



**Cowichan Bay Waterworks  
SPECIAL MEETING MINUTES  
6:00 pm July 21, 2025  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Pete Edgar, Trustee  
Sharon Moss, Trustee  
Scott Cunningham, Trustee  
Julia Balabanowicz, Trustee

**Staff:** Anne Nippard, District Administrator  
Scott McCartney, Chief Operator

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**Call Meeting to Order**

Chairperson called meeting to Order 6:00 p.m.

1. **Approval of Agenda** **Moved Pete / Seconded Scott** **CARRIED**
2. **Traditional Territorial Acknowledgement**  
The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people.
3. **Waiver of Notice** **Moved Pete / Seconded Scott** **CARRIED**
4. **Conflict of Interest Declaration** No declarations occurred
5. **Correspondence**
  - **Water Supply System Construction Permit**  
**Moved Scott / Seconded Julia** **CARRIED**
6. **District Administrator Report:**
  - **Cost Breakdown for the Cowichan Bay Rd Watermain Replacement:**
    - **Motion:** To move \$80,000.00 from Reserve to Operating to cover Engineering costs so far for the Cowichan Bay Rd Watermain upgrade – BYLAW 381.  
**Moved Sharon / Seconded Pete** **CARRIED**
  - **Discussion regarding Archeological permit:**
    - **Motion:** To request an extension to the 15-day period following the notice of award to enable the conversation between Cowichan Bay Waterworks District, Milestone and McElhanney to occur.  
**Moved Julia / Seconded Scott** **CARRIED**

**Date for Next Meeting** – Regular Board Meeting – July 24<sup>th</sup>, 2025 at 5:00 p.m.

**Adjournment**

- **Motion:** to adjourn **Moved Pete / Seconded Julia** **CARRIED**

Meeting was adjourned at 7:20 p.m.

A stylized, handwritten signature in dark ink, likely belonging to Calvin Slade.

Chairperson

A handwritten signature in dark ink, clearly legible as "A. Nippard".

District Administrator