

**BOWEN ISLAND MUNICIPALITY****Cove Bay Water Local Management Committee**

Adopted on September 10, 2009

Minutes of the regular meeting of **Cove Bay Water Local Management Committee** held May 20, 2009 at 7:15 p.m. in the Council Chambers at Municipal Hall, 981 Artisan Lane, Bowen Island, BC

**COMMITTEE IN ATTENDANCE**

Bill Hamilton – Chair  
Dennis Dallas  
Wolfgang Duntz  
Ken Shirley

**REGRETS**

David McEachern  
John Rich

**COUNCIL IN ATTENDANCE**

Councillor Alison Morse

**STAFF IN ATTENDANCE**

Joanne Cunday, Director of Finance  
Bob Robinson, Acting Public Works Manager-Operations

**OTHERS IN ATTENDANCE**

Gayle Ferguson – Minute Taker

**CALL TO ORDER**

The Chair called the meeting to order at 7:15 p.m.

**ADOPTION OF AGENDA****It was Moved and Seconded**

That the agenda for the Cove Bay Water System Local Management Committee meeting of May 20, 2009 including the On Table Agenda be approved.

CARRIED

**ADOPTION OF THE MINUTES**

Minutes of the Meeting of Cove Bay Water System Local Management Committee held on February 12, 2009

**It was Moved and Seconded**

That the minutes of the meeting of Cove Bay Water System Local Management Committee held on February 12, 2009 be adopted.

CARRIED

**NEW BUSINESS**

Water System Operation and Maintenance Contract

Bob Robinson Acting Public Works Manager – Operations provided the following comments related to the water system operation and maintenance contract:

- Council has given BRS one year notice, effective April 2010 on my recommendation to take the operation and maintenance of the water systems in-house. The other option is to put the contract out to tender;
- Task One - BRS \$39 hourly rate. Expect to see an overall saving of \$30,000-40,000 the first year;
- Have added \$5,000 as a buffer
- Insurance costs savings of \$6,300
- Administrative, salary and associated costs not included in this comparison as will be charged either way in house or externally;

- Works estimated to require three full time equivalents to provide for holidays, weekends and sick days .All hours will be coded directly for various water systems and road works and that will provide us with more accurate information of the hours spent for each water system;
- Council has requested the Water systems to provide comments or recommendations.

Key comments/queries included:

1. Number of total connections for all water systems? *Joanne: 1154;*
2. Is the Municipality presently satisfied with contractor's work? *Bob: would not say anything against them;*
3. There are compelling reasons to do it in house. From tax payer point of view it would be irresponsible to at least not give it a try;
4. One concern is that performance currently hinges on one person. Over time, we will need an assistant/backup for performance standard to be maintained.

The Committee received for information the following correspondence:

1. Letter from Bill Newport dated March 29, 2009
2. Email from Bill Newport dated April 22, 2009
3. Email from Adam Holbrook dated April 23, 2009
4. Email from Richard Smith April 23, 2009
5. Email and spreadsheet from Bill Newport dated May 11, 2009

#### **It was Moved and Seconded**

The Cove Bay Water System Local Management Committee recommends that at the termination of the current Water System Operation and Maintenance contract in April 2010 the water system operations be brought in house as recommended by staff.

CARRIED

#### **BUSINESS ARISING FROM THE MINUTES**

Verbal report of field inspection of temporary connections in Scarborough Area

Ken Shirley provided the following verbal report regarding the field inspection of temporary connections in the Scarborough area:

- Ad Valorem and Parcel taxes - temporary connections have been contributing since the inception of the debt. *Joanne: we can account for that value in the Reserves but was not segregated into a separate account;*
- Only four connections that are vulnerable of 20 +/- outside of the boundaries. All are paying rates as though they were in Local Area Service.

Key issues discussed:

- Legally what to do? *Joanne: They have to petition the Municipality to join. We should look at the opportunities to budget for it and what would a petition involve. Expand the*

*boundaries and bury the water lines that are above the ground for the four houses. Staff will research how much money has been paid overtime will keep the issue on their work list.*

- The Committee needs to know the cost and the best way to install the pipe

The Committee agreed to follow up with staff on results of the research on money paid by the temporary connections in the Scarborough area and revisit the issue

#### Update of Right of Way Easement Process

The Director of Finance reported that the Municipal lawyer had prepared the draft letters a few months ago. Certain issues need to be verified before the letters can be sent out.. The assumption is if we don't get a negotiated settlement then next step would be expropriation and we are subject to paying fair market value

The Committee agreed it would be most beneficial to have the letters go out prior to discussion of a treatment facility.

#### Cove Bay Water System Long Range Plan Update

The Chair noted that, at a recent meeting with Dayton and Knight, they had provided an interim report on the Cove Bay Water System Long Range Plan. They have been requested to pursue some items and should be completed in the next few weeks. The interim report confirms the same figures as the original report of 325 connections. We have 620 connections. The Committee will meet to review the report, when it has been finalized.

Councillor Morse suggested that the presentation of the report be a joint meeting with Council.

#### Discussion of report prepared by BIM staff on water governance

Councillor Morse commented on the following items regarding the water governance bylaws:

- There are 7 establishment bylaws for each of the seven Municipal water systems;
- There is one operations and administration bylaw for all systems;
- There is one advisory committees bylaw. Cove Bay cannot be included Therefore need a bylaw to amend;
- Cove Bay Water System Amendment Bylaw No. 251, 2009
  1. clause 2 - amended to replace the words "*Cove Bay Water System Local Management Committee*" with "*The Director of Engineering and Operations*";
  2. clause 3 – changing the word "*management*" to "*advisory*";
  3. Number of members - maximum will be 7;
  4. Quorum will be four, if six or seven members;
  5. Term of Office is 3 years and can be reappointed
  6. Meetings - minimum of once a year
  7. Review of the Operation and Administration Bylaw No. 259, 2009 - new terminology is now "*Local Area Services*" and Schedule A will delete reference to Cove Bay
  8. Reporting – public accountability with an Annual General

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Meeting

The Director of Finance noted that there will be companion policies developed for the new bylaws.

Discussion followed regarding making a recommendation to approve the adoption of the governance bylaws.

As all members were not present, it was decided that the following motion be voted on at the next Cove Bay Meeting

*“That the Cove Bay Water System Local Management Committee are in favour of the following bylaws being adopted as presented at the May 20,2009 meeting:*

- 1. Bylaw No. 251, 2009 -the draft Cove Bay Water System Establishment bylaw;*
- 2. Bylaw No. 258, 2009 - the Draft Advisory Committees Bylaw*
- 3. Bylaw No 259, 2009 -Draft Operation and Administration Bylaw”*

**INFORMATION ITEMS**

Information Item – Grafton Lake Watershed Quest

The Committee received for information the Grafton Lake Watershed Quest correspondence dated May 5, 2009

Draft minutes of the Water Services Management Commission meeting, held May 7, 2009

The Committee received for information the draft minutes of the Water Services Management Commission meeting, held May 7, 2009.

**ADJOURNMENT**

The meeting adjourned at 9:15 p.m.