

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

**January 19, 2023**

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

**Staff:** John Marsh, Administrator  
George Lenz, Fire Chief

**Regrets:** Diane Koch

**Guests:** 23

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

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

**2. Introduction of late items:**

Did you know information to be discussed in Old Business section.

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

Motion: To approve the agenda for current meeting.

Robert Hale      Seconded: Susan Mielke      Vote: Carried

**4. Petitions & Delegations:** none

**5. Approval of minutes**

**5.1. Motion:** To adopt the minutes of Regular Board Meeting of October 20, 2022 and the Special meeting minutes of December 19, 2022.

Susan Mielke      Seconded: Robert Hale      Vote: Carried

**6. Business arising from the minutes:**

**6.1. Motion:** That the Fire Chief provide the legal occupancy for each of the rooms within the Fire Hall and Board Office including options.

Bob Leggett      Seconded: Colin Thompson      Vote: Carried

**6.2. Motion:** That illuminated exit signs be installed in the Board room and that staff attempt to get three quotes for the required work.

Claire Hilscher      Seconded: Susan Mielke      Vote: Carried

**6.3. Motion:** That the legal occupancy issue where capacity may be exceeded be referred to the Facilities Committee to determine what to do with an overflow of people.

Bob Leggett      Seconded: Robert Hale      Vote: Carried

## 7. Monthly Reports

### 7.1. Operator's Report

### 7.2. Fire Chief's Report

### 7.3. Financial Reports

Total cheques issued for Water for December 2022: \$54,507.32

Total cheques issued for Fire for December 2022: \$26,906.13

### 7.4. FireSmart Program Report

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

Robert Hale          Seconded: Bob Leggett          Vote: Carried

## 8. Committee Minutes

**Motion:** To receive the following minutes for information:

### 8.1. Facilities Committee meeting – January 5, 2023

Susan Mielke          Seconded: Claire Hilscher          Vote: Carried

**Motion:** To approve \$5,925 for a new heat pump for Fire Hall.

Claire Hilscher          Seconded: Bob Leggett          Vote: Carried

**Motion:** To send a letter of appreciation to the Deep Bay Fire Rescue Society for funding that helps provide necessary funding for the Deep Bay Fire Department.

Robert Hale          Seconded: Susan Mielke          Vote: Carried

## 9. Correspondence In

9.1 December 19, 2022 – Doug Harrison, letter addressed to the Board

9.2 December 22, 2022 – G. Cousineau, letter addressed to Bob Leggett

9.3 January 8, 2023 – G. Cousineau, letter addressed to the Board

9.4 January 11, 2023 – From 15 Citizens, letter addressed to the Board

9.5 January 12, 2023 – Doug Harrison, letter addressed to the Board

**Motion:** To accept items 9.1 to 9.5 as correspondence in.

Claire Hilscher          Seconded: Susan Mielke          Vote: Carried

## 10. Old Business

**10.1.** January 3, 2023 Nicole Fulcher, Ministry of Forests, email to the Board (This issue stems from Board motion on November 17, 2022)

**Motion:** That staff follow-up with Nicole Fulcher, Ministry of Forests, to determine if any further information is required.

Claire Hilscher                      Seconded: Susan Mielke                      Vote: Carried

**10.2.** January 12, 2023 – Chris Pogson, McElhanney Consulting Services Ltd, email water system update process

**Motion:** That McElhanney be authorized to update the cost estimate for the Ravine Waterline Remediation Work at an estimated fee of \$1,080 plus GST.

Colin Thompson                      Seconded: Claire Hilscher                      Vote: Carried

**Motion:** That McElhanney be authorized to perform the required engineering work for the Thompson Clark West Watermain Options Review at an estimated fee of \$9,500 plus GST.

Colin Thompson                      Seconded: Susan Mielke                      Vote: Carried

**10.3.** Did You Know

Trustee Hilscher clarified statements made in the Did You Know publication including: an amended date, 2023 McElhanney Report, 3 foot water line right-of-way, 8 foot working right-of-way and the total spent to date.

**Motion:** To table Did You Know document and that it be distributed as soon as possible to Trustees and then bring back to the Board.

Robert Hale                      Seconded: Susan Mielke                      Vote: Carried

## **11. New Business**

**11.1.** Communication Plan and Processes

**Motion:** That Staff be directed to provide a Communication Plan report for an upcoming Board Meeting to outline processes to be followed for DBID communication and correspondence.

Claire Hilscher                      Seconded: Susan Mielke                      Vote: Carried

**11.2.** DBID Trustee Election for 2023

**Motion:** That Staff be directed to provide a report on the 2023 Election process and timing for the February 16, 2023, Board Meeting.

Claire Hilscher                      Seconded: Robert Hale                      Vote: Carried

**11.3.** Correspondence Confirmation

**Motion:** That Staff follow-up on October 1<sup>st</sup>, November 5<sup>th</sup> and December 1<sup>st</sup> letters from G. Cousineau within one-week.

Bob Leggett

Seconded: Colin Thompson

Vote: Carried

**14.**

**Question Period**

Q. Is the Cox Taylor \$11,557 payment due to the situation that occurred in the parking lot?

A. No. The amount relates to an in-camera issue.

Q. What is Did You Know?

A. It is an informational document that attempts to answer basic questions relating to the Improvement District.

Q. A comment was made regarding McElhanney Consulting Services.

A. Thank you for the comments.

Q. Will we find out about Cox Taylor in-camera issues?

A. When in-camera issues are resolved information is then taken out of in-camera and released at Board meetings.

Q. What options is the district looking at regarding the water line along the Cousineau property?

A. Existing site, DL 28, along the railway tracks, and other options, if any, that McElhanney deems appropriate.

Q. Has there been any failure and/or substantial additional costs associated with the existing water line along the Cousineau property?

A. Thank you for your question. Staff will investigate the issue.

Q. A statement was made regarding the right to assembly in Canada and referenced a RCMP case number relating to issues stemming from a board meeting at DBID.

A. Thank you for your comments.

Q. Is the reservoir replacement in the capital plan and has it been budgeted?

A. Yes. Details are on the website. Residents can also come into the office and staff can provide further details.

There being no further business the meeting was adjourned to move in-camera at 9:45 pm.

The above minutes were approved by the Board of Trustees on February 16, 2023.

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

\_\_\_\_\_  
Officer