

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
September 21, 2023

Trustees: Claire Hilscher
Craig Kerstens
Suzanne LaRoy
Colin Thompson
Diane Koch
Christo Kuun
Bob Leggett

Staff: John Marsh, Administrator

Guests: 20

1. Call to Order: 7:00 pm

The Administrator respectfully acknowledged the Qualicum First Nation on whose traditional territory the meeting takes place.

Election of Chair

Motion: That Suzanne LaRoy be nominated Chair.

Bob Leggett. There being no further nominations, the Vote: Carried

Notice of Election Results

Motion: That the Board receive the 2023 Election results electing to 3-year terms for Craig Kerstens, Christo Kuun and Suzanne LaRoy.

Diane Koch Seconded: Claire Hilscher Vote: Carried

2. Introduction of late items:

The Board agreed to amend the agenda to add Tom Plensky as a delegation, add under Old Business Thompson Clarke West water line and the tender for a new reservoir, and under New Business add Procedure Bylaw.

Motion: To approve late items for the agenda.

Claire Hilscher Seconded: Bob Leggett Vote: Carried

3. Approval of agenda for current meeting

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

Diane Koch Seconded: Claire Hilscher Vote: Carried

4. Petitions & Delegations:

Tom Plensky informed the Board of five items that he feels are facts:

1. Thompson Clarke West water line has never failed.
2. Railway installed 137 years ago and there has never been a mudslide.
3. 640 ratepayers own the right of way for the Thompson Clarke West water line.
4. DBID mandate is water delivery and fire protection, not repairing private property.
5. In 2020, the property owner threatened to dig up the pipeline at Thompson Clarke West and at the 2021 AGM Stuart McClean read a letter from George Cousineau to move the pipeline for the RDN to establish an improved trail.

5. Approval of minutes

Motion: To adopt the minutes of Regular Board Meeting of August 17, 2023, and the Special Meeting minutes of September 5, 2023.

Claire Hilscher Seconded: Christo Kuun Vote: Carried

6. Business arising from the minutes - none

7. Monthly Reports

7.1. Operator's Report

7.2. Fire Chief's Report

7.3. Financial Reports

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

Diane Koch Seconded: Colin Thompson Vote: Carried

8. Committee Minutes - none

9. Correspondence In

9.1. August 22, 2022 – Tom Plensky, Question – should water and fire funds be used to assist failing properties or repairing failing properties, and other related questions?

Motion: That the August 22, 2023, letter from Tom Plensky be received as correspondence in.

Claire Hilscher Seconded: Christo Kuun Vote: Carried

9.2. September 17, 2023 – Catherine Manson, letter welcoming the new Trustees and then questioning/commenting on Diane Koch meeting independently with a ratepayer on a controversial issue?

Motion: That the September 17, 2023, letter from Catherine Manson be received as correspondence in.

Christo Kuun Seconded: Craig Kerstens Vote: Carried

9.3. September 18, 2023 – Gary Holisko – letter, commenting on the potential relocation of the water main on the statutory right of way on the Cousineau property?

Motion: That the September 18, 2023, letter from Gary Holisko be received as correspondence in.

Claire Hilscher Seconded: Daine Koch Vote: Carried

10. Old Business

10.1. Thompson Clarke West Water Line

Motion: To immediately appoint a committee of a minimum of 3 trustees and the Administrator to begin discussions with the owners of 4891 Thompson Clarke West to determine the best process to ensure the security and safety of the of the DBID water supply line that connects the east and west side of our community water system.

Daine Koch Seconded: Bob Leggett

Amendment Motion: That the Thompson Clarke West water line motion words: to begin discussions with the owners of 4891 Thompson Clarke West be removed from the motion.

Claire Hilscher Seconded: Suzanne LaRoy Vote: Carried

Vote on the Main Motion as Amended: Carried

10.2. Reservoir Tender

Motion: To delay issuance and posting of the reservoir tender until such time as the water reservoir evaluation is complete and analyzed, and a decision has been made by the Board on whether to repair or replace the current reservoir.

