

DEEP BAY IMPROVEMENT DISTRICT MINUTES OF THE

REGULAR BOARD MEETING

November 16, 2023

***As Amended at the Special Board Meeting
on November 30, 2023 via Zoom***

Trustees: Claire Hilscher
Craig Kerstens
Suzanne LaRoy (Chair)

Colin Thompson
Diane Koch (remote)
Christo Kuun

Regrets: Bob Leggett
John Marsh, Administrator

Staff: Janine Sibley, Admin Assistant

Guests: 23

1. Call to Order: 7:00 pm

The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory the meeting takes place and then called the meeting to order.

2. Introduction of late items:

The Board agreed to amend the agenda to add the following items into New Business:

9.4. Original Questions sent to MSR (***Mike Seymour***) to be included in item 9.4

New Business to add

9.7. Office hours

9.8. Quarterly meetings for all committees

9.9. Draft working budget - fire

9.10. Draft working budget – water

3. Approval of agenda for current meeting

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

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

4. Petitions & Delegations: None

5. Approval of minutes

Motion: To adopt the minutes of the Regular Board Meeting of October 19, 2023 as amended.

Craig Kerstens Seconded: Christo Kuun Vote: Carried

6. Business arising from the minutes

11.1 Note that the UBCM Community Emergency Preparedness Fund Volunteer and Composite Fire Departments Equipment and Training Grant Application has been sent to UBCM.

11.4 Motion: That the necessary paperwork required to update the Signing Authorities be sent to the financial institutions within the next 2 weeks.

Suzanne LaRoy Seconded: Claire Hilscher Vote: Carried

12.1 Motion: To proceed with purchasing the “No Parking” signs to be attached to the building. Colin and Craig will purchase the signs and install, with placement agreement from the fire chief.

Colin Thompson Seconded: Christo Kuun Vote: Carried

11.6 Motion: That the Canadian Flag that was presented to us by Mr. Sutherland to be displayed proudly at each meeting.

Colin Thompson Seconded: Christo Kuun Vote: Carried

7. Monthly Reports

7.1. Operator’s Report

Motion: To receive the monthly Operator’s report.

Colin Thompson Seconded: Craig Kerstens Vote: Carried

7.2. Fire Chief’s Report

Motion: To receive the monthly Fire Chief’s report.

Craig Kerstens Seconded: Claire Hilscher Vote: Carried

7.3. Financial Reports

Motion: To receive the monthly Financial reports.

Claire Hilscher Seconded: Christo Kuun Vote: Carried

8. Committee Minutes - none

9. Correspondence In

9.1. October 24, 2023 – George & Joanne Cousineau – letter regarding reopening the Trail between Thompson Clarke and Ocean Trail.

Motion: To accept the October 24, 2023 letter from George & Joanne Cousineau as correspondence in.

Suzanne LaRoy Seconded: Claire Hilscher Vote: Carried

Motion: Respond with a letter to George and Joanne Cousineau stating that the DBID no longer has a vested interest in the trail remaining closed and the decision to open it rests with the property owners. DBID extends appreciation to George and Joanne Cousineau for allowing a trail on their property for the benefit of the DBID residents.

Craig Kerstens Seconded: Claire Hilscher Vote: Carried

Recorded vote 5 in favour / 1 opposed (Colin Thompson)

9.2. November 1, 2023 – Stacy Sowa, VIHA - email providing comments relating to VIHA.

Motion: To receive the email from Stacy Sowa, VIHA as correspondence in.

Colin Thompson Seconded: Christi Kuun Vote: Carried

Motion: To refer the November 1, 2023 correspondence from Stacy Sowa, along with our response to the Operations and Maintenance committee.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

- 9.3. November 3, 2023 – Jason Hindson, ORCA Health and Safety, email providing comments relating to VIHA ***DBID requested inspection via Herold Engineering.***

Motion: That the November 3, 2023, Jason Hindson, ORCA Health and Safety be received as correspondence in and that authorization to proceed with the reservoir entry and rescue standby be approved as outlined in the letter.

Colin Thompson Seconded: Craig Kerstens Vote: Carried

- 9.4. November 7, 2023 – Mike Seymour, MSR Solutions, email regarding reservoir and water disinfection issues.

