



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
5:00 pm August 28, 2025  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Sharon Moss, Trustee  
Julia Balabanowicz, Trustee  
**Staff:** Anne Nippard, District Administrator  
Pam Bendes, Assistant District Administrator  
Scott McCartney, Chief Operator  
**Absent:** Scott Cunningham, Trustee  
Pete Edgar, Trustee

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**Call Meeting to Order**

Chairperson Calvin Slade called meeting to Order 5:00 pm.

- 1. Approval of Agenda** **Moved / Seconded**  
Julia / Sharon **CARRIED**
- 2. Traditional Territorial Acknowledgement**  
The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people.
- 3. Introduction of Late Items**
- 4. Conflict of Interest Declaration**      No declarations occurred
- 5. Adoption of Minutes** **Moved /Seconded**  
Sharon / Julia **CARRIED**
  - Regular Board Meeting Minutes July 24, 2025
- 6. Business Arising from the Minutes / Unfinished Business** none
- 7. Petitions, Delegations and Presentations –**
- 8. Correspondence**
  - CVRD DWWP TAT Meeting Follow Up

**Water Operations and Maintenance Report**

- 9. Operations Report July / August 2025**
  - **Motion:** to adopt the Water Operations Report for July / August 2025  
**Moved Julia / Seconded Sharon** **CARRIED**
  - **Motion:** To Authorize Thorn Security to start the process of installation of the Security System at the Kidd Well location as quoted by Thorn and include the added costs required for the hard wire internet connection.  
**Moved Julia / Seconded Sharon** **CARRIED**
  - **Motion:** To Authorize 3Tec to purchase the server and proceed with the installation at a cost maximum of \$5,500 as quoted on August 13, 2025.  
**Moved Sharon / Seconded Julia** **CARRIED**

## District Administrator's Report

**10. Licensing:** Meeting with WLRS RE-scheduled for September 9, 2025 to discuss options.

**11. Newsletter** – topics to be included were discussed

**12. Conversion:**

- Letter to CVRD was discussed and edited
- **Resolution:**
  - o **Motion:** To request that the Cowichan Valley Regional District (CVRD) explore the process of converting the CBWD into a service of the CVRD and authorize the Chair to send a formal letter to the CVRD on behalf of the Board.

**Moved Julia / Seconded Sharon      CARRIED**

**13. Cowichan Bay Rd (Village) – Village Watermain Replacement:**

- Notice to Proceed letter was given to Milestone Equipment
- Insurance: discussion re: keeping an inventory list and security

**14. Ordano:** Waiting for Engineers

## Finance Officers' Report

**15.**

- Accounts Receivable Report
- Balance Sheets
- Bank Reconciliation
- Payments
- o **Motion:** To approve the financial statements as presented

**Moved Sharon / Seconded Julia      CARRIED**

**16. Bylaw No. 384 Unrestricted Reserve Bylaw**

- o **Motion:** That the sum of \$300,000 be expropriated from the Renewal Reserve Fund to be expended on the Initial Expenditures for the Cowichan Bay Road – Village Watermain Replacement Project

**Moved Sharon / Seconded Julia      CARRIED**

## Capital Project Planning

**17. Engineering Specifications update** – Waiting for McElhanney

**Safety and Maintenance** – Monthly All Staff Meetings

**New Business/Late Items**


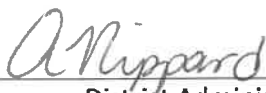
**Resolutions:** See item 12. Conversion

**In-Camera:** Moved to in camera at 6:50 p.m. The in-camera session concluded at 7:50 p.m.

- Employee Relations (re: Administrator position)

**Date for Next Meeting** – Regular Board Meeting – September 25, 2025 at 5:00 p.m.

**Adjournment** at 8:00 p.m.

 _____ Chairperson	 _____ District Administrator
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