

CITY OF PARKSVILLE

November 17, 2021

Minutes of the Englishman River Water Service Joint Venture Management Board meeting held virtually over Zoom on Wednesday, November 17, 2021, at 9:44 am.

In Attendance:	Councillor D. O'Brien	Chair
	Mayor E. Mayne	City of Parksville
	Director B. Rogers	Regional District of Nanaimo
	Director L. Wallace	Regional District of Nanaimo

Staff:	K. Kehler	City of Parksville
	A. Weeks	City of Parksville
	B. Woods	City of Parksville
	S. Boven	City of Parksville
	J. Holmes	City of Parksville
	D. Tardiff	City of Parksville
	H. Cao	City of Parksville
	D. Holmes	Regional District of Nanaimo
	M. Walters	Regional District of Nanaimo
	E. Tian	Regional District of Nanaimo
	J. Pisani	Regional District of Nanaimo
	T. Moore	Regional District of Nanaimo

1. CALL TO ORDER

The Chair called the meeting to order and respectfully recognized the people of the Coast Salish Nations and their traditional territory upon which we gather with gratitude.

2. APPROVAL OF AGENDA

Mayne - Rogers

1. THAT the November 17, 2021, Englishman River Water Service Joint Venture Management Board agenda be approved as presented. CARRIED.

3. ADOPTION OF MINUTES

Rogers - Wallace

1. THAT the minutes of the Englishman River Water Service Management Board meeting held June 1, 2021, be amended to change Councillor Mayne as noted in the attendance list to Mayor Mayne and that the minutes held June 1, 2021, be adopted as amended. CARRIED.

4. CORRESPONDENCE

- a) **J. Damborg, Senior Project Biologist - BC Conservation Foundation - Project Support for Englishman River 'Claybank' Assessment and Remediation Project**

Mayne - Wallace

1. THAT the correspondence dated October 22, 2021, from the BC Conservation Foundation regarding project support for the Englishman River 'Claybank' assessment and remediation project be received. CARRIED.

Rogers - Wallace

1. THAT the ERWS Management Board endorse the following:
 - a) Sending a letter of support for the project as outlined in the correspondence.
 - b) A commitment from the ERWS to share WQ data collected at the intake, specifically turbidity and or TSS parameters, if and when available.
 - c) Staff providing a list of benefits the ERWS may realize if the claybank sediment source was addressed/mitigated. CARRIED.

5. **REPORTS**

- a) **B. Woods, Director of Operations – Englishman River Water Service (ERWS) Operations Update**

Rogers - Mayne

1. THAT the presentation by B. Woods, regarding the Englishman River Water Service Operation Update be received for information. CARRIED.

- b) **J. Holmes, A/Director of Finance - Englishman River Water Service 2021 Budget Amendments**

Rogers - Wallace

1. THAT the report from the Englishman River Water Service Management Committee, dated November 4, 2021, entitled "Englishman River Water Service (ERWS) 2021 Budget Amendments" be received.
2. THAT the Englishman River Water Service Management Board approve the 2021-2025 Amended Financial Plan attached as Schedule A for the ERWS.
3. THAT the Englishman River Water Service Management Board recommends the Joint Venturers adopt their respective portions of the 2021-2025 Amended Financial Plan attached as Schedule B and C for the ERWS. CARRIED.

- c) **J. Holmes, A/Director of Finance - Englishman River Water Service 2022 - 2026 Financial Plan**

Rogers - Wallace

1. THAT the report from the Englishman River Water Service Management Committee, dated November 9, 2021 entitled, Englishman River Water Service (ERWS), 2022 - 2026 Financial Plan be received.
2. THAT the Englishman River Water Service Management Board approve the ERWS 2022 - 2026 Financial Plan, attached as Schedule A.
3. THAT the Englishman River Water Service Management Board recommends the Joint Venturers adopt their respective portions of the ERWS 2022 - 2026 Financial Plan, attached as Schedule B - Parksville and Schedule C - RDN. NO VOTE.

Wallace - Mayne

1. THAT the report from the Englishman River Water Service Management Committee, dated November 9, 2021 entitled, Englishman River Water Service (ERWS), 2022 - 2026 Financial Plan be deferred to a future ERWS meeting to enable staff to review the costs and timing of specific projects not related to operation of the Water Treatment Plant. CARRIED.

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

8. **QUESTIONS/COMMENTS**

No comments were received prior to the agenda deadline.

9. **SPECIAL BUSINESS**

Mayne - Wallace

Pursuant to Section 90 (1) (i) of the *Community Charter*, the Board proceed to a closed meeting to consider an item relating to the receipt of advice that is subject to solicitor-client privilege.
CARRIED.

Time: 11:36 am.

Reconvened at 11:51 am.

10. **ADJOURNMENT**

It was moved by Mayor Mayne and seconded by Director Wallace that the meeting adjourn. **CARRIED.**

The meeting adjourned at 11:51 am.

Certified Correct.

Chair