

**QUALICUM BAY – HORNE LAKE WATERWORKS DISTRICT**  
**Minutes of the Regular Meeting of the**  
**Qualicum Bay – Horne Lake Waterworks held at the**  
**QBHL board office, Wednesday**  
**December 12, 2018 @ 1:00pm**

**Trustees Present:** Jeff Cain, Doug Dickson, Ian McJannet, Mark Smailes, Irene Doyle, Lore Bewer  
**Regrets:** Dagmar Seydel  
**Officer:** Leigh Campbell  
**Maintenance:** Don Buchner  
**Guest:** Laurie Nickerson

**Call to Order**

The Chair called the Regular Meeting to order at 1:00 p.m. **Motion;** by Jeff Cain to accept the agenda as presented. **Seconded;** Irene Doyle. **CARRIED**

**Laurie Nickerson – Bylaw #164**

Laurie was concerned regarding bylaw #164 Tolls Bylaw; she felt that it was not properly documented. She felt that the tolls were not reasonable for the Housing Society. She requested the bylaw be revisited.

Lore Bewer had discussed this bylaw with Josh Craig at the Ministry of Municipal Affairs and Housing; they agreed that having a tax-exempt toll included in the tolls bylaw was encouraged by the ministry.

Lore Bewer will write a letter in response.

The board agreed to have the new tolls bylaw #166 reconsidered and will discuss it addition to the Budget /HR at a special meeting to be held on January 8, 2019 @ 10:30am.

**Motion;** by Ian McJannet to expand the minutes and put more detail in. **Seconded;** Mark Smailes. **CARRIED**

**Maintenance Report**

Don said that the flushing would be the week of January 14, 2019.

A leak occurred at 3300 Welch Road as a result of work being carried out by Lambert Backhoe and Excavating. Administrator to send an invoice for the damage incurred.

**Motion;** by Irene Doyle to accept the Maintenance Report of December 12, 2018. **Seconded;** Ian McJannet. **CARRIED**

**Motion;** by Irene Doyle to accept the admin report of December 12, 2018. **Seconded;** Mark Smailes. **CARRIED**

**Approval of Minutes**

**Motion;** by Mark Smailes to accept the minutes of the Regular Board Meeting of November 21, 2018 with amendments. **Seconded;** Ian McJannet. **CARRIED**

**Approval of the attached Treasurer’s Reports of December 12, 2018**

**Motion;** by Doug Dickson to receive and file the Treasurer’s Reports and to approve the accounts payable as listed for payment. **Seconded;** Jeff Cain. **CARRIED**

**Correspondence**

Penalty adjustment 5421 Island Highway – No penalty adjustment.

**Motion;** by Jeff Cain to accept the correspondence as presented. **Seconded;** Irene Doyle. **CARRIED**

#### **New Business**

**Audit** – Audit to be the week of February 20, 2019. **Motion;** by Lore Bewer to sign the engagement letter for MNP. **Seconded;** Ian McJannet. **CARRIED**

**Failure to pay** – Administrator to contact QFN and request that the CEC payment be cleared up.

Administrator to draw up, for next meeting an absentee policy for the trustees.

Administrator to change the election policy to have nominations declared 2 week prior to the AGM.

Administrator to make up a newsletter for the New Year to include the next date for the information night, happenings in the district, election policy changes regard nominations for the AGM.

**Motion:** by Mark Smailes to write a letter to the Ministry of Transportation regarding the boundary change to 3810 Charlton. **Seconded;** Jeff Cain. **CARRIED**

#### **Unfinished Business**

**Billing Software** – Contract

**Motion:** by Doug Dickson to enter into a contract with Apteian and have the Vadim software installed. **Seconded:** Jeff Cain. All trustees in agreement. Contract attached. **CARRIED**

2019 Budget – tabled to Regular meeting in January.

#### **Chairman's report**

#### **Adjournment**

The meeting adjourned at 4:20 pm. The next Regular Meeting will take place on Wednesday January 16, 2019, 1:00 p.m. at the Qualicum Bay Horne Lake water office.

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Lore Bewer, Chairperson

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Leigh Campbell, Officer