



**Cowichan Bay Waterworks  
COMMITTEE OF THE WHOLE MEETING MINUTES  
9:15 am, December 5, 2022.  
1760 Pavenham Road, Cowichan Bay BC**

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

**Staff:** Cheryl Wirsz, District Administrator  
Pam Bendes, Finance Officer

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**1. Call Meeting to Order**

Chairperson Calvin Slade called the meeting to Order at 922 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** that the agenda be adopted, with the addition of an update on the Maple Glen service line leak.

**CARRIED**

**4. Conflict of Interest Declarations**

No declarations occurred.

**10. Water Operations Reports**

The Water Operator was not in attendance.

The Trustees reviewed the To Do list presented by the Water Operator. The Trustees noted the format had changed and that they would like to see an Operations Report outlining what was accomplished in October and November, and more detail on operational issues such as how many call outs occurred and what issues may have arisen, and moving forward, each month thereafter.

**11. District Administrator Reports**

The District Administrator and Finance Officer updated the Trustees on the service line leak on Maple Glen, received on 1030 am Saturday, December 3, 2022.

**Moved/Seconded** that staff be authorized to use their discretion and take all necessary steps to ensure water system repairs are completed as quickly and safely as possible.

**CARRIED**

The Trustess further discussed the leak adjustment request at 1739 Wilmot

**Moved/Seconded** that the sonagram fee incurred as part of the leak investigation and subsequent anticipated water main repair research be covered by Cowichan Bay Waterworks and that the Owner be responsible for the costs for increased water use noted in the water toll invoice that was associated with the private irrigation system leak.

**CARRIED**

**Finance Officer Reports**

The Trustees discussed the new Assessment Bylaw, the 2023 Tax Bylaw, the Court of Revision process, and the two 2023 Water Toll bylaws. The bylaws will be presented for formal reading at the December 19, 2022 Regular Board meeting.

**17. In Camera**

Motion

**Moved/Seconded** that the meeting move In Camera as per s.90.1.a and of the Community Charter at 930 am.

**CARRIED**

The Trustees arose from In Camera and returned to the Committee of the Whole Meeting at 1030 am.

**19. Safety**

The District Administrator is arranging for Orca Safety to prepare the Confined Space Entry Assessment.

**20. Date for Next Board Meeting**

January 23, 2022

**20. Adjournment**

The Meeting adjourned at 11:45am

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Chairperson	District Administrator
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