

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

**September 15, 2022**

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

**Regrets:** Colin Thompson

**Staff:** Leslie Carter, Administrator  
George Lenz, Fire Chief

**Guests:** 22

**1. Call to Order:** 7:01 pm

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

**2. Introduction of late items:**

10. Correspondence In

10.10 September 15, 2022 – W. Sutherland, follow up regarding fire concern

**3. Approval of agenda for current meeting**

Motion: to approve agenda as amended for current meeting

Robert Hale      Seconded: Susan Mielke      Vote: Carried

**4. Petitions & Delegations:** none

**5. Approval of minutes**

**5.1.** Regular meeting minutes of August 18, 2022

**5.2.** Special meeting minutes of August 31, 2022

Motion: to adopt the minutes of Regular Board Meeting of August 18, 2022 and the minutes of Special Board Meeting of August 31, 2022

Susan Mielke      Seconded: Claire Hilscher      Vote: Carried

**6. Business arising from the minutes:** none

**7. Monthly Reports**

Motion: to receive the following reports for information:

**7.1.** Operator's Report

**7.2.** Fire Chief's Report

**7.3.** Financial Reports

Total cheques issued for Water for August 2022: \$36,858.12

Total cheques issued for Fire for August 2022: \$12,375.46

**7.4.** FireSmart Program Report

Claire Hilscher      Seconded: Susan Mielke      Vote: Carried

## **8. Committee Minutes**

Motion: to receive the following minutes for information:

**8.1.** Finance/HR Committee meeting – August 23, 2022

**8.2.** Facilities Committee meeting – August 30, 2022

**8.3.** Planning Committee meeting – September 6, 2022

**8.4.** Fire Protection Committee meeting – September 7, 2022

Bob Leggett      Seconded: Claire Hilscher      Vote: Carried

## **9. Committee recommendations**

### **9.1. Finance/HR. Committee**

**9.1.1.** Terms of Reference for the Finance/HR Committee

Motion: to approve the Terms of Reference for the Finance/HR Committee as presented

Diane Koch      Seconded: Robert Hale      Vote: Carried

### **9.2. Facilities Committee**

**9.2.1.** Maintenance person for regular building maintenance and small outstanding building issues

Motion: to place an advertisement in the local paper to find a maintenance person for the regular building maintenance and small outstanding building issues

Susan Mielke      Seconded: Robert Hale      Vote: Carried

**9.2.2.** Quotes for tree trimming

Written quote from Clean Cut for \$315 and verbal quote from Adept for \$500 - \$600 at an hourly rate.

Motion: to accept the quote from Clean Cut Tree Services for \$315 for tree trimming

Bob Leggett      Seconded: Robert Hale      Vote: Carried

### **9.3. Planning Committee**

**9.3.1.** To revisit the mileage rate to match CRA rate rather than provincial rate (policy 16-04-01)

**9.3.2.** Draft Waterworks operation budget for 2023

**9.3.3.** Draft Waterworks capital budget for 2023

**9.3.4.** Draft Fire Protection operating budget for 2023

**9.3.5.** Draft Fire Protection operating budget for 2023

Motion: To approve policy 16-04-01 as amended to have mileage rate match CRA rate rather than provincial rate, and to approve the draft Waterworks and Fire Protection operating and capital budgets for 2023

Robert Hale      Seconded: Claire Hilscher      Vote: Carried

**9.3.6.** Quotes for replacement meeting tables: two vendors have been found that have tables for \$155, other vendors are over \$200

Motion: to approve the purchase of 6 new tables at \$155 each in the 2022 budget

Diane Koch                      Seconded: Susan Mielke      Vote: Carried

#### **9.4. Fire Protection Committee**

**9.4.1.** Optional pricing for new fire engine

Motion: to approve the revised optional pricing for the new engine for a net increase of \$380 (plus tax) as outline in the request from the Fire Chief

Diane Koch                      Seconded: Bob Leggett      Vote: Carried

**9.4.2.** Draft Fire Protection operating and capital budgets for 2023

Motion: to approve the draft Fire Protection operating and capital budgets for 2023

Robert Hale                      Seconded: Claire Hilscher      Vote: Carried

#### **10. Correspondence In**

**10.1.** August 30, 2022 – Office of the Ombudsperson, quarterly reports: April 1 – June 30, 2022

**10.2.** August 31, 2022 – M. Martin, D. Carnegie – feedback from August 18 board meeting

**10.3.** September 8, 2022 - D. Simpson, Suggestions re: Thompson Clarke Dr. to Ocean Trail remedial works

**10.4.** September 9, 2022 – G. & J. Cousineau, concern regarding August 18, 2022 board motion

**10.5.** September 9, 2022 – G. & J. Cousineau, response to concerns brought forward August 18, 2022

**10.6.** September 12, 2022 – C. Manson, ratepayer request to use recreation room in the fire hall

**10.7.** September 12, 2022 – C. Kerstens, request for special board meeting

**10.8.** September 13, 2022 – MNP, quote for 2022 audit

**10.9.** September 13, 2022, McElhanney, comments regarding current projects

**10.10.** September 15, 2022 – W. Sutherland, follow up regarding fire concern

Motion: to accept items 10.1 – 10.10 as correspondence in

Diane Koch                      Seconded: Claire Hilscher      Vote: Carried

Motion: to send thank you letter to M. Martin & D. Carnegie noting the DBID Meeting Procedures Bylaw posted on the DBID website

