

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

**January 18, 2024**

**Trustees:** Claire Hilscher  
Bob Leggett  
Craig Kerstens (Chair)  
Suzanne LaRoy (remote)

Colin Thompson  
Diane Koch (remote)  
Christo Kuun

**Regrets:**

**Staff:** Janine Sibley, Acting Administrator  
Don Buchner, Water Operator (remote)

**Guests:** 14

**1. Call to Order: 7:00 pm**

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

First order of business is to elect a chair for the meeting.

Craig nominated Claire Hilscher, Claire declined

Colin nominated Craig Kerstens, Craig accepted

**2. Introduction of late items:**

The Board agreed to amend the agenda to add the following as Correspondence In:

9.5. UBCM Grant approval

9.6 MNP audit engagement letter

At this point it was noted that it was difficult to hear clearly on the conference line, Craig suggested that the Facilities committee review options for sound deadening panels.

**3. Approval of agenda for current meeting**

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

Bob Leggett

Seconded: Claire Hilscher

Vote: Carried

**4. Petitions & Delegations - none**

**5. Approval of minutes**

**Motion:** To adopt the minutes of the Regular Board Meeting of December 21, 2023 as amended to include the following information.

11.3 add 2022 to the audit

12.2 as per Claire's e-mail

Claire Hilscher

Seconded: Christo Kuun

Vote: Carried

**6. Business arising from the minutes**

**6.1** Thank you letter has been sent to the DBFRS

## 7. Monthly Reports

- 7.1. **Operator's Report** - as presented, add GARP report to be introduced as correspondence in for the next Board meeting
- 7.2. **Fire Chief's Report** - as presented, the new Fire Truck will be arriving soon and should be in service within a week of arriving
- 7.3. **Financial Reports** - as presented

## 8. Committee Reports and Minutes

- 8.1. **Facilities Committee DRAFT minutes of January 6, 2024 — Motion:** To receive the Facilities committee draft minutes of January 6, 2024.

Colin Thompson      Seconded: Suzanne LaRoy      Vote: Carried

- 8.2. **Planning and HR/Finance Committee DRAFT minutes of January 10, 2024 — Motion:** To receive the Facilities committee draft minutes of January 10, 2024.

Bob Leggett      Seconded: Christo Kuun      Vote: Carried

- 8.3. **Planning Committee DRAFT 2024 budgets (Fire & Water Operating/Fire & Water capital) — Motion:** To receive the Planning committee draft budgets of January 10, 2024.

Diane Koch      Seconded: Colin Thompson      Vote: Carried

- 8.4. **Planning Committee - Policy development; Incoming correspondence policy — Motion:** Task the Bylaw committee with drafting a policy, for review and approval by the Board, to prevent negative community relations amongst ratepayers that may appear in incoming correspondence, such as criticism of other ratepayers in correspondence, defining what would be unwelcome content in incoming correspondence from ratepayers, and what the process should be if prohibited content was received.

Suzanne LaRoy      Seconded: Claire Hilscher      Vote: Carried

- 8.5. **Planning Committee — Technology Committee formation — Motion:** That the DBID Board establish a select committee, the Technology Advisory Committee, to collect requirements and assess capacity and budget for the provision of [DBID.ca](http://DBID.ca) trustee e-mail 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 2 invited members of the public.

Suzanne LaRoy      Seconded: Christo Kuun      Vote: Carried

## 9. Correspondence In

- 9.1. **December 30, 2023 - Sharon Milburn** - letter commenting on Research Results, Questions regarding TCW and the Reservoir, criteria for Correspondence In — **Motion:** To receive the December 30, 2023 letter from Sharon Milburn as correspondence in.

Bob Leggett      Seconded: Claire Hilscher      Vote: Carried

- 9.2. **January 10, 2024 - Tom Plensky** - letter requesting a written response to his questions.

Item has been withdrawn from the agenda by the writer.

**9.3. January 11, 2024 - Marie Newlands Hale** - letter requesting clarification on the (RFQ) Request for Quote policy — **Motion:** To receive the January 11, 2024 letter from Marie Newlands Hale as correspondence in.

Bob Leggett                      Seconded: Colin Thompson                      Vote: Carried

Staff Action Item - Suzanne LaRoy has requested that all trustees be provided with all policies.

**9.4. January 12, 2024 - Seulbi Lee - Motion** - letter from VIHA (Vancouver Island Health Authority) discussing Reservoir Inspection, Secondary Disinfection and Water Operator —

**Motion:** That the January 12, 2024 letter from Seulbi Lee (VIHA) be received as correspondence in.

Colin Thompson                      Seconded: Claire Hilscher                      Vote: Carried

**Motion:** To direct our Acting Administrator to reply to DBID's newly assigned Environmental Health Officer, Seulbi Lee CPHI(C) of VIHA. She should introduce herself and inform them she will be resuming as the DBID point of contact in the capacity of Acting Administrator; answer their questions; and reiterate our request for a meeting between VIHA and Board Members.

