



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
915 am, March 14, 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

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 03 01

Moved/Seconded to adopt the agenda as circulated.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Petitions and Delegations

Cory Vanderhorst, CPA, CA of MNP LLP, Chartered Professional Accountants, presented the draft 2022 Audit.

Motion 2022 03 02

Moved/Seconded to accept the draft audit.

CARRIED

6. Business Arising from the Minutes / Unfinished Business

The District Administrator will update the Information and Privacy Commissioner on recent occurrences.

7. Finance Officer Reports

Motion 2022 03 03

Moved/Seconded to approve the format of the Accounts Payable Report and the receive the February 2022 Report.

CARRIED

Motion 2022 03 04

Moved/Seconded to receive the Accounts Receivable Report.

CARRIED

8. Minutes

Motion 2022 03 05

Moved/Seconded to approve the minutes of the February 17, 2022 Regular Board Meeting as circulated.

CARRIED

Motion 2022 03 06

Moved/Seconded to approve the minutes of the February 26, 2022 Special Board Meeting as circulated.

CARRIED

9. Correspondence

Motion 2022 03 07

Moved/Seconded to receive the correspondence to and from:

Thank You Card – Heather Plumb
CVRD Draft Water Restrictions – 2022
CVRD Public Washroom in the Bay
CVRD Building permits – 1800 Pritchard
Potential SRW for water meters – 1800 Pritchard
Island Flow Control Water Solutions
Cowichan Engineering Services – Booster update

CARRIED

Although water conservation education is the preferred method, the District Administrator was directed to research bylaw enforcement options for those violating sprinkling restrictions.

10. District Administrator Reports

11. 2022 Board Meeting Schedule

Motion 2022 03 08

Moved/Seconded to adopt the revised 2022 Regular Board Meeting Schedule.

CARRIED

12. BC Water & Waste Association Annual Conference

Motion 2022 03 09

Moved/Seconded to authorize the District Administrator to attend the 2022 BC Waste and Water Association Conference, including registration fees, parking fees, and mileage, with a fuel surcharge, to be held in Victoria on May 15-17.

CARRIED

13. Electronic Vote – March meeting schedule

Motion 2022 03 10

Moved/Seconded to approve the electronic vote to hold the March Board meeting on Monday, March 14, 2022 at 1760 Pavenham Road in Cowichan Bay.

CARRIED

14. Draft Letter to Van Hells

The draft letter to the Van Hells was reviewed.

15. Draft Bylaw – Latecomer Agreement

The draft Latecomer Agreement bylaw was received for information.

16. Draft Bylaw – Works Agreement

The draft Works Agreement bylaw was received for information.

17. Vee Road connections

The Board discussed the outstanding issue of unused water lines on a portion of Vee Road and agreed that water safety is paramount and maintained the Waterworks District position that the lines must be capped.

18. Water Operations Report

Motion 2022 03 11

Moved/Seconded to receive the January and February 2022 Water Operator Reports.

CARRIED

19. New Connections / Ongoing Developments

The District Administrator updated the Board on ongoing development projects. A tour of the new Ordano Booster Pump Station will be arranged prior to takeover.

20. Capital Project Planning

The District Administrator updated the Board on the progress of the various 2022 capital projects.

21. Safety and Maintenance

The District Administrator will update the Covid Safety Plan based upon the most recent public health orders.

22. In Camera

Motion 2022 03 12

Moved/Seconded to move In Camera to discuss matters under s.90[1][c] of the *Local Government Act* at 1020 am.

CARRIED

Motion 2022 03 13

Moved/Seconded to arise from In Camera at 1205 pm.

CARRIED

23. Date for Next Board Meeting

Monday, April 25, 2022 at 915 am at 1760 Pavenham Road [Covid dependent].

24. Adjournment

The Meeting adjourned at 1210 pm.

Chairperson	District Administrator
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