Motion: That the November 7, 2023, Mike Seymour, MSR Solutions email be received as correspondence in and that the questions asked of Mike Seymour be added in.

Claire Hilscher Seconded: Christi Kuun Vote: Carried

- 9.5. November 9, 2023 – Elizabeth Thompson, VIHA – email on drought specific emergency response and contingency plan.

Motion: That the November 9, 2023, email from Elizabeth Thompson, VIHA be received as correspondence in.

Craig Kerstens Seconded: Claire Hilscher Vote: Carried

Motion: That the November 9, 2023, email from Elizabeth Thompson, VIHA be referred to the Operations and Maintenance committee for immediate action.

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

Motion: That staff respond to Elizabeth Thompson, VIHA to advise that at least 4 trustees are signed up to attend the VIHA workshop.

Claire Hilscher Seconded: Colin Thompson Vote: Carried

- 9.6. November 13, 2023 – Doug Harrison – letter responding to a September 21, 2023 letter from David Simpson.

Motion: That the November 13, 2023, letter from Doug Harrison be received as correspondence in.

Colin Thompson Seconded: Craig Kerstens Vote: Carried

Recorded vote 5 in favour / 1 opposed (Claire Hilscher)

Motion: Allow the recording, as related to the letter submitted on September 21, 2023 by David Simpson to be played so that it can be heard in order to clarify false accusations that were made in the letter.

Colin Thompson Seconded: Craig Kerstens Vote: Carried

Recorded vote 4 in favour / 1 opposed (Claire Hilscher) / 1 abstain (Suzanne LaRoy)

10. Old Business

10.1. September 21, 2023 minutes omission

Motion: Staff to review the omission error in the September 21, 2023 minutes and amend as per the original motion.

Claire Hilscher Seconded: Christi Kuun Vote: Defeated

11. New Business

9.7 Office Hours

Motion: Until further notice and effective immediately, office hours are to be tailored to be open to the public on Tuesdays and Wednesdays and closed to the public on Thursday and Fridays.

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

9.8 Quarterly meetings

Motion: That the Board of Trustees create a quarterly schedule for all committee meetings to meet, except the Fire Protection Committee, where the committee has already agreed on a quarterly schedule.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

9.9 For information - The Board is currently working hard on the 2024 Draft budget for Fire

9.10 For information - The Board is currently working hard on the 2024 Draft budget for Water

12. Safety Issues - none

13. Question Period

The Chair opened the meeting for questions / comments from ratepayers.

Q. A ratepayer, requests a financial plan - How much interest are we paying? A. ~~The DBID currently does not have any loans.~~ **Minimal interest is being paid on loan for the Firehall through the Provincial Government.** A financial plan is currently being worked on.

Q. Has the 2022 audit been completed. A. No, it is currently being worked on.

Q. Are the DBID trustees aware that the audit needs to be completed **by May 15**? When is the AGM? A. Yes, the board is aware and are working hard on the financial plans.

- Q. How much of our water bill and fire protection tax will be used to pay for legal fees? Is it legal to abandon our water line right of way which we hold in perpetuity without permission of rate payers? Why are Board members allowed to falsely state Thompson Clark pipe is failing? A. The board can't keep asking rhetorical questions.
- Q. Referring to 9.4, can the original questions to the engineer be included? A. Yes
- Q. When will the meetings be recorded? A. This is being worked on.
- Q. Comment from the floor, you can expect to be recorded if you come to these meetings.
- Q. Comment from the floor, regarding recording the meetings, you need to advise people in advance if you are recording them.
- Q. I understand that the E and N has been contacted. Are you aware of this? A. Yes, there has been verbal contact and a committee is awaiting an email for approval to survey.
- Q. Do you have an action plan if the Thompson Clark water line were to break? Where are the valves? If Don Buchner is away, who can take care of it?
- Q. Comment from the floor - If the trail is opened and the survey pegs disappear, Cousineau's want clarification that DBID won't find cause to lay blame.
- Q. Does the board have authority to make changes to ratepayers letters?

Motion: There being no further business the meeting was adjourned at 9:33 pm.

Bob Leggett

Seconded: Claire Hilscher

Vote: Carried

The above minutes were approved by the Board of Trustees on November 30, 2023.

By: _____

Chair of the Trustees Officer