

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

November 16, 2016

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

Staff: Leslie Carter, Administrator
Don Buchner, Water System Operator

Call to Order: 7:00 pm

Introduction of late items:

Correspondence in:

November 15, 2016 - Min. of Community, Sport & Cultural Development, registered copy of bylaw No. 228 "Taxation Bylaw 2017"

Motion: to approve agenda as amended for current meeting

Bob Leggett Seconded: Don Milburn Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on October 19, 2016

Motion: to approve the minutes of Regular Board Meeting of October 19, 2016

Don Milburn Seconded: Dave Simpson Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for October 12 – November 8, 2016

Water Delivery: October 12 – November 8, 2016 1,644,500 Imp. Gal.

Average daily use/connection (605 connections): 101 Imp. Gal. Previous Month – 113

Observation Well #310 Levels (meters): Nov. 8, 2016: 8.26 Previous Month – 8.66

Motion: to accept the Operator's report as presented

Candace Cowan Seconded: Bob Leggett Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for October 2016: 11 (9 MVI, 2 First Responder, 0 Fire, 0 Misc.)

Motion: to accept the Fire Chief's report as presented

Claire Hilscher Seconded: Dave Simpson Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Committee is touring the newly completed Hornby Island Fire Hall on November 18th. Project went over budget, hoping to learn from their experiences.

Motion: to accept Fire Hall Replacement Committee report as presented

Linda McKay Seconded: Claire Hilscher Vote: Carried

Finance Committee: no meeting

Total payments issued for October 2016 Water: **\$27,556.88**

Total payments issued for October 2016 Fire: **\$4,443.52**

Based on income statements to October 31/16, both Water and Fire should come in under operating budget amounts for 2016.

Motion: to accept Finance Committee report as presented

Don Milburn Seconded: Linda McKay Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

October 26, 2016 – Ladies Auxiliary, Royal Canadian Legion, Bowser, donation to support Deep Bay Volunteer Fire Department

November 15, 2016 - Min. of Community, Sport & Cultural Development, registered copy of bylaw No. 228 "Taxation Bylaw 2017"

Correspondence Out:

October 26, 2016 – Min. of Community, Sport & Cultural Development, Bylaw No. 228 "Taxation Bylaw 2017" for registration

Motion: that any donations received that are not otherwise directed are to be deposited to the Building Renewal Fund

Candace Cowan Seconded: Claire Hilscher Vote: Carried

Old Business:

Closure of "Deep Bay Firefighters Benefit Fund"

- October 26, 2016 – contributions to Fire Hall Building Renewal Fund and Equipment Fund received
- November 3, 2016 – confirmation of account closure received

New Business:

Rosewall Forest Tenure Holdings Ltd. notice for discussion

Motion: to have administrator send letter in response to notice. Letter to be drafted with assistance from Dave Simpson.

Linda McKay Seconded: Don Milburn Vote: Carried

Amendment/repeal of policies and bylaw with regards to administration of hall rental and burn permit funds and distribution of remuneration

Motion: to repeal Policy 08-1-01 “Burn Permit Funds Administration” and Policy 08-01-02 “Fire Hall Sub-Rental Income Administration”

Don Milburn Seconded: Dave Simpson Vote: Carried

The board discussed the amendment required for Bylaw No. 206 “Fire Department Establishment and Operations Bylaw”. Section 14 to be deleted and replaced with the following:

14. The Board of Trustees shall have the power to pay members of the “Deep Bay Volunteer Fire Department” annual remuneration, to be distributed by the Deep Bay Improvement District, under the direction of the Fire Chief, and accounted for to the Board of Trustees.

Motion: to introduce and give first reading of Bylaw No. 229 "Bylaw No. 206 Amending Bylaw" to amend Bylaw No. 206 “Fire Department Establishment and Operations Bylaw”

Bob Leggett Seconded: Don Milburn Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 229 "Bylaw No. 206 Amending Bylaw" to amend Bylaw No. 206 “Fire Department Establishment and Operations Bylaw”

Dave Simpson Seconded: Linda McKay Vote: Carried

Administrator to draft new policy for Burn Permit fees. Fees will be recorded as revenue but an equal and offsetting amount will be added to the Remuneration budget to be distributed as part of the annual remuneration to fire department volunteers.

Question Period:

Guest asked about plans for the new fire hall – current drawings were displayed and discussed.

There being no further business the meeting was adjourned at 7:50 pm.

The above minutes were approved by the Board of Trustees on December 21, 2016.

By: _____
Chair of the Trustees

Officer