



**Cowichan Bay Waterworks  
ANNUAL GENERAL MEETING MINUTES  
7 PM, May 3, 2023.  
Bench Elementary School, 1501 Cowichan Bay 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  
Scott McCartney, Chief Water Operator  
Pascal Gagne, Water Operations  
Pam Bendes, Finance Officer  
Anne Nippard, Finance Officer

**Guests:** Louise Blomer, MNP  
Hilary Abbot, Area Director  
Ken Olive, Alternate Area Director  
Kim Huebner, Trustee, CBID

**Attendees:** 11 ratepayers and residents in attendance

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**1. Call Meeting to Order**

Chairperson Calvin Slade called the meeting to Order at 7 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** by H. Abbott and J. Balabanowicz to adopt the agenda as circulated.

**CARRIED**

**4. Louise Blomer from MNP presented the 2022 Audited Financial Statements and answered questions from Attendees.**

**Moved/Seconded** by K. Olive and D. Ramsfield to approve the 2022 Audited Financial Statements.

**CARRIED**

## **5. Appointment of Auditor for 2023**

**Moved/Seconded Moved/Seconded** by H. Abbott and J. Balabanowicz to appoint MNP to conduct the 2023 audit.

**CARRIED**

## **6. Chairperson Report and 2022 Water Operations Report**

- Trustee Slade welcome all, congratulated Trustee Lew Penney on his retirement and thanked Lew for his years of service to the community.
- The major accomplishments of 2022 were
  - completion of the Master Plan,
  - development of the Action Plan and
  - completion of the Source Water Protection Plan
  - a new Capital Expenditure Charge bylaw
  - a Latecomer Agreement for parcels in the upper pressure zone
  - a new Fees and Charges bylaw
  - various policy upgrades
- The Master Plan provides the Trustees an understanding of the current and future water system needs to guide decision making and budgeting.
- The Trustees held a strategic planning session and used the Master Plan to inform development of the 2022 to 2024 Action Plan Summary. Several of the items in the Action Plan have been completed and others are underway or in the planning stage.
- The Source Water Protection Plan was prepared by Western Water Associates, hydrogeological specialists. This plan assessed the four community water supply wells, the source aquifers that provide the water for the wells, clearly defined the groundwater protection areas around each well, identified threats to the delivery of safe drinking water and established a framework and strategies for source water protection. The two main supply wells are at risk from an adjacent commercial sewage treatment system. Cowichan Bay Waterworks is working with Valleyview Centre regarding design of the new sewage treatment system to ensure the drinking water is not compromised. There are some unclosed wells near the existing wells and staff will be following up on this to ensure the wells are closed in accordance with existing legislation.
- The Capital Expenditure Charge Bylaw was updated as per the recommendations from the Master Plan. This bylaw sets up a savings account for future capital upgrades, some of which will be used this summer to improve the Pavenham well as a back up water source is necessary and replace aging pipes along Cowichan Bay Road and on Wessex Road
- A Latecomer Agreement is in place for properties in the upper pressure zone. This agreement is in place for 15 years and provides cost recovery to the developer of Cowichan Bay Estates for the construction of the Ordano Fire Pump, which improved fire protection for the upper pressure zone
- The Fees and Charges Bylaw was updated as the fees had not been reviewed for several years. The Trustees recently revised the Schedules in the 2023 review of the fees and charges

## **2022 WATER OPERATIONS**

- The Board is pleased to advise that we now have an in-house water operations team. This is a much more efficient and accountable way to operate the system. Scott McCartney is our Chief Water Operator and Pascal Gagne is our on the ground water operator whom you will see out and about doing daily rounds, inspections, maintenance and repairs. We are very pleased to have been able to hire two operators with such credentials, background and experience.
- In 2022 there were two service line breaks [Glen Road and Maple Glen Road].
- Ordano Station was upgraded by the developer of Cowichan Bay Estates and transferred to Cowichan Bay Waterworks to operate and the fire pump and booster pump are now integrated into the water distribution system
- The annual flushing was delayed due to the drought and will be conducted each spring moving forward to accommodate climate change.
- Out of an abundance of caution and as per an order from Island Health, There was a boil water advisory in July due to a malfunction of the chlorine analyzer. The advisory was lifted as soon as water quality test results proved that water was not impacted by the brief breakdown. At no time did chlorine residual testing indicate that chlorine levels were lower than the prescribed amount. Continuous chlorination is required and chlorine was not added to the system for about 4-5 hours during repairs.

