



**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

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**
 - o **Water Supply System Construction Permit** **Moved Scott / Seconded Julia** **CARRIED**
6. **District Administrator Report:**
 - o **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**
 - o **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 24th, 2025 at 5:00 p.m.

Adjournment

- **Motion:** to adjourn **Moved Pete / Seconded Julia** **CARRIED**
- Meeting was adjourned at 7:20 p.m.

Chairperson

District Administrator