



**Cowichan Bay Waterworks
SPECIAL BOARD MEETING MINUTES
922 am, November 30 and 9 am, December 1, 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
Pam Bendes, Finance Officer
Leslie Watt, Finance Office

Guests: Reuben Schlotens, Maple Facilities
(Dec 1) Robert Crane, Maple Facilities

1. Call Meeting to Order

Chairperson Lew Penney called the meeting to Order at 922 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 12 01

Moved/Seconded to approve the agenda as circulated.

CARRIED

4. Addition of Late Items

Motion 2022 12 02

Moved/Seconded to add the Snow Removal Contract Report from the District Administrator to the agenda and approve the agenda as updated.

CARRIED

5. Conflict of Interest Declarations

No declarations occurred.

6. District Administrator Reports

Motion 2022 12 03

Moved/Seconded that the Chairperson and District Administrator be authorized to enter into a contract for snow removal purposes with Hillside Stone and Garden for Winter 2022/2023.

CARRIED

7. Water Operations

The Trustees reviewed the draft Excel spreadsheet of conditions tasks provided by Maple.

8. In Camera

Motion 2022 12 04

Moved/Seconded to move In Camera at 940 am in order to discuss matters under s.90.1.a, d, and i of the *Community Charter*.

CARRIED

9. Arise From In Camera

The Board arose from In Camera at 11 am without report.

10. Source Water Protection Plan Update

Trustee Slade and the District Administrator attended the first Technical Advisory Committee in the development of the Source Water Protection Plan. The catchment area at Valleyview has been redrawn, factoring in slope. The meeting was positive in its collaborative efforts to resolve some of the risk around Wells 1 and 2 at Valleyview. The consultants will forward the second draft in due course.

11. Temporary Adjournment

Motion 2022 12 05

Moved/Seconded to temporarily adjourn the meeting at 1145 am and reconvene, via Teams, at 9 am on December 1, 2022.

CARRIED

12. Reconvene

Motion 2022 12 06

Moved/Seconded to reconvene the Special Board Meeting at 907 am, via Teams, on Dec 1, 2022.

CARRIED

13. Water Operations Reports

Not received

14. In Camera

Motion 2022 12 07

Moved/Seconded to move In Camera at 910 am in order to discuss matters under s.90.1.a, d, and i of the *Community Charter*.

CARRIED

15. Arise From In Camera

The Board arose from In Camera at 1005 am without report.

16. Date for Next Board Meeting

Dec 5, 2022 – Committee of the Whole

Dec 19, 2022 – December Board Meeting

17. Adjournment

The Meeting adjourned at 1010 am.

Chairperson

District Administrator