



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
430 pm, September 18, 2023.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Judi Baker, Trustee
Jula Balanabowicz, Trustee
Pete Edgar, Trustee
Wendy Gregg, Trustee

Staff: Cheryl Wirsz, District Administrator

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 approve the agenda as circulated.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Adoption of Minutes

Moved/Seconded to adopt the minutes of August 29, 2023

CARRIED

Moved/Seconded to adopt the electronic meeting motion of August 31, 2023 to Reconsider and Finally Adopt Taxation Bylaw No. 364, 2023 [change the date in s.3 to the first day of March].

CARRIED

6. Business Arising From Minutes / Unfinished Business

Moved/Seconded to Reconsider and Finally Pass Water Conservation Regulation Bylaw No. 363.

CARRIED

The District Administrator was directed to establish a Procedures Policy for enforcement of the bylaw prior to implementation.

7. Petitions and Delegations

Thierry Meret attended to discuss the subdivision requirements and process at 1780 Vee Rd. The District Administrator was directed to find the asbuilt drawings to determine the accuracy of the Service map and to ask the engineer about the hydrant spacing given the size of the parcel and to let Mr Meret know of the findings. The District Administrator was further advised to let Associated Engineering know of the error in the Service Map and request a written response as to how they will make it right.

Moved/Seconded to grandfather the process for the development at 1780 Vee Rd in order for the owners engineer to install the works with the appropriate amount of oversight by the Water Operators at no additional cost to the Owner.

CARRIED

8. Correspondence – Receive

Moved/Seconded to receive the following correspondence:

From

Min of Municipal Affairs – approval of Bylaw 364 – 2023 Taxation
McElhanney – August 31 Minutes

To

Telegraph Rd – continuation of service restrictions

To/From

Valleyview Centre – well fencing
MoE – Valleyview Centre sewage permit application
Island Health - Stage 4 Long Term Monitoring

CARRIED

9. District Administrator Reports

The District Administrator presented a report on the Subdivision and Development process, including a checklist and revised application form. It was requested that a grandfather clause be added for existing developments in the event of new policies, procedures, and bylaws for one year after the date of the new policy, procedure or bylaw.

10. Finance Officer Reports

Moved/Seconded to receive the August 2023 Accounts Receivable, Accounts Payable, Balance Sheet, Investment Statement and Bank Reconciliation reports.

CARRIED

11. Water Operations Reports

Moved/Seconded to receive the August 2023 Water Operations Report.

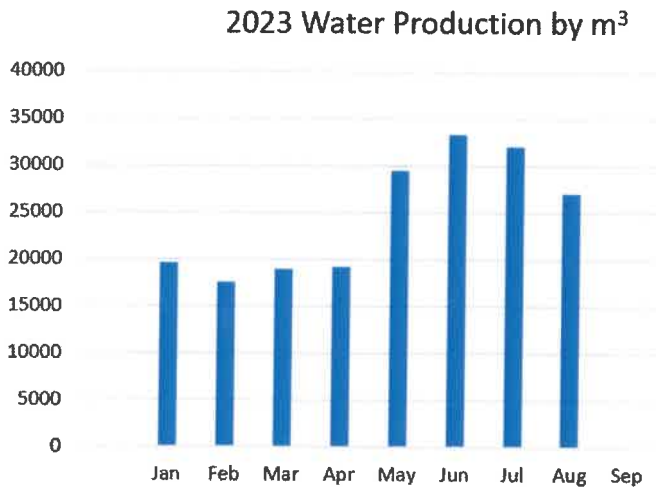
CARRIED

The District Administrator was directed to work with CVRD and local landscaping firms to ensure that landscaping design for new developments factor in drought and climate change.

Moved/Seconded to accept the quote from Scott Jamison for the 2023 Fire Hydrant Maintenance and Flow Test program.

CARRIED

Water Production – January to August 2023



12. New Connections / Ongoing Developments

The District Administrator presented two Engineering reports for developments at 1780 Vee and 1531 Cowichan Bay Road.

The District Administrator was directed to advise Associated Engineering that the longer the wait to provide the engineering model and service plan map the more liability is placed upon the District.

Moved/Seconded to accept the September 6, 2023 Technical Memo from McElhanney Engineering for 1532 Cowichan Bay Road and to approve the subdivision for 1531 Cowichan Bay Road.

CARRIED

13. Capital Project Planning

The District Administrator updated the Trustees on the 2023 Capital planning work.

a. 2022

- i. Valleyview Station
- ii. Pavenham Well and Treatment
- iii. Generator
- iv. VV transducers
- v. Cubic Ft Meter Replacement project
- vi. Scada upgrades

b. 2023

- i. Wessex Rd
- ii. Cowichan Bay Rd – Longwood to Glen
- iii. Wilmot Road – Pritchard to Cowichan Bay Rd
- iv. New Well
- v. JUB – Cow Bay Rd
- vi. Engineering Specification review
- vii. Valleyview back up pump

14. Safety and Maintenance

- Carpets were cleaned
- HVAC in need of further maintenance.

15. In Camera

Moved/Seconded to move In Camera to discuss matters under S. 90 1 c and j of the Community Charter at 620 pm.

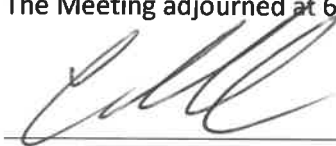
The Trustees rose from In Camera at 650 pm with no report.

16. Date for Next Board Meeting

- October 16, 2023
- November 20, 2023
- December 11, 2023

17. Adjournment

The Meeting adjourned at 651 pm.



Chairperson

1



District Administrator