



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
5:00 pm January 23, 2025  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Calvin Slade, Chairperson  
Jonas Shandel, Trustee  
Wendy Gregg, Trustee  
Pete Edgar, Trustee  
Julia Balabanowicz, Trustee

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

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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.

**Approval of Agenda**

**Moved /Seconded**

**CARRIED**

Wendy/Pete

**Conflict of Interest Declaration**      No declarations occurred

**Adoption of Minutes**

**Moved /Seconded**

**CARRIED**

Regular Board Meeting Minutes December 10, 2024

Jonas/Pete

In Camera Meeting Minutes December 10, 2024

Jonas/Pete

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

**Petitions and Delegations – None**

**Correspondence – Received**

- Province of BC – Water Supply Status Survey
- CBID – Firehall's activities update
- Island Farmhouse Poultry – Meeting to be scheduled

**Water Operations and Maintenance Report**

- **Motion** to adopt Water Operations Report for December 2024 / January 2025

**Moved Wendy / Seconded Pete**

**CARRIED**

**Control Panel:**

- **Motion** to approve: Installation of new control panel at Valleyview. AB Compact Logix PLC – Electrical Programming at a cost of \$44,967.37 plus GST as per quote from White Pacific, funded by the Reserve Funds.

**Moved Wendy / Seconded Pete**

**CARRIED**

### District Administrator's Report

- **Draft Assessment Bylaw 377** 1<sup>st</sup> reading: Moved Wendy / Seconded Julia  
2<sup>nd</sup> reading: Moved Wendy / Seconded Jonas
- **Resolution – Water shut-off/Disconnection notices** to be delivered as required to account holders overdue by more than 90 days and owing more than \$100.00.  
**Moved Wendy / Seconded Julia CARRIED**
- **New Developments**
  - **Motion:** Due to Provincial allocation and restricted water licences, Cowichan Bay Waterworks District is now in a position where we must place a Moratorium on any new connections. We will not accept new development applications until further notice.  
**Moved Julia / Seconded Wendy CARRIED**
- **Overdue parcel Tax – Property sale notices – to be delivered**
- **Investments:**
  - **Motion** to Re-invest \$765,243.26 plus interest plus additional funds of \$13,839.33 (from the Savings Account) which should Total \$814,022.85 (CEC FUNDS). Re-Invest 790,250.38 plus \$130,000.00 plus Interest from both, which should Total \$950,636.13 (RESERVE FUNDS). Both reinvestments at 2.85% for a 1 year term, redeemable after 30 days (partial withdrawals permitted).  
**Moved Julia / Seconded Jonas CARRIED**
- **Annual Wage Increase:**
  - **Motion:** to provide a 2.4% wage increase for all staff, based on the yearly COLA, effective January 30, 2025. **Moved Wendy / Seconded Pete CARRIED**

### Finance Officers' Report

- **Accounts Receivable Report**
- **Balance Sheet (November/December)**
- **Payments (November/December)**
- **Bank Reconciliation – two accounts (November/December)**
  - **Motion:** To approve the financial statements as presented  
**Moved Wendy / Seconded Julia CARRIED**

### Subdivision Request / New Connections

- **Not being approved until further notice**

### Capital Project Planning

- **Cowichan Bay Rd (Village) Watermain – in progress**

### Safety and Maintenance

- **Monthly Staff Meetings in office – no issues**

### New Business/Late Items


**Resolutions – See District Administrator's report**

### In Camera

### Date for Next Meeting

- **Regular Board Meeting, Thursday February 27, 2025 at 5:00 pm**

**Adjournment at 7:45 pm**

  
Chairperson  
District Administrator