



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
915 am, November 21, 2022.
1760 Pavenham Road, Cowichan Bay BC**

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

Absent: Wendy Gregg, Trustee

Staff: Cheryl Wirsz, District Administrator
Pam Bendes, Finance Officer

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 11 01

Moved/Seconded to approve the agenda as circulated.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Adoption of Minutes

Motion 2022 11 02

Moved/Seconded to approve the Minutes of the October 19, 2022 Board Meeting.

CARRIED

6. Committee of the Whole

Motion 2022 11 03

Moved/Seconded to approve the minutes of the November 13, 2022 Committee of the Whole Meeting as amended [confining layer of clay].

CARRIED

Motion 2022 11 03

Moved/Seconded to authorize destruction of financial records as outlined in the 2022 Record Destruction Table prepared by the District Administrator.

CARRIED

7. Petitions

Motion 2022 11 04

Moved/Seconded that the leak adjustment policy apply to the leak adjustment request from 1607 Simon Place and that the Owner be offered the option of a payment plan.

CARRIED

Motion 2022 11 05

Moved/Seconded that the leak adjustment policy apply to the leak adjustment request from 1739 Wilmot Rd and that the Owner be offered the option of a payment plan.

CARRIED

8. Correspondence – Receive

Motion 2022 11 06

Moved/Seconded that the correspondence to and from the following be received:

- Hilary Abbot, Area Director
- Associated Engineering [latecomer map, standpipe, Ordano, Source Water Plan]
- CWSA Newsletter
- Cowichan Engineering [Ordano Booster]
- Cowichan Bay Investments [materials]
- LTSA – fee exemption
- Emails and letters regarding proposed cell tower [Rogers and adjacent neighbours]

CARRIED

9. District Administrator Reports

Delegation Process Policy

Motion 2022 11 07

Moved/Seconded to adopt the Delegation Process Policy # 2022 Nov 21.

CARRIED

Draft Budget, Assessment Bylaw, Tax Bylaw, Water Toll Bylaw

The District Administrator presented the next drafts of the Budget and associated bylaws for discussion. Drafts will be updated for the December 5, 2022 Committee of the Whole Meeting.

2023 Board Meeting Schedule

Motion 2022 11 08

Moved/Seconded to adopt the 2023 Board Meeting Schedule.

CARRIED

New Well Options

The District Administrator presented a report outlining various well site locations for a new well.

Motion 2022 11 09

Moved/Seconded that the District Administrator be directed to consult with Cowichan Tribes and further investigate the licensing process with the province.

CARRIED

10. Finance Officer Reports

Accounts Receivable

Motion 2022 11 10

Moved/Seconded to receive the September and November 2022 Accounts Receivable reports.

CARRIED

Accounts Payable

Motion 2022 11 11

Moved/Seconded to receive the September and October 2022 Accounts Payable reports.

CARRIED

Motion 2022 11 12

Moved/Seconded to receive the October 31, 2022 Balance Sheet.

CARRIED

11. Water Operations Reports

No reports submitted.

12. In Camera

Motion 2022 11 10

Moved/Seconded to move In Camera at 1115 am as per s. 90.1.c,e, and 90.2,c.

CARRIED

13. The Board arose from In-Camera at 1143 am.

14. Date for Next Board Meeting

Committee of the Whole, Dec 5, 2022

Board, Dec 19, 2022

15. Adjournment

The Meeting adjourned at 1145 am.

Chairperson

District Administrator