



**COWICHAN BAY WATERWORKS DISTRICT
Regular Board Meeting Minutes
December 19, 2019 - 9:15 AM
District Office**

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

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

1. The Minutes of the Meeting Held November 21, 2019 were distributed.

MOTION: 2019-12-01

MOVED/SECONDED To adopt the Meeting Nov 21/19 minutes as circulated. CARRIED

The Minutes of the Closed Meeting Held November 21, 2019 were distributed.

MOTION: 2019-12-02

MOVED/SECONDED To adopt the Closed Meeting Nov 21/19 minutes as circulated.

CARRIED

The Minutes of the Closed Meeting Held October 24, 2019 were distributed.

MOTION: 2019-12-03

MOVED/SECONDED To adopt the Special Meeting Oct 24/19 minutes as circulated.

CARRIED

The Minutes of the Closed Meeting Held November 7, 2019 were distributed.

MOTION: 2019-12-04

MOVED/SECONDED To adopt the Special Meeting Nov 7/19 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

Valley View well protection. (see admin 8. K)

4. **BUSINESS ARISING FROM THE MINUTES**

Official Community Plan. Electoral Area D – Cowichan Bay.

5. **OPERATIONS REPORT**

Island Flow Control Water Solutions Ltd., Joe Woolls November 2019

Supervisory Control & Data Acquisition (SCADA)

Admin – quarterly report including consumption, water usage, leakage etc.

MOTION: 2019-12-05

MOVED/SECONDED To approve the November 2019 Operations Report as distributed.

CARRIED

6. SAFETY AND MAINTENANCE

a. Repairs or Upgrade Recommendation Estimates

District Administrator distributed before the meeting the estimates for the capital projects and upgrade recommendations list provided by IFC Water Solutions Ltd. The project list and priority AC pipe replacement to be worked into the budget.

7. ACCOUNTS FOR APPROVAL

The accounts payable for November 2019 was distributed.

MOTION: 2019-12-06

MOVED/SECONDED To approve the November 2019 accounts payable in the amounts of \$22,663.32 as distributed. CARRIED

8. ADMINISTRATION

a. Final Report as of November 30, 2019

District Administrator, C. Stillinger, presented the financial statements to November 30, 2019.

MOTION: 2019-12-07

MOVED/SECONDED To approve the Financial Statements to November 30, 2019 as distributed. CARRIED

b. Final Budget 2020

In Camera Meeting.

MOTION: 2019-12-08

MOVED/SECONDED to move the meeting to in camera to discuss a matter under Section 90 1(c) of the Community Charter. CARRIED 9:45 am

The in camera meeting arose with the following motion.

MOTION: 2019-12-09

MOVED/SECONDED to approve the cost of living rate increases at 2.4% for all four employees for the 2020 year. CARRIED 9:55 am

Prior to the meeting District Administrator, C. Stillinger, distributed the final budget for 2020 with changes discussed at the last meeting. District Administrator to provide a list for the AGM and office for customers outlining immediate improvement upgrades, major capital projects and a tax and toll comparison list.

MOTION: 2019-12-10

MOVED/SECONDED to approve the final budget as presented. CARRIED

c. Taxation Bylaw No. 315-2020

Taxation Bylaw No. 315-2020

Taxation Bylaw No 315-2020, 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 twenty-five dollars for the year 2020.

MOTION: 2019-12-11

MOVED/SECONDED to approve Taxation Bylaw No. 315-2020, 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 No. 316-2020

Water Tolls Bylaw No. 316-2020

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: 2019-12-12

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. Each and every water toll base rate will increase by ten dollars for the year 2020. CARRIED

e. CBWD Cowichan Tribes Water Tolls Bylaw No. 317-2020

Cowichan Tribes Water Tolls Bylaw No. 317-2020

Cowichan Tribes Water Tolls Bylaw No. 317-2020, 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: 2019-12-13

MOVED/SECONDED to approve Cowichan Tribes Water Tolls Bylaw No. 317-2020, 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 water toll base rate will increase by ten dollars for the year 2020. CARRIED

f. 2020 Killen's Landscaping Agreement Bylaw 318-2020

2020 Killen's Landscaping Agreement Bylaw No. 318-2020

Bylaw No. 318, a bylaw to authorize the execution of an agreement with Killen's Landscaping, was introduced and given first reading. The agreement is for lawn maintenance at all of the district sites for the 2020 season.

MOTION: 2019-12-14

MOVED/SECONDED to approve Agreement Bylaw No. 318, a bylaw to authorize the execution of a lawn maintenance agreement with Killen's Landscaping. CARRIED

g. **2020 Killen's Fire Hydrant Landscaping Agreement Bylaw No. 319-2020**

Bylaw No. 319, a bylaw to authorize the execution of an agreement with Killen's Landscaping, was introduced and given first reading. The agreement is for fire hydrant landscaping at all of the district sites for the 2020 season.

MOTION: 2019-12-15

MOVED/SECONDED to approve Agreement Bylaw No. 319, a bylaw to authorize the execution of a fire hydrant landscaping agreement with Killen's Landscaping. CARRIED

h. Cowichan Bay Estates Phase 3 Development of 49 lots (onsite)
Cowichan Bay Estates Phase 2 Offsite (Pump Station)

Re: Developer request to approve the (phase 3) 49 lot subdivision before building the fire pump station.

District Administrator report: all CBWD regulations and bylaws direct the development to comply with the July 30, 2012 Engineer Study which requires the developer to build the fire pump station. A Memorandum of Understanding was signed May 2, 2019 between the developer and CBWD.

- i. 1821 Wilmot Road Proposed Building Strata Plan (15 units)
Oct 24/19 meeting minutes, developer requesting to upgrade a minimum of 20m length of 50mm.
District Administrator report: The developer proceed with one of the two options to upgrade the aging infrastructure presented in the Feasibility Study, June 27/19 in order to safely meet the water system requirements.
- j. Official Community Plan – CVRD Electoral Area D – Cowichan Bay
Moved to January 2020 regular meeting.
- k. Valley View Well Protection. District Administrator to send a formal meeting request.

9. CORRESPONDENCE

Notification – Letters Patent (Amendment) Boundary Extension Approved – 2140 Cowichan Bay Road.

10. IN CAMERA

Assistant Operator position

MOTION: 2019-12-16

MOVED/SECONDED to move the meeting to in camera to discuss a matter under Section 90 1(c) of the Community Charter. CARRIED 10:35 am

The In Camera arose with no report.

11. NEW/OTHER BUSINESS

N/A

12. DATE FOR NEXT MEETING

January 23, 2019 at 9:15 am

13. ADJOURNMENT

The meeting adjourned at 11:50 am.

Chairperson

District Administrator