

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

**June 20, 2024**

**Trustees:** Suzanne LaRoy (Chair)                                 Colin Thompson  
                  Bob Leggett   Diane Koch (remote)  
                  Christo Kuun   Craig Kerstens

**Regrets:**

**Staff:**             Sundance Topham, Administrator  
                  Janine Sibley, Admin Assistant

**Guests:**         16

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

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 New Business:

- Doug Harrison letter of June 15, 2024 added to **11.7** Old Business
- **12.6** Signing Authorities under New Business
- **11.6** Audit update under Old Business
- **11.3** Change the title from VIHA update to Reservoir update
- **9.1** Construction Permit VIHA move to **11.3** Reservoir update
- **10.1** D.R. Faust Finishing, Feb 15, 2024 estimate move to **11.3** Reservoir update
- **10.2** McElhanney May 16, 2024 meeting Summary move to **11.1** TCW project update

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

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

Colin Thompson           Seconded: Craig Kerstens                         Vote: Carried

**4. Petitions & Delegations**

None

**5. Approval of minutes**

**Motion:** To approve the Draft minutes of the Regular Board Meeting of May 16, 2024 as presented.

Christo Kuun               Seconded: Bob Leggett                         Vote: Carried

**6. Business arising from the minutes - none**

**7. Monthly Reports**

**7.1. Operator's Report**

**7.2. Fire Chief's Report**

### 7.3. Financial Reports

**Motion:** To accept the monthly Operator's report, Fire Chief's Report and Financial Reports for information.

Christo Kuun                      Seconded: Bob Leggett                      Vote: Carried

Action Item - Administrator to ask the water operator for clarification on the alerts as mentioned in the water operator's monthly report and also request that the water operator attend the regular board meetings.

### 8. Committee Minutes

**8.1. Motion:** To approve the Draft minutes of the Facilities Committee Meeting of May 22, 2024.

Bob Leggett                      Seconded: Craig Kerstens                      Vote: Carried

### 9. Correspondence Out

### 10. Correspondence

**10.1.** D.R. Faust Finishing, Feb 15, 2024 estimate moved to 11.3

**10.2.** McElhanney May 16, 2024 Meeting Summary moved to 11.1

#### **10.3. Catherine Manson, June 12, 2024 letter to the board**

**Motion:** To accept the June 12, 2024 letter as correspondence in.

Suzanne LaRoy                      Seconded: none                      Vote: Defeated

### 11. Old Business

**11.1. TCW project update** - verbal report

**11.2. Technical Advisory Committee** - verbal report, next meeting, July 18 at 9:30 am

**11.3. Reservoir update** - verbal report, Administrator to connect with VIHA to find out where the construction permits are at.

**11.4. Scada update** - no update

#### **11.5. Resolutions, Annual General Election -**

**Motion:** To refer defining a fixed election date to the Administrator and make a recommendation to the board.

Diane Koch                      Seconded: Colin Thompson                      Vote: Carried

**11.6. Audit update** - 2023 financials are currently with the auditors

### 12. New Business

**12.1. Water Restrictions** - Stage 3 voluntary restrictions suggested

**12.2. Coastal Water Suppliers Association -**

**Motion:** That the DBID become a member of the Coastal Water Suppliers Association.

Diane Koch                      Seconded: Christo Kuun                      Vote: Carried

**12.3. July Pipeline newsletter - review, add TCW project update**

**12.4. Burn Permits**

**12.5. Burn Fees**

**Motion:** To table items **12.4** and **12.5** to the July 18 meeting.

Suzanne LaRoy                      Seconded: Bob Leggett                      Vote: Carried

**12.6. Signing Authorities -**

**Motion:** THAT the Board of Trustees add Sundance Topham as an authorized signatory for the DBID accounts with First Credit Union AND THAT the Board of Trustees remove Claire Hilscher as an authorized signatory for the DBID accounts with First Credit Union.

Suzanne LaRoy                      Seconded: Bob Leggett                      Vote: Carried

**Motion:** THAT the Board of Trustees add Sundance Topham as an authorized signatory for the DBID accounts with RBC Securities AND THAT the Board of Trustees remove Claire Hilscher as an authorized signatory for the DBID accounts with RBC Securities.

Suzanne LaRoy                      Seconded: Christo Kuun                      Vote: Carried

**13. Question Period**

The Chair opened the meeting for questions/comments from ratepayers

**Motion:** There being no further business the meeting was adjourned to go in camera to discuss labour relations or other employee relations at 8:30 pm

Suzanne LaRoy                      Seconded: Bob Leggett                      Vote: Carried

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

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

Chair of the Trustees Officer