



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
430 pm, June 19, 2023.  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Judi Baker, Trustee  
Jula Balanabowicz, Trustee [joined the meeting at 6 pm]  
Pete Edgar, Trustee  
Wendy Gregg, Trustee

**Staff:** Cheryl Wirsz, District Administrator

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**1. Call Meeting to Order**

Chairperson Calvin Slade called the meeting to Order at 430 pm.

**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**

**Moved/Seconded** to adopt the agenda as circulated.

**CARRIED**

**4. Conflict of Interest Declarations**

No declarations occurred.

**5. Adoption of Minutes**

**Moved/Seconded** to adopt the Minutes of the May 29, 2023 Board Meeting.

**CARRIED**

**Moved/Seconded** to adopt the Electronic Vote Minutes of June 9, 2023.

**CARRIED**

**6. Business Arising From Minutes / Unfinished Business**

The District Administrator updated the Trustees on the Annual Maintenance at Telegraph Reservoir. Plans for the next video inspection of the three reservoirs and the cathodic protection upgrade at Telegraph were discussed.

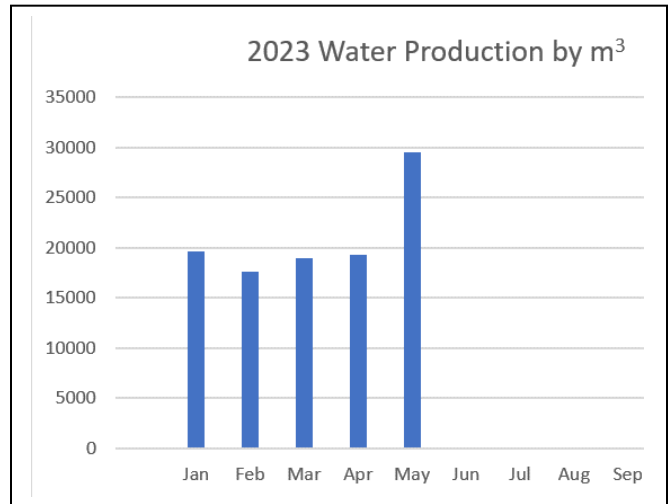
The Trustees discussed reservoir capacity in the event of a well malfunction. The District has approximately 2800 m<sup>3</sup> storage between the three reservoirs. Daily usage ranges from 600 m<sup>3</sup> in the winter to 1500 m<sup>3</sup> in the summer, or 1.5 to 3 days of storage. The Master Plan did not identify storage as a challenge. All agreed that this shall be monitored further.

**7. Water Operations Reports**

The well pump speed at Valleyview has been increased from 12 l per second to 18 l per second to accommodate increased use. The District has adequate water for its users however this water supply must be managed carefully as it is limited resource. Water use for May was 29 541 m<sup>3</sup>.

**Moved/Seconded** to receive the May 2023 Water Operations Report.

**CARRIED**



**8. Correspondence – Receive**

**Moved/Seconded** to receive the following correspondence:

- a. Fire Hydrant, Wessex Rd
- b. New fence blocking meter, Pritchard Rd
- c. Water being used for Agricultural purposes
- d. Cowichan Bay Improvement District – 1760 Pavenham lease
- e. Trustee eligibility – Letters Patent
- f. Island Health – updated Emergency Response Plan
- g. Strata Plan 1145 – confirmation of strata lots
- h. MSR Solutions - Valleyview Sewage Permit application
- i. Kate Roome, Notary – George Road transfer transaction completed

**CARRIED**

**9. District Administrator Reports**

**Moved/Seconded** to authorize the Chairperson and District Administrator to execute the Memorandum of Agreement and the Statutory Right of Way for the 20 townhouse development by Cowichan Bay Investments at 1800 Pritchard Road [Caspian Rd].

**CARRIED**

**Moved/Seconded** to Introduce and Give First Reading to Cowichan Bay Investments [Pritchard/Caspian Townhouses] Agreement Bylaw No. 366.

**CARRIED**

**Moved/Seconded** to Reconsider and Finally Adopt Cowichan Bay Investments [Pritchard/Caspian Townhouses] Agreement Bylaw No. 366.

**CARRIED**

**Moved/Seconded** to authorize the Scada server upgrade of \$6000 by 3Tec / White Pacific, the Valleyview Pump purchase of \$15 000 and the Cowichan Bay Road watermain upgrade between Glen and Longwood of \$150 000 by Superior Excavating/McEllhanney from the Unrestricted Reserve Account.

