



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
5:00 pm December 10, 2024.  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Jonas Shandel, Trustee  
Wendy Gregg, Trustee  
Pete Edgar, Trustee

**Staff:** Anne Nippard, District Administrator  
Pam Bendes, Assistant District Administrator

**Absent:** Julia Balabanowicz, Trustee  
Scott McCartney, Chief Operator

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**Call Meeting to Order**

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

**Traditional Territorial Acknowledgement**

The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people.

|   |                                      |                |
|---|--------------------------------------|----------------|
| <b>Approval of Agenda</b>   | <b>Moved /Seconded</b><br>Pete/Jonas | <b>CARRIED</b> |
| <b>Conflict of Interest Declaration</b>                                       | No declarations occurred             |                |
| <b>Adoption of Minutes</b><br>Regular Board Meeting Minutes November 28, 2024 | <b>Moved /Seconded</b><br>Pete/Jonas | <b>CARRIED</b> |

**Business Arising from the Minutes / Unfinished Business - none**

**Petitions and Delegations – None**

**Correspondence – Received**

- Request made by resident on Pritchard Rd for compensation for damage to property due to watermain break - according to the Local Government Act the CBWD is not responsible for property damaged, e-mail sent to requestor advising same

**Water Operations and Maintenance Report**

**Motion to adopt Water Operations Report for December**

**Moved Wendy / Seconded Pete CARRIED**

**District Administrator Report**

- **Resolution – Municipal Pension Plan:** This Pension plan increases employer cost by 4.31% approx. \$11,697.00 which has been added to the 2025 Budget under Salaries Wages Benefits

**MOTIONED** the following resolution (Option 1 of Staff Report) and signed copy sent to the MPP

"RESOLVED that the Municipal Pension Board of Trustees be requested to declare, effective January 1, 2025, the provisions of the Municipal Pension Plan Rules to apply to all employees of the Cowichan Bay Waterworks District under subsection 2(1)(c)(i) of the Municipal Pension Plan Rules, and the employee eligibility rules as set out in section 3 of the Municipal Pension Plan Rules are to apply to those employees."

I certify that the resolution was passed by an affirmative vote of four members present out of a total of five members of the governing authority of the Cowichan Bay Waterworks District.

**Moved Pete / Seconded Wendy CARRIED**

- **Budget 2025 Approved – Moved Wendy / Seconded Pete CARRIED**
- **Water Tolls 2025 Approved – increase as per (Option 5 of Staff Report) By-Law 375-2025**  
 given first reading **Moved Wendy / Seconded Jonas CARRIED**  
 and second reading **Moved Pete / Seconded Jonas CARRIED**
- **Parcel Tax 2025 – given first reading, keep 2024 Rates, second reading in January 2025**

**Finance Officers Report – not available**

**Subdivision Request / New Connections none**

**Capital Project Planning**

- Cowichan Bay Rd (Village) Watermain – in progress
- **Engineering Specifications updates – to be reviewed ASAP**

**Safety and Maintenance**

- Monthly Staff Meetings in office – no issues

**New Business/Late Items**

**Resolutions - none**

**In Camera - see separate Minutes**

**Date for Next Meeting**

- Regular Board Meeting, Thursday January 23, 2025 at 5:00 pm

**Adjournment at 6:00 pm**



Chairperson



District Administrator