

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

November 17, 2022

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

Staff: Janine Sibley, Administrative Assistant
George Lenz, Fire Chief

Guests: 14

1. Call to Order: 7:02 pm

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

2. Introduction of late items:

Geotech Report

3. Approval of agenda for current meeting

Motion: to approve agenda for current meeting

Claire Hilscher Seconded: Robert Hale Vote: Carried

4. Petitions & Delegations: none

5. Approval of minutes

5.1. Regular meeting minutes of October 20, 2022

Motion: to adopt the minutes of Regular Board Meeting of October 20, 2022

Robert Hale Seconded: Diane Koch Vote: Carried

6. Business arising from the minutes:- none

7. Items brought out of in-camera

7.1 Legal fees for the Bradbury Sippel report for FOIR and general information

7.2 Information from the HR./Finance committee regarding @DBID.ca emails for all trustees

Discussion – accept items as recorded, confirming that these items have been brought out of in camera and are for open discussion.

Motion: to bring Bradbury Sippel legal fees and FOIR brought out of in-camera

Susan Mielke Seconded: Claire Hilcher Vote: Carried

8. Monthly Reports

Motion: to receive the following reports for information:

8.1. Operator's Report

8.2. Fire Chief's Report

8.3. Financial Reports

Total cheques issued for Water for October 2022: \$19,771.50

Total cheques issued for Fire for October 2022: \$7,440.58

8.4. FireSmart Program Report

Motion: to receive the monthly Operator's report, Fire Chief's report, Financial report and FireSmart report for information

Diane Koch Seconded: Colin Thompson Vote: Carried

9. Committee Minutes

Motion: to receive the following minutes for information:

9.1. Operations Committee meeting - November 10, 2022

Susan Mielke Seconded: Claire Hilscher Vote: Carried

10. Committee recommendations

10.1. Operations Committee recommends that the DBID write a letter to the Ministry of Forests Water Protection proposing that well #7 be commissioned as an observation well.

10.2. Operations Committee recommends that DBID write a letter to the Ministry of Forests Water Protection proposing that the exposed flange on the main from well #2 to Hembrough be capped and that a 10'x20' fence be installed around the area. Landowner permission to be sought by DBID if the Ministry of Forests Water Protection is in agreement with this proposed solution.

Motion: to accept the recommendations 10.1 and 10.2 from the Operations Committee

Susan Mielke Seconded: Diane Koch Vote: Carried

Items arising from the minutes include a list of questions for McElhanney regarding the system report. This list has been compiled.

Motion: to send this compiled list of questions to McElhanney

Susan Mielke Seconded: Diane Koch Vote: Carried

The committee would like to thank Don Buchner for meeting with them and bringing them up to speed.

11. Correspondence In

11.1 November 7, 2022 – G & J Cousineau, letter addressed to board

11.2 November 17, 2022 – Geotechnical report received from McElhanney

Motion: to accept items 11.1 as correspondence in

Diane Koch Seconded: Claire Hilscher Vote: Carried

Motion: to accept items 11.2 as correspondence in

Claire Hilscher Seconded: Robert Hale Vote: Carried

Amended Motion: To bring all matters regarding the Cousineau's and the SROW on the property located at 4891 Thompson Clarke Road West out of in-camera except for monetary negotiations related to the SROW. with the exception of communications between legal council and DBID.

Bob Leggett Seconded: Diane Koch Vote: Carried

Recorded vote 5 in favour/2 abstain

Vote on the original motion as amended

Recorded vote 5 in favour/2 abstain

12. Old Business

12.1 Q&A document for January public meeting – in anticipation of the public meeting in January, and to make the meeting more efficient, a document has been created to answer questions that the public may have. A 4 page "Did you know" document has been created, it includes facts and figures, background on the district, scope of DBID responsibility, scope of DBID funding, capital projects, concerns related to aging systems of mains, development and subdivisions, Right of Ways and leases.

Amended Motion: to include the prepared Did you Know document, with amendments to 4.1.2 and adding a line at the end capturing the DBID contact information for any further questions with the Notice of Assessment mail out.

