



**Cowichan Bay Waterworks  
REGULAR BOARD MEETING MINUTES  
430 pm, August 28, 2023  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Judi Baker, Trustee  
Pete Edgar, Trustee

**Absent:** Jula Balanabowicz, Trustee  
Wendy Gregg, Trustee

**Staff:** Cheryl Wirsz, District Administrator  
Pascal Gagne, Water Operator

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**1. Call Meeting to Order**

Chairperson Slade called the meeting to Order at 437 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 approve the agenda as circulated.

**CARRIED**

**4. Introduction of Late Items**

Correspondence regarding the Court of Revision, a revised GARP report, Superior Excavating, McEllhane Engineering and Vee Rd was introduced.

**5. Conflict of Interest Declarations**

No declarations occurred.

**6. Adoption of Minutes**

**Moved/Seconded** to adopt the minutes of July 17, 2023.

**CARRIED**

**Moved/Seconded** to adopt the electronic vote minutes of August 2, 2023:

*That community member J. Murphy be appointed as a back up member of the 2023 Court of Revision, to be held at 930 am on Thursday, August 24, 2023, in the event that one of the previously appointed members are unable to attend.*

**CARRIED**

**Moved/Seconded** to receive the Court of Revision minutes of August 24, 2023.

**CARRIED**

## 7. Business Arising From Minutes / Unfinished Business

Chairperson Slade provided an update on a meeting with the Honourable Alistair MacGregor, MP, regarding federal infrastructure grants.

The District Administrator was directed to follow up on disaster mitigation funding for the new Valleyview well and to continue working with the local MLA and adjacent improvement districts.

**Moved/Seconded** to receive the correspondence from the office of Alistair MacGregor, MP Cowichan-Malahat-Langford.

**CARRIED**

## 8. Correspondence – Receive

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

### 1. Sprinklering Violation Notices

1.1. First Notices were sent to properties along Rondeault Rd, Falcon Rd, Vee Rd, Glen Rd, McGill Rd, Wimot Rd, Pritchard Rd, Galdwell Rd, Beuna Vista Rd, Regatta Rd

1.2. Second Notices were sent to properties along Galdwell Rd, Rondeault Rd, Falcon Rd, Austin Rd, Vee Rd, Pavenham Rd, Glen Rd

1.3. Chronic Violation Notices were sent to properties along Galdwell, Falcon and Upper Vee Roads

### 2. Receive

#### From

- 2.1. First West Credit Union regarding their human error cyber security incident
- 2.2. Island Farmhouse Poultry– implementation of water conservation measures
- 2.3. McElhanney – July 13 General Update
- 2.4. Globe and Mail – BC’s drought woes and the cost of water
- 2.5. BC 1 Call – August newsletter

