

**MINUTES OF THE ENGLISHMAN RIVER WATER SERVICE JOINT VENTURE
MANAGEMENT BOARD MEETING**

Tuesday, May 19, 2020

1:30 P.M.

Held Electronically

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

Also in Attendance:	P. Carlyle	Regional District of Nanaimo
	R. Alexander	Regional District of Nanaimo
	S. De Pol	Regional District of Nanaimo
	M. Walters	Regional District of Nanaimo
	L. Butterworth	City of Parksville
	H. Cao	City of Parksville
	J. Doxey	City of Parksville
	J. Holmes	City of Parksville
	K. Kehler	City of Parksville
	S. Ross	City of Parksville
	R. Graves	Recording Secretary

CALL TO ORDER

Keeva Kehler, Chief Administrative Officer (CAO), called the meeting to order.

ELECTION OF CHAIR

Keeva Kehler, CAO, called for nominations for the position of Chair for the year 2020.

Director Rogers nominated Mayor Mayne.

Mayor Mayne declined the nomination and nominated Councillor O'Brien.

Councillor O'Brien accepted the nomination.

There being no further nominations, Keeva Kehler, CAO, declared Councillor O'Brien as Chair of the Board for the following year.

The Chair called the meeting to order and respectively acknowledged the Coast Salish Nation on whose traditional territory the meeting took place.

IN CAMERA

It was moved and seconded that the Board proceed to an In Camera meeting pursuant to the following section of the *Community Charter* to discuss:

90 (1)(g) litigation or potential litigation affecting the municipality.

CARRIED UNANIMOUSLY

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Englishman River Water Service Management Board Meeting - November 25, 2019

It was moved and seconded that the minutes of the Englishman River Water Service Management Board meeting held November 25, 2019, be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

Update on Commissioning

Heidi Cao, Development Engineer, City of Parksville, gave a verbal presentation.

REPORTS

Englishman River Water Service Amended 2020-2024 Financial Plan Report

Joe Doxey, Acting Director of Engineering / Manager of Infrastructure, City of Parksville, gave a verbal report.

It was moved and seconded that the report from the Englishman River Water Service Management Committee, dated May 4, 2020, entitled "Englishman River Water Service (ERWS) Commissioning Update and Amended Budget Approval" be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board approve the 2020-2024 Amended Financial Plan attached as Schedule A for the Englishman River Water Service.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board recommends the Joint Ventures adopt their respective portions of the 2020-2024 Amended Financial Plan attached as Schedule A for the ERWS.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board approve approximately \$197,500 to CH2M Hill for additional consulting services provided in 2019.

CARRIED UNANIMOUSLY

Englishman River Water Service Joint Venture Draft Audited Financial Statements for the Year Ending December 31, 2019

Lenora Lee, CPA, KPMG gave a verbal presentation of the Audited Financial Statements.

It was moved and seconded that the Englishman River Water Service Draft Audited Financial Statements be received and approved.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:08 PM

CHAIR