

DEEP BAY IMPROVEMENT DISTRICT
AGENDA FOR THE ANNUAL GENERAL MEETING
Wednesday, April 24, 2024 - 7:00 pm
Lighthouse Community Centre

1. Call to order
The Chair will call the meeting to order and respectfully acknowledge the Qualicum First Nation on whose traditional territory this meeting takes place.
2. Welcome and Introductions
3. **Motion to approve** the agenda for the current meeting
4. **Motion to accept** the Minutes of the April 12, 2022 AGM
(These minutes were approved by the board on April 21, 2022)
5. Business Arising from the Minutes
6. 2022 Annual Report (**Motion to receive as presented**)
7. Auditor's Report and presentation of the 2022 Financial Statements (**Motion to receive as presented**)
8. **Motion to approve** the Trustee Honorarium for 2023
Trustee recommendation – to remain the same as 2020
Chair - \$1400 Trustees - \$800 Total: \$6200
9. Written presentation from Deep Bay Fire/Rescue Society
10. Other business:
 - A. Questions from the floor
11. Motion for adjournment

2024 AGM Message from the Chair

Territorial acknowledgement: We are grateful to be operating and meeting on the unceded territories of the Qualicum First Nation.

The Deep Bay Improvement District's (DBID) 2022 Annual Report and message from the Chair are a departure from what has been presented by my predecessors in past years. We regret that the different types of interesting summary information, acknowledgements, highlights and historical reflections, normally presented in DBID's annual wrap up, could not be generated for this year's 2022 Annual General Meeting (AGM), which is being held considerably beyond the desired spring 2023 timeline.

The 2022 AGM couldn't be scheduled until after the mandatory audit of DBID's 2022 financials had been completed and the financial statements prepared, delivered and accepted. Although this report is not about 2023, in 2023, when this work should have been completed, we both gained and lost DBID's new part-time administrator, hosted an open house in the spring on issues that were important to the community, which was followed by a September election that resulted in a significant turnover in the board. As a result of this tumultuous period, in December 2023 the board of trustees, who are volunteers, had to step in, determine and manage the process of getting the 2022 financials finalized in house, then turn it over to the auditing firm. DBID's 2022 Financial Statements were presented to the board by MNP, Chartered Professional Accountants, and accepted at the February 15, 2024 DBID board meeting. With that component completed, the 2022 AGM could finally be scheduled.

At the time of writing, DBID is still without someone permanently occupying the Administrator role and, because there is such a gap in the body of knowledge, so much time has passed and there are not enough resources to research and pull the information together that typically accompanies the obligatory information in an annual report, the board has decided this is the best that can be done, given the circumstances.

The Improvement District Administration manual states, "*Trustees should not be involved in the day-to-day improvement district administration because it blurs the lines of separation between the trustees and staff.*" Although it seems to be a delicate balancing act - especially when it is the elected board that is accountable to its ratepayers - I am optimistic that DBID's board, now and in the future, will take on a more active role when it comes to ensuring DBIDs reporting requirements are met. With 2022 financials complete and with the prep work to get the 2023 audit underway, the board is hopeful to conduct the 2023 AGM close on the heels of the 2022 AGM.

Although we won't delve further into 2022 or what has since transpired, trustees prior to the April 2022 elections were: Tony Botica (Chair), Tom Plensky, Robert Hale, Claire Hilscher, Colin Thompson, Susan Mielke and Bob Leggett. Post-election the board was comprised of trustees Tony Botica (Chair), Robert Hale, Claire Hilscher, Colin Thompson, Susan Mielke, Bob Legget and, in April 2022, the board welcomed new trustee Diane Koch.

It would be remiss if, lastly, we didn't acknowledge and thank DBID's long-time Administrator, Leslie Carter, who was with DBID in the Administrator role for 15 years. Upon her departure near the end of 2022, there was nothing left undone. We thank Leslie for her many years of dedicated and professional service.

Although I just joined the board this past September, I am certain I am not alone in wishing that we can quickly fill the administrator position and all work together – the board, staff and community - to ensure we have a much more smoother year ahead.

Suzanne LaRoy
Chair, Deep Bay Improvement District

DEEP BAY IMPROVEMENT DISTRICT

MINUTES OF THE ANNUAL GENERAL MEETING

APRIL 12, 2022 – DEEP BAY FIRE HALL

Trustees: Tony Botica, Chair Tom Plensky
Susan Mielke Bob Leggett
Robert Hale Colin Thompson
Claire Hilscher

Staff: Leslie Carter, Administrator
Janine Sibley, Administrative Assistant
George Lenz, Fire Chief
Don Coghill, FireSmart Coordinator
Don Buchner, Water System Operator

Presenter: Cory Vanderhorst, CPA, CA – MNP LLP

21 members of the public in attendance.

Call to Order: 7:00 pm

Tony Botica, Chair, thanked everyone for coming out and respectfully acknowledged the Qualicum First Nation on whose traditional territory the meeting took place.

Trustees introduced themselves to attendees.

Tom Plensky was thanked for his time served on the board and congratulations were extended to Colin Thompson and Diane Koch on their election to the board with new terms starting April 21, 2022.

Motion: to approve the agenda for the current meeting:

Tom Plensky Seconded: Stuart McLean Vote: Carried

Minutes of the Annual General Meeting held on November 4, 2021

Motion: to accept the minutes of November 4, 2021 Annual General Meeting

Susan Mielke Seconded: Hilary Robinson Vote: Carried

Business Arising From the Minutes: none

2021 Annual Report presented in written format:

Motion: to receive the 2021 Annual Report as presented

Tom Plensky Seconded: Bob Leggett Vote: Carried

Auditor's Report and presentation of 2021 Financial Statements

2021 Financial Statements were presented by MNP representative Cory Vanderhorst. DBID had another clean audit report with no issues noted.

