

**Adopted on March 12, 2010****BOWEN ISLAND MUNICIPALITY**

Minutes of the **meeting of the Hood Point Water System Local Advisory Committee** held on Friday May 22, 2009 at 3:15 p.m. in the Council Chambers of the Bowen Island Municipal Hall

**COMMITTEE IN ATTENDANCE** Steve Hoffar- Chair  
Bob Sangster  
Mike Shields

**REGRETS** Mike Corney  
Tom Rafael

**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  
(\* denotes partial attendance)

**CALL TO ORDER** The Chair called the meeting to order at 3:15 p.m.

**ADOPTION OF THE AGENDA** **It was Moved and Seconded**  
That the agenda for the Hood Point Water Systems Local Advisory Committee meeting of May 22, 2009 be approved.  
CARRIED

**ADOPTION OF MINUTES**

Minutes of the Meeting of Hood Point Water System Local Advisory Committees held on April 3, 2009

**It was Moved and Seconded**  
That the minutes of the meeting of Hood Point Water System Local Advisory Committee held on April 3, 2009 be adopted.  
CARRIED

**BUSINESS ARISING FROM MINUTES**

Draft Water System Governance Bylaws

Councillor Morse commented on the following Draft Water System Governance Bylaws:

- Draft Amendment Bylaw No. 254 -Clauses 2-18 to be removed;
- Boundaries do not change;
- Draft Bylaws No. 258 and No. 259 - no significant changes since reviewed by the Municipal lawyer

**It was Moved and Seconded**

That the Hood Point Water System Local Advisory Committee is in agreement with the adoption of the following bylaws:

1. Hood Point Water System Specified Areas and Local Advisory Committee Amendment Bylaw No. 254, 2009
2. Water System Specified Areas Advisory Committees Establishment Bylaw No. 258, 2009
3. Bowen Island Municipality Water System Specified Areas and Local Area Services Operational and Administration Bylaw No. 259, 2009. CARRIED

**NEW BUSINESS**

Water System Operation and Maintenance Contract

Bob Robinson, Acting Manager Public Works – Operations provided the following comments regarding the operation and maintenance of the Municipal water systems:

- BRS have been given one year notice , effective April 2010 with options to go out to tender or in house operation. My recommendation was to take the operation in-house as tender process is a cost and we believe we can do it cheaper;
- Task 1 – mainly water sampling - have calculated for each water system time for water sampling. For Hood Point over 300 hours annually is being charged out to chlorination station alone.
- Estimated wages - In house at approximately \$180,000, works estimated to require 3 FTEs .All hours will be coded directly and will allow us to have a more accurate record of time spent in each system. For this estimate, extra hours have been added to cover contingencies.

- Administration, salary and associated costs - no change anticipated at this time – this is not dependant on question of ‘in house’ or contracting out.
- Insurance costs - estimate \$6300 savings
- Rate per hour – is BRS at \$39 versus In house at \$28 an hour,
- Extras will be \$28 versus \$39 per hour
- Committee reviewed the In House Comparison Document.

Key queries/comments from Committee members included:

- ◇ Risk to water system is what if your figures are wrong – *Bob: likely to be \$10,000 savings in your budget.*  
*Joanne: This estimate represents 3.4 FTEs which is our estimated requirement so acts as a cushion if something has been omitted.*
- ◇ How often is there a review - *Joanne: annually with the budget ;*
- ◇ Options – if Council is deciding to do in house then should consider outside bids at the same time.
- ◇ *Joanne: the estimated works show that total proportionate share is close to BRS's percentage calculation of time spent for each water system*

The Committee received for information the following items:

- 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 dated April 23, 2009
  5. Letter and spreadsheet from Bill Newport dated May 11, 2009; and
- Resolution by Council on April 27, 2009 re: Water System Operation and Maintenance Contract
- Draft Minutes from the Water Services

Management Commission meeting May 7, 2009

**It was Moved and Seconded**

That the Hood Point Water System Local Advisory Committee recommends that at the termination of the current contract in April 2010, the water system operations be brought in house as recommended by staff.

CARRIED

**ADJOURNMENT**

The meeting adjourned at 4:20 p.m.