

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

May 19, 2022

Trustees: Tony Botica, Chair
Claire Hilscher
Bob Leggett
Colin Thompson
Robert Hale
Diane Koch
Susan Mielke

Staff: Leslie Carter, Administrator
George Lenz, Fire Chief

Guests: 6

1. Call to Order: 7:03 pm

The chair acknowledged the Qualicum First Nation on whose traditional territory the meeting took place.

2. Introduction of late items:

Committees:

Fire Protection Committee recommendations

Bylaw Committee recommendations

Correspondence In:

May 19, 2022 – Ratepayer, re: discussion of relocating waterline, request for details of slope stabilization work, acknowledgement that an agreement with DBID would be required if pipeline was relocated

New Business:

Update on Fire Hall open house

Motion: to approve introduction of late items

Susan Mielke Seconded: Diane Koch Vote: Carried

3. Approval of agenda for current meeting

Motion: to approve agenda for current meeting moving “Suggested layout changes to the regular agenda layout” from New Business to first item on agenda

Susan Mielke Seconded: Diane Koch Vote: Carried

Motion: to use sample agenda as provided for current meeting

Claire Hilscher Seconded: Susan Mielke Vote: Carried

4. Petitions & Delegations: none

5. Approval of minutes

5.1. Regular meeting minutes of April 12, 2022

Motion: to approve the minutes of April 21, 2022 with the amendment of replacing the word “misinformation” with “information” under the Operator Monthly Report

Bob Leggett Seconded: Colin Thompson Vote: Defeated

Motion: to approve the minutes of Regular Board Meeting of April 21, 2022

Susan Mielke Seconded: Robert Hale

In favour: Robert Hale, Susan Mielke, Claire Hilscher, Tony Botica

Opposed: Colin Thompson, Bob Leggett, Diane Koch Vote: Carried

5.2. Special meeting minutes of May 10, 2022

Motion: to approve the minutes of the Special Board Meeting of May 10, 2022

Diane Koch Seconded: Susan Mielke Vote: Carried

6. Business arising from the minutes

Discussion regarding issues with hearing meetings when phoning in:

Motion: to request a staff report on conference speaker phone options

Diane Koch Seconded: Susan Mielke Vote: Carried

7. Reports

Motion: to receive the following reports for information:

7.1. Operator's Report

7.2. Fire Chief's Report

7.3. Financial Reports

7.4. FireSmart Program Report

Bob Leggett Seconded: Susan Mielke Vote: Carried

Motion: to request 6 month extension for FireSmart Grant and to recruit 1 FireSmart labourer

Claire Hilscher Seconded: Robert Hale Vote: Carried

7.5. Staff Report: Increase to hourly cleaning rate

Motion: to approve increase from \$25 per hour to \$28 per hour for cleaning services effective August 1, 2022

Bob Leggett Seconded: Colin Thompson Vote: Carried

8. Committee Minutes

For future agendas, committee minutes will be included for information

9. Committee Recommendations

9.1. Fire Protection Committee

Motion: to authorize fire department members to speak to Fort Garry Trucks regarding reducing pricing for new engine and to bring revised cost back to board

Diane Koch Seconded: Robert Hale Vote: Carried

9.2. Bylaw Committee

Motion: that Policy 22-05-01 Vaccination Policy be approved

Bob Leggett Seconded: Claire Hilscher Vote: Carried

Motion: that Policy 22-05-02 Asset Disposal Policy be approved

Bob Leggett Seconded: Susan Mielke Vote: Carried

9.3. Facilities Committee

Motion: to approve Facilities Committee recommendations 1-5

1. That the tree at the front of the property has bottom branches pruned up rather than be removed at this time.
2. To accept the quote from ABC Printing for vinyl lettering (acceptance via email received to allow ordering and installation for open house)
3. To postpone any commitment to accept plant stock until a landscape plan is in place
4. To obtain quotes for painting (labour & materials) of meeting room including kitchen and bathrooms and for painting (labour only) the underside of the deck.
5. To abandon remounting Deep Bay sign (at front corner of property) at this time and to move and store sign until further planning for that area has taken place.

Susan Mielke Seconded: Claire Hilscher Vote: Carried

It was noted by the fire chief that a fire department member has volunteers to paint the underside of the deck. Lighthouse Country Business Association has said they are responsible for the Deep Bay sign at the front of the DBID property and are willing to pick up the sign, refinish it and reinstall it.

Discussion regarding fencing recommendation:

Committee looked at alternatives to chain link fencing due to costs. Recommendation is for 10 ft. bamboo panels as temporary fencing and to plant yellow cedar (leylandii) as hedging. These plants are fast growing and will require a hard annual prune each fall.

FireSmart Coordinator has not looked at DBID site specifically. Assessments do look at hedging materials and location. Cedar Hedging is highly flammable.

Motion: to install bamboo fence panels & plant cedar hedging along property line for neighbour's privacy

Colin Thompson Seconded: Diane Koch Vote: Carried

Motion: to approve up to \$3,000 in expenses for fencing and hedging materials

Bob Leggett Seconded: Robert Hale Vote: Carried

Machine time is being donated by one of the affected property owners and labour will need to be volunteered for installation.

Elevator quotes and fencing quotes are still pending. Robert will ask suppliers if used exterior lifts are available.

