



**Cowichan Bay Waterworks  
COMMITTEE OF THE WHOLE MEETING MINUTES  
915 am, March 13, 2023.  
1760 Pavenham Road, Cowichan Bay BC**

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

**Absent:** Lew Penney, Trustee

**Staff:** Cheryl Wirsz, District Administrator

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**1. Call Meeting to Order**

Chairperson Slade called the meeting to Order at 910 am.

**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 adopt the agenda as circulated.

**CARRIED**

**4. Conflict of Interest Declarations**

No declarations occurred.

**5. Delegations**

Representatives of Island Farmhouse Poultry attended regarding the increase in water rates. IFP processes about 5000 chickens per day and uses 5000-6000 m<sup>3</sup> of water per quarter, equivalent to over 100 single family homes. IFP provides local jobs and local food. The District Administrator will work with IFP on the provincial Food Security Plan and Housing Plan to assess opportunities to address additional storage to accommodate the use of water at the site.

Margaret Lyderik attended regarding a service fee for clearing a meter that could not be read during the previous meter read in January. Ms Lyderik requested personalized notice in the future. Ms Lyderik will sign up for Alerts! and email notification. Installation of a meter box riser was discussed to solve the accumulation of dirt over the meter read button. The District Administrator will continue putting reminders about keeping your meter boxes clear in the quarterly newsletters.

**Moved/Seconded** to waive the service charge once installation of a riser occurs.

**CARRIED**

**6. Correspondence – Receive**

**Moved/Seconded** to receive the correspondence from the Oceanfront Hotel, Cowichan Bay Road [increase in water tolls] and John Ivison, 2264 Cowichan Bay Road [Kidd Well]

**CARRIED**

**7. Correspondence – Action**

The Board considered a delegation request in which the Owner was unable to attend the meeting. It was noted that the questions asked had been answered in the January 25, 2022 letter to the absent delegation. It was also noted that the previous water operator contractor [Maple Facilities - contract ended March 4, 2023] provided copies of their insurance coverage and that Cowichan Bay Waterworks District maintains insurance coverage as per industry standards.

**8. District Administrator Reports**

**Moved/Seconded** to authorize the destruction of the 2015 financial records as listed in the 2023 Record Destruction Table prepared by the District Administrator and dated March 1, 2023.

**CARRIED**

The Trustees discussed the 2023 Water Toll Bylaw with regards to the concerns expressed by Island Poultry Farmhouse and the Oceanfront Hotel. The District Administrator presented various options for the Board to discuss and will bring a bylaw amendment to the March 20 Regular Board meeting for consideration [reducing the number of tiers and eliminating the upper tier rates].

The Trustees considered the recommendation from the District Administrator to return the \$20,000 warranty bond to Cowichan Bay Estates.

**Moved/Seconded** that Cowichan Bay Waterworks District will not return the \$20 000 warranty bond for work to be completed by August 30, 2022 until a fulsome plan of how the commitments will be met is received.

**CARRIED**

The District Administrator updated the Trustees on the process to close out the contract, as mutually agreed, with Maple Facilities for water operations services. It was noted that Maple has not returned a signed copy of the Agreement to mutually terminate. It was also noted that the keys and garage door remotes have not yet been returned. The In-House Water Operations team has fully taken over water operations, as agreed between the Parties, given Maple was unable to provide a qualified water operator. The District Administrator will continue negotiating the final amount due with Maple.

**9. Water Operations Reports**

The Trustees reviewed the February Water Operations Report from Maple Facilities and once again expressed disappointment in the quality and quantity of reports received.

**10. Capital Project Planning**

The District Administrator updated the Trustees on the ongoing capital program.

**a. 2022**

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

**b. 2023**

- i. Wessex Rd**
- ii. Bicks Rd**
- iii. Cowichan Bay Rd – Longwood to Glen**
- iv. Wilmot Road – Pritchard to Cowichan Bay Rd**
- v. New Well**
- vi. JUB – Cow Bay Rd**

**11. Safety and Maintenance**

The District Administrator presented the draft Confined Space Entry Plan prepared for Cowichan Bay Waterworks District as prepared by Orca Safety. Water Operations staff will review further.

**12. Date for Next Board Meeting**

Board Meeting - March 20, 2023

Combination AGM / Master Plan / Source Water Protection Plan – first week of May

**13. Adjournment**

The Meeting adjourned at 1149 am.

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Chairperson | District Administrator