

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
December 6, 2023

Trustees: Claire Hilscher
Craig Kerstens
Suzanne LaRoy (Chair)

Colin Thompson
Diane Koch (remote)
Bob Leggett (remote)

Regrets: Christo Kuun
John Marsh, Administrator

Staff: Janine Sibley, Admin Assistant

Guests: 16

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:

None

3. Approval of agenda for current meeting

Motion: To approve the agenda for the current meeting.

Claire Hilscher Seconded: Colin Thompson Vote: Carried

4. Adoption of the minutes of the previous meeting

Motion: To adopt the minutes of the Special Board Meeting of November 30, 2023 as amended to include that it was held via Zoom due to pandemic provision of Bylaw 202.

Colin Thompson Seconded: Claire Hilscher Vote: Carried

5. Business arising from the minutes

None

6. Committee Minutes

6.1. Motion: To receive the DRAFT minutes of the November 23, 2022 Bylaw Committee

Bob Leggett Seconded: Claire Hilscher Vote: Carried

6.2 Motion: To table Motion's 6.2, 6.3, 6.4, 6.5, 6.6, 6.9, 6.12 and 6.20 until a future date

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

6.7 Motion: To receive the minutes of the November 22, 2023 Finance/HR Committee Meeting

Diane Koch Seconded: Claire Hilscher Vote: Carried

6.8 Motion: To receive the DRAFT minutes of the November 30, 2023 Finance/HR Committee

Claire Hilscher Seconded: Colin Thompson Vote: Carried

6.10 Motion: To receive the DRAFT minutes of the November 12, 2023 Fire Protection Committee

Claire Hilscher Seconded: Colin Thompson Vote: Carried

6.11 Motion: The committee recommends that the board convene the Facilities Committee meet to resolve on-going maintenance issues as per the attached list submitted by Chief George Lenz and add annual floor buffing to the list.

Claire Hilscher Seconded: Colin Thompson Vote: Carried

6.23 Motion: To expand the committee membership of the Facilities committee to include 3 Trustees and also 3 personnel from the Fire Dept.

Colin Thompson Seconded: Bob Leggett Vote: Carried

Staff have been directed to update the Trustee & Staff Contact Form to record the chair.

6.13 Motion: Board direct staff to provide quarterly reports on budget expenditures year to date, including contingency fund total and accumulated surpluses plus income statements, balance sheets and the timing to be January/April/July/October once an Administrator is in place in time for monthly Board meetings.

Claire Hilscher Seconded: Diane Koch Vote: Carried

6.14 Motion: The Board is asked to lobby the Ministry of Transport and ICBC to replace the pre-existing grooving on Hwy 19 near Rosewall Creek. This grooving was shown to reduce accidents in this section.

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

Motion: The Board approves sending the letter (see attached draft) to The Ministry of Transportation and Infrastructure with cc to ICBC and MLA Josie Osborne.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

6.15 Motion: To receive the DRAFT minutes of the November 20, 2023 Planning Committee Meeting.

Claire Hilscher Seconded: Colin Thompson Vote: Carried

6.16 Motion: To receive the minutes of the November 15, 2023 Planning Committee Meeting.

Claire Hilscher Seconded: Diane Koch Vote: Carried

6.17 and 6.18 Motion: To direct staff to bring back a 1st draft of the bylaw that includes the changes as per the committee recommendation for the connection charges and minimum deposit fees and bring it back to the December 21, 2023 meeting for first reading.

Diane Koch Seconded: Colin Thompson Vote: Carried

6.19 Motion: To receive the motion that the draft capital budget, as amended by the Planning committee, be provided to the Administrator for updating actual and to be provided to the HR/Finance committee by Nov 27th.

6.21 Motion: That the DBID board extend the “Respectful Workplace” Policy, which has been adopted by DBID to include the ratepayers of the DBID, and such policy would apply to written correspondence and in person conduct.

Diane Koch Seconded: Craig Kerstens Vote: Carried

Motion: For the Respectful Workplace Policy to be referred to the Bylaw committee to incorporate the ratepayers of DBID.

Claire Hilscher Seconded: Suzanne LaRoy Vote: Defeated

6.22 Motion: To table the following to the January 2023 meeting - that the DBID Board establish a select committee, the Technology Committee, to collect requirements and assess capacity and budget for the provision of DBID.ca trustee email, and the same for audio visual requirements to better enable communications and remote attendance by trustees and the public. The Technology Committee should be composed of 2 trustees and invited members of the public.

