



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
5:00 pm June 26, 2025  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Scott Cunningham, Trustee  
Pete Edgar, Trustee  
Sharon Moss, Trustee  
**Absent:** Julia Balabanowicz, Trustee  
**Staff:** Anne Nippard, District Administrator  
Scott McCartney, Chief Operator

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**Call Meeting to Order**

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

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| <b>1. Approval of Agenda</b>   | <b>Moved /Seconded</b><br>Pete/Sharon | <b>CARRIED</b> |
| <br><b>2. Traditional Territorial Acknowledgement</b><br>The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people. |                                       |                |
| <b>3. Introduction of Late Items</b>   |                                       |                |
| <b>4. Conflict of Interest Declaration</b> No declarations occurred  |                                       |                |
| <b>5. Adoption of Minutes</b>  | <b>Moved /Seconded</b>                | <b>CARRIED</b> |
| • Special Board Meeting Minutes June 2, 2025   | Sharon/Pete                           |                |
| • In Camera Meeting June 2, 2025   | Pete/Sharon                           |                |
| • COW Meeting June 12, 2025  | Sharon/Pete                           |                |
| • In Camera Meeting June 12, 2025  | Pete/Sharon                           |                |
| <br><b>6. Business Arising from the Minutes / Unfinished Business</b> – none   |                                       |                |
| <b>7. Petitions, Delegations and Presentations</b> – none  |                                       |                |
| <b>8. Correspondence</b>   |                                       |                |
| ○ CVRD Drinking Water and Watershed Protection Technical Advisory Team Invitation 2023-07-25   |                                       |                |
| ○ CVRD Drinking Water and Watershed Protection Strategy (2020 to 2030) (referred to in correspondence – Available at the office)   |                                       |                |

**Water Operations and Maintenance Report**

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|--|-------------------------------------|----------------|
| <b>9. Operations Report May/June 2025</b>                              |                                     |                |
| ○ <b>Motion</b> to adopt the Water Operations Report for May/June 2025 |                                     |                |
|  | <b>Moved Pete / Seconded Sharon</b> | <b>CARRIED</b> |
| <br>- <b>Job Posting:</b> update presented                             |                                     |                |

**District Administrator's Report**

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|--|-------------------------------------|----------------|
| <b>10. Insurance</b> – Renew the contract with the current company for now, with the intention to seek more competitive pricing in the spring.                 |                                     |                |
| <b>11. Signing authority:</b>  |                                     |                |
| ○ <b>Motion:</b> To add Sharon Moss and Scott Cunningham and to remove Jonas Shandel and Wendy Gregg as authorized signatories at Island Savings Credit Union. |                                     |                |
|  | <b>Moved Pete / Seconded Calvin</b> | <b>CARRIED</b> |
| <br><b>12. Newsletter:</b> Pete will write an article for the Summer edition   |                                     |                |

13. **Conversion:** Sharon Moss provided an update and shared details of a recent discussion held with several members of the Cowichan Valley Regional District.
  - CBWD will continue to receive feedback from the community until July 31, 2025, before a decision is made.
14. **Taxation Bylaw No. 376 – 2025** Has been formally approved by the Ministry, Parcel Tax Invoices will be mailed soon.
15. **Cowichan Bay Rd (Village):** Tender review and recommendation letter received from McElhanney.
  - o **Motion:** That the existing watermain on Cowichan Bay Road, from Wessex Road to Botwood Lane, be upgraded, and that McElhanney's recommendation, as outlined in their letter dated June 26, 2025, be accepted to award the contract to Milestone Equipment Contracting Inc. in the amount of \$1,126,866.00, plus GST.
16. **Licensing:** Response from WLRS received and discussed.

## Finance Officers' Report


- Accounts Receivable Report
  - Balance Sheets
  - Bank Reconciliation
  - Payments
    - **Motion:** To approve the financial statements as presented
- Moved Sharon / Seconded Scott      CARRIED**
- 18. Staff Report: Valleyview Security Quote:** It was requested that staff research better prices (for example from Rogers). If none are available, that CBWD sign up with Telus at the quoted fee for a 60-month term.

## Capital Project Planning

### Safety and Maintenance – Monthly All Staff Meetings

## Resolutions

**Date for Next Meeting – Regular Board Meeting – July 24<sup>th</sup>, 2025**

 Chairperson |  District Administrator

District Administrator