



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

**Present:** Calvin Slade, Chairperson  
Jonas Shandel, Trustee  
Julia Balabanowicz, Trustee  
Pete Edgar, Trustee  
**Staff:** Anne Nippard, District Administrator  
Pam Bendes, Assistant District Administrator  
Scott McCartney, Chief Operator  
**Absent:** Wendy Gregg, Trustee

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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> Pete/Julia	<b>CARRIED</b>
<b>Conflict of Interest Declaration</b>	No declarations occurred	
<b>Adoption of Minutes</b>	<b>Moved /Seconded</b>	<b>CARRIED</b>
• Regular Board Meeting Minutes February 27, 2025	Julia/Jonas	
• In-Camera Meeting Minutes February 27, 2025	Julia/Jonas	
• In-Camera Meeting minutes March 13, 2025	Jonas/Julia	

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

**Petitions and Delegations –**

Cory Vanderhorst, CPA, CA – Presentation of the DRAFT – 2024 Financial Statements  
○ **Motion to Approve the Annual Audit as is. Moved Pete / Seconded Julia CARRIED**

**Correspondence – none**

**Water Operations and Maintenance Report**

- **Motion to adopt Water Operations Report for February/March 2025**  
**Moved Pete / Seconded Julia CARRIED**
- Decision to continue the Booster Pump/Pressure Testing Conversation on April 10<sup>th</sup> at 5:00pm

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

- Court of Revision, April 17<sup>th</sup> at 5:00pm: Members appointed: Calvin, Julia, Jonas
- AGM date, time and location Confirmed: May 27<sup>th</sup> 2025 at 7:00pm at Bench School
- 2025 – 2027 Auditors Requests for Proposals (APR)

Auditors – Proposals reviewed

- Motion: Board decision that we go with MNP for the 2025-2027 Audits

**Moved Julia / Seconded Pete**

**CARRIED**

### **Finance Officers' Report**

- Accounts Receivable Report
- Payments
- 2024 Budget VS. Actuals
- Bank Reconciliation – two accounts February
- Balance Sheet
- **Motion:** To approve the financial statements as presented

**Moved Pete / Seconded Julia**

**CARRIED**

### **Capital Project Planning**

- Cowichan Bay Rd (Village) Watermain – **Motion:** to proceed with current plan and get pricing.  
**Moved Julia / Seconded Jonas** **CARRIED**
- Engineering Specs update – Waiting for Engineer

### **Safety and Maintenance**

- Monthly Staff Meetings in office – Safety Fencing considered

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

### **Resolutions**

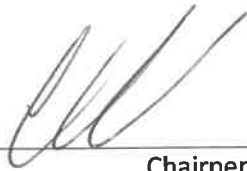
**In Camera**      Moved to In Camera at 6:40 pm


### **Date for Next Meeting**

- Special Board Meeting, Thursday April 10<sup>th</sup>, 2025 at 5:00 pm
- Regular Board Meeting, Thursday April 24<sup>th</sup>, 2025 at 5:00 pm

**Adjournment at 7:20 pm**

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Chairperson

  
District Administrator