

**QUALICUM BAY – HORNE LAKE WATERWORKS DISTRICT**  
**Minutes of the Regular Meeting of the**  
**Qualicum Bay – Horne Lake Waterworks held at the**  
**QBHL board office, Tuesday**  
**December 13, 2023 @ 12:00pm**

**Trustees Present:** Jeff Cain, Mark Smailes, Wim Jellema, Irene Doyle, Adrian Piloto  
**Regrets:** Scott Dale

**Maintenance:** Don Buchner  
**Officer:** Leigh Fagerlund  
**Guest:** Robert Edwards and Lee Melnychuk (Ratepayers)

The Chairperson recognized that we were on the traditional territory of the Qualicum First Nations.

**Call to Order**

The Chairperson called the Regular Meeting to order at 1:00 p.m. **Motion;** by Irene Doyle to accept the amended agenda. **Seconded,** Mark Smailes. **CARRIED**

**Maintenance Report**

**Motion:** by Irene Doyle to accept the Maintenance Report of December 13, 2023. **Seconded,** by Mark Smailes. **CARRIED**

**Approval of Minutes**

**Motion:** by Mark Smailes to accept the minutes of the Regular Board Meeting of November 15, 2023. **Seconded,** Irene Doyle. **CARRIED**

**Approval of the attached Treasurer’s Reports of December 13, 2023**

**Motion:** by Jeff Cain to receive and file the Treasurer’s Reports of December 13, 2023, and to approve the accounts payable as listed for payment. **Seconded,** Irene Doyle. **CARRIED**

**Correspondence**

**Motion:** by Irene Doyle to accept the correspondence as presented. **Seconded,** Adrian Piloto. **CARRIED**

**New Business**

**Term Deposits -** \$300,000.00 Non-Redeemable First Credit Union  
\$300,000.00 Redeemable First Credit Union

**Renewal of SCADA** – Contractor to get pricing for new SCADA.

**Water Test Results** – Contractor to write a report.

**Signers at Credit Union -** Tabled

**Assessment Bylaw** – Administrator working to include properties in the district not serviced by Qualicum Bay Water

**Concrete Reservoir** – Sharon Hubbard will attend the next board meeting to provide details on the mural for the concrete reservoir – Mark has offered to power wash.

**Resignation Letter** – **Motion** by Jeff Cain to accept the resignation from Scott Dale. **Seconded** by Mark Smailes. **CARRIED**

**Unfinished Business**

**Horne Lake Watermain replacement** – **Motion** by Wim Jellema to go ahead with the Horne Lake Watermain replacement program including the double check valves on Fisheries Road. **Seconded** Mark Smailes. **CARRIED**

**Watermain System Demand Review** –Administrator to get updates from McElhanney

**AC Pipe Replacement/Asset Management Plan** – Administrator to get updates from McElhanney

**QFN Agreement** – Waiting for signing.

**Chairman’s report,**

**Adjournment**

The meeting adjourned at 3:10pm. The next Regular Meeting will take place on Wednesday January 17, 2024, 1:00 p.m. at the Qualicum Bay Horne Lake water office.

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Jeff Cain, Chairperson

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Leigh Campbell, Administrator