

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

April 20, 2023

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

Staff: John Marsh, Administrator
Janine Sibley, Administrative Assistant
George Lenz, Fire Chief

Guests: 12

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: None

3. Approval of agenda for current meeting

Motion: To approve agenda for current meeting.

Robert Hale Seconded: Claire Hilscher Vote: Carried

4. Petitions & Delegations: Chris Pogson, McElhanney Consulting Services

Motion: That the public be permitted to ask questions directly of Chris Pogson after his presentation rather than having to wait to ask questions at the end of the meeting.

Colin Thompson Seconded: Diane Koch

Recorded motion requested:

In Favour: Colin Thompson, Diane Koch, Bob Leggett

Opposed: Robert Hale, Claire Hilscher, Susan Mielke, Tony Botica

Vote: Defeated

Chris Pogson provided an overview of the following four reports that are listed in the Correspondence In section of this agenda:

1. Asbestos Cement Pipe Replacement
2. Water System Evaluation Report
3. Thompson Clarke West Watermain Review
4. Thompson Clarke West Slope Restoration

5. Approval of minutes

5.1. Motion: To adopt the minutes of Regular Board Meeting of March 16, 2023.

Robert Hale Seconded: Susan Mielke Vote: Carried

6. Business arising from the minutes:

6.1. Motion: That the format for the April 29, 2023, Special General Meeting to be held at the Lighthouse Community Centre be as follows:

- 1:00 to 2:00 pm** **Discussion Tables (Trustees will be at the tables)**
- Table 1 DBID Historical Information*
 - Table 2 Water Reservoir*
 - Table 3 Thompson Clarke West, Watermain Review and Options*
 - Table 4 Asbestos Cement Pipe Replacement*
 - Table 5 Finances (budgets, reserves, taxes, rates, new development charges)*
- 2:00 to 2:10 pm** **Call to Order, Welcome and Introductions**
- 2:10 to 2:30 pm** **Presentation by Chris Pogson, P. Eng., McElhanney Consulting Services Ltd.**
- 2:30 to 4:00 pm** **Public Engagement**
- 1. *Submissions received in advance will be read and answers provided*
 - 2. *Questions and comments from the floor*

Diane Koch Seconded: Claire Hilscher Vote: Carried

6.2. Motion: That the Annual General Meeting is not held at the same time as the April 29, 2023 Special General Meeting and that the Administrator be directed to come up with another date.

Robert Hale Seconded: Diane Koch 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 Department for March 2023: \$41,416.12

Total cheques issued for Fire Department for March 2023: \$8,088.22

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

Claire Hilscher Seconded: Susan Mielke Vote: Carried

Motion: That the issue of changing the Burning Bylaw to request year-round fire permits be referred to the Bylaw Committee.

Diane Koch Seconded: Colin Thompson Vote: Carried

8. Committee Minutes:

Motion: That the Administrator be authorized to sign the proposal from Waterline Resources Inc. to carry out the Stage 1 GARP Assessment for Water Supply for Well #1 for \$6,382.80.

Claire Hilscher Seconded: Bob Leggett Vote: Carried

Motion: That the Administrator be directed to go to tender to request a formal scope, budget and schedule for a Water Quality Condition and Structural Integrity review for the existing water reservoir.

Diane Koch Seconded: Colin Thompson

Amendment Motion: That the motion be amended to replace go to tender with go to bid.

Diane Koch Seconded: Robert Hale Vote: Carried

Vote on the Main Motion as Amended: Vote: Carried

Motion: That the Operations & Maintenance Committee meeting minutes of March 16, 2023, be adopted.

Claire Hilscher Seconded: Robert Hale Vote: Carried

9. Correspondence In

9.1. April 16, 2023 – Wayne Sutherland, Malfunction of Water Reservoir letter addressed to the Board.

Motion: That the April 16, 2023, letter from Wayne Sutherland regarding the malfunction of the water reservoir be received.