**CARRIED**

**Moved/Seconded** to Introduce and Give First Reading to 2023 Unrestricted Reserve Disbursement Bylaw No. 367.

**CARRIED**

**Moved/Seconded** to Reconsider and Finally Pass 2023 Unrestricted Reserve Disbursement Bylaw No. 367.

**CARRIED**

The District Administrator was requested to consult with MoT regarding Wilmot Road upgrade plans in order to collaborate on the proposed watermain upgrade.

The District Administrator presented an Outdoor Water Use Restriction update. The District will order water conservation celebration signage to encourage water conservation.

The District Administrator presented a report on the ongoing warranty issues at Ordano Station. **Moved/Seconded** to receive the letter from Ridgeway and Company to Cowichan Bay Estates regarding the construction deficiencies at Ordano Station.

**CARRIED**

The District Administrator presented a report on discussions with Fire Underwriters about insurance rates. The District was assured that the grade for Cowichan Bay Waterworks is positive and that there would not be an impact to insurance ratings for lands within the Cowichan Bay Waterworks District boundary.

The grade for lands outside of the CBWD boundary is being reviewed by Fire Underwriters and is an entirely independent process. Non potable water for fire fighting purposes beyond the CBWD boundary is available at Kidd Well. The potable water in the fire hydrant at Bench Road is unsuitable for this purpose.

**Moved/Seconded** to table the issue of the provision of water for fire fighting purposes to lands beyond the CBWD boundary until further discussions regarding cost recovery occur with the Trustees of the Cowichan Bay Fire Improvement District occur.

**CARRIED**

The District Administrator presented the proposed 2023/24 Insurance Package from Acera Insurance Services [Intact Insurance]. The Trustees requested further information on earthquake coverage, cyber security coverage, pollution/environmental coverage and flood insurance.

## **10. Finance Officer Reports**

**Moved/Seconded** to receive the following financial reports for May 2023:

- a. Accounts Payable – Cheque Record
- b. Accounts Receivable – Taxes and Tolls
- c. Balance Sheet
- d. Statement of Revenue and Expenditures [income Statement]
- e. Bank Reconciliation - Operating bank account and High interest savings bank account
- f. Investments summary

**CARRIED**

## 11. New Connections / Ongoing Developments

The District Administrator updated the Trustees on the ongoing development process at 1500 Cowichan Bay Road, 1531 Cowichan Bay Road and 1780 Vee Road

**Moved/Seconded** to arrange with AE to end services as of December 31, 2023, except for CBE, and to pass along the engineering model and Service Map in GIS format to Cowichan Bay Waterworks District as soon as possible. And to transfer all engineering review work, except for CBE, to McElhanney and immediately arrange for a Model update and Service Map update.

**CARRIED**

## 12. Capital Project Planning

The District Administrator provided an update on the 2023 Capital Plan:

- i. George Station – disposition occurred June 14, 2023
- ii. Valleyview Station – new back up pump on order
- iii. Pavenham Well and Treatment – design in progress
- iv. Scada upgrades – server upgrade equipment on order
- v. Wessex Rd – design phase
- vi. Bicks Rd – design phase
- vii. Cowichan Bay Rd – Longwood to Glen – construction to begin
- viii. Wilmot Road – Pritchard to Cowichan Bay Rd – design phase
- ix. New Well – consultation initiated with Cowichan Tribes
- x. JUB – Cow Bay Rd – collaborating with JUB

## 13. New Business

The Trustees discussed the Valleyview Centre Sewer Permit application. The District Administrator was directed to add the topic to the next Newsletter in order to inform residents of the application.

**Moved/Seconded** to direct the District Administrator to arrange a meeting with the Ownership Group at Valleyview Centre for an update on the sewer permit application and site development plans and other mutual issues.

**CARRIED**

**Moved/Seconded** to direct the District Administrator to send the sewer permit application by Valleyview Centre to the District hydrogeologist, Chad Petersmeyer at Western Water Associates for review and comment in light of the findings of the Source Water Protection Plan prepared by Western Water earlier in 2023.

**CARRIED**

## 14. Date for Next Board Meeting

July 17, 2023 and August 28, 2023

## 15. Adjournment

The Meeting adjourned at 7:43 pm.

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Chairperson

District Administrator