Q: If there is critical infrastructure in place without a right-of-way, is this a liability?

A: This is not considered a liability if there is no legal action in place and no construction obligation in place.

Motion: to receive the 2021 Financial Statements as presented

Tom Plensky Seconded: Bob Leggett Vote: Carried

Trustee's Honorarium

Motion: to approve the 2022 Trustees Honorarium at \$1,400.00 for the Board Chair and \$800.00 for each trustee for a total of \$6200.

Stuart McLean Seconded: Suzanne LaRoy Vote: Carried

Written presentation from Deep Bay Fire/Rescue Society

Tony Botica read the report as submitted.

Motion: to receive the report from Deep Bay Fire/Rescue Society as presented

Robert Hale Seconded: Claire Hilscher Vote: Carried

FireSmart Grant for Home Assessments, program information & updates

Don Coghill provided an overview of the Fire Smart program. 32 home assessments have been conducted to date. The program ends May 31, 2022 and the attendees were encouraged to apply soon if they were interested.

Q: With regards to fire safety, there is only one exit from the community. Are there any plans to address this?

A: The RDN is currently working on a Community Wild Fire Resiliency Program. Development in the area may be required to provide an additional entry/exit to the community. Subdivisions and road requirements are determined by the Ministry of Transportation and Infrastructure.

RDN has funding this year to address evacuation routes for Area F and part of Area H. There could be funding available next year to look at the rest of Area H that would include Bowser/Deep Bay.

Other business

Questions from the floor

Q: The society has donated funds for an exterior lift and it would be nice to have this installed prior to the open house. What is the status of this project?

A: Costing and quotes have not been received for this project but the board is aware of the importance of this project.

Q: Stuart McLean, RDN Area H Director, received correspondence from property owners regarding the trail that runs between Thompson Clarke Dr. West and Ocean Trail. Copies of this correspondence were distributed to the attendees. The homeowner is proposing providing 6 meters of land on the boundary of the property adjacent to the railway to allow a level walking trail. This offer is contingent on the DBID relocating the existing watermain to this new area.

Stuart indicated he is in support of this proposal and that there may be RDN funds available to assist with the costs.

Discussion followed regarding this information:

This watermain was installed in the 1970's and is not on the current schedule for replacement, as determined by the district's engineers. Funds being made available from the RDN could facilitate moving this project forward.

Movement of the existing watermain would allow the property not to be dissected as it is with the current watermain placement. The existing ROW is too narrow and need to be widened to allow work to be done if required.

Current location is experiencing some erosion. Rock was brought in last year and a culvert extended. RDN parks staff are concerned about the stability and have erected some guard rail.

A report has been received by McElhanney Consulting on how to address an area of erosion and how to stabilize slope. This is from a civil engineer, not a geo-technical report. The DBID has been working diligently to ensure the integrity of the water infrastructure and professionals have been utilized as necessary including legal counsel.

DBID is currently waiting on a permit from Ministry of Environment that the property owners have signed off on, to allow the slope stabilization work to progress.

This offer is new information to the board that has financial implications that needs to go back to the board for consideration and to engage with the RDN.

Motion: that the board commit to opening a dialogue with the RDN and home owners to bring this matter to a conclusion and avoid further legal fees.

Doug Champagne Seconded: Tara Sinclair Vote: Carried

It was noted that as per legislation, motions from the floor are not binding on the board. This matter needs to be introduced for discussion and consideration at a regular board meeting.

Q: How much has been spent to date on legal fees?

A: The Financial Statements include a line for professional fees but this includes all professionals including legal, engineering, auditing and any other consultants. If the office receives a request, this can be addressed within the requirements of the Freedom of Information and Protection of Privacy Act.

Tom Plensky thanked everyone for their support over the 15 years he has served as trustee.

Thanks went out to everyone that was involved in the construction of the fire hall. It was a big project and was a lot of work for all involved.

Recognition was given to George Lenz for his 35 years of service to the Deep Bay Volunteer Fire Department.

Motion for Adjournment:

Tom Plensky Seconded: Susan Mielke Vote: Carried

There being no further business the meeting was adjourned at 8:45 pm.

The above minutes were approved on April 21, 2022.

Chair of the Trustees

Officer

REPORT TO DBID-AGM APRIL 24, 2024

Hello everyone: My name is Barb Nixon President of the Deep Bay Fire/Rescue Society. Also on the board are: Secretary/Treasurer John Smith, Directors-Robert Hale, Ron Mielke, Manfred Winters, Val Pardiac, Dave Harvey and Linda McKay.

We have been so appreciative to the Fire Department, and the community for supporting our bottle drives of which our 2 most recent have been held at the new firehall. We wish to thank Val Pardiac for providing us with a space next to her home to use while the firehall was being built. We also would like to recognize George Lenz and Don Coghill for all of their extra efforts on our behalf. Our next bottle Drive is July 06 at the firehall.

We have been accepted to be Gate Ambassadors at the Parksville Beach Festival July11-August 18. We will need 7 volunteers for each shift. Our shift assignments and times will be available sometime in May.

We are planning a garage sale to be held this summer. Keep your eye on the mailbox signs or Facebook for more info.

We were pleased to present a cheque for \$25,000 to the DBID on behalf of the Deep Bay Volunteer Fire Department toward the purchase of 2024 budgeted items. This brings our total donations to \$207,670!

None of this would be possible without the support from our Volunteer Fire Dept., the community and other support from Telus, Union Bay Credit Union, Lighthouse Feed and Garden, Ship N Shore and private donations.

We now have our Charitable status and can issue tax receipts for donations over \$10.

You can also find us on Facebook.

We need new members please! \$10 each. Contact Barb at 250-757-9902.