Susan Mielke Seconded: Bob Leggett Vote: Carried

13. New Business:

13.1 Review of meeting procedures bylaw No. 202, Amending Bylaws 241, 244

Concerns were brought up regarding members of public passing notes, cell phone use, reminder that this is not acceptable. Suggest that this may be an appropriate time to update the bylaw

Motion: to refer this to the Bylaw committee

Bob Leggett Seconded: Robert Hale Vote: Carried

13.2 Review of occupancy limits

Motion: to ask the fire chief to please give us an analysis of occupancy limits of this room so we can make a decision going forward.

Diane Koch Seconded: Robert Hale Vote: Carried

Amended Motion: to ask the fire chief to determine occupancy limits of all rooms within the DBID facilities

Diane Koch Seconded: Robert Hale Vote: Carried

Revisiting 11.2 Correspondence In

11.2 November 16, 2022 – Geotechnical report received from McElhanney

Motion: to accept items 11.2 as correspondence in

Claire Hilscher Seconded: Robert Hale Vote: Carried

11.3 November 16 2022 email from Chris Pogson accompanying the attached pdf of the geotechnical report

Hi Diane, as discussed please find attached the final geotechnical report for the project. Please note the report is intended as technical input into the detailed design of the slope remediation works required. It is therefore specific the localized area of interest.

Moving forward I would see the following course of action for the project:

- 1. Discuss with District design criteria for the watermain. The geotechnical report identifies a seismic vs non-seismic design consideration.*
- 2. Incorporate the geotechnical input into the Civil design.*
- 3. Update permitting with MOE and MOTI*
- 4. Tender Project to select contractors for construction in the 2023 year.*

Finally, I have not provided the report to Mr. Cousineau yet, however please let me know if you would like to me to forward to him as well.

Regards,

Chris

Chris Pogson, B.Eng., P.Eng.

Motion: to receive the e-mail that accompanied the Geotechnical report from Chris Pogson at McElhanney

Claire Hilscher Seconded: Susan Mielke Vote: Carried

The report is very technical; members of the board would like to meet with Chris Pogson to discuss further. Request that Chris Pogson attend the public meeting in January.

Motion: to set up a meeting with Mr. Pogson to discuss the Geotech report

Diane Koch Seconded: Bob Leggett Vote: Carried

14.

Question Period

Q. Regarding the Operators' Report, Faye Road loop was skipped over, can we have further explanation.

A method of getting water to the Jamieson area is fine for household water; our operator said it is a problem for fire flow due to the diameter of pipe. The pipe goes from a 10" main down to a 6" main that goes down Faye Road but in between there is a valve or perhaps a segment of pipe that is 4"

Q. Why is Shoreline Road still in the capital plan?

A. It was all one *capital* project that included Shoreline and Kopina but MOTI advised that DBID had to completely resurface the road. This question is on the list for McElhanney to answer.

Q Regarding the Cousineau property, there is a lot of partial and misinformation out there, suggest that there be a historical timeline showing if Mr. and Mrs. Cousineau have received compensation from the board, if so, when, what, how much money has been spent and for what reason?

A. Thank you for the comments

Q. Regarding option DL28, do we have a pipe on that property? Do we have a right of way on that property? Is that property similar to Cousineau property?

A.. Yes, currently there is a right of way, a renewable right of way, good for another 10 years. McElhanney report shows another right of way. The Did you Know document has a description of all of the right of ways leases.

Q. The McElhanney report shows a great deal of work involving the creek being culverted in, before spending a lot of money, check with the Ministry of Environment, habitat officer, he is aware of the reports. Find out what the Ministry of Environment will let you do.

A. Thank you for your comments

Q. The geotech report is full of caveats, why wasn't the report commissioned 3 years ago before spending all of this money?

A. As an improvement district we are trying to maintain the existing infrastructure and all of the endeavors in the project management to date, it is evolving as things do. The goal is to keep the water flowing and keeping the pipes where they are.

Q. Regarding 7.1, what are the legal fees for Bradbury Sippel?

A. \$18,500, this was for an investigation

Q. George Cousineau requests to be included in the meeting with Chris Pogson

A. Thank you for your comments

There being no further business the meeting was adjourned to move in-camera at 8:45 pm.

The above minutes were approved by the Board of Trustees on December 15, 2022.

By: _____
Chair of the Trustees

Officer