

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

**January 20, 2016**

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

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

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

**Introduction of late items:**

Correspondence In:

January 18, 2016 – Deep Bay Fire/Rescue Society, request use of DBID property for Car Wash/BBQ on Saturday, May 28, 2016 10 am – 2 pm

New Business:

Request to send letter to our Member of Parliament

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

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

**Petitions and Delegations: none**

**Minutes of the Regular Board Meeting held on December 16, 2015**

**Motion: to approve the minutes of Regular Board Meeting of December 16, 2015**

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

**Business arising from December 16, 2015 board meeting: none**

**Operator Monthly Report:**

**Operations & Maintenance Report for December 10, 2015 – January 14, 2016**

Water Delivery: December 10, 2015 – January 14, 2016: 1,577,422 Imp. Gal.

Average daily use/connection (605 connections): 74 Imp. Gal.            Previous Month – 60

Observation Well #310 Levels (meters): Jan. 14, 2016: 8.15            Previous Month – 8.772

Operator requested to paint building frame for generator. Security signs to be posted at wells regarding surveillance.

Miscellaneous charges to reviewed as part of the budget meetings later this year.

**Motion: to accept the Operator's report as presented**

**Don Milburn            Seconded: Candace Cowan            Vote: Carried**

**Operations & Maintenance Committee: no meeting**

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

Call outs for December 2015: 21 (18 MVI, 1 First Responder, 1 Fire, 1 Misc.)

2015 total callouts: 108 (highest annual total since 2008, 2014 callouts: 92)

**Motion: to accept the Fire Chief's report**

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

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** January 9 workshop & January 13 meeting

**Motion: to accept recommendations of the Fire Hall Replacement Committee report**

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

**Finance Committee:** no meeting

Total payments issued for December 2015 Water: **\$30,943.14**

Total payments issued for December 2015 Fire: **\$7,145.72**

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

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

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**HR Committee:** January 4, 2016 meeting report in-camera

**Planning Committee:** no meeting

**Correspondence In:**

January 7, 2016 – Min. of Health, Ground Water Guidance Documents update

January 8, 2016 – MNP, Audit Service Plan for year-end 2015

January 18, 2016 – Deep Bay Fire/Rescue Society, request use of DBID property for Car Wash/BBQ on Saturday, May 28, 2016 10 am – 2 pm

**Correspondence Out:** none

**Motion: to have Leslie Carter and Claire Hilscher attend the February 4, 2016, BC Ministry of Health training seminar in Nanaimo**

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

**Motion: to allow the Deep Bay Fire/Rescue Society to use the DBID property for a Car Wash/BBQ on Saturday, May 28, 2016 from 10 am – 2 pm.**

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

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

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

**Old Business:**

Well #4 Statutory Right-of-Way Agreement – right of way documents have been reviewed by Dave Simpson and Claire Hilscher. Administrator has contacted our insurance company and obtained insurance requirements.

**New Business:**

**Motion: to introduce and give first reading of Bylaw No. 227 "Well #4 Statutory Right-of-Way Agreement Bylaw 2016" to authorize the execution of an agreement with Ministry of Forests, Lands and Natural Resource Operations**

**Candace Cowan      Seconded: Don Milburn      Vote: Carried**

**Motion: to reconsider and finally pass Bylaw No. 227 "Well #4 Statutory Right-of-Way Agreement Bylaw 2016" to authorize the execution of an agreement with Ministry of Forests, Lands and Natural Resource Operations**

**Bob Leggett      Seconded: Dave Simpson      Vote: Carried**

Discussion regarding sending letter to our MP regarding new federal infrastructure funding being made available and outlining projects that DBID has or can make shovel ready in short order. Claire Hilscher and Administrator to draft letter. Final draft will be send via email for review by all trustees and final copy will be sign by all trustees.

**Question Period:** none

There being no further business the meeting was adjourned to go in camera at 8:05 pm

The above minutes were approved by the Board of Trustees on February 17, 2016.

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

\_\_\_\_\_  
Officer