



**Cowichan Bay Waterworks
REGULAR BOARD MEETING MINUTES
900 am, February 17, 2022.
Via Zoom [Covid Pandemic Restrictions].**

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

Staff: Cheryl Wirsz, District Administrator

1. Call Meeting to Order

Chairperson Lew Penney called the meeting to Order at 9 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 02 01

Moved/Seconded – to adopt the Agenda as presented.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Adoption of Minutes

Motion: 2022 02 02

Moved/Seconded – to adopt the In Camera Minutes of November 18, 2021, In Camera Minutes, December 2, 2021, In Camera Minutes, December 9, 2021, In Camera Minutes, January 20, 2022, Regular Board Minutes, January 20, 2022, In Camera Minutes, January 31, 2022, Special Board Meeting Minutes, January 31, 2022, In Camera Minutes, February 8, 2022, Special Board Meeting Minutes, and the February 8, 2022 In Camera Minutes.

CARRIED

6. Business Arising from the Minutes / Unfinished Business

The District Administrator updated the Board on the outstanding Water Operator Insurance and Engineer comments regarding 1500 Telegraph Road. The District Administrator will prepare a letter to the Owners of 1500 Telegraph Road for consideration at the next Board Meeting.

7. District Administrator Report

Motion: 2022 02 03

Moved/Seconded - That the electronic vote authorizing the District Administrator and Chairperson to execute the contract between Cowichan Bay Waterworks and Western Tank and Lining Ltd for the Telegraph Reservoir repairs be approved.

CARRIED

An audit update was provided and the Board will review the draft audit at the Regular Board meeting in March.

The Annual General Meeting is proposed to be held in the third week of May, pending a suitable and accessible location being found.

8. Finance Officer Report

Motion: 2022 02 04

Moved/Seconded - to receive the November 2021, December 2021 and January 2022 Accounts Paid reports.

CARRIED

The Trustees noted how pleased they were with the new and improved format of the Accounts Paid reports.

9. Water Operator Report

None received.

10. Correspondence Received

Motion: 2022 02 05

Moved/Seconded - to receive the correspondence from BC Hydro, Chamber of Commerce Business Insurance Plan, Office of the Information and Privacy Commissioner, a Ratepayer, and Island Flow Control Water Systems.

CARRIED

11. New Connections / Ongoing Development Proposals

The District Administrator updated the Trustees on the Booster Pump construction and status of the Latecomer Agreement.

The SRW for the Tommy Road expansion has been registered.

12. Capital Project Planning

The District Administrator updated the Trustees on the progress of the various ongoing capital projects including the watermain upgrade through the Village, Telegraph Reservoir, Heat Pump, metric meter replacement program, planning for a new well, assessment of Pavenham and Kidd well treatment systems, and the Source Water Protection Plan.

13. Safety and Maintenance

The District Administrator will update the Safety Plan based upon the February 15, 2022 announcement from the Provincial Public Health Officer.

14. IN CAMERA

Motion: 2022 02 06

Moved/Seconded – to move the meeting In Camera to discuss labour relations issues as per s90[1][c] and [g] of the Community Charter at 956 am.

CARRIED

Motion: 2022 02 07

Moved/Seconded – to arise from In Camera at 1027 am.

CARRIED

15. Date for Next Board Meeting

March 17, 2021 at 915 am [location TBA].

16. Adjournment

Motion: 2022 02 08

Moved/Seconded – to adjourn the meeting.

CARRIED

The Meeting adjourned at 1030 am.

Chairperson	District Administrator
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