



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
5:00 pm November 27, 2025  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Scott Cunningham, Trustee  
Julia Balabanowicz, Trustee  
Pete Edgar, Trustee (exited meeting at 6:00 pm)  
**Staff:** Nicole Ponte, District Administrator  
Scott McCartney, Chief Water Operator  
**Absent:** Sharon Moss, Trustee

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**Call Meeting to Order**

Chairperson Calvin Slade called meeting to Order 5:00 pm. A quorum was present.

**1. Approval of Agenda**

**Motion:** To approve the November 2025 agenda as circulated, with the additional item of AV Upgrade to be included under New Business.

**Moved:** Scott Cunningham

**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**

**4. Conflict of Interest Declaration**

There were no late items for introduction.

**5. Adoption of Minutes**

**Motion:** To approve the Regular Board Meeting Minutes of October 23, 2025, as presented.

**Moved:** Julia Balabanowicz

**Seconded:** Scott Cunningham

**CARRIED**

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

An update on the security updates was presented.

**7. Petitions, Delegations and Presentations**

There were no petitions, delegations or presentations.

**8. Correspondence**

There was no correspondence presented.

**Water Operations and Maintenance Report**

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

The Operations Report was presented by the Chief Water Operator.

The Chief Water Operator provided an additional update on the existing leaks at the Telegraph Reservoir.

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

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

**District Administrator's Report**

**10. Motion:** To accept the District Administrator's Report for October/November 2025.

**Moved:** Julia Balabanowicz  
**Seconded:** Pete Edgar  
**CARRIED**

**Finance Officer's Reports**

**11. Motion:** To approve the October 2025 Financial Reports, as presented.

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

**12. Safety and Maintenance**

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

**13. Policies & Procedures**

13.1 New Policy – Stat. Holiday Honorarium Policy

**Motion:** To approve policy No. CBWD 11-27-2025 Stat. Holiday Honorarium Policy.

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

13.2 New Policy for Consideration – Electronic Meetings Policy

The Board discussed this item and recommended it be postponed to the January 2026 meeting.

**14. Conversion Update**

A response was received from the Cowichan Valley Regional District (CVRD) in response to the request to consider assuming ownership and operation of the Cowichan Bay Waterworks District water system. At the CVRD Board Meeting on November 12, 2025, the staff recommendation to move forward with a feasibility study to evaluate such an acquisition was approved. The CVRD has engaged a consultant to proceed with the feasibility study.

**15. Countryview Centre Ltd. & Municipal Wastewater Regulation Application**

There was an update on the current application status of the Municipal Wastewater Regulation Application for Countryview Centre Ltd.

**16. 2026 Draft Budget**

The Board reviewed the 2026 draft budget.

**17. New Business**

**17.1 Flow Meter Failure:**

**Motion:** To authorize an immediate emergency repair purchase order in the amount of eighteen thousand dollars (\$18,000.00) for replacement of flow meters for both Well #1 and Well #2.

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

**17.2 AV Upgrade for Meetings**

**Motion:** To approve an amount of up to five thousand dollars (\$5,000.00) from the operating budget for the purchase of a television and laptop setup.

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

**18. Any Other Business**

**18.1** Confirmation of December 2025 Board Meeting date, which will take place on Thursday, December 11, 2025.

**19. In Camera**

**Motion:** To move into in-camera session for discussion of legal and personnel matters, as of 8:05 pm.

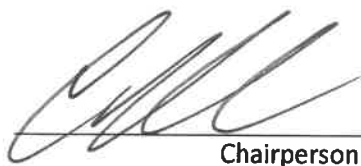
**Moved:** Scott Cunningham  
**Seconded:** Julia Balabanowicz

**Motion:** To terminate in-camera session, as of 8:20 pm.

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

With no further business on the agenda, the meeting adjourned at 8:20 p.m.

Date for next Regular Board Meeting: December 11, 2025, at 5:00 p.m.

  
Chairperson  
District Administrator