



**MINUTES OF THE MEETING OF THE  
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT COMMITTEE  
HELD ON THURSDAY, JANUARY 31, 2008 AT 2:00 PM  
AT THE CITY OF PARKSVILLE COUNCIL CHAMBERS**

<b>Present:</b>	Councillor Barry Avis, Chair	Town of Qualicum Beach
	Mark Brown	Town of Qualicum Beach
	Bob Weir	Town of Qualicum Beach
	Councillor Marc Lefebvre	City of Parksville
	Fred Manson	City of Parksville
	Gary O'Rourke	City of Parksville
	Mike Squire	City of Parksville
	Director Joe Stanhope	Regional District of Nanaimo
	Director George Holme	Regional District of Nanaimo
	Carol Mason	Regional District of Nanaimo
	John Finnie	Regional District of Nanaimo
	Wayne Moorman	Regional District of Nanaimo
	Bev Farkas	Recording Secretary

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**CALL TO ORDER**

B. Avis called the meeting to order.

**MINUTES**

MOVED M. Lefebvre, SECONDED J. Stanhope, that the minutes from the meeting of the Arrowsmith Water Services Management Committee held September 18, 2007 be adopted.

CARRIED

**CLARIFICATION OF NEWS ARTICLE**

J. Stanhope requested that in future any statements regarding AWS come before this committee prior to being released to the press. Chair Avis confirmed that this will be adhered to and noted that the Town of Qualicum Beach will be involved in a full In-Camera review of their participation in AWS in several months. Chair Avis confirmed that the committee will currently proceed on the basis that Qualicum Beach is a full participant in the joint venture.

MOVED J. Stanhope, SECONDED M. Lefebvre that the PQ News article of November 13, 2007 be received for information.

CARRIED

## **CAPITAL PLAN – KOERS DRAFT REPORT**

MOVED M. Lefebvre, SECONDED F. Manson that staff be directed to retain Koers & Associates Ltd. to complete the draft report, initially issued as follows:

Bulk Water Supply System  
Capital Plan 2005  
Draft Report  
Dated June 30, 2005

and that the draft report be completed for costs not to exceed \$3,000.

CARRIED

## **CAPITAL PLANNING PROCESS PROPOSAL**

G. O'Rourke noted that at the January 10<sup>th</sup>, 2008 AWS Administrators and Engineers meeting a two-step proposal process was agreed on and that following the Expressions of Interest process, staff expect that between two and four proponents will be invited to submit detailed proposals. A recommendation will then come back to the AWS Management Committee. The City of Parksville will administer the process following the city's policies. Mr. O'Rourke stated that the AWS engineers are in the process of establishing criteria for the Terms of Reference.

Discussion followed regarding intake location and it was verified that as no definite site has been chosen to date, the committee will proceed toward consultant review and recommendations.

MOVED M. Lefebvre, SECONDED J. Stanhope that staff be directed to proceed with the two step request for expression of interest and request for proposals for the AWS Capital Plan and River Intake under the administration of the City of Parksville in accordance with the City of Parksville Purchasing Guidelines Policy.

CARRIED

## **PROPOSED 2008 BUDGET**

Gary O'Rourke noted that the year end budget for last year will be forwarded to committee members. M. Squire added that a small amount is noted in the budget to purchase camera equipment as required by Municipal Insurance Association to monitor activities at the site.

MOVED J. Stanhope, SECONDED M. Lefebvre that the 2008 budget be approved as presented.

CARRIED

## **OTHER**

J. Stanhope asked about the possibility of power generation and G. O'Rourke responded that it is still being discussed however nothing has transpired to date. J. Finnie stated that preliminary discussions have indicated that there is not too much merit in developing power other than for on-site use. M. Brown added that it would be cost prohibitive for the site to get on the power grid.

The topic of grant applications was raised and the response was that the Capital Plan must first be complete before funds can be applied for. F. Manson said that the City of Parksville will follow up as they are currently acting in the capacity of administrator. Chair Avis asked for investigation in to the Plutonic Run River Run and F. Manson will follow up.

M. Brown complimented W. Moorman on an excellent letter sent to the Ministry of Environment indicating the RDN's opposition of a recent application by Riverbend Campground for a water license for extraction upstream of the Joint Venture potential intake location on the Englishman River.

Existing water licenses on the Englishman River were discussed as well as their potential impact on river extraction. It was suggested that a review of water licenses (both active and inactive) on the Englishman River may be a component of the Request for Proposals. J. Stanhope emphasized the need for opposition of any further water licenses.

C. Mason informed the committee that the RDN is considering the creation of a function for Drinking Water Watershed Protection and there are opportunities for municipalities to participate in this. The RDN requires elector assent to establish a function and a referendum may accompany the November elections.

MOVED M. Lefebvre, SECONDED J. Stanhope, that pursuant to Section 90(1)(g) of the Community Charter the Committee proceed to an In Camera meeting to consider items related to legal issues.

CARRIED

TIME: 2:53 PM

MOVED M. Lefebvre, SECONDED J. Stanhope, that the minutes from the In-Camera meeting of the Arrowsmith Water Services Management Committee of September 18, 2007 be adopted.

CARRIED

## **ADJOURNMENT**

Meeting adjourned at 2:57 PM.

## **NEXT MEETING**

To be announced.

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B. Avis, Chairperson