



**Cowichan Bay Waterworks
SPECIAL BOARD MEETING MINUTES
ENGINEERING SPECIFICATIONS WORKSHOP
130 pm, December 7, 2023.
1760 Pavenham Road, Cowichan Bay BC**

- Present:** Calvin Slade, Chairperson
Judi Baker, Trustee
Pete Edgar, Trustee
Wendy Gregg, Trustee
- Absent:** Julia Balanabowicz, Trustee
- Staff:** Cheryl Wirsz, District Administrator
Scott McCartney, Chief Water Operator
Annie Nippard, Finance Officer
- Guest:** Jon Irving, McElhanney Engineering

1. Call Meeting to Order

Chairperson Slade called the meeting to Order at 430 pm.

2. Traditional Territory Acknowledgement

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

3. Approval of Agenda

Moved/Seconded to adopt the agenda.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Engineering Specifications and Drawings

Jon Irving of McElhanney Engineering presented the draft Engineering Specifications and Drawings to staff and Trustees.

6. Date for Next Board Meeting

December 11, 2023

7. Adjournment

The Meeting adjourned at 350 pm.

Handwritten signature of Calvin Slade in black ink.

Chairperson

Handwritten signature of Cheryl Wirsz in black ink.

District Administrator