

**DEEP BAY IMPROVEMENT DISTRICT**  
**MINUTES OF THE REGULAR BOARD MEETING**

**April 16, 2014**

**Trustees:** Tom Plensky, Chair  
Candace Cowan  
Bob Leggett  
Claire Hilscher  
Don Milburn  
Linda McKay  
Dave Simpson

**Staff:** Leslie Carter, Administrator  
Don Buchner, Operator

**Call to Order:** 7:00 pm

**Election of chair:**

Tom Plensky and Candace Cowan were nominated to stand as Chair. After a balloted vote, Tom Plensky was elected to serve as chair until the 2015 AGM

**Introduction of late items:** none

**Motion: to approve agenda for current meeting**

Linda McKay                      **Seconded: Candace Cowan**                      **Vote: Carried**

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on March 19, 2014**

**Motion: to approve the minutes of Board Meeting of March 19, 2014**

Don Milburn                      **Seconded: Linda McKay**                      **Vote: Carried**

**Business arising from March 19, 2014 board meeting:** none

**Minutes of the Annual General Meeting held on April 9, 2014**

**Motion: to approve the minutes as amended of Annual General Meeting of April 9, 2014**

Don Milburn                      **Seconded: Linda McKay**                      **Vote: Carried**

**Business arising from April 9, 2014 Annual General Meeting:** none

**Operator Monthly Report:**

**Operations & Maintenance Report for March 12, 2014 – April 12, 2014**

Water Delivery: March 12, 2014 – April 12, 2014: 1,516,300 Imp. Gal.

Average daily use/connection (601 connections): 82 Imp. Gal.                      Previous Month – 80

Observation Well #310 Levels (meters): Apr. 12/14: 8.671                      Previous Month – 9.392

Well level cannot currently be measured due to tool malfunctioning. This will be addressed with the install of data loggers as part of the SCADA install. Wells 5, 6 & 8 are now connected to the new SCADA system and cost has come in below estimated costs by approximately \$3000. Next phase will be Well #1. Well #1 will be out of commission for about 2 weeks while the panel is rebuilt. Operator will ensure that the generator is ready and able to move to an alternate well if needed.

Administrator to send letter to MOTI and Emcom outlining DBID concerns with erosion occurring on Shoreline Drive.

**Motion: to receive Operator's Monthly report**

**Bob Leggett                      Seconded: Claire Hilscher                      Vote: Carried**

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:** presented by Leslie Carter

Call outs for March 2014: 6 (3 MVI, 3 First Responder, 0 Fire, 0 Misc.)

**Fire Protection Committee:** March 24, 2014 meeting

Review of March 24, 2014 Committee report

**Motion: to form Select Committee for the replacement of the fire hall**

**Claire Hilscher                      Seconded: Don Milburn                      Vote: Carried**

**Motion: to accept the Fire Protection Committee report**

**Linda McKay                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to authorize expenditures by the Administrator to place advertising regarding the creation of the Select Committee**

**Bob Leggett                      Seconded: Linda McKay                      Vote: Carried**

**Finance Committee:** no meeting

Total cheques issued for March 2014 Water: **\$34,283.02**

Total cheques issued for March 2014 Fire: **\$1398.88**

**Motion: to accept the Finance Committee report**

**Linda McKay                      Seconded: Candace Cowan                      Vote: Carried**

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**HR Committee:** no meeting

**Planning Committee:** no meeting

**Correspondence In:**

April 4, 2014 – D. Milburn, reply to ratepayer regarding DBID election

April 11, 2014 – Baynes Sound Investments, confirmation of March 24, 2014 letter's conditions

**Correspondence Out:**

March 24, 2014 – Baynes Sound Investments, follow up regarding professional review of GW Solutions report

**Motion: to deal with and file correspondence in and out**

**Claire Hilscher                      Seconded: Linda McKay                      Vote: Carried**

**Old Business:** none

**New Business:**

**Motion: to appoint current trustees, namely, Candace Cowan, Claire Hilscher, Bob Leggett, Linda McKay, Don Milburn, Tom Plensky and Dave Simpson and the Administrator, Leslie Carter, as Authorized Signatories for the Deep Bay Improvement District accounts with Union Bay Credit Union**

**Don Milburn                      Seconded: Dave Simpson                      Vote: Carried**

Committees reviewed by board – Administrator to update information and provide to board Review of voter eligibility as set out in the Improvement District Manual and Letters Patent. Current Election Procedures Policy to be posted on website.

**Question Period:**

Q: Why is letter regarding erosion on Shoreline Drive being sent to Emcon?

A: Motion indicated that letter is to be sent to Ministry of Transportation and Infrastructure and Emcon Services.

Q: At the AGM, voters were instructed to fill in 3 names for the 3 vacant positions – does this mean that if only one or two names were filled in that they were not counted?

A: Instructions were to fill in 3 names for the 3 vacancies but if only one or two names were filled in the ballot was not considered spoiled and was included in the final vote tally.

**Motion: to have Bylaw Committee meet to review current Elections Procedures Policy, including setting policy with regards to completion of ballots.**

**Candace Cowan                      Seconded: Bob Leggett                      Vote: Carried**

There being no further business the meeting was adjourned at 7:45 pm

The above minutes were approved by the Board of Trustees on May 21, 2014.

By: \_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Officer