



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
5:00 pm December 11, 2025  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Pete Edgar, Trustee  
Scott Cunningham, Trustee  
Sharon Moss, Trustee  
**Staff:** Nicole Ponte, District Administrator  
Scott McCartney, Chief Water Operator (via phone)  
**Absent:** Julia Balabanowicz, Trustee

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**Call Meeting to Order**

Chairperson Calvin Slade called meeting to Order 5:03 pm. A quorum was present.

**1. Approval of Agenda**

**Motion:** To approve the December 2025 agenda as circulated.

**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. Conflict of Interest Declaration**

There were no conflicts disclosed.

**4. Adoption of Minutes**

**Motion:** To approve the Regular Board Meeting Minutes of November 27, 2025, as presented.

**Moved:** Sharon Moss

**Seconded:** Scott Cunningham

**CARRIED**

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

Flow Meter Upgrades – Bylaw No. 386

**Motion:** To approve Resolution 2025-005, as presented.

**Moved:** Scott Cunningham

**Seconded:** Pete Edgar

**CARRIED**

**6. Petitions, Delegations and Presentations**

There were no petitions, delegations or presentations.

**7. Correspondence**

There was no correspondence presented.

**8. Finance Officers Reports for November 2025**

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

**Moved:** Sharon Moss

**Seconded:** Scott Cunningham

**CARRIED**

**9. District Administrator's Report for November/December 2025**

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

**Moved:** Scott Cunningham

**Seconded:** Sharon Moss

**CARRIED**

**The Operations Report was presented by the Chief Water Operator.**

**Motion:** To accept the Water Operations Report for November/December 2025.

**Moved:** Scott Cunningham

**Seconded:** Sharon Moss

**CARRIED**

**10. Safety and Maintenance**

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

**11. Conversion Update**

There was no conversion update to relay. The CBWD is still waiting to be engaged from the consultant hired by the CVRD for the commencement of the feasibility study.

**12. Countryview Centre Ltd.**

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

**13. 2026 Draft Operating Budget**

➤ **2026 Operating Budget**

**Motion:** To approve resolution 2025-006, as presented.

**Moved:** Sharon Moss

**Seconded:** Scott Cunningham

**CARRIED**

➤ **2026 Water Tolls**

**Motion:** To approve resolution 2025-007, as presented.

**Moved:** Sharon Moss

**Seconded:** Scott Cunningham

**CARRIED**

➤ **2026 Parcel Tax**

This item was not reviewed and was struck from the agenda, to be brought forward in 2026.

**14. New Business**

**15. Any Other Business**

**16. In Camera**

**17. Adjournment**

With no further business on the agenda, the meeting adjourned at 7:40 p.m.

Date for next Regular Board Meeting: January 22, 2026, at 5:00 p.m.



Chairperson



District Administrator