Claire Hilscher      Seconded: Susan Mielke                      Vote: Carried

Motion: to forward correspondence from D. Simpson onto Chris Pogson at McElhanney

Robert Hale                      Seconded: Bob Leggett                      Vote: Carried

Motion: to refer the request regarding public use of fire hall space to the Facilities Committee to include Fire Department officer representation

Claire Hilscher      Seconded: Susan Mielke      Vote Carried

Motion: to issue RFP for next year's audit fees and to accept the quote from MNP for 2022

Diane Koch      Seconded: Bob Leggett      Vote: Carried

Motion: to ask Operator for a detailed report with reference to the emergency water connection if needed using the Faye Road loop

Bob Leggett      Seconded: Robert Hale      Vote: Carried

Motion: that any system evaluation report from engineering should be received in advance of budget process

Diane Koch      Seconded: Claire Hilscher      Vote: Carried

## **11. Old Business**

### **11.1. Special Public Meeting**

Motion: to call a special meeting of the board to define agenda package, meeting details (date, time, venue) for Special Public Meeting

Bob Leggett      Seconded: Diane Koch      Vote: Carried

Suggested date range of Oct 24 – Nov 4 for special public meeting.

**11.2. Repair Invoice for truck 8-2:** Repair invoice is \$2323.65 more than estimate (\$2074.69 before tax). Difference is due to labour: \$465, parts & supplies: \$274.12, sublet (machine shop costs): 1335.57.

Invoice total with tax: \$16,559.25, quote with tax: \$14,235.60

Motion: to approve payment of the invoice for repairs to truck 8-2 for the amount of \$16,559.25

Diane Koch      Seconded: Bob Leggett      Vote: Carried

## **12. New Business:**

### **12.1. October Pipeline, draft for review**

Motion: to approve the draft October Pipeline as presented

Diane Koch      Seconded: Claire Hilscher      Vote: Carried

### **12.2. Disconnect Resolution No. 145**

Resolution No. 145: that identified properties will be given 24 hour written notice that water will be shut off due to tolls or other charges owing for 90 days or longer.

Diane Koch      Seconded: Robert Hale      Vote: Carried

A break was taken at 8:46 pm and the meeting resumed at 8:52 pm

### 13. Question Period

Q: Can support be provided (per correspondence received) regarding to the fire concerns around a vacant property?

A: RDN will investigate bylaws on a complaint basis. If other neighbours are concerned, they should also send in their concerns to the RDN. Ratepayers can also contact our RDN Area Director, Stuart McLean regarding concerns.

Q: In addition to the submission from tonight (from D. Simpson) correspondence from previous meetings should also be provided to McElhanney

A: The motion passed tonight will send the info as submitted at this meeting.

Q: DBID has stated at previous meetings that they are not responsible for run off. Why are DBID ratepayers having to pay for slope remediation when the issue was not caused by the Right of Way or pipeline?

A: Assessments are being conducted by Geotechs. Plan is needed to secure the water infrastructure for the continued delivery of water.

Chair mentioned that the mandate for the DBID can be stated at the next meeting.

Q: Why is DBID footing bill for stabilization? RDN has lease over this area for trail.

A: DBID has a waterline that runs from the end of Ocean Trail to Thompson Clarke Dr. West with a Right of Way for that water line. RDN has a separate lease agreement for the trail. These are two separate issues. RDN is not going to pay for water distribution issues.

There are many issues around DBID infrastructure and reports are forthcoming.

Q: System is about 50 years old. There is AC pipe that will need to be replaced. Has enough money being set aside to replace these mains? How is the district financially for future liabilities? Will we get taken over by the RDN? Don't rush open house until all information is in hand.

A: Intent is to be self-sufficient as a district. Planning and budgeting is being done for asset management. Rates will need to be adjusted going forward to collect sufficient funds. Current budget has a deficit in 2029.

Q: Where does responsibility of DBID and RDN intersect? By wanting to move Right of Way would DBID be abandoning Right of Way on the property?

A: DBID is dealing with the existing Right of Way and determining what needs to be done to maintain the delivery of water

Q: What is the purpose of the Geotechnical study?

A: The geotechnical study is being done on the recommendation of the engineers with regards to the slope remediation project that was to be completed in 2022 and due to timing is now scheduled for 2023. This remediation work is to ensure continuity of the water supply.

Q: Statement made that Lighthouse Country Living has received a letter to the editor with regards to incident after the August board meeting and that the Ministry has been informed and is aware of problems and has been invited to investigate.

A: The board is aware of issues and is working within current policies to address them.

Q: Has the board given thought/consideration to moving the water line along a more stable line (eg. tracks)? The board needs to keep an open mind to the option of moving.

A: At this time DBID is looking at maintaining what we've got. The geotechnical work is looking at where the pipe is currently located. A motion was passed at a previous meeting to not move the waterline (vote was split).

There being no further business the meeting was adjourned to move in-camera at 9:29 pm.

The above minutes were approved by the Board of Trustees on October 20, 2022.

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

\_\_\_\_\_  
Officer