10. Correspondence In

May 9, 2022 – McElhanney Consulting, Slope stabilization project, outline of next steps

Motion: prior to work taking place on 4891 Thompson Clarke Dr. West we have a geotechnical survey completed on the area

Colin Thompson Seconded: Bob Leggett

Motion to amend: to amend motion to “to contact RDN to see if funds are available to complete Geotech report in time for DBID project completion in fish window”

Diane Koch Seconded: Bob Leggett Vote: Carried

Motion as amended: prior to work taking place on 4891 Thompson Clarke Dr. West, to contact the RDN to see if funds are available to complete Geotech report in time for DBID project completion in fish window

Vote: Carried

Administrator will speak to RDN rep/staff

Motion: to authorize McElhanney to proceed with Task 1 “Prepare Tender Document for the work”, leaving space for potential geotechnical report

Claire Hilscher Seconded: Susan Mielke Vote: Carried

Motion: to inform owners of property at 4891 Thompson Clarke Dr. West of the two motions passed regarding their property.

May 19, 2022 – Ratepayer, re discussion of relocating waterline, request for details of slope stabilization work, acknowledgement that an agreement with DBID would be required if pipeline was relocated

Motion: to receive correspondence in from ratepayers

Robert Hale Seconded: Bob Leggett Vote: Carried

11. Correspondence Out

April 28, 2022 – response sent to ratepayers re request for information

12. Old Business

12.1. **Slope stabilization project, 4891 Thomson Clarke Dr. West** – discussed under correspondence in

12.2. **Reservoir Replacement Project** – waiting on detailed design

13. New Business

13.1. **Trustee request for emailing of in-camera agenda packages**

Discussion: pdf’s can be password protected. Trustees are responsible to ensure in-camera material is kept confidential, regardless of what format it is received in.

Motion: to allow in-camera agendas and minutes to be sent by email if requested by a trustee

Diane Koch Seconded: Robert Hale Vote: Carried

13.2. **Item moved to start of agenda**

13.3. Update on Open House for Fire Hall

Open House planning group is working on food services issues, many companies are experiencing staff shortages. Emergency responding organizations and fund raising organizations have been invited to attend.

Welcoming agenda and ribbon cutting ceremony are being planned.

Trustee attendance/involvement is being requested.

14. Question Period

Q: How will the board notify ratepayers/developers that DBID is not for or against development?

A: The DBID mandate is outlined on the website. DBID is responsible for the delivery of water and fire protection.

Q: How will DBID stop individuals speaking out on personal issues & has an apology been received for any instances of this happening?

A: The DBID needs to police itself and raise "points of order" as they arise. There will be friction but this can be expected in any group. No apology has been received.

Q: With the decision to go with a new agenda format, the audience was not able to follow.

A: New agenda will be circulated as approved for future meetings, apologies for not realizing this when the decision was made at the beginning of the meeting.

Q: Will McElhanney be used for the geotechnical report spoken about for property on Thompson Clarke Dr. W.?

A: DBID is reaching out to the RDN for details; this is still to be determined.

Q: Will the trustees be available for questions at the open house?

A: The purpose of the open house event is to celebrate the building of the new hall but the trustees will be open to questions.

Q: With regards to the privacy fencing, has the property been surveyed?

A: Yes the property has been surveyed. The fencing is only an issue for the first two properties.

Q: With regards to FireSmart, will FireSmart staff be involved when trees are planted?

A: There are already trees on the property line including mature trees. The hedge will improve areas where it is more open.

Q: It is nice to hear committee reports, if they are not to be read out with the new agenda format, will they be included in the public package?

A: Intent of new agenda is to improved meetings. The board will be seeing what can be provided ahead of time.

Q: Meeting minutes are not published until approved. Ratepayer fees there are things missing from the AGM minutes that are of public interest. The board needs to ensure they approve a thorough set of minutes.

Q: The slope stabilization and moving of pipeline on same property seem to be very messy issues - are these two separate issues?

A: These are two separate issues:

1. Slope stabilization is a general maintenance issue to maintain the pipeline
2. DBID just had a meeting with RDN and property owners regarding owner's proposal put forth to move trail and waterline.

Q: At the last meeting, twinning of the pipeline up to the reservoir was asked about. This seems like it would be important to have a second line to/from reservoir.

A: At this time the board is looking at the reservoir replacement only. Twinning of the pipeline is in the engineers report as a CEC project and would be driven by development.

Q: With regards to the article in the Lighthouse Country Living (LCL) magazine, has the DBID responded?

A: The article was read and no response has been issued.

Q: How did the owner get information about an in-camera motion and the vote of directors from a September 2019 meeting? A director did not act appropriately. Is there a policy in place and are there consequences?

Q: It is paramount to the integrity of the board not to divulge information from in-camera meetings.

Two current trustees that were on the board in 2019 both stated they did not divulge the results of an in-camera vote.

One trustee stated that they had the right to discuss their personal opinions of in-camera issues presented and that they can reveal how they feel but not how they voted.

Boards must maintain integrity of confidentiality. In-camera issues/discussions should not leave the room.

Q: The LCL article spoke of legal fees reimbursed to the land owner. Was this done?

A: This issue has been resolved and brought out of in-camera so can be discussed. A subcommittee was formed to meet with property owners to resolved issues with the current Right of Way agreement that was put in place in 1977. Part of that resolution was reimbursing the property owners for some legal fees.

Q: If there any response to the article's statement that there was an offer of arbitrators?

A: While the board respects the question, this issue is in-camera and the board cannot discuss this.

Q: Is there going to be any acknowledgment of this article?

A: The board has not discussed this.

Q: If the waterline were to be moved, do we have a cost figure?

A: No, the board does not have a cost estimate for relocating waterline.

Q: Why are FireSmart persons not being listened to regarding cedar hedges? There is an out building located adjacent to the section to be planted.

A: DBID is always interested in listening to any comments or suggestions. If the FireSmart coordinator has any comments, they would be welcomed.

Q: The hedge will need regular pruning, who will perform this work?

A: This hasn't been considered yet and is still to be determined.

There being no further business the meeting was adjourned to move in-camera at 9:33 pm.

The above minutes were approved by the Board of Trustees on June 16, 2022.

By: _____
Chair of the Trustees

Officer