

CITY OF PARKSVILLE

June 19, 2025

Minutes of the Englishman River Water Service Joint Venture Management Board meeting held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Thursday, June 19, 2025, at 10:46 am.

In Attendance:	Director B. Rogers	Chair, Regional District of Nanaimo
	Mayor D. O'Brien	City of Parksville
	Councillor J. Grenz	City of Parksville
	Councillor S. Wood	City of Parksville (Alternate)

Staff:	K. Kehler	City of Parksville
	A. Weeks	City of Parksville
	K. Martin	City of Parksville
	M. Boven	City of Parksville
	A. Defoor	City of Parksville
	M. Denton	City of Parksville
	M. Walters	Regional District of Nanaimo
	B. Weir	Town of Qualicum Beach

1. CALL TO ORDER

Chair B. Rogers 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

Grenz - O'Brien

1. THAT the agenda be approved as presented. CARRIED.

3. ADOPTION OF MINUTES

- a) **Minutes of the Englishman River Water Service Management Board meeting held October 31, 2024**

O'Brien - Grenz

1. THAT the minutes of the Englishman River Water Service Management Board meeting held October 31, 2024, be adopted. CARRIED.

4. SPECIAL BUSINESS

O'Brien - Grenz

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

Time 10:48 am.

The regular meeting reconvened at 11:23 am.

5. **PRESENTATIONS**

a) **MNP LLP - Audited Financial Statements for Year Ended December 31, 2024**

C. Vanderhorst of MNP LLP presented the Englishman River Water Service audited financial statements for the year ended December 31, 2024.

Grenz - Wood

1. THAT the Englishman River Water Service audited financial statements for the year ended December 31, 2024, be received for information.
2. THAT the 2024 Audited Financial Statements be accepted as presented and approved. CARRIED.

b) **Kerr Wood Leidal - Water Use Planning and Management Study**

S. Bridger and C. Sutherland of Kerr Wood Leidal provided an update on the status of the City's water use planning and management study.

6. **REPORTS**

a) **City of Parksville - Englishman River Water Service (ERWS) Operations Update**

M. Walters provided the Englishman River Water Service Operations Update for information.

Wood - Grenz

1. THAT the presentation regarding the Englishman River Water Service Operations Update be received for information. CARRIED.

b) **Manager of Finance, City of Parksville - 2025 Financial Update**

Grenz - Wood

1. THAT the board rise and report that the \$389,000 cumulative amounts for 2025 and 2026 be incorporated into the 2025-2029 budget years. CARRIED.

M. Boven and M. Denton provided a presentation regarding year-to-date variances and forecasts for 2025 and an update on the status of minor capital and capital projects.

Grenz - Wood

1. THAT the report from the Englishman River Water Service Management Committee dated June 5, 2025, entitled "Englishman River Water Service (ERWS), 2025-2029 Financial Update" be received. CARRIED.

Grenz - Wood

2. THAT the Englishman River Water Service Management Board approve the following financial plan reallocations:
 - a. \$45,000 from 2025 capital to minor capital consulting;
 - b. \$250,000 from 2025 capital pre-treatment design to pre-treatment pilot project;
 - c. \$40,000 from 2025 contribution to reserves to pre-treatment options consulting;

- d. \$120,000 from 2025 contribution to reserves to water treatment plant chemical tank replacement. CARRIED.

Grenz - Wood

- 3. THAT the ERWS 2025-2029 Financial Plan be amended to reflect the preliminary reallocations included in the above recommendation and that an amended ERWS 2025-2029 financial plan with final amounts be brought to the Board for approval during the last quarter of 2025. CARRIED.

Wood - Grenz

- 4. THAT, given the uncertainty in the current economic environment, the ERWS Management Committee have the discretion to approve the reallocation of the remaining planned contribution to the Future Expenditures Reserve, approximately \$240,000, to be used as contingency funding for projects with potential significant budget variances and be directed to report back to the ERWS Management Board as part of the amended financial plan process in the last quarter of 2025. CARRIED.

Grenz - Wood

- 5. THAT the ERWS Management Committee provide a report as part of the 2026-2030 financial planning process with recommendations regarding alternatives for accumulation and the use of reserves related to future capital expenditures of the ERWS, including whether contributions should in the ERWS accounts or in respective joint venturers' own reserves. CARRIED.

7. ADJOURNMENT

It was moved by Councillor Wood and seconded by Councillor Grenz that the meeting adjourn. CARRIED.

The meeting adjourned at 12:31 pm.

Certified Correct.

Chair