

Terms of Reference

Committee of the Whole, Cowichan Bay Waterworks District

1. A Committee of the Whole is established as a standing committee.
2. The Committee shall meet at the call of the Chair, generally the week before the regular board meeting.
3. The Committee shall consist of all Trustees, with a quorum being three Trustees.
4. Attendance by all Trustees is not mandatory.
5. The Chair shall be elected by the Committee at the first meeting after the Annual General Meeting.
6. The purpose of the Committee of the Whole shall be a working committee, providing opportunity to discuss and debate matters and services in a less formal structure than at a regular board meeting. Any motions will be forwarded for approval at the next regularly scheduled board meeting.
7. A matter in which consensus cannot be reached shall be referred to the next board meeting.
8. Minutes shall be recorded by the District Administrator, distributed, considered and ratified at the following board meeting.
9. Specific matters that the Committee of the Whole shall from time-to-time include:
 - 9.1. Water operations reporting
 - 9.2. Budget planning
 - 9.3. Special projects [e.g., Master Plan, Source Water Protection Plan, new well planning, long term planning, audit report, annual budget, policy development]
 - 9.4. Other matters that may require in-depth consideration
10. Delegations and Petitions may be considered at the Call of the Chair.
11. Meeting rules and procedures will be in accordance with Meeting Procedure Bylaw 331.
12. These Terms of Reference shall be reviewed by the Committee annually, generally after the Annual General Meeting.

September 19, 2022

Lew Penney, Chairperson

Cheryl Wirsz, District Administrator