



**Cowichan Bay Waterworks
COMMITTEE OF THE WHOLE MEETING MINUTES
430 pm, December 5, 2023.
1760 Pavenham Road, Cowichan Bay BC**

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

Absent: Julia Balanabowicz, Trustee

Staff: Cheryl Wirsz, District Administrator

1. **Call Meeting to Order**
Chairperson Slade called the meeting to Order at 423 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 to approve the agenda as circulated. **CARRIED**

4. **Conflict of Interest Declarations**
No declarations occurred.

5. **Public Information Meeting Minutes**
Moved/Seconded to accept the Minutes of the November 29, 2023 Public Information Meeting. **CARRIED**

6. **Action Plan**
The Action Plan will be updated in 2024 once the water model has been updated. **CARRIED**

7. **2024 Budget**
Staff will continue finalizing the 2024 budget for consideration and approval by the Trustees.

8. **Tax Collection**
Moved/Seconded to direct the District Administrator to investigate having the province conduct tax collection in a manner similar to Cowichan Bay Improvement District [fire department]. **CARRIED**

*Note – a subsequent review of the *Local Government Act* indicates that only Improvement Districts that provide fire protection and streetlighting are eligible for this service [s.711].*

9. Draft Water Toll Bylaw

Moved/Seconded to direct the District Administrator to present the bylaw for consideration of adoption at the December 11, 2023 Regular Board Meeting.

CARRIED

The District Administrator was further directed to work with the marina facilities with regards to water consumption and water conservation efforts.

10. Draft Tax Bylaw

Moved/Seconded to direct the District Administrator to make slight adjustments to Group B and Group C and to present the bylaw for consideration of First Reading at the December 11, 2023 Regular Board Meeting.

CARRIED

11. Capital Expenditure Plan

The Trustees discussed the input from the public and will review the plan once the water model update is complete.

Moved/Seconded to direct the District Administrator to write to the local MLA expressing grave concern regarding the sinkhole at the corner of Austin and McGill and the potential for the erosion to damage the water main, with a request for the Ministry of Transportation to repair the damaged culvert immediately.

CARRIED

12. Commercial Users Water Conservation Program

There was one volunteer to participate in the Commercial Users Water Conservation Program. The one time offer has now expired and the program will be re-evaluated once the audit has been completed, recommendations implemented and cost savings evaluated.

Moved/Seconded to authorize a water audit for the Wessex Hotel and to re-evaluate the program once the water savings are realized.

CARRIED

13. Operator in Training / Level 1 Water Operator

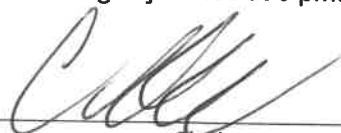
The District Administrator updated the Trustees on the hiring process for a third water operator.

14. New Business


Chairperson Slade updated the other Trustees on the progress of the Pavenham Treatment Station.

15. Adjournment

The Meeting adjourned at 6 pm.



Chairperson



District Administrator