#### To/From

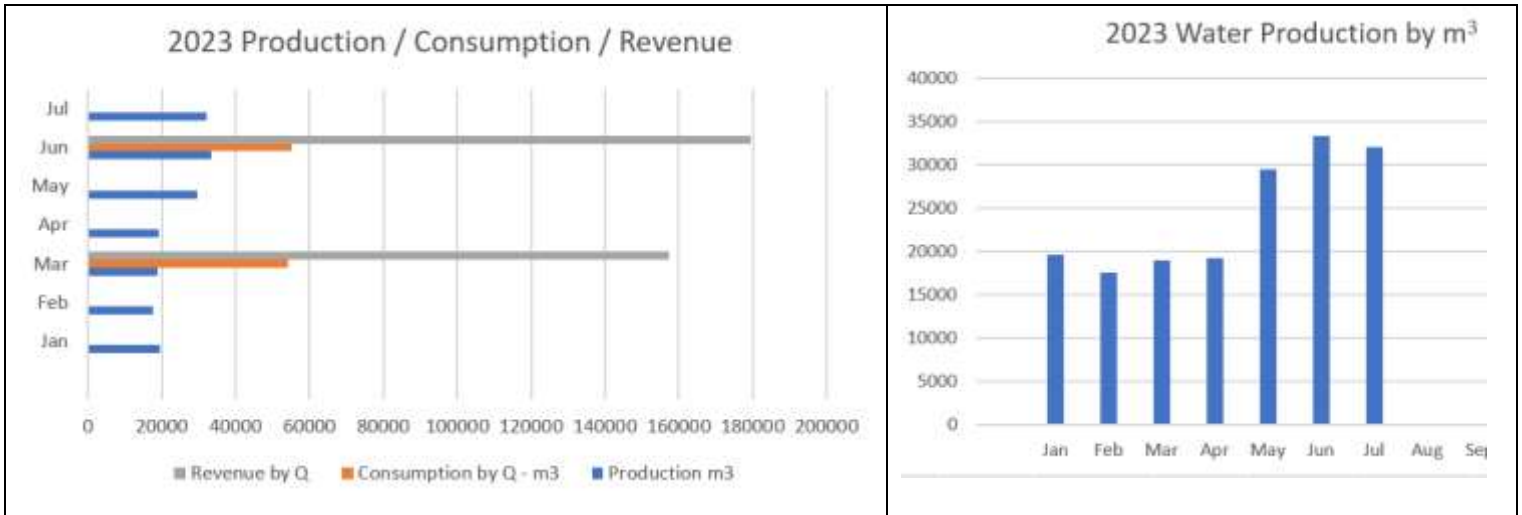
- 2.6. Valleyview Centre – Island Health GARP report for the drinking water wells and fencing
- 2.7. Ministry of Environment – Island Health GARP report for the drinking water wells
- 2.8. Valleyview Centre – implementation of GARP order for the drinking water wells
- 2.9. Owners re tax assessment notice
- 2.10. Ministry of Municipal Affairs – boundary mapping review
- 2.11. George Rd and Fire Chief – parking by fire hydrant
- 2.12. Associated Engineering – ending service agreement
- 2.13. Court of Revision – thank you letter
- 2.14. Island Health – revised GARP report
- 2.15. Superior Excavating – Cowichan Bay waterline replacement
- 2.16. McElhanney – 1531 Cowichan Bay Road water connection

#### Action

- 2.17. Vee Rd – green lawn – the District Administrator was directed to reach out to previous staff about releasing Trustee personal information to ratepayers and the Water Operator was directed to monitor water usage.

**CARRIED**

**9. Water Operations Report**



The water operators attended calls for service at Wilmot Rd and Willowglen road, dealt with leaks at Valleyview Centre and the Pavenham reservoir, attended to alarms at Valleyview wells. The back up well pump motor and check valve have been delivered and are available in the event of an emergency. Fire flow testing and fire hydrant maintenance will occur in the Fall once the drought is over.

Water use has been consistent since the implementation of Stage 3 Outdoor Water Use Restrictions and the Trustees would like to thank everyone for their conservation efforts. The Trustees thanked the Water Operators for their hard work and diligence in keeping our drinking water safe.

**Moved/Seconded** to receive the July/August report from the Water Operators.

**CARRIED**

**10. District Administrator Reports**

**Moved/Seconded** to approve the Wessex Road and Wilmot Road [Pritchard to Cowichan Bay Road section] water main replacement quotes from Superior Excavating.

**CARRIED**

**Moved/Seconded** to approve the Village Watermain replacement design plans from McEllhanney Engineering.

**CARRIED**

**Moved/Seconded** to accept the 2022 to 2029 Capital Plan and post on the website.

**CARRIED**

**Moved/Seconded** to Introduce and give first reading to Bylaw 363 – Water Conservation Regulation Bylaw No. 363.

**CARRIED**

**Moved/Seconded** to Reconsider and Finally Pass Taxation Bylaw No. 364, 2023.

**CARRIED**

The District Administrator presented a report on implementation of the Groundwater at Risk of Containing Pathogens assessment report from Island Health. Staff have addressed the identified risks by installing the bentonite seal and obtaining fencing quotes in order to install a fence.

The District Administrator was directed to continue negotiating with Valleyview Centre regarding the required fencing as the Owners representative has expressed concern about installing the fence as recommended by Island Health.

Based upon the installation of the bentonite seal, the well is no longer at risk and Island Health recommends installing the fence by the Spring and continuing the weekly well water testing regime.

The District Administrator presented a report on water usage at Valleyview Centre. Staff were directed to meet with the Owner representative to implement Bylaw 217.

