

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
November 22, 2018
District Office – 9:15 a.m.**

PRESENT: Lew Penney, Trustee
 Calvin Slade, Trustee
 Judi Baker, Trustee
 Wendy Gregg, Trustee
 Peter Edgar, Trustee
 Caroline Stillinger, District Administrator
 Debra Soke, Assistant Administrator

DELEGATE: Island Flow Control Water Solutions Ltd.,
 Joe Woolls

Chair, Lewis Penney, called the meeting to order at 9:16 am.

1. OPERATIONS

Delegate: IFC Water Solutions Ltd., Joe Woolls.

Joe Woolls provided a written report prior to the meeting. The report was distributed to the Board.

Joe Woolls presented the board in detail, two types of CL2 pumps.

2. ADOPTION OF MINUTES

The Minutes of the Regular Meeting held Oct18/18 were distributed.

MOTION: 2018-11-01

MOVED/SECONDED To adopt the Oct 18/18 minutes as circulated. CARRIED

ADOPTION OF CLOSED MINUTES

The Minutes of the Closed Meeting held Oct12/18 were distributed.

MOTION: 2018-11-02

MOVED/SECONDED To adopt the Oct 12/18 closed minutes as circulated. CARRIED

3. CONFLICT OF INTEREST

N/A

4. INTRODUCTION OF LATE ITEMS

N/A

5. BUSINESS ARISING FROM THE MINUTES

N/A

6. ACCOUNTS FOR APPROVAL

The accounts payable for October 2018 was distributed.

MOTION: 2018-11-03

MOVED/SECONDED To approve the October 2018 accounts payable in the amount of \$49,840.78 as distributed. CARRIED

7. ADMINISTRATION

a. Signing Authority

MOTION: 2018-11-04

MOVED/SECONDED To approve Caroline Stillinger, District Administrator signing authority for Cowichan Bay Waterworks District. CARRIED

MOTION: 2018-11-05

MOVED/SECONDED To remove D. Monteith from signing authority for Cowichan Bay Waterworks District. CARRIED

b. Proposed Budget 2019

Prior to the meeting District Administrator, C. Stillinger, distributed the proposed budget for 2019 with the changes requested at the last meeting. It was discussed and further changes were made.

In Camera Meeting

The meeting went in camera at 10:25 am to discuss a matter under Section 90 1 (c) of the Community Charter. The meeting adjourned at 10:36 am.

MOTION: 2018-11-08

MOVED/SECONDED To increase each and every parcel tax by five percent (5%). CARRIED

MOTION: 2018-11-09

MOVED/SECONDED to increase every water toll usage by five percent (5%). CARRIED

Request for Decision: Water Tolls Bylaw No. 306-2019 Section 14.
Water Shut Off and Water Turn On Charge increase.

MOTION: 2018-11-10

MOVED/SECONDED to approve to increase the Additional Charges, Section 14. Of the Water Tolls Bylaw No 306-2019, to forty five dollars (\$45.00) for a water supply to be turned off or on. CARRIED

MOTION: 2018-11-11

MOVED/SECONDED To approve the 2019 Budget as revised. CARRIED

c. Tax Bylaw

Taxation Bylaw No. 305-2019

Taxation Bylaw No 305-2019, a bylaw for imposing taxes upon lands in the improvement district and to provide for imposing a percentage addition to encourage prompt payment thereof, was distributed and given first reading. Parcel taxes will increase five percent (5%) in 2019.

MOTION: 2018-11-12

MOVED/SECONDED to approve Taxation Bylaw No. 305-2019, a bylaw for imposing taxes upon lands in the improvement district and to provide for imposing a percentage addition to encourage prompt payment thereof, as distributed. CARRIED

d. **Water Tolls Bylaw**

Water Tolls Bylaw No. 306-2019

Water Tolls Bylaw No 306-2019, a bylaw with respect to water tolls and other charges payable to the district and the terms of payment thereof, was distributed and given first reading.

MOTION: 2018-11-13

MOVED/SECONDED to approve Water Tolls Bylaw No. 306-2019, a bylaw with respect to water tolls and other charges payable to the district and the terms of payment thereof, as distributed. Water Toll usage will increase five percent (5%). CARRIED

e. **Cowichan Tribes Water Tolls**

Cowichan Tribes Water Tolls Bylaw No. 307-2019

Cowichan Tribes Water Tolls Bylaw No. 307-2019, a bylaw for fixing tolls and other charges payable to the Improvement District by the Cowichan Tribes and the terms of payment thereof, was distributed and given first reading.

MOTION: 2018-11-14

MOVED/SECONDED to approve Cowichan Tribes Water Tolls Bylaw No. 307-2019, a bylaw for fixing tolls and other charges payable to the Improvement District by the Cowichan Tribes and the terms of payment thereof, as distributed. Water Toll usage will increase five percent (5%). CARRIED

8. **SAFETY AND MAINTENANCE**

The safety and maintenance committee meeting will be held quarterly and will include; staff, assistant operator and IFC Water Solutions Ltd., Joe Woolls.

a. Associated Engineering (B.C.) Ltd. review the asset management schedule.

MOTION: 2018-11-15

MOVED/SECONDED To approve Associated Engineering Ltd., James Rees, P. Eng., Civil Engineer review the asset management schedule for Cowichan Bay Waterworks District with the District Administrator. CARRIED

9. **CORRESPONDENCE**

Associated Engineering (B.C.) Ltd.: announcement of James Rees registered Professional Engineer, (P.Eng.)

10. **NEW/OTHER BUSINESS**

N/A

11. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, December 20, 2018 at 9:15 am.

12. ADJOURNMENT

The meeting adjourned at 11:25 am.

Chairperson

District Administrator