Bob Leggett Seconded: Diane Koch Vote: Carried

7. Correspondence In

7.1. Incoming November 29, 2023 correspondence from D Coghill

Motion: To receive and file the correspondence.

Bob Leggett Seconded: Colin Thompson Vote: Carried

7.2. Stacey Sowa, VIHA email December 4, 2023 concerning resigning water operator and action required as a result.

Motion: To move this discussion to in-camera.

Bob Leggett Seconded: Craig Kerstens Vote: Carried

Motion: Chair of the Board to respond to VIHA by Dec 8 advising of the pertinent information they are requesting on public safety and required water testing and will follow up after further discussions in camera.

Bob Leggett Seconded: Suzanne LaRoy Vote: Carried

8. New Business

None

9. Old Business

9.1 Financial Update - Audit 2022

Motion: That a motion “To ask Trustee Koch contact MNP to send staff to pick up the files required for the 2022 audit”, made at the Nov 30, 2023 Special Board meeting (in camera), be brought out of camera at the next public meeting of the Board.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

9.2 Signing Authority changes, underway

9.3 Setting the rates for 2024 water tolls, in progress

9.4 Setting the rates for 2024 Parcel taxes, in progress

9.5 Taxation Bylaw, require 2022 audited financial statements before 2024 taxation bylaw can be filed.

9.6 Letter to RDN asking temporary emergency assistance for water system operation - working with Stuart Maclean and the RDN

9.7 Motion: Recommendation of Trustee Colin Thompson for the board retain Peter Mason Land Surveying and instruct Peter Mason 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 this Easement that would get registered in the RDN Land Title office.

Bob Leggett

Seconded: Craig Kerstens

Vote: not voted on

Note, the above Motion was retracted, and the following motion was made.

Motion: That Motion 9.7 be tabled to the December 21, 2023 meeting.

Bob Leggett

Seconded: Claire Hilscher

Vote: carried

9.8 Stacey Sowa, VIHA email of November 1, 2023

Motion: To have staff reply to Stacey Sowa, VIHA email of November 1, 2023:

1. That 4 Board members are taking the ERCP seminar and will provide the updated plan once completed by January 1, 2024.
2. Water Operator advises that the Spec information for the check valves on wells 5, 6 and 8 are being submitted by Four Star Waterworks. DBID is still investigating options with respect to the Reservoir.
3. Well 1 is not scheduled to be brought online as it is a GARP well, it is only an emergency back up is we lose Well 8 due to unforeseen circumstances.

Diane Koch

Seconded: Colin Thompson

Vote: Carried

9.9 TCW update - noted above

10. Question Period

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

Q. What would it cost to repair the water line if it were to break?

A. Depends on the condition of the area, potentially \$150,000.

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.

Q. Is the board going to honour all bylaws? When a change is made to a bylaw why does the board not adhere to it?

A. We are doing our best.

Comment from the floor - All of McElhanney's numbers are incorrect.

Comments from a trustee - Madame Chair.

I have 3 questions. They are directed at we trustees and as well the residents of our community

1. Moving forward from tonight, would we all, trustees & residents not be better served if we chose to work together, not in unproductive opposition?
2. Would it not also be to our advantage to focus on and praise the accomplishments of past board members and yet at the same time, as we move forward in our day to day responsibilities, pay attention to and learn from the mistakes that were made? After all, if we ignore mistakes from the past, that will certainly be a hindrance, and handicap our decision making progress moving forward into the future.
3. And lastly, would it not be in all of our best interests to turn our negative and detrimental complaints into positive, forward thinking and optimistic ideas? After all, our small community of approximately 640 houses would be able to accomplish so much more if we dropped the negativity and worked as a Team. And ladies and gentlemen...have you ever thought about what Team stands for...it stands for... Together Everyone Achieves More!

Comment from the floor - The board is not following 6.21 Respectful Workplace policy in this meeting

Motion: There being no further business the meeting was adjourned to go in-camera at 9:17 pm.

The above minutes were approved by the Board of Trustees on December 21, 2023.

By: _____

Chair of the Trustees Officer