**Moved/Seconded** to authorize staff to charge each and every tenant the base water rate as per Bylaw 217.

**CARRIED**

**Moved/Seconded** to direct staff to prepare an implementation plan to install water meters at Valleyview Centre as per Bylaw 217.

**CARRIED**

The District Administrator presented a revised Leak Adjustment policy after a one year review of the existing policy.

**Moved/Seconded** to adopt Leak Adjustment Policy amendment No. CBWD 23-08-28.

**CARRIED**

The District Administrator presented a report on the outstanding warranty issues with Cowichan Bay Estates at Ordano Station.

**Moved/Seconded** to accept the proposed solution for the discharge relief valve in order for CBE to proceed and to ensure that CBE is aware that the PRV must be a fire pump relief valve and not a pressure reducing/release valve.

**CARRIED**

**Moved/Seconded** to agree that Cowichan Bay Waterworks District will organize and schedule the SCADA integration work for the new booster and fire pump.

**CARRIED**

**Moved/Seconded** to accept Cowichan Bay Estate's proposal regarding the warranty and the proposed Chamco warranty for the new PRV.

**CARRIED**

The District Administrator presented the Western Water Associates report which reviewed the Valleyview Centre Sewage permit application.

**Moved/Seconded** to forward the review report prepared by Western Water Associates of the Municipal Wastewater Regulation registration package for sewage disposal permit at Valleyview Centre, adjacent to CBWD drinking water wells number 1 and number 2, to both the Ministry of Environment and to Valleyview Centre advising of the findings and recommendations, including:

The main findings from the Report:

- Inconsistent definition of the intended effluent class of the discharge
- Inconsistent stated flow direction
- A note that topography does not always reflect groundwater flow direction
- The application does not meet the minimum well monitoring requirements

The main recommendations from the Report:

- A more detailed assessment of the groundwater flow direction in order to gain a clear understanding of the groundwater flow
- That additional dedicated monitoring wells be installed in the vicinity of the rapid infiltration basins

And, to direct staff to post the report on the website.

**CARRIED**

The District Administrator presented the 90 Days Water Toll Arrears report, totalling \$10, 355.

**Moved/Seconded** to receive the 90 Days Arrears list, approve the water shut off process and to direct the District Administrator to create an Arrears policy outlining the water shut off process.

**CARRIED**

## **11. Finance Officer Reports**

**Moved/Seconded** to accept the June and July Financial Reports:

1. Accounts Payable
  - 1.1. June Report 2023
  - 1.2. July Report 2023
2. Accounts Receivable to August 23, 2023
3. Balance Sheet
  - 3.1. June 2023
  - 3.2. July 2023
4. Investment Summary
  - 4.1. July 2023
5. Bank Reconciliation – Operating Account and High Interest Savings Account
  - 5.1. June 2023
  - 5.2. July 2023

**CARRIED**

**12. Capital Project Planning**

- a. 2022
  - i. Valleyview Station – collaborating with Valleyview Centre
  - ii. Pavenham Well and Treatment – in progress
  - iii. Generator – in conjunction with treatment station
  - iv. VV transducers – to do
  - v. Cubic Ft Meter Replacement - ongoing
  - vi. Scada upgrades - ongoing
- b. 2023
  - i. Wessex Rd – Fall 2023
  - ii. Cowichan Bay Rd – Longwood to Glen – Summer 2023
  - iii. Wilmot Road – Pritchard to Cowichan Bay Rd – Spring 2024
  - iv. Bicks Main – design stage
  - v. New Well – consultation initiated
  - vi. JUB – Cow Bay Rd – collaborating with North Cowichan
  - vii. Engineering Specification Review – draft stage

**13. Safety and Maintenance**

- a. The electrical switch at the office has been repaired and the HVAC and Heat Pump underwent semi annual maintenance.

**14. In Camera**

**Moved/Seconded** to move In Camera at 626 pm to discuss matters under s. 90 1 c,d,e,j of the *Community Charter*.

**CARRIED**

The Trustees arose from In Camera at 651 pm.

**Moved/Seconded** to adopt Complaints Policy amendment No. 23-08-28.

**CARRIED**

**15. Date for Next Board Meeting**

September 18, 2023

October 16, 2023

**16. Adjournment**

The Meeting adjourned at 6:53 pm.

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Chairperson	District Administrator
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