



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
915 am, March 20, 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

1. Call Meeting to Order

The District Administrator called the meeting to Order at 920 am.

2. Temporary Chairperson

Moved/Seconded to appoint Trustee Slade as the Chairperson until the Annual General Meeting is held in May.

CARRIED

The function of the Committee of the Whole was discussed and it was agreed that the committee has value and that meetings will be held as needed/required at the call of the Chair.

3. Traditional Territory Acknowledgement

It is recognized that the meeting is occurring on the traditional territory of the Coast Salish people.

4. Approval of Agenda

Moved/Seconded to adopt the agenda as circulated, with the addition of Trustee attendance at the Coastal Water Suppliers Annual General Meeting and an update on the townhouse development at 1800 Pritchard [Caspian Rd].

CARRIED

5. Conflict of Interest Declarations

No declarations occurred.

6. Adoption of Minutes

Moved/Seconded to adopt the minutes of the February 27, 2023 Board meeting.

CARRIED

Moved/Seconded to adopt the minutes of the March 13, 2023 Committee of the Whole meeting.

CARRIED

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

Moved/Seconded to return the \$20,000 bond to Cowichan Bay Estates with the expectation that all remaining warranty issues will be completed as soon as possible and to the satisfaction of Cowichan Bay Waterworks District.

CARRIED

7. Correspondence – Receive

Moved/Seconded to receive the correspondence from Intact Insurance [Risk Assessment], Charles Miller [Kidd Well], to/from Coastal Water Suppliers Association [Provincial Housing Program], Fire Chief [Fire Underwriters] and to the Minister of Agriculture, the local MLA and the Area Director [Housing Program and Food Security].

CARRIED

- Trustee Baker and Trustee Edgar will attend the Coastal Water Suppliers AGM in May in Cedar.
- The District Administrator will organize a joint meeting with the Trustees of the Cowichan Bay Fire Improvement District and the Cowichan Bay Waterworks District to discuss the Fire Underwriters issue.
- It was noted that Cowichan Bay Waterworks District has adequate water supply and capacity with its current infrastructure for land and people within its boundaries and according to its Letters Patent, however excess water use may require additional infrastructure.

8. District Administrator Reports

Moved/Seconded to Introduce and give 1st Reading to Bylaw 357 [Water Toll Amendment Bylaw] with the deletion of the words “quarterly base rate” for Group B in Schedule A.

CARRIED

Moved/Seconded to Reconsider and Finally Adopt Bylaw 357 [Water Toll Amendment Bylaw].

CARRIED

Moved/Seconded to Introduce and give 1st Reading to Bylaw 358 [Water Toll Amendment Bylaw] with the deletion of the words “quarterly base rate” for Group B in Schedule A.

CARRIED

Moved/Seconded to Reconsider and Finally Adopt Bylaw 358 [Water Toll Amendment Bylaw].

CARRIED

9. Finance Officer Reports

Moved/Seconded to receive the February 13, 2023 Cheque Payment List.

CARRIED

Moved/Seconded to receive the February 2023 Balance Sheet.

CARRIED

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

CARRIED

10. New Connections / Ongoing Developments

The Trustees requested an update on the townhouse development at 1800 Pritchard Road [Caspian Rd]. The District Administrator advised that the water connections have been installed, one water meter will be installed and that the remaining water meters will be installed once Associated Engineering has signed off on the work and the infrastructure is transferred to Cowichan Bay Waterworks District.

The District Administrator further advised that the SRW for the water infrastructure has been delayed whilst the engineering consultant and owner requested consideration of a blanket SRW, as opposed to a surveyed SRW. The developer is now proceeding with the survey work. The SRW must be registered prior to the infrastructure being transferred to CBWD.

11. Date for Next Board Meeting

April 17, 2023 – Board Meeting

May [tba] – Annual General Meeting and Public Information meeting on the Source Water Protection Plan and Master Plan.

12. Adjournment

The Meeting adjourned at 1038 am.

Chairperson | District Administrator