

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

Trustees: Claire Hilscher
Bob Leggett
Suzanne LaRoy (Chair)

Colin Thompson
Diane Koch
Christo Kuun

Regrets: Craig Kerstens
John Marsh, Administrator

Staff: Janine Sibley, Admin Assistant
George Lenz, Fire Chief

Guests: 27

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:

9.1. Letter from DBFRS — Add Thank you letter as additional motion.

12.4 Include e-mail preamble that was originally attached to the correspondence.

12.6 Add Chair working remotely.

3. Approval of agenda for current meeting

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

Diane Koch

Seconded: Bob Leggett

Vote: Carried

4. Petitions & Delegations

4.1. Don Coghill

4.2. Tom Plensky

5. Approval of minutes

Motion: To adopt the minutes of the Regular Board Meeting of December 6, 2023 as amended to include this answer to the following question.

Q. Is the TCW project itemized on the Capital Plan? What year was it added and how much is allocated on the budget?

A. The TCW project is on the October 2022 Capital Budget.

Claire Hilscher

Seconded: Diane Koch

Vote: Carried

6. Business arising from the minutes

6.1 Signing Authority — Complete

6.2 VIHA update — Complete

6.3 After hours access for trustees — contact Janine to coordinate if you haven't yet

6.4 Annual Zoom subscription — Suzanne has purchased a subscription

7. Committee Reports and Minutes

7.1. Finance/HR Committee Draft minutes of December 14, 2023

Motion: To receive the Finance/HR Committee Draft minutes of December 14, 2023.

Diane Koch Seconded: Christo Kuun Vote: Carried

7.2. Operating Funding — Motion: That the Board authorize Staff to utilize operating reserves if necessary, until the 2024 taxation bylaws are in effect.

Diane Koch Seconded: Bob Leggett Vote: Carried

7.3. Budget finalization: Next Steps — Motion: That the Board schedule Planning and HR/Finance Committee meetings back-to-back, for the week of January 8 to review and set revenues for 2024 Fire and Water operating budgets and review 2024 Fire and Water Capital budget.

Diane Koch Seconded: Bob Leggett Vote: Carried

7.4. Taxation: Court of Revision — Motion: That the Court of Revision be held Wednesday, January 17, 2024, 8:00 am to 8:00 pm, and 3 trustees be appointed.

Diane Koch Seconded: Christo Kuun Vote: Carried

Motion: That trustees Kuun, Hilscher and Leggett be members of the Court of Revision, Wednesday, January 17, 2024.

Suzanne LaRoy Seconded: Diane Koch Vote: Carried

7.5. Minutes: TCW Committee — Motion: Receive the TCW Committee minutes of the November 21, 2023 meeting.

Bob Leggett Seconded: Diane Koch Vote: Carried

Recorded vote — 1 Opposed (Claire Hilscher) /5 For

TCW Committee update — Motion: Receive the Orientation document from the TCW Committee.

Bob Leggett Seconded: Colin Thompson Vote: Carried

TCW Committee update — Motion: Receive the Dec 11, 2023 TCW Committee minutes.

Bob Leggett Seconded: Claire Hilscher Vote: Carried

7.6. TCW Committee Update — Motion: That the Board retain Peter Mason of Peter Mason Land Surveying at the cost of \$6,050.00 and instruct Peter to undertake the survey which would include:

1. Layout the control points that could be used for construction and set appropriate spikes on the southern boundary of the E&N Railway.
2. Provide topographical survey of the area for design purposes.
3. Once finalized, post the easement area agreed upon and prepare a Reference Plan for the Easement that would get registered in the Provincial Land Title office.

Bob Leggett Seconded: Colin Thompson Vote: Carried

Recorded vote — 1 Opposed (Claire Hilscher) /5 For

7.7. Updated Finance/HR Committee Terms of Reference — Motion: To Approve the updated Terms of Reference for the Finance/HR Committee.

Diane Koch Seconded: Christo Kuun Vote: Carried

7.8. Terms of Reference: TCW Committee — Motion: Approve the Terms of Reference for the TCW Committee.

Colin Thompson Seconded: Bob Leggett Vote: Carried

Recorded vote — Unanimous, all in Favour

8. Monthly Reports — Motion: That the Board receive the following reports for information

8.1. Water Operator Report

8.2. Fire Chief Report

8.3. Financial Reports

Bob Leggett Seconded: Christo Kuun Vote: Carried

Motion: That the Operations/Finance Committee speak with Mr. Buchner about the requirement to get the generator issue addressed.

Suzanne LaRoy Seconded: Bob Leggett Vote: Carried

9. Correspondence In

9.1. November 24, 2023 — DBVFRS Generous donation letter to DBID regarding the \$25,000 donation to be used for Fire Department equipment.

Motion: That the November 24, 2023 letter from DBVFRS be received as correspondence in.

Claire Hilscher Seconded: Diane Koch Vote: Carried

Motion: To request that staff send a Thank you letter to the DBVFRS for the recent donation of \$25,000 and to recognize their total donations to date of **\$207,670**.