Suzanne LaRoy                      Seconded: Claire Hilscher                      Vote: Carried

**9.5. January 17, 2024 - DBVFD Grant** - Margaret has put a lot of effort into applying for the UBCM grant application. George reports that the Firehall has received the grant for \$30,000.87

8:37pm - At this point the power went out in the building

8:45pm - working by cel phone flashlights, the meeting continues

**9.6. January 16, 2024 - MNP audit — Motion:** To authorize the Chair of HR/Finance to sign the 2023 Audit Engagement letter with MNP on behalf of the DBID.

Diane Koch                      Seconded: Colin Thompson                      Vote: Carried

## 10. Old Business

**10.1. New policy development — update**

**Motion:** That the New policy development be tabled until the HR/Finance committee meets again and then bring it back to the next regular board meeting in February.

Diane Koch                      Seconded: Claire Hilscher                      Vote: Carried

Claire requests that if anyone has comments on the above, please send them to her even if you are not on the HR/Finance committee.

**10.2. Reservoir Project —** discussed previously in the water operator's report, scheduled inspection date is February 6, 2024.

**10.3. TCW Project —** in progress, Peter Mason is working to establish the boundary line.

**10.4. Budget 2024 —** dealt with above

**10.5. 2024 water tolls, bylaw info below**

**10.6.2024 Parcel Tax and Fire Protection, bylaw info below**

**10.7.Financial update** — Draft received from the auditor, MNP will be presenting financial statement to the board.

**Motion:** To approve the fire protection budget as presented in the meeting package.

Claire Hilscher                      Seconded: Diane Koch                      Vote: Carried

**Motion:** To accept the 2024 capital budget for the parcel tax as presented in the meeting package.

Diane Koch                      Seconded: Colin Thompson                      Vote: Carried

Roll call recorded vote 6 For / 1 Opposed - Claire Hilscher

**Motion:** To set the 2024 water tolls as presented in the budget.

Diane Koch                      Seconded: Colin Thompson                      Vote: Carried

**10.8.Water Operator update** — As above

**10.9.Requirement for payment of honorarium for firefighters attending required courses, with criteria** —

**Motion:** Firehall administration is to forward both a copy of the certificate of completion with the member's name and course information on it and a photocopy of the completed honorarium approval form, signed by the Chief, when requesting honorarium payment be issued to a member.

Suzanne LaRoy                      Seconded: Claire Hilscher                      Vote: Carried

**Motion:** That the draft of the original form being used for Chief approval of honorarium and reimbursement be referred to the Fire committee for recommendation back to the board.

Claire Hilscher                      Seconded: Suzanne LaRoy                      Vote: Carried

**10.10.Capital Expenditure Charge** — has been filed with the Ministry

**11. New Business**

**11.1. Draft committee meeting minutes going to the Board before they have been approved and the demise of Committee reports sent to the Board only with motions** — Procedure to be discussed

**Motion:** To table the discussion to a future meeting.

Bob Leggett                      Seconded: Colin Thompson                      Vote: Carried

**11.2. Delegations and Presentations** — Discussion on parameters, challenges, precedents, other similar jurisdictions with no recordings, examples attached.

**Motion:** To table this for future discussion.

Bob Leggett                      Seconded: Colin Thompson                      Vote: Carried

Recorded vote 6 For / 1 Opposed - Suzanne LaRoy

**11.3. Bylaw 257 — “Taxation Bylaw No. 257” to set Parcel and Fire Protection tax rates for 2024.**

**Motion:** That the 2024 Taxation Bylaw No. 257 with an amended due date of May 15 now be introduced and read a first time.

Diane Koch                      Seconded: Suzanne LaRoy                      Vote: Carried

**Motion:** That the 2024 Taxation Bylaw No. 257 with an amended due date of May 15 now be reconsidered and read a second time.

Diane Koch                      Seconded: Bob Leggett                      Vote: Carried

**11.4. Bylaw 258 — “Water Tolls Bylaw No. 258” to set Water Tolls rates effective January 19, 2024.**

**Motion:** That the 2024 Water Tolls Bylaw No. 258 now be introduced and read a first time.

Diane Koch                      Seconded: Suzanne LaRoy                      Vote: Carried

**Motion:** That the 2024 Water Tolls Bylaw No. 258 now be reconsidered and read a second time.

Diane Koch                      Seconded: Bob Leggett                      Vote: Carried

**12. Safety Issues —** comment regarding the safety light not working during the power failure

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

**Motion:** There being no further business the meeting was adjourned to move in-camera at 10:24 pm.

Craig Kerstens                      Seconded: Bob Leggett                      Vote: Carried

The above minutes were approved by the Board of Trustees on February 15, 2024.

By: \_\_\_\_\_

Chair of the Trustees Officer