



**Cowichan Bay Waterworks
SPECIAL MEETING MINUTES
5:00 pm June 2, 2025
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Julia Balabanowicz, Trustee
Pete Edgar, Trustee
Sharon Moss, Trustee
Scott Cunningham, Trustee

Staff: Anne Nippard, District Administrator
Pam Bendes, Assistant District Administrator
Scott McCartney, Chief Operator

Guest: Jon Irving, McElhanney

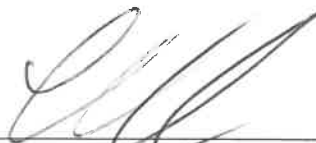
Call Meeting to Order

Chairperson called meeting to Order 5:00 pm.

1. **Approval of Agenda** **Moved Pete /Seconded Sharon** **CARRIED**
2. **Traditional Territorial Acknowledgement**
The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people.
3. **Waiver of Notice** **Moved Pete / Seconded Scott** **CARRIED**
4. **Conflict of Interest Declaration** No declarations occurred
5. **Purpose:** Cowichan Bay Rd (Village) Watermain Upgrade: Jon Irving from McElhanney presented the drawings and Draft Tender Package for review
 - o **Motion** to approve distribution of the posted Tender for Cowichan Bay Rd to four contractors. **Moved Scott / Seconded Pete** **CARRIED**
6. **In-Camera** Moved to in camera at 6:15 p.m. The in-camera session concluded at 6:30 p.m., at which point the meeting resumed.
7. **Trustee Remuneration:** Due to a challenge from a Community Member the Board has decided to not action the motion made at the AGM to increase their remuneration
 - o AGM Motion will be on the next Community Meeting and/or the next AGM to rescind.
8. **Nomination of chair:** Calvin Slade by acclamation
9. The schedule for monthly meetings was established: 4th Thursday of each month at 5:00 p.m.

Date for Next Meeting – Regular Board Meeting – June 26th, 2025 at 5:00 p.m.

Adjournment at 6:55 p.m.



Chairperson



District Administrator