Diane Koch Seconded: Colin Thompson Vote: Carried

9.2. April 14, 2023 – Chris Pogson, McElhanney Consulting Services Technical Memo, Thompson Clarke West Slope Restoration

9.3. April 14, 2023 – Nathan Slater, McElhanney Consulting Services Technical Memo, Asbestos Cement Pipe Replacement

9.4. April 14, 2023 – Sean O’Connor, McElhanney Consulting Services Technical Memo, Thompson Clarke West Watermain Review

9.5. April 14, 2023 – Chris Pogson, McElhanney Consulting Services Technical Memo, Water System Evaluation Report – 2023 Update

Motion: That the April 14, 2023, correspondence documents (9.2, 9.3, 9.4 & 9.5) from McElhanney Consulting Services be received as correspondence in.

Susan Mielke Seconded: Claire Hilscher Vote: Carried

Motion: That the Administrator be directed to arrange for the McElhanney Geotechnical Engineer who wrote the November 17, 2022, Geotechnical Report on the Thompson Clarke West slope, to present the report to the Board.

Claire Hilscher Seconded: Robert Hale

Amendment Motion: That the Geotechnical Engineer be requested to meet on-site with Trustee Colin Thompson and any other Trustees that are available.

Colin Thompson Seconded: Bob Leggett

Recorded motion requested:

In Favour: Colin Thompson, Diane Koch, Bob Leggett

Abstained: Robert Hale, Claire Hilscher, Susan Mielke, Tony Botica

Vote: Carried

Vote on the Main Motion as Amended:

Vote: Carried

Motion: That the Water Operator be requested to keep a sample of water pipe that is replaced when breakages or replacements occur.

Robert Hale

Seconded: Colin Thompson

Vote: Carried

Motion: That staff be directed to update Bylaw 222 to increase the CEC amount to a minimum of \$9,736 as outlined in the McElhanney Water System Evaluation Report, and that the project CEC burden assumptions and indexing options be reviewed, and that this bylaw amendment be presented at the next Board Meeting.

Claire Hilscher

Seconded: Diane Koch

Vote: Carried

Motion: That the Thompson Clarke West Watermain Review Report be changed to reflect the updated population capacity figures and that an option for the water line on the south side of the tracks be added.

Diane Koch

Seconded: Claire Hilscher

Vote: Carried

10. Old Business: none

11. New Business:

Staff were requested to arrange for DBID email addresses for Trustees and to prepare a report on protocols for use. Staff were also requested to prepare information that would allow more than one Trustee to participate remotely in meetings, such as use of zoom. Staff were further requested to review recording Board meetings and having the information available on the website.

12. Question Period

The Chair opened the meeting for comments from ratepayers.

Q. A ratepayer had several questions and comments regarding water testing procedures, power outages and DBID protocols for advising residents of the water test results.

A. Water tests are clear. Water test results are posted on Vancouver Island Health Authority website and a link is on DBID website.

- Q. Is DBID prepared to create a Strategic Plan for the community with a completion date?
A. Yes. Likely to coincide with budget process.
- C. Reservoir water not clean. A fire or water main failure will result in dirty water entering the system. Reservoir needs to be the priority.
- Q. What is the Board's priority reservoir or Thompson Clarke watermain? A. That is the reason for obtaining technical engineering information and having a public process. These processes will help the Board determine priorities.
- Q. What is the format of the Special Meeting and the moderator's (Administrator) role?
A. The format was outlined earlier in the meeting. The moderator's role is intended to focus on moderating the meeting rather than answering questions.
- C. The design of the current reservoir leads to stagnation of the water and this needs to be addressed on the new reservoir to ensure that there is a water line in and a separate water line out.
- C. Replacement of asbestos pipe is important but is a lower priority than reservoir replacement.
- C. Key water control points need to be identified to address priority for potential water line failures.

There being no further business the meeting was adjourned at 10:30 pm.

The above minutes were approved by the Board of Trustees on May 18, 2023.

By: _____
Chair of the Trustees

Officer