



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
5:00 pm May 22, 2025
1760 Pavenham Road, Cowichan Bay BC**

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

Call Meeting to Order

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

- | | | |
|---|--------------------------------------|----------------|
| 1. Approval of Agenda | Moved /Seconded
Pete/Julia | 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 No declarations occurred | | |
| 5. Adoption of Minutes | Moved /Seconded | CARRIED |
| <ul style="list-style-type: none">• Regular Board Meeting Minutes April 24, 2025 Julia/Pete• Court of Revision Minutes April 17, 2025 Julia/Calvin• In Camera Meeting Minutes April 30, 2025 Pete/Wendy | | |
| 6. Business Arising from the Minutes / Unfinished Business – none | | |
| 7. Petitions, Delegations and Presentations | | |
| 8. Correspondence | | |

Water Operations and Maintenance Report

- 9. Operations Report April / May 2025**
- Motion to adopt the Water Operations Report for April / May 2025

Moved Pete / Seconded Wendy CARRIED

District Administrator's Report

- 10. AGM – Annual Report / Conversion PRESENTATION will be presented by Wendy**
- 11. By-Law 376 Parcel Tax for 2025 – SECOND READING**
- Motion to approve the Second Reading of By-Law 376 Parcel Tax for 2025

Moved Wendy / Seconded Pete CARRIED

Finance Officers' Report

- Accounts Receivable Report
- Balance Sheets
- Bank Reconciliation
- Payments
- **Motion:** To approve the financial statements as presented

Moved Wendy / Seconded Pete

CARRIED

Capital Project Planning

12. Cowichan Bay Rd (Village) Watermain – Costs and Draft Drawings available
13. Engineering Specs update – Waiting for Engineer

Safety and Maintenance – Monthly All Staff Meetings

New Business/Late Items

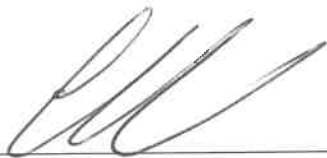
Resolutions


In Camera

Date for Next Meeting – Regular Board Meeting – June ??

– AGM Tuesday May 27th @7:30 p.m. at Bench School

Adjournment at 7:15 p.m.


Chairperson


District Administrator