

The District Administrator was directed to work with the CVRD and Fire Chief on future development applications to ensure waterworks servicing is considered much earlier in the development process.

The District Administrator was directed to create a delegation attendance policy in order to make the most of the presentation and Question and Answer period in the time provided.

8. Correspondence – Receive

Motion 2022 09 04

Moved/Seconded to receive the correspondence to Killens Landscaping and 1760B Pavenham and the correspondence from 4677 Davenport and Coastal Water Suppliers Association.

CARRIED

9. District Administrator Reports

The Board discussed the draft Source Water Protection Plan and will invite the author to discuss further at the November 14, 2022 Committee of the Whole Meeting.

The District Administrator presented a report regarding a request to discuss the fee estimate for the development at 1531 Cowichan Bay Road.

Motion 2022 09 05

Moved/Seconded to require payment for the proposed development at 1531 Cowichan Bay Road as per Bylaws 249, 283, 288, 323 and 341.

CARRIED

The District Administrator presented a report regarding the draft Statutory Right of Way for the provision of water on private property for the proposed townhouses at 1800 Pritchard Road.

Motion 2022 09 06

Moved/Seconded to authorize the District Administrator and Chairperson to execute the Statutory Right of Way [as amended to read 4 m of either side of the centre of the alignment of the Works] between Cowichan Bay Waterworks District and Cowichan Bay Investments for the proposed twenty lot strata development at 1800 Pritchard Road.

CARRIED

10. Water Operations Reports

The Trustees discussed the operational reports and commented that the progress being made is encouraging. It was requested that the Water Operator provide some brief context for the numbers such as comparing it to last year or to the standard or acceptable range if possible, recognizing data from previous years may be limited.

Motion 2022 09 07

Moved/Seconded to receive the September Chlorination System Data Report, Raw Water Monitoring Report, Ordano Flow and Monitoring Report and the Monthly Operations Report.

CARRIED

11. Safety and Maintenance

The District Administrator and Water Operator are continuing to work on the outstanding safety items, with most being addressed or well underway.

12. Date for Next Board Meeting

Committee of the Whole, November 14, 2022

Board Meeting, November 21, 2022

13. Adjournment

The Meeting adjourned at 1130 am.

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