



**Cowichan Bay Waterworks  
SPECIAL BOARD MEETING MINUTES  
7 pm, May 2, 2022.  
1760 Pavenham Road, Cowichan Bay BC**

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

**Staff:** Cheryl Wirsz, District Administrator

---

**1. Call Meeting to Order**

Chairperson Lew Penney 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**

Motion 2022 05 01

**Moved/Seconded** to adopt the agenda as circulated.

**CARRIED**

**4. Conflict of Interest Declarations**

No declarations occurred.

**5. District Administrator Reports**

Motion 2022 05 02

**Moved/Seconded** to Reconsider and Finally Pass Ordano Booster Pump Station Works Agreement Bylaw 345.

**CARRIED**

Motion 2022 05 03

**Moved/Seconded** to Introduce and Give First Reading to Latecomer Charge Interest Rate Bylaw No 346.

**CARRIED**

Motion 2022 05 04

**Moved/Seconded** to Reconsider and Finally Pass Latecomer Charge Interest Rate Bylaw No 346.

**CARRIED**

Motion 2022 05 06

**Moved/Seconded** to Introduce and Give First Reading to Latecomer Agreement Bylaw No 347.

**CARRIED**

Motion 2022 05 07

**Moved/Seconded** to Reconsider and Finally Pass Latecomer Agreement Bylaw No 347.

**CARRIED**

Motion 2022 05 08

**Moved/Seconded** to direct the Finance Officer to report the published interest rate in the Financial Statements as of January 1 and July 1<sup>st</sup> each year as it applies to Latecomer Charge Interest Rate Bylaw 346 for the life of said Latecomer Agreement.

**CARRIED**

**6. District Administrator Report**

- The District Administrator updated the Trustees on three large leaks that were discovered as part of the most recent billing cycle.
- The District Administrator will update the Assessment Bylaw and the Leak Adjustment Policy.

**7. Date for Next Board Meeting**

- May 16, 2022.

**8. Adjournment**

The Meeting adjourned at 755 pm.

---

Chairperson	District Administrator
-------------	------------------------