

# DEEP BAY IMPROVEMENT DISTRICT AGENDA

## SPECIAL BOARD MEETING

December 6, 2023 – 7 p.m.

### 1. Call to Order

The Chair will respectfully acknowledge the Qualicum First Nation on whose traditional territory this meeting takes place.

### 2. Introduction of late items

### 3. Approval of agenda for current meeting

### 4. Adoption of the minutes of the previous meeting

Motion: To adopt the minutes of the Special Board Meeting of November 30, 2023.

### 5. Business arising from the minutes

### 6. Committee Minutes

6.1 Receive minutes of Nov 23, 2022 Bylaw Committee

**MOTION:** Receive minutes of the November 23, 2022 Bylaw Committee

6.2 Bylaw Change Consolidated Meeting Bylaw #202: Audio and Video recordings of meeting

Motion: to approve the above noted changes to Consolidated Meeting Procedures Bylaw 202 sections 20 to 25 and recommend the changes to the Board of Trustees

**MOTION: Table the Motion** until the Dec 21, 2023 board meeting

6.3 Bylaw Change Consolidated Meeting Bylaw #202: Remove restrictions on E-Meeting attendance

MOTION: to approve the above noted changes to Consolidated Meeting Procedures Bylaw 202 sections 9, 11, and 14, and recommend the changes to the Board of Trustees.

**MOTION: Table the Motion** until the Dec 21, 2023 board meeting

6.4 E-Meeting Policy Update: allow DBID to record meetings

MOTION: to approve the above noted changes to the Electronic Meeting Policy Number 21-04-01 sections 3, and recommend the changes to the Board of Trustees.

**MOTION: Table the Motion** until the Dec 21, 2023 board meeting

6.5 Fire Services: Year round burn permits required

*Note: The way it was written was modified by Chief Lenz after the bylaw committee met and he has approved it the way it is proposed in the attached motion.*

Motion: to approve the changes to the Fire Regulations Bylaw No. 233 sections 32a & 32b and recommend the changes to the Board of Trustees.

**MOTION: Table the Motion** until the Dec 21, 2023 board meeting

6.6 Fire Services: Elimination of burn permit fees

**MOTION:** The Bylaw Committee recommends to the Board of Trustees that the \$10 fee for burn permits be removed and that burn permits are to be free of charge for the 2024 calendar year.

**MOTION: Table the Motion** until the Dec 21, 2023 board meeting

6.7 The minutes of the November 22, 2023 Finance/HR Committee Meeting

**MOTION:** Receive the minutes of the November 22, 2023 Finance/HR Committee Meeting

6.8 The minutes of the November 30, 2023 Finance/HR Committee Meeting

**MOTION:** Receive the minutes of the November 30, 2023 Finance/HR Committee Meeting

6.9 Finance/HR Draft Terms of Reference

**MOTION:** The draft amended terms of reference as amended are to be forwarded to the Board for the next monthly meeting.

**MOTION: Table the Motion** until the Dec 21, 2023 board meeting

6.10 Receive the Fire Protection Committee minutes of November 12, 2023

**MOTION:** Receive the Fire Protection Committee minutes of November 12, 2023

6.11 Firehall ongoing maintenance issues

**MOTION:** The committee recommends that the board convene the Facilities Committee meet to resolve on-going maintenance issues as per the list submitted by Chief George Lenz (attached).

6.12 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": A 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 full day. Evidence that the course has been completed is to be provided. Approval for payment is required by the Chief and subject to budgetary limitations. Travel time to and from the course location is not to be included. An application form needs to be developed, and that members should complete it in advance of the course. This would be effective January 1, 2024 and retroactive to January 1, 2023 if funding allows.

**MOTION: Table the Motion** until the Dec 21, 2023 board meeting

6.13 Fire Dept: Quarterly report with actual expenditures etc

**MOTION:** Board direct staff to provide quarterly reports on budget expenditures year to date, including contingency fund total and accumulated surpluses.

6.14 Letter to MOTI re highway 19 grooving

**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.

**MOTION:** The Board approve sending the a letter (see attached draft) to The Ministry of Transportation and Infrastructure with a cc to the Insurance Corporation of British

Columbia and MLA Josie Osborne

- 6.15 Receive the minutes of the November 20, 2023 Planning Committee Meeting  
**MOTION:** Receive the minutes of the November 20, 2023 Planning Committee Meeting
- 6.16 Receive the minutes of the November 15, 2023 Planning Committee Meeting  
**MOTION:** receive the minutes of the Nov 15, 2023 Planning Committee Meeting
- 6.17 Connection Fee Update Bylaw 208  
**MOTION:** Recommend changing the connection charge (inspection and administration) by 20% from \$250 to \$300.
- 6.18 Connection Fee Update Bylaw 208  
**MOTION:** Recommend changing the minimum deposit at the time of connection application from \$250 to \$750
- 6.19 Draft capital budget  
**MOTION:** That the draft capital budget, as amended by the Planning Committee, be provided to the Administrator for updating actuals and be provided to the Human Resources/Finance Committee by November 27th.
- 6.20 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 unwelcomed content in incoming correspondence from ratepayers, and what the process should be if prohibited content was received.  
  
**MOTION: Table the Motion** until the Dec 21, 2023 board meeting
- 6.21 Respectful Workplace Policy: Extend to Ratepayers  
**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.
- 6.22 Technology Committee formation  
**MOTION:** 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.

## 7. Correspondence In

- 7.1 Incoming Nov 29 2023 corresp D. Coghill  
**RECOMMENDED MOTION:** To receive and file
- 7.2 Stacey Sowa, VIHA email of Dec 4, 2023 concerning resigning water operator and action required as a result

## 8. New Business

## 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.

- 9.2 Signing Authority: Update
- 9.3 Set the rates for 2024 water tolls: Obtaining Year to Date Actuals, are required before 2024 Water tolls bylaws can be filed
- 9.4 Set 2024 Parcel taxes for fire services
- 9.5 Taxation Bylaw: Preparation of Audit Financial Statements for 2022 is required before 2024 taxation bylaw can be filed
- 9.6 Letter to RDN asking for temporary emergency assistance for water system operation: Update & Water Operator Update
- 9.7 Surveying E&N Railway, installing control points, topographical survey, prepare a reference plan for the purposes of registering an easement with Land Titles.  
Recommendation: Trustee Thompson would like to recommend that the Board retain Peter Mason of Peter Mason Land Surveying, 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 this Easement that would get registered in the RDN Land Title Office.
- 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 if we lose Well 8 due to unforeseen circumstances.
- 9.9 TCW Committee Update

## **10. Question Period**

## **11. Motion to adjourn to in camera**