

OPEN MINUTES

PRESENT:

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

STAFF:

Sundance Topham – Administrator
Janine Sibley – Admin Assistant

A. CALL TO ORDER

The meeting was called to order at 7:00 PM.

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

B. APPROVAL OF MINUTES

MOVED by Trustee Leggett

SECONDED by Trustee Koch

THAT the Board approve the June 20, 2024 Open Session Minutes as circulated.

CARRIED

C. INTRODUCTION OF LATE ITEMS

1. Item J.7 – New business – Reservoir Transducer Replacement – Major Repair
2. Addition of Question Period after New Business

MOVED by Trustee Koch

DEEP BAY

.....

IMPROVEMENT DISTRICT

SECONDED by Trustee Leggett

THAT the Board add Question Period to the agenda for tonight’s meeting.

CARRIED

**DBID BOARD OF TRUSTEES
OPEN MEETING**

Date: July 18, 2024

D. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

None

E. PETITIONS + DELEGATIONS

- 1. Cory Vanderhorst – MNP – r.e. Deep Bay Improvement District 2023 Audit
 - a. Audit Findings Letter
 - b. Statement of Financial Position

MOVED by Trustee Leggett

SECONDED by Trustee Kuun

THAT the Board approve the Deep Bay Improvement District’s financial statements for the year ended December 31, 2023 AND THAT the Finance/HR Committee Chair be authorized to sign the financial statements on behalf of the Board to confirm that approval has been given.

CARRIED

F. CORRESPONDENCE

- 1. 06.12.2024 correspondence from Vanessa Craig, Chair, Regional District of Nanaimo r.e. RDN Regional Growth Strategy

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the 06.12.2024 correspondence from Vanessa Craig, Chair, Regional District of Nanaimo r.e. RDN Regional Growth Strategy be received.

CARRIED

MOVED by Trustee Thompson

SECONDED by Trustee Koch

THAT Stuart McLean, the Regional District of Nanaimo Area H Director be invited to come to a future Deep Bay Improvement District Board meeting to provide an overview of the regional growth strategy, and its impact on the Deep Bay area.

CARRIED

G. REPORTS

- 1. June Water Operator’s Report

MOVED by the Chair

SECONDED by Trustee Kerstens

THAT the June Water Operator’s Report be received for information.

CARRIED

- 2. June Fire Chief’s Report

MOVED by Trustee Koch

SECONDED by Trustee Leggett

THAT the June Fire Chief’s Report be received for information.

CARRIED

MOVED by Trustee Thompson

SECONDED by Trustee Koch

THAT the issue of whether to allow the storage of fire department turnout gear in the bay of the old fire hall be referred to the Fire Protection Committee.

CARRIED

- 3. Financial Reports

- a. Total cheques issued for Water Department for June 2024: \$49,601.92.
- b. Total cheques issued for Fire Department for June 2024: \$27,423.00.
- c. Second Quarter Financial Update
 - i. Water – Comparative Income Statement
 - ii. Fire – Comparative Income Statement

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the June cheque registers and second quarter financial update be received for information.

CARRIED

H. REPORTS

- 1. Bylaws Committee Report – Administrator

a. November 23, 2023 Minutes

Fire Regulations Bylaw Fee Motion – From Bylaws Committee 2023
Recommendation to Board

MOVED by the Chair

SECONDED by Trustee Leggett

THAT Category 2 burning permits and Category 3 burning permits are free of charge.

CARRIED

b. Meeting Procedures Bylaw No 202 (consolidated)

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board direct the Administrator to review the Meeting Procedures Bylaw (Consolidated Version) and bring forward any recommended changes to a future Bylaw Committee meeting.

CARRIED

c. Miscellaneous Service Fees Bylaw No. 184 (consolidated)

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board refer the review of Miscellaneous Service Fees and Miscellaneous Service Fees Bylaw: Conveyancing fee increase recommendation, to staff.

CARRIED

d. Incoming Correspondence Policy

MOVED by Trustee Koch

SECONDED by Trustee Leggett

THAT the Board refer the creation of an Incoming Correspondence Policy to staff.

CARRIED

2. Thompson Clarke West Committee Report – Trustee Kerstens – Verbal Report

Trustee Kerstens provided a verbal update on the activities of the Thompson Clarke West Committee.

I. BYLAWS

- 1. Bylaw No. 259 – 2024 Capital Works – Thompson Clarke West Emergency Watermain Replacement – Engineering and Design – Renewal Reserve Fund Disbursement Bylaw - Administrator

MOVED by Trustee Koch

SECONDED by Trustee Leggett

- a. THAT the Board introduce and give first reading to Bylaw No. 259 – 2024 Capital Works – Thompson Clarke West Emergency Watermain Replacement – Engineering and Design – Renewal Reserve Fund Disbursement Bylaw.

CARRIED

MOVED by Trustee Koch

SECONDED by Trustee Leggett

- b. THAT the Board reconsider and finally pass Bylaw No. 259 – 2024 Capital Works – Thompson Clarke West Emergency Watermain Replