



**Cowichan Bay Waterworks
COMMITTEE OF THE WHOLE MEETING MINUTES
915 am, September 13, 2022.
1760 Pavenham Road, Cowichan Bay BC**

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

Absent: Judi Baker, Trustee

Staff: Cheryl Wirsz, District Administrator

Guest: Melodie McKnight, Maple Facilities

1. Call Meeting to Order

The District Administrator called the meeting to Order at 912 am.

2. Election of Chairperson

Trustee Slade was elected Chairperson of the Committee of the Whole.

3. Traditional Territory Acknowledgement

The Chairperson 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.

CARRIED

5. Late Items

The Water Operator August Activity Report was circulated.

6. Conflict of Interest Declarations

Trustee Gregg and District Administrator Cheryl Wirsz declared a potential conflict of interest as they own homes with pre-existing suites.

7. Terms of Reference – Committee of the Whole

Moved/Seconded to adopt the Terms of Reference for the Standing Committee of the Whole be adopted as amended.

CARRIED

8. Water Operations Reports

Discussion occurred regarding high water use and the effectiveness of the 2022 Water Restrictions, system deficiencies and next steps.

Staff will follow up with Island Health to determine if, or when, the new Health Inspector starts and schedule the 2022 Annual Inspection.

The Water Operator will produce monthly reports to post on the website.

Moved/Seconded to receive the August Water Operator Production and Activity Reports.

CARRIED

9. District Administrator Reports

The District Administrator presented the draft Fee Bylaw for review. The bylaw will be presented to the Board for adoption at the next Board meeting.

10. Suite Policy

Trustee Gregg left the meeting.

The District Administrator presented a draft Secondary Suite Policy for review regarding the past and present process re collection of capital expense charges, taxation categories and latecomer fees. The Board supports affordable housing initiatives and recognizes the value secondary suites bring, both to owners and renters. The draft will be revised and there will be further investigation regarding the use of building permit records as a trigger, grandfathering existing suites, and creating a suite register [with the first year to be no cost] to account for increased water production costs.

Trustee Gregg returned to the meeting.

11. 1500 Cowichan Bay Road

Moved/Seconded to charge the CEC rates under Bylaw 226 for the development of three additional lots at 1500 Cowichan Bay Road.

CARRIED

12. Delegation Policy

The Trustees further discussed the draft Delegation Policy and will reconsider the next draft at the September 19 Board meeting.

13. In Camera

Moved/Seconded to move In Camera as per s. 90.1.a,c,d,g and 90.2.a at 1055 am.

Moved/Seconded to rise from In Camera at 1145 am

Moved/Seconded to confirm that Pandemic and Communicable Disease Prevention and Mitigation Policy #2021-12-09 remain in place.

CARRIED

14. Date for Next Board Meeting

September 19, 2022 – Board Meeting

November 14, 2022 – Committee of the Whole

15. Adjournment

The Meeting adjourned at 1155 am.

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Chairperson	District Administrator