



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
5:00 pm September 25, 2025  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Sharon Moss, Trustee  
Pete Edgar, Trustee  
**Staff:** Nicole Ponte, District Administrator  
Anne Nippard, Finance Officer  
**Absent:** Scott Cunningham, Trustee  
Julia Balabanowicz, Trustee

---

**Call Meeting to Order**

Chairperson Calvin Slade called meeting to Order 5:03 pm.

**1. Approval of Agenda**

**Motion:** To approve the September 2025 agenda, as presented.

**Moved:** Sharon Moss  
**Seconded:** Pete Edgar  
**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**

There were no late items for introduction.

**4. Conflict of Interest Declaration**

There was no declaration of conflict of interest.

**5. Adoption of Minutes**

**Motion:** To approve the Regular Board Meeting Minutes of August 28, 2025, and the Special General Meeting Minutes of September 23, 2025, as presented.

**Moved:** Sharon Moss  
**Seconded:** Pete Edgar  
**CARRIED**

**6. Business Arising from the Minutes / Unfinished Business**

There was no unfinished business.

**7. Petitions, Delegations and Presentations**

There were no petitions, delegations or presentations.

**8. Correspondence**

The CVRD DWWP TAT Meeting Minutes were included as correspondence. It was noted that the next meeting is scheduled for November 27, 2025.

### **Water Operations and Maintenance Report**

#### **9. Operations Report July / August 2025**

**Motion:** To adopt the Water Operations Report for July / August 2025.

**Moved:** Pete Edgar  
**Seconded:** Sharon Moss  
**CARRIED**

#### **10. Security Upgrades**

**Motion:** To approve the Thorn Security quotes: QT01525 (Pavenham Office); QT01527 (Ordano); QT01528 (Telegraph); QT01529 (Valleyview Chlorine Storage); QT01530 (Valleyview Pump House); and, to approve an additional front door camera installation at Kidd Well, all work approved up to a maximum expenditure of \$20,000.00 to be paid from the Reserve Fund.

**Moved:** Sharon Moss  
**Seconded:** Pete Edgar  
**CARRIED**

### **District Administrator's Report**

#### **11. Snow Removal**

**Motion:** To approve and enter into a snow removal services contract with Hillside Stone & Garden provided that they maintain their 2024 rates, to be in effect between November 1, 2024 to March 31, 2025.

**Moved:** Sharon Moss  
**Seconded:** Pete Edgar  
**CARRIED**

#### **12. Island Savings Signing Authority**

**Motion:** That Island Savings Credit Union remove Anne Nippard as an authorized signatory and that Nicole Ponte be added as an authorized signatory.

**Moved:** Sharon Moss  
**Seconded:** Pete Edgar  
**CARRIED**

#### **13. Public Office Closure December 2025/January 2026**

It was confirmed by the Board that the office will close between the Friday, December 19, 2025 and re-open on Tuesday, January 6, 2025.

#### **14. Licensing**

The meeting with the Ministry of Land, Water and Resource Stewardship (WLRS) was postponed until further notice. Nicole Ponte, the new District Administrator will be reaching out to re-engage with the stakeholders involved. It was noted that there may be some communication delays because of the ongoing BCGEU strike action.

#### **15. Bylaw No. 383: Water Conservation Bylaw No 383 – Revised wording**

**Motion:** To approve the "Water Conservation Bylaw No 383", after first and second reading.

**Moved:** Sharon Moss  
**Seconded:** Pete Edgar  
**CARRIED**

#### **16. Conversion**

Nicole Ponte, District Administrator, will be reaching out to the CVRD for an introduction and to follow up on any response to the letter sent to the CVRD Chair regarding conversion.

**17. Cowichan Bay Rd (the Village) – Village Watermain Replacement**

It was noted that the insurance for materials has been secured and that the delivery of materials is close to complete. A full inventory will be received by the District and submitted to the insurance company.

There was brief discussion of Change Order No. 1, submitted by McElhanney, relating to the Village Watermain project. It was determined that this will be carried forward to the October 2025 Board Meeting Agenda.

**18. Ordano - Update**

We are currently awaiting McElhanney to provide information to Gwaii (formerly Islander Engineering), so that they can continue with their proposal.

**Finance Officers' Report**

**19. Staff Report: Municipal Pension Plan Updates and Resolution**

There was discussion about the implementation and administration of the Municipal Pension Plan relating to the existing employees. The Board requested the District Administrator research the plan and various eligibility aspects and present that information at the October 2025 Board Meeting. The discussion ended when no motion was moved.

**20. Budget 2025**

A revised budget was presented, as per the request of the Board. The budget reflected year to date spending in relation to the 2025 approved budget.

**21. Bylaw No. 385** – This agenda item was made in error. This item will defer to the next Board meeting as a resolution relating to Bylaw No. 384 which was passed at the August 2025 Board meeting.

**22. Accounts Receivable Report**

The Accounts Receivable Report was provided to the Board.

**23. Financials**

The Board was presented with the August 2025 financial package: balance sheet, income statement, bank reconciliation and summary of payments.

- **Motion:** To approve the financial statements for August 2025.

**Moved:** Pete Edgar  
**Seconded:** Sharon Moss  
**CARRIED**

**Capital Project Planning**

**24. Engineering Specifications Update**

It was noted that we are still waiting for McElhanney to provide the update to engineering specifications.

**Safety and Maintenance**

There were no safety and/or maintenance items to discuss.

**New Business/Late Items**

There was discussion of the Xwulqw'selu (Koksilah) Water Planning Team correspondence received and the upcoming Fall Open House scheduled for November 13, 2025.

**In-Camera Session**

- **Motion:** To move into an in-camera session at 6:47pm to for approval of in-camera meeting minutes.

**Moved:** Pete Edgar  
**Seconded:** Sharon Moss  
**CARRIED**

**Motion:** To move out of the in-camera session at 7:05pm.

**Moved:** Pete Edgar  
**Seconded:** Sharon Moss  
**CARRIED**

**Date for Next Meeting – Regular Board Meeting:** October 23, 2025, at 5:00 p.m.

With no further business on the agenda, the meeting adjourned at 7:05pm.



Chairperson



District Administrator