



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
5:00 pm October 23, 2025  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Sharon Moss, Trustee  
Pete Edgar, Trustee  
Scott Cunningham, Trustee  
Julia Balabanowicz, Trustee (joined at 5:54pm)

**Staff:** Nicole Ponte, District Administrator  
Scott McCartney, Chief Operator (joined at 5:30pm)

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**Call Meeting to Order**

Chairperson Calvin Slade called meeting to Order 5:10 pm. A quorum was present.

**1. Approval of Agenda**

**Motion:** To approve the September 2025 agenda, as circulated, and to introduce under New Business, the MNP Proposal and the Cowichan Bay Waterworks District financial tracking spreadsheet.

**Moved: Sharon Moss  
Seconded: Scott Cunningham  
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 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**

There was no correspondence.

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

#### **9. Operations Report September/October 2025**

**Motion:** To adopt the Water Operations Report for September/October 2025.

**Moved:** Pete Edgar  
**Seconded:** Scott Cunningham  
**CARRIED**

There was general discussion regarding our routine water testing, which was brought forward based on a news story regarding contaminants entering the water supply in another province. It was noted that we consulted with Island Health, and it was determined that our current water testing protocol is sufficient and meets Island Health requirements.

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

#### **10. Municipal Pension Plan Housekeeping**

**Motion:** To approve Resolution 2025-001, as presented.

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

**Motion:** To approve Resolution 2025-002, as presented.

**Moved:** Scott Cunningham  
**Seconded:** Sharon Moss  
**CARRIED**

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

**Motion:** To approve Resolution 2025-003, as presented.

**Moved:** Scott Cunningham  
**Seconded:** Sharon Moss  
**CARRIED**

**Motion:** To approve Resolution 2025-004, as presented.

**Moved:** Scott Cunningham  
**Seconded:** Sharon Moss  
**CARRIED**

### **Finance Officers' Report**

#### **12. Financials**

The Board was presented with the September 2025 financial package: A/R report, balance sheet, income statement, bank reconciliation and summary of payments.

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

**Moved:** Julia Balabanowicz  
**Seconded:** Scott Cunningham  
**CARRIED**

### **Safety and Maintenance**

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

### **New Business/Late Items**

There was brief discussion about the MNP Proposal received and the upcoming year end.

The Cowichan Bay Waterworks District financial tracking spreadsheet was discussed during the review of the monthly financial statements.

**In-Camera Session**

- **Motion:** To move into an in-camera session at 7:25pm to for approval of in-camera meeting minutes.



**Moved: Sharon Moss**  
**Seconded: Scott Cunningham**  
**CARRIED**

**Motion:** To move out of the in-camera session at 7:50pm.

**Moved: Julia Balabanowicz**  
**Seconded: Scott Cunningham**  
**CARRIED**

**Date for Next Meeting – Regular Board Meeting: November 27, 2025, at 5:00 p.m.**

**With no further business on the agenda, the meeting adjourned at 7:50pm.**

 _____ Chairperson	 _____ District Administrator
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