### **7. Questions and Answers**

- A discussion followed regarding the water toll increase upon commercial users. Three commercial users were in attendance to voice their concern over the increase.
- A question was asked who pays for water utilized by the Fire Department for areas outside of Cowichan Bay Waterworks District boundary. The Trustees advised they are good neighbours and are in discussions with the Fire Improvement District for cost recovery for Cowichan Bay Waterworks contribution.
- A discussion followed regarding the sewage permit application adjacent to the two main supply wells at Valleyview Centre. The District Administrator will post they hydrogeological studies on the website in order to keep ratepayers updated on the process. Residents were encouraged to write to the Premier.

### **8. Trustee Election**

**Moved/Seconded** by J. Balabanowicz and K. Olive to appoint Pam Bendes as the returning officer for the 2023 Trustee election.

**CARRIED**

The Chairperson opened the nomination process. One nomination form was received and eligibility was confirmed. Two additional requests were made to determine if there were any other nominations. Hearing none, the nomination process was closed. Julia Balabanowicz was acclaimed as Trustee for a three year term.

## **9. Trustee Remuneration Policy Review**

**Moved/Seconded** by K. Olive and H. Abbott to increase the monthly stipend for Trustees to \$300 per month [from \$200/m].

**Moved/Seconded** by C. Killan and D. Gowland to amend the motion to increase the monthly stipend by 390%.

**MOTION DEFEATED**

The original motion was re-considered and voted upon.

**CARRIED**

*(D. Gowland opposed)*

## **10. New Business**

- It was asked when the new well would be online. It was explained that the process can take several years, which is why Pavenham well is being improved in order to provide a back up water supply.
- It was asked how often water rates are increased. Rates are reviewed by the Trustees every December in order to come into effect on January 1.
- Discussion occurred around CVRD taking over the water distribution system.

## **11. Open House**

- The Chief Water Operator made a presentation on the water distribution system, with ratepayer health being a top priority by focusing on securing the wells at Valleyview and implementing a new treatment system at Pavenham well.
- The Water Operator presented on the day to day operations of the distribution system and advised that the 2023 Flushing Program is almost complete, with Valleyview the last area to be flushed. The Valleyview Chlorination system had its biannual overhaul in March. Water is sampled daily to test for chlorine residual data and turbidity data to ensure the Drinking Water Guidelines are adhered to. Weekly water samples are collected and tested by an independent third party to ensure drinking water quality.
- A duty operator is on call 24/7 to monitor SCADA [the process monitoring system] which provides real time readings on well pump data, chlorination, reservoir levels and reports.
- The District Administrator summarized the Water Supply and Water Distribution recommendations from the Master Plan and outlined the capital work proposed for the summer of 2023. Discussion followed on how to fund the Action Plan.
- The District Administrator presented recommendations from the Source Water Protection Plan, the implementation work done to date and plans for implementing the remainder of the recommendations.

## 12. Question/Answers

- It was recommended that any capital work on the Wessex watermain be conducted after the herons have finished nesting.
- It was recommended that CBWD work with MoT on the Pavenham watermain replacement to coordinate the watermain work and repaving of the road.
- Discussion followed on coordination plans between MoT, CBWD and the JUB sewage team for the watermain replacement and sewer line replacement through the Village. This will reduce the impact on the commercial businesses in the Bay and protect the integrity of the new pavement.
- It was asked if CBWD tests for asbestos. Asbestos is not currently tested by Island Health.
- Additional questions arose about the commercial water toll rate process.

## 13. Adjournment

**Moved** by D. Ramsfield to adjourn the meeting. The meeting adjourned at 855 pm.

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Chairperson	District Administrator
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