



Coastal Water Suppliers Association  
Minutes of October 21, 2019  
Held at Cowichan Bay Improvement District Office

Present: Wendy Gregg  
Leon Cake  
Vern Rogers  
Joe Woolls

1. The meeting was called to order at 10:27 am by Chair, Wendy Gregg.

2. Approval of Agenda

MOTION:

MOVED/SECONDED To adopt the October 21, 2019 meeting Agenda. M/S/C  
Cake, Woolls

3. The Minutes of the Meeting held September 9, 2019 were distributed.

MOTION:

MOVED/SECONDED To adopt the Meeting Sept 9/19 minutes as circulated. M/S/C  
Woolls, Cake

4. Business Arising

5. Administration

- a. Paypal – authorize letter signed by the Directors to approve the administrator to act on behalf of CWSA.
- b. CWSA documentation backup for Chair, W. Gregg.
- c. Newsletter to members – Directors to send recommendations, include support letter to the Union of BC Municipalities and Director recruitment.
- d. Membership  
Response from members for suggestions for the 2020 Annual Conference Trade Show & Operator Training.
- e. Website Improvements – Director, Rogers and administrator to redesign the website to include clear information and instructions for easy use for CWSA members.

MOTION:

MOVED/SECONDED To modify the current CWSA website to link to the Canadian Water Directory. M/S/C  
Cake, Woolls

f. Annual Conference & Trade Show April 8<sup>th</sup> & 9<sup>th</sup>, 2020.

- Director, Woolls to contact possible speakers:  
L. Banton, to review the gas tax fund application process.  
Allan Glass, firefighting infrastructure and drinking water grants.
- Revision to the CWSA Constitution & Bylaws, April 16/15 (P. 2 item b & c).
- Operator Training suggestions:
- AC pipe removal.
- Watershed Management - well head protection, well disinfection & maintenance.

- Contaminated soil removal.
  - Ground Water/Surface Water
  - Water shed protection.
  - Fire protection.
6. Financial Reports – Bank Statement Balance - \$47,669.21 Sept 30/19  
CWSA comparative income statement Sept 30/19  
CWSA Balance sheet Sept 30/19

7. Directors and Officers Insurance  
Conflict of Interest: Director, Rogers abstained from the discussion.  
Three quotes were distributed.

MOTION:

MOVED/SECONDED To approve the Coastal Community Credit Union Ltd. (Intact) Directors and Officers Insurance coverage for one million at the cost of \$670. M/S/C  
Woolls, Gregg

8. New Business  
Union of BC Municipalities 2019 Resolutions Book 180, B130 Improvement District Governance Policy (infrastructure funds) Vaucroft Improvement District, Sechelt, BC, Shirley Higgins. Notify Ms. S. Higgins that CWSA is working to support improvement districts and small water suppliers, so they can have equal access to provincial and federal infrastructure grant funds.  
Chair, W. Gregg to send support letters to UBCM and MLA.

9. Correspondence

- a. Ministry of Municipal Affairs and Housing, Liam Edwards, Executive Director  
Acknowledgement letter sent for the financial support of \$2,000.00 received in 2019 for the purpose of providing education, training and guidance.
- b. Canadian Water Resources Association, Shayla Murphy, Nov 6/19 workshop/Thompson River University/Kamloops, BC  
Admin to forward the CWRA Climate Change Workshop held in Kamloops, Nov 6/19 to members, post on the website and contact S. Murphy to discuss a presentation for the spring conference.
- c. BC Ground Water Licensing Pilot Program  
Ben Cross, P.Ag., Provincial Authorization Specialist, Front Counter BC & Authorizations Provincial Team, Ministry of Forests, Lands, Natural Resource Operations & Rural Development.
- d. Reed Early, MA CE Senior Auditor, Auditor General for Local Government  
Request to find volunteer work on weekends, small water operator's certificate - 50+ hours.  
Advise to contact larger water districts.

10. Next meeting to be held at Cowichan Bay Waterworks District,  
December 16, 2019 at 10:15 am.

11. Meeting adjourned at 1:20 pm.

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Wendy Gregg, Chair

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Date