



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
430 pm, December 11, 2023.
1760 Pavenham Road, Cowichan Bay BC**

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

Staff: Cheryl Wirsz, District Administrator

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 and revised agenda as circulated.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Adoption of Minutes

Moved/Seconded to approve the Minutes of the November 20, 2023 Board Meeting.

CARRIED

Moved/Seconded to approve the Minutes of the December 5, 2023 Committee of the Whole Meeting.

CARRIED

6. Business Arising From Minutes / Unfinished Business

Mindy Road

Moved/Seconded to not amend the tax classification as per the request by the Owners on Mindy Road as the Board of Trustees do not have legislative authority to do so.

CARRIED

Trustee Balabanowicz opposed.

7. **Resolutions for Approval from the December 5, 2023 Committee of the Whole Meeting**
Moved/Seconded to approve the following resolutions from the December 5, 2023 Committee of the Whole Meeting:

CARRIED

Public Information Meeting Minutes

Moved/Seconded to accept the Minutes of the November 29, 2023 Public Information Meeting.

CARRIED

Tax Collection

Moved/Seconded to direct the District Administrator to investigate having the province conduct tax collection in a manner similar to Cowichan Bay Improvement District [fire department].

CARRIED

Note – a subsequent review of the *Local Government Act* indicates that only Improvement Districts that provide fire protection and streetlighting are eligible for this service [s.711].

Draft Water Toll Bylaw

Moved/Seconded to direct the District Administrator to present the bylaw for consideration of adoption at the December 11, 2023 Regular Board Meeting.

CARRIED

Draft Tax Bylaw

Moved/Seconded to direct the District Administrator to make slight adjustments to Group B and Group C and to present the bylaw for consideration of First Reading at the December 11, 2023 Regular Meeting.

CARRIED

Moved/Seconded to direct the District Administrator to write to the local MLA expressing grave concern regarding the sinkhole at the corner of Austin and McGill and the potential for the erosion to damage the water main, with a request for the Ministry of Transportation to repair the damaged culvert immediately.

CARRIED

Commercial Users Water Conservation Program

Moved/Seconded to authorize a water audit for the Wessex Hotel and to re-evaluate the program once the water savings are realized.

CARRIED

8. **Correspondence – Receive**

Moved/Seconded to receive the following correspondence:

Ministry of Municipal Affairs – Tax Repeal bylaw approval

Telegraph Rd resident – November Service Request

Telegraph Rd resident – Service Request appeal – Board response

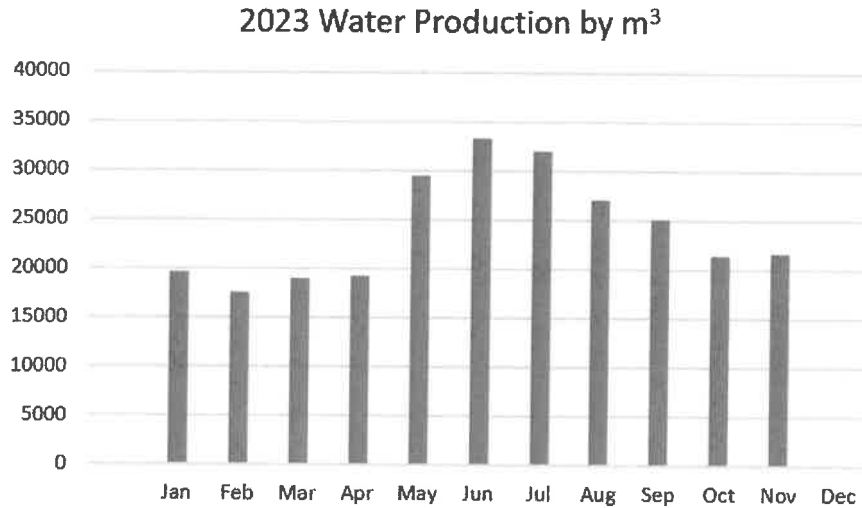
CARRIED

9. **Water Operations Report**

Moved/Seconded to receive the November Water Operations Report.

CARRIED

10. Water Production Data



11. District Administrator Reports

Cowichan Bay Estates Warranty

Moved/Seconded to table the proposed warranty solution from CBE until engineered design drawings are received and reviewed by AE.

CARRIED

Valleyview Water Invoicing

Moved/Seconded to suggest to the Owners of Valleyview Mall that the matter be referred to our collective legal teams for further discussion/clarification.

CARRIED

Truck Policy

Moved/Seconded to approve Truck and Trailer Policy 11 12 2023

CARRIED

2024 Water Toll Bylaw

The Trustees further considered a request by a commercial user to lower tiers 4 and 5 by \$1 each and determined that the reduction proposed in the draft presented at the November 29, 2023 Public Information Meeting was the most prudent course of action. The Trustees will continue to monitor and review usage and cost recovery for further discussion by the community. In addition, the Commercial Users Water Audit Program will be evaluated once the first water audit has been completed and a cost benefit analysis with input from both parties occurs.

Moved/Seconded to Introduce and Give First Reading to Water Tolls Bylaw No. 370, 2024.

CARRIED

Moved/Seconded to Reconsider and Finally Adopt Water Tolls Bylaw No. 370, 2024.

CARRIED

2024 Tax Bylaw

Moved/Seconded to Introduce and Give First Reading to Taxation Bylaw No. 371, 2024.

CARRIED

Capital Project Bylaw Expenditure Tracking

The District Administrator presented an update on the capital project expenditure tracking.

Ordano Warranty Work – Associated Engineering

Moved/Seconded that the Chairperson and District Administrator be authorized to execute the Consulting Engineers Service Agreement Between Cowichan Bay Waterworks District and Associated Engineering in order to finalize the Ordano Warranty work.

CARRIED

Staffing Update

The District Administrator provided an update on the hiring process for the Operator in Training posting.

12. Finance Officer Reports

Moved/Seconded to receive the November 2023 Accounts Receivable Report.

CARRIED

13. New Connections / Ongoing Developments

The District Administrator updated the Trustees on a potential application to include 2 ha within the Improvement District boundary.

14. Capital Project Planning

The District Administrator updated the Trustees on the status of the various capital projects.

- i. Wessex Rd - ongoing
- ii. Pavenham Treatment Station - underway
- iii. Wilmot Road – Pritchard to Cowichan Bay Rd [Feb 2024]

15. New Business

Chairperson Slade updated the Trustees on the actions to date regarding site and well preparation for the Pavenham Treatment Station. The Trustees will conduct an evaluation of the two structures at the rear of the property in order to inform further planning.


16. Date for Next Board Meeting

January 23, 2023

17. Adjournment

The Meeting adjourned at 7:58 pm.


Chairperson


District Administrator