

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

February 16, 2023

Trustees: Robert Hale
Diane Koch
Susan Mielke
Claire Hilscher
Bob Leggett
Colin Thompson

Staff: John Marsh, Administrator
George Lenz, Fire Chief

Regrets: Tony Botica, Chair

Guests: 16

1. Call to Order: 7:00 pm

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

Motion: that Claire Hilscher be nominated Chair.

Susan Mielke There being no further nominations, the vote: Carried

2. Introduction of late items: none

3. Approval of agenda for current meeting

Motion: to approve 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 January 19, 2023.

Bob Leggett Seconded: Robert Hale Vote: Carried

6. Business arising from the minutes:

6.1. Motion: that the report from the Fire Chief outlining the legal occupancy for each of the rooms within the Fire Hall and Board Office be received.

Robert Hale Seconded: Susan Mielke Vote: Carried

6.2. Motion: that the Fire Chief be requested to review the potential of designating meeting rooms and fire truck bays as multipurpose and whether that will increase occupancy levels.

Diane Koch Seconded: Colin Thompson Vote: Carried

6.3. Motion: that the decision for election for three Trustee positions be postponed until the next Board meeting on March 16, 2023.

Susan Mielke 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 January 2023: \$35,169.93

Total cheques issued for Fire for January 2023: \$6,343.79

Motion: to receive the monthly Operator's report, Fire Chief's report and Financial report.

Bob Leggett Seconded: Susan Mielke Vote: Carried

8. Committee Minutes

Motion: To receive the following Committee minutes

8.1 Facilities Committee minutes – February 2, 2023

Colin Thompson Seconded: Susan Mielke Vote: Carried

9. Correspondence In

9.1. January 24, 2023 – Craig Kerstens, email addressed to the Board

Motion: That the January 24, 2023 correspondence from Craig Kerstens be received.

Robert Hale Seconded: Colin Thompson Vote: Carried

Motion: That the Administrator provide a report for the next Board meeting outlining options for dealing with the confidential issues identified including best practices for local government organizations.

Diane Koch Seconded: Colin Thompson Vote: Carried

9.2. February 8, 2023 – Rebecca Bishop, UBCM, FireSmart letter addressed to the Board

Motion: That the February 8, 2023, correspondence from Rebecca Bishop, UBCM, be received and a letter of appreciation be sent to the UBCM for helping with safety initiatives.

Susan Mielke Seconded: Bob Leggett Vote: Carried

9.3. February 9, 2023 – Sharon Milburn, letter addressed to the Board

Motion: That the February 9, 2023 correspondence from Sharon Milburn be received

Robert Hale Seconded: Susan Mielke Vote: Carried

Motion: That the Administrator notify the ratepayer that McElhanney engineering information will be made public, and that the Administrator provide a report for the next Board meeting outlining options for dealing with the confidential issues identified including best practices for local government organizations.

Colin Thompson Seconded: Robert Hale Vote: Carried

10. Old Business: none

11. New Business

11.1. February 13, 2023 John Marsh, Annual Meeting Staff Report

Motion: That the Annual Meeting for the Deep Bay Improvement District be held on April 29, 2023 at the Lighthouse Community Centre starting at approximately 1:00 p.m.

Bob Leggett Seconded: Robert Hale Vote: Carried

Motion: That the Administrator be directed to present options for a proposed agenda for the Annual Meeting and integrating the Water Meeting agenda requirements as part of the April 29, 2023 meeting.

Bob Leggett Seconded: Robert Hale Vote: Carried

11.2. February 13, 2023 John Marsh, Watermain Options Update Staff Report

Motion: That the Thompson Clark West Watermain Options Update Report be received.

Robert Hale Seconded: Bob Leggett Vote: Carried

11.3. February 13, 2023 John Marsh, Capital Expenditure Charge Staff Report

Recommendation: That staff be directed to review the Capital Expenditure Charge Bylaw No. 222 and report back to the Board at a future meeting in 2023

Susan Mielke Seconded: Colin Thompson Vote: Carried

11.4. February 13, 2023 John Marsh, Signing Authorities Staff Report

Motion:

- to remove Leslie Carter as Authorized Signatory for the Deep Bay Improvement District accounts with First Credit Union
- to appoint John Marsh, Administrator as an Authorized User, Depositor, Bill Payer, and Signatories for all Deep Bay Improvement District accounts with First Credit Union
- to appoint Janine Sibley, Admin Assistant as an Authorized User, Depositor and Bill Payer for all Deep Bay Improvement District accounts with First Credit Union

Susan Mielke Seconded: Robert Hale Vote: Carried

Motion:

- to remove Leslie Carter as Authorized Signatory for the Deep Bay Improvement District accounts with RBC Dominion Securities
- to appoint John Marsh, Administrator as Authorized Signatories for all Deep Bay Improvement District accounts with RBC Dominion Securities

Susan Mielke Seconded: Robert Hale Vote: Carried

12. Question Period

Prior to opening the question period for residents, board members made a number of comments and suggestions to be considered for the April 29, 2023 meeting:

- Annual meeting should be held first, questions or comments opportunity for ratepayers, no five minute limit and can speak more than once.
- Maps, resource people, water operator and a moderator for the meeting.

- Workshop format for the water meeting portion, with visuals, history and other information and tables.
- McElhanney Engineers need to have completed information.

The Chair opened the meeting for comments from ratepayers.

Q. Why do we have to wait a month to get answers to questions?

A. The Communication Plan that staff has been directed to prepare will address this issue, and the Board will then decide on the appropriate action.

Q. Has there been a problem and/or costs incurred with the Thompson Clark West Watermain over the past 46 years?

A. There has not been a problem that DBID is aware of; however, due diligence could require proactive measures to secure the water line. This will be addressed at the April 29 water meeting.

Q. A half million expenditure for a 10 inch water line, why does DBID have to pay that?

A. This will be addressed at the April 29 water meeting.

Q. Will professional fees that have been in-camera be made public?

A. This topic will be addressed in a staff report for the Board to consider at the next Board meeting.

Q. Who makes the decisions on Capital Expenditure Chares (CEC)?

A. The Board makes the decision on CEC's by way of a bylaw: however, the province has to approve the bylaw.

C. The engineers (McElhanney) should not be selecting preferred bidders for construction projects. Projects should go to tender. Also, the engineering for projects should go to tender.

A. No answer was provided as the input was a comment, not a question.

Q. Can CEC's be used for fire protection costs.

A. Staff will review this, but our understanding is that CEC's are not applicable towards fire department costs.

There being no further business the meeting was adjourned to move in-camera at 8:47 pm.

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

By: _____
Chair of the Trustees

Officer