Claire Hilscher Seconded: Suzanne LaRoy Vote: Carried

9.2. December 18, 2023 — Sharon Milburn, letter to DBID Board regarding Research results and Reservoir questions.

Motion: That the letter dated December 18, 2023 from Sharon Milburn be received as correspondence in.

Claire Hilscher Seconded: Suzanne LaRoy Vote: Defeated

Recorded vote —

4 Opposed (Diane Koch, Colin Thompson, Christo Kuun, Bob Leggett) /2 For

10. Bylaws:

10.1. Bylaw 255 — Capital Expenditure Charge Bylaw (CEC Bylaw):

Overview/purpose and an update on bylaw already given first reading —

Motion: That Bylaw 255 updating Capital Expenditure Charge now be introduced and read a final time and that Bylaw 255 be adopted.

Diane Koch Seconded: Bob Leggett Vote: Carried

10.2. Bylaw 256 — Connection Charge Bylaw:

Motion: That Bylaw 256, updating the water connection charges now be introduced and read a first time.

Colin Thompson Seconded: Bob Leggett Vote: Carried

Motion: That Bylaw 256, updating the water connection charges now be read a final time and that Bylaw 256 be adopted.

Bob Leggett Seconded: Christo Kuun Vote: Carried

11. Old Business

11.1. TCW waterline update

11.2. Reservoir update

11.3. Auditor Financial update — Financial information has been provided to the auditor and the 2022 audit is underway.

11.4. 2023 Financial Update (Fire & Water Operating & Capital)

11.5. 2024 water rates will be done once budgets are passed

11.6. 2024 water and fire parcel rates will be done once budgets are passed

11.7. Honorarium for firefighters attending required courses, with criteria

Motion: The board action the Bylaw Committee to make the following changes to the “firehall expense policy”: An honorarium be paid to a member who attends a “required” course, of half day or longer duration, with an out of department instructor. Such course must be pre-approved by the Fire Chief within budgetary limitations and is optional on request of the member. Rate \$75 for half day course, \$150 for each full day. Approval for payment is required by the Chief and is subject to budgetary limitations. An application form needs to be developed, and members must complete an application and have their request for the honorarium approved in advance of the course. Evidence that the course has been successfully completed is required to be submitted with a request for honorarium payment. Travel time to and from the course location is not to be included. This would be effective January 1, 2024 if funding allows.

Claire Hilscher Seconded: Bob Leggett Vote: Carried

Motion: That the above motion (11.7) be retroactive to January 1, 2023 if the amount in the 2023 accumulated surplus allows.

Claire Hilscher Seconded: Christo Kuun Vote: Carried

Amended Motion: That the above motion (11.7) be retroactive to January 1, 2023 if the amount in the 2023 accumulated surplus allows to a maximum of \$14,000 which is currently their 2023 budgeted amount.

Diane Koch Seconded: Colin Thompson Vote: Carried

11.8. Water Operator Replacement, more to come

11.9. Reservoir Internal Inspection, already covered above

12. New Business

12.1. VIHA update: DBID to meet with VIHA, more info to come

12.2. Minutes: Recording question and answers in meeting minutes — Motion: Until the technology committee is in place and DBID can procure the necessary technology to record minutes that will be able to be played by those wishing to hear Q&A comments and questions, to ensure the accuracy of minutes, eliminate pressure on the recording secretary to record long comments/questions verbatim or summarize without error, which is very subjective, and because DBID has extremely limited administrative assistant resources, no further attempts will be made to record or publish a summary or transcript of Q&A’s from question period for inclusion in the published minutes.

Suzanne LaRoy Seconded: Christo Kuun Vote: Carried

Recorded vote — 2 Opposed/4 For

12.3. Regular Staff meetings — Motion: To Table this Motion: Staff and trustees add to their calendars a standing monthly staff meeting, the Thursday before the general board meeting, beginning at 10:00 am and that the office be closed for the duration of the meeting.

Suzanne LaRoy Seconded: Claire Hilscher Vote: Carried

12.4. Underground Pipe Crossing Checklist, provided by Island Corridor Foundation — Motion: That the information provided by the Island Corridor Foundation letter be received as correspondence in.

Claire Hilscher Seconded: Bob Leggett Vote: Carried

12.5. Fire Underwriters — Motion: That the board refer the attached forms to the fire protection committee. The committee will complete the required information. Staff will send the completed forms back to the underwriters. The deadline will be no later than 2 weeks following delivery of the new truck.

Claire Hilscher Seconded: Diane Koch Vote: Carried

12.6. Chair will be working remotely for January and February meetings — FYI

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

Motion: There being no further business the meeting was adjourned at 10:02 pm.

Bob Leggett Seconded: Diane Koch Vote: Carried

The above minutes were approved by the Board of Trustees on January 18, 2024.

By: _____
Chair of the Trustees Officer