



**COWICHAN BAY WATERWORKS DISTRICT  
Regular Board Meeting Minutes  
Thursday, December 10, 2020 – 9:15 AM  
Zoom Meeting  
(Safe Distancing – COVID-19 Mtg)**

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

---

Chair, Lewis Penney called the meeting to order at 9:17 am.

**1. APPROVAL OF AGENDA**

**MOTION:** 2020-12-01

MOVED/SECONDED to approve the December 10, 2020 agenda as presented.

CARRIED

**2. CONFLICT OF INTEREST**

N/A

**3. INTRODUCTION OF LATE ITEMS**

- a. Trustee, W. Gregg: capital project improvement costs. (see 9. b.)
- b. Trustee, W. Gregg: BC Small Water Systems Community Network meeting. (see 9. c.)

**4. MINUTES**

- a. The Minutes of the Meeting Held September 17, 2020 were distributed.

**MOTION:** 2020-12-02

MOVED/SECONDED to adopt the Meeting Sept 17/20 Minutes as circulated.

CARRIED

- b. The Minutes of the Closed Meeting to discuss a matter Under Section 90 1 (g) of the Community Charter Held September 17, 2020 were distributed.

**MOTION:** 2020-12-03

MOVED/SECONDED to adopt the Closed Meeting Under Section 90 1 (g) of the Community Charter Sept 17/20 Minutes as circulated.

CARRIED

- c. Adoption of the Regular Board Meeting Minutes October 29, 2020 were distributed.

**MOTION:** 2020-12-04

MOVED/SECONDED to adopt the Meeting Oct 29/20 minutes as circulated.

CARRIED

- d. The Minutes of the Closed Meeting to discuss a matter Under Section 90 1 (g) of the Community Charter Held October 29, 2020 were distributed.

**MOTION:** 2020-12-05

MOVED/SECONDED to adopt the Closed Meeting Under Section 90 1 (g) of the Community Charter Oct 29/20 Minutes as circulated.

CARRIED

- e. The Minutes of the Closed Meeting to discuss a matter Under Section 90 1 of the Community Charter Held October 29, 2020 were distributed.

**MOTION:** 2020-12-06

MOVED/SECONDED to adopt the Closed Meeting Under Section 90 1 of the Community Charter Oct 29/20 Minutes as circulated.

CARRIED

- f. The Draft minutes of the 73<sup>rd</sup> Annual General Meeting Minutes Held on October 21, 2020 were distributed for information until approved at the next Annual General Meeting.
- g. The Minutes of the Special 2021 Draft Budget Meeting Minutes Held November 5, 2020 were distributed.

**MOTION:** 2020-12-07

MOVED/SECONDED to adopt the Special 2021 Draft Budget Meeting Nov 5/20 Minutes as circulated.

CARRIED

- h. The Minutes of the Meeting Held November 26, 2020 were distributed.

**MOTION:** 2020-12-08

MOVED/SECONDED to adopt the Meeting Nov 26/20 Minutes as circulated.

CARRIED

**5. BUSINESS ARISING FROM THE MINUTES**

N/A

**6. OPERATIONS REPORT**

- a. Island Flow Control Water Solutions Ltd., Monthly Service and Maintenance Report, October, and November 2020.
- b. IFC Water Solutions Ltd., tail gate meeting reports filed with work orders.

**MOTION:** 2020-12-09

MOVED/SECONDED to approve the October and November 2020 Operations Report as distributed.

CARRIED

**7. SAFETY AND MAINTENANCE**

Nothing new to report.

**8. ACCOUNTS FOR APPROVAL**

The accounts payable for November 2020 were distributed.

**MOTION:** 2020-12-10

MOVED/SECONDED To approve the November 2020 accounts payable in the amounts of \$22,470.13 as distributed.

CARRIED

9. **2021 FINAL BUDGET**

a. Approved Nov 26/20

**MOTION:** 2020-12-11

MOVED/SECONDED to approve the cost-of-living rate increases at 2% for all four employees for the 2021 year. CARRIED

b. Waterworth

Web-based platform to optimize water rates to save for infrastructure upgrades.

Trustee, W. Gregg discussed the following asset management plan:

Each quarter to plan for capital project improvement costs.

Waterworth tool to plan for future water tolls and parcel taxes rates.

