

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

June 15, 2023

Trustees: Robert Hale
Diane Koch (remote)
Susan Mielke

Claire Hilscher
Bob Leggett
Colin Thompson

Staff: John Marsh, Administrator
George Lenz, Fire Chief

Regrets: Tony Botica, Chair

Guests: 12

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 Colin Thompson be nominated Chair.

Robert Hale. Trustee Thompson declined the nomination.

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

Election planning was added to be dealt with in New Business and security cameras was added to be dealt with in Safety Issues.

Motion: To approve agenda as amended for the current meeting.

Susan Mielke

Seconded: Robert Hale

Vote: Carried

4. Petitions & Delegations:

George Cousineau provided a presentation to the Board regarding geo-technical issues and costing for the DBID pipeline in the right of way on his property. In conclusion, Mr. Cousineau urged the Board to engage the services of Terra Tech Canada to do a thorough geotechnical survey of the hillside that the pipe will run along. This should be done before any construction or location decisions are made by the Board. Mr. Cousineau stated that he would provide a copy of his presentation to the Administrator so that it can be added as correspondence for the next Board meeting.

5. Approval of minutes

5.1. Motion: To adopt the minutes of Regular Board Meeting of May 18, 2023.

Susan Mielke

Seconded: Robert Hale

Vote: Carried

6. Business arising from the minutes:

6.1. Motion: To accept the May 25, 2023, Deep Bay Water Tank Condition Assessment proposal from Herold Engineering for \$7,500 and authorize the Administrator to sign the contract proposal.

Diane Koch

Seconded: Susan Mielke

Vote: Carried

6.2. Motion: To receive the April 28, 2023, email from McElhanney regarding the Thompson Clarke West Site Walk Summary.

Bob Leggett Seconded: Susan Mielke Vote: Carried

6.3. Motion: That the revised June 13, 2023, McElhanney reports for Thompson Clarke West Watermain Review, Water System Evaluation Report, and Asbestos Cement Pipe Replacement be referred to the Planning Committee.

Bob Leggett Seconded: Colin Thompson Vote: Carried

6.4. Motion: That the 2022 Thompson Clarke West geo-technical report from McElhanney and the Thompson Clarke West geo-technical report that was received from the RDN in 2022 be received.

Susan Mielke Seconded: Bob Leggett 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 May 2023: \$17,331.23

Total cheques issued for Fire Department for May 2023: \$7,298.34

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

Susan Mielke Seconded: Bob Leggett

Amendment Motion: That the motion be amended to request that the Water Operator be invited to a Board Meeting to address his monthly report.

Bob Leggett Seconded: Colin Thompson Vote: Carried

Vote on the Main Motion as Amended: Vote: Carried

8. Committee Minutes:

Motion: That the Operations & Maintenance Committee meeting draft minutes of June 1, 2023, be received for information.

Susan Mielke Seconded: Robert Hale Vote: Carried

9. Correspondence In

Motion: That the following correspondence (9.1. to 9.4.) be received as correspondence in:

9.1. May 1, 2023 – George Cousineau, Waterline Thompson Clarke West.

9.2. May 18, 2023 – Ron & Liz Whittaker, Fresh Drinking Water Concerns be received.

9.3. June 6, 2023 – Regional District of Nanaimo, Referral of Draft Regional Growth Strategy – Shaping Our Future 2040.

9.4. June 9, 2023 – Tom Plensky, Thompson Clarke West Waterline Option to Leave it where it is and fix it if it breaks.

Susan Mielke Seconded: Robert Hale Vote: Carried

Motion: That the Regional District of Nanaimo, Referral of Draft Regional Growth Strategy – Shaping Our Future 2040 be referred to the Planning Committee with a staff report from the Administrator.

Bob Leggett Seconded: Colin Thompson Vote: Carried

10. Old Business- none

11. New Business:

11.1. July pipeline was reviewed. Administrator is to forward water restriction information to the Board. If possible, election information is to be included in the pipeline.

11.2. Bylaw 255 “Comprehensive Capital Expenditure Charge (Water)

Motion: That Bylaw 255 “Comprehensive Capital Expenditure Charge (Water) be introduced and read a first time.

Bob Leggett Seconded: Susan Mielke Vote: Carried

11.3. Resolution No. 146 – 24 Hour Water Shut Off Notice.

Motion: Resolution No. 146 – 24 Hour Water Shut Off Notice:

WHEREAS the question of whether to send 24 hour written notice orders to shut off water to any premise on which there are any tolls or other charges owing for ninety days or longer was put before the Deep Bay Improvement District Board of Trustees at a meeting held on the 15th day of June, 2023,

AND WHEREAS THE Trustees deem it advisable to send 24 hour written notice orders to shut off water to any premise on which there are tolls or other charges owing for ninety days or longer,

THEREFORE, BE IT RESOLVED that: the following 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:

Account	Legal Description
00118	DL 27 PI 17409 Lot 10
00416	DL 40 PI 15818 Lot 7

Susan Mielke Seconded: Bob Leggett Vote: Carried

12. Safety Issues

12.1. Motion: That potential danger trees on the back of the Fire Hall property be assessed and mitigated (felled as required) as the volunteers may be impacted in their training area.

Susan Mielke Seconded: Robert Hale Vote: Carried

12.2. Motion: That security camera installation be investigated for the Fire Hall and DBID Office building.

Robert Hale

Seconded: Susan Mielke

Vote: Carried

13. Question Period

The Chair opened the meeting for comments from ratepayers.

- C. Support going to bid on reservoir assessment. Encourage 2nd engineering firm to undertake a thorough cost estimate for Thompson Clarke West water line.
- C. The Board represents 640 ratepayers and sometimes it is best to ask ratepayers through referendum and election. A process needs to be established if the Thompson Clarke West right of way is abandoned.
- C. The process for accepting correspondence needs to be established as negative comments are not appropriate.
- C. Annual General Meeting, Strategic Planning, and Budget times should be reviewed. Budget items are moved from year to year.
- Q. is the Planning Committee Meeting Public and if so, appropriate public notice would be helpful? A. Yes it will be public.
- C. Water restriction information could be communicated through posters on mailboxes, Facebook, signage, etc.
- C. Errors made by McElhanney seem constant and there are no time delay consequences.

Motion: There being no further business the meeting was adjourned at 9:15 pm.

Susan Mielke

Seconded: Robert Hale

Vote: Carried

The above minutes were approved by the Board of Trustees on July 20, 2023

By: _____

Chair of the Trustees Officer