Diane Koch Seconded: Christo Kuun Vote: Carried

11. New Business:

11.1. Meeting Procedure Bylaw Amendments

Motion: That the electronic meetings and participation by members portion of the Meeting Procedures Bylaw be amended as follows:

- Part 8 A trustee who is unable to attend at a Board or Committee meeting location can participate in the meeting by means of electronic or other communication facilities at their request to the Administrator.
- Part 9 Trustees are not limited to attending any Board or Committee meeting by electronic means.
- Part 10 Only three (3) trustees may attend electronically at one time.
- Part 11 A member chairing a Committee meeting may participate electronically anytime, however, the chair may not participate electronically during a Board meeting, unless held under section 15.

Diane Koch Seconded: Bob Leggett

Refer to Committee Motion: That the Meeting Procedures Bylaw amendments be referred to the Bylaw Committee.

Suzanne LaRoy Seconded: Claire Hilscher Vote: Carried

11.2. Staff Meetings

Motion: That Staff Meetings to update the Board be scheduled on the Wednesday one week before regular Board Meetings, if necessary and at a time scheduled by the Administrator.

Claire Hilscher Seconded: Diane Koch Vote: Carried

The Administrator advised that a staff meeting with the Board was scheduled for Monday, September 25, 2023, to review reservoir information including VIHA being on site and conducting an inspection on Wednesday, September 20, 2023. The Administrator informed the Board that an email was sent from VIHA to DBID at approximately 1:30 p.m. on September 21st; but staff did not receive the email until later in the day, just prior to the Board meeting and that staff did not have an opportunity to review the email due to having to prepare for the Board meeting

11.3. Committee Appointments

Motion: That the Board accept the following Committee appointments

<u>Bylaw</u>	<u>Facilities</u>	<u>Finance/HR</u>	<u>Fire Prot.</u>	<u>Ops./Maint.</u>	<u>Planning</u>	<u>TCW Water</u>
Hilscher	Kerstens	Hilscher	Hilscher	Kerstens	All	Kerstens
LaRoy	Leggett	Koch	LaRoy	Koch	Trustees	Leggett
Leggett	2 DBVFD	Kuun	Thompson	Kuun		Thompson
Administrator	(Pater & Moase)		Chief & Dep Administrator	W. Operator		Administrator

Claire Hilscher Seconded: Bob Leggett Vote: Carried

12. Safety Issues

12.1. Building Ventilation

Motion: To refer to the Facilities Committee to investigate improvements for the temperature and ventilation systems in the Board room.

Claire Hilscher

Seconded: Christo Kuun

Vote: Carried

13. Question Period

The Chair opened the meeting for comments from ratepayers.

- Q. A ratepayer, Tom Plensky, asked the Board why the Board has not answered his five questions that he previously asked the Board. A. The Board directed the Administrator to respond to Mr. Plensky and that a copy of the letter be included in the next agenda package.
- Q. A ratepayer asked Christo Kuun to clarify the reason for taking a water sample (test) at the reservoir. A. The test was taken as a concerned citizen as he was not on the Board at the time and due to concerns with there not being a recent reservoir test. He added that VIHA is aware of what occurred. The Water Operator, Don Buchner, then clarified what occurred including that he was at the reservoir site with Mr. Kuun at the time of the test and that he did not know in advance that a request to take a water test would be requested.
- Q. A ratepayer asked for an update for the meter box issue for 5509/5511 Deep Bay Drive. A. DBID has been applied for a permit that is required to carry out the work.
- Q. A ratepayer asked for clarification on whether ratepayer engagement at the end of Board meetings is just for questions as comments should be permitted. A. The Bylaw Committee should review this issue.
- Q. A ratepayer asked a couple of detailed questions for the Thompson Clarke West Water Line Committee such as whether there is a right of way on the south side of the railway tracks and does the DBID have permission for a 10-inch water pipe in that area. A. It is too early to get into specifics regarding Committee matters as the Committee has just been formed and as a result has not even met.

Motion: There being no further business the meeting was adjourned to go in-camera at 9:09 pm.

Bob Leggett

Seconded: Claire Hilscher

Vote: Carried

The above minutes were approved by the Board of Trustees on October 19, 2023.

By: _____

Chair of the Trustees Officer