CBWD Draft Water System Master Plan – 2016: cost est. from CBWD Eng. to update.

c. Trustee, W. Gregg attended the BC Water & Waste Association, Small Water Systems Community Network virtual meeting for Coastal water Suppliers Association in an effort to support small water systems within BC, to network, share information, and communication. The group is open to associations, organizations and individuals including owners, employees, or volunteers within a small water system.

10. **BYLAWS 2021**

a. Taxation Bylaw No. 324-2021

**Taxation Bylaw No. 324-2021**

Taxation Bylaw No 324-2021, 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. Each and every Parcel Tax will increase by five (5%) percent for the year 2021.

**MOTION:** 2020-12-12

MOVED/SECONDED to approve Taxation Bylaw No. 324-2021, 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

b. Water Tolls Bylaw No. 325-2021

**Water Tolls Bylaw No. 325-2021**

Water Tolls Bylaw No 316-2020, 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:** 2020-12-13

MOVED/SECONDED to approve Water Tolls Bylaw No. 325-2021, a bylaw with respect to water tolls and other charges payable to the district and the terms of payment thereof, as distributed. Each and every quarterly water toll base rate and usage will increase by five (5%) percent for the year 2021. CARRIED

- c. CBWD Cowichan Tribes Water Tolls Bylaw No. 326-2021

**Cowichan Tribes Water Tolls Bylaw No. 326-2021**

Cowichan Tribes Water Tolls Bylaw No. 326-2021, 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:** 2020-12-14

MOVED/SECONDED to approve Cowichan Tribes Water Tolls Bylaw No. 326-2021, 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. Each and every quarterly water toll base rate and usage will increase by five (5%) percent for the year 2021. CARRIED

**11. ADMINISTRATION**

2021 Island Flow Control Water Solutions Ltd. Agreement Bylaw No. 327-2021

**MOTION:** 2020-12-15

MOVED/SECONDED to approve the Island Flow Controls Water Solutions Ltd. Agreement (IFC) Bylaw No. 327-2021, a bylaw to authorize the execution of an agreement with Island Flow Control Water Solutions Ltd. as distributed. CARRIED

- a. Cowichan Bay Estates Phase 3 Development of 49 lots (onsite)
- b. Cowichan Bay Estates Phase 2 Offsite (Pump Station)  
CBWD engineer, Ordano Booster Pump Station Design Review August 10, 2020.  
CBWD waiting for CBE Ltd. to resubmit for approval.
- c. Tommy Rd – Admin report – Sept 22/20  
Administrator report: waiting for survey to be complete.
- d. Rondeault Rd – Final walk/20% holdback security deposit  
Water system warranty period walk through was held on November 24, 2020.  
Attendance: CBWD Administrator, Engineer, and Water Operations to identify any deficiencies.  
Associated Engineering Ltd. letter, December 14, 2020 recommending the release of the security warranty deposit.
- e. 1800 Pritchard Road: proposed development.  
CBWD boundary area for water service engineering study has been completed by Associated Engineering Ltd.. The study states the criteria for fire flow velocities for properties that will benefit from the booster pump station once it is installed. The benefiting water serviced lands are separated into two zones. Cowichan Bay property owners within zone 2 will benefit from the booster pump station. Properties within zone 1 will not benefit from the booster pump station. Administrator to confirm with the engineer, if the proposed development meets the fire flow requirements and which zone the property is situated in in order for the development to move forward.

**12. CORRESPONDENCE**

- a. Received: Subdivision Water Regulation Bylaw No. 323-2020, Registered and Approved by the Inspector of Municipalities November 13, 2020.

**13. IN CAMERA**

- a. Development

**MOTION:** 2020-12-16

MOVED/SECONDED to move the meeting to in camera to discuss a matter under Section 90 1 (g) of the Community Charter. CARRIED 10:30 am

The meeting adjourned at 10:40 am and rose with no report.

**14. NEW/OTHER BUSINESS**

- a. Staff appreciation. In an effort to reduce the risk of the Coronavirus Pandemic (COVID-19), CBWD office will not be meeting for a Christmas gathering.

**MOTION:** 2020-12-17

MOVED/SECONDED to approve an employee appreciation certificate for all employees for a \$100.00 gift certificate from the Cow Café in Cowichan Bay. CARRIED

**15. DATE FOR NEXT MEETING**

January 21, 2020 at 9:15 am (zoom meeting)

**16. ADJOURNMENT**

The meeting adjourned at 11:09 am.

---

Chairperson

---

District Administrator