



**COWICHAN BAY WATERWORKS DISTRICT**  
**Regular Board Meeting Minutes**  
**April 25, 2019 - 9:15AM**  
**District Office**

PRESENT: Lewis Penney, Chair  
Calvin Slade, Trustee  
Judi Baker, Trustee  
Wendy Gregg, Trustee  
Peter Edgar, Trustee  
Caroline Stillinger, District Administrator

Chair, Lewis Penney called the meeting to order at 9:23am.

**1. ADOPTION OF MINUTES**

The Minutes of the Special Meeting held April 3, 2019 were distributed.

**MOTION:** 2019-04-02

MOVED/SECONDED To adopt the Special Meeting Apr 3/19 minutes as circulated.

CARRIED

The Minutes of the Regular Meeting held March 21, 2019 were distributed.

**MOTION:** 2019-04-03

MOVED/SECONDED To adopt the March 21/19 minutes as circulated.

CARRIED

**2. CONFLICT OF INTEREST**

N/A

**3. INTRODUCTION OF LATE ITEMS**

Gas Tax (Administration)

**4. BUSINESS ARISING FROM THE MINUTES**

N/A

**5. OPERATIONS REPORT**

Island Flow Control Water Solutions Ltd., Joe Woolls March 2019  
(awaiting report)

**6. ACCOUNTS FOR APPROVAL**

The accounts payable for March 2019 was distributed.

**MOTION:** 2019-04-04

MOVED/SECONDED To approve the March 2019 accounts payable in the amounts of  
\$17,544.35 as distributed.

CARRIED

**7. ADMINISTRATION**

- **Capital Expenditure Charges** - Transfer \$196,000.00 from operating account to term #2 Capital Expenditure Charge Funds account

**MOTION:** 2019-04-05

MOVED/SECONDED To approve the transfer of \$196,000.00 from operating account to term #2 Capital Expenditure Charge Funds Account.

CARRIED

- **Groundwater Application Status**

Ministry of Forests, Lands and Natural Resource Operations/West Coast Region Water Authorizations. Correspondence: CBWD is permitted to continue use; the application will be reviewed and brought into the license program (approximately 1 to 2 years). The application is paid.

- **BC Waste & Water Association Annual Conference May 26-28, 2019**

**MOTION:** 2019-04-06

MOVED/SECONDED To approve the District Administrator to attend the BC Waste & Water Annual Conference May 26-28, 2019 with accommodations. CARRIED

- **Cowichan Bay Estates Phase 3 Development of 49 lots (onsite)**

Request to install additional water services to CBE Phase 3 (8 Lots will be replacing a 30 unit multi-family complex). The District Administrator reviewing approvals and zoning.

The District Administrator reviewed recommendations from CBWD engineer, water operator and the Cowichan Valley Regional District; waiting for a response from the Ministry of Transportation.

The Trustees discussed the recommendations and the importance of CBWD providing good water quality for the residents. The Trustees requested to locate and fix any past and existing abandoned services and hydrants and request legal advice.

**MOTION:** 2019-04-07

MOVED/SECONDED To approve to forward all recommendations the District Administrator collected to legal counsel, this will include a pending response from the Ministry of Transportation and conditions to fix any past abandoned water services and fire hydrants during Cowichan Bay Estates developments be corrected and closed at the main line. The Board of Trustees noted the developer would be responsible for all costs and changes that would need to be made if the new eight water services are recommended to be installed by legal counsel and information collected. CARRIED

Cowichan Bay Estates Phase 2 Offsite (Pump Station) – Legal Draft MOU March 20/19  
Signing of MOU Phase 3 Onsite & Offsite Meeting with Mr. Schmidt in process.

- **Rondeault Rd (1590 Cowichan Bay Rd) Proposed Subdivision of 22 Lots** – re: (CBWD-specs require a six meter right of way on one lot. Request: to straddle the 6.0m wide ROW between lot 11 - 2.0m & lot 12 – 4.0m. Legal Counsel, recommendation & Security of CBWD assets. Final design approval in process. Office staff to keep appropriate documentation outlining the statutory right of way.

**MOTION:** 2019-04-08

MOVED/SECONDED To approve the Rondeault Road (1590 Cowichan Bay Road) Subdivision Development (22Lots) a Statutory Right of Way that will straddle the boundary between Lot 11 and Lot 12 with two meters of the right of way being on Lot 11 and four meters being on Lot 12 with appropriate signage stating a right of way. CARRIED

- **1821 Wilmot Road Proposed Building Strata Plan (15 units)**

Feasibility Study in process.

- **Gas Tax**

District Administrator to report gas tax money awarded to other districts.

**8. SAFETY AND MAINTENANCE**

- Island Fire Protection Ltd. - fire extinguisher inspection – in progress
- Emergency Eye Wash Stations – all sites surveyed – eyewash canisters expiration 09/18/19
- First Aid kit – locations, refills & supplies to be looked at
- Valley View – graffiti removal
- CBWD office – pressure wash reservoir, office awning & sign

**9. IN CAMERA MEETING**

District Administrator Review

The in camera meeting arose with no report.

**10. CORRESPONDENCE**

- 1765 Cowichan Bay Rd Water Quality  
Island Health Report: chlorine residuals and bacteriological results were good

**11. DATE FOR NEXT MEETING**

Next regular meeting, May 23, 2019 at 9:15am.

**12. ADJOURNMENT**

The meeting adjourned at 11:31am.

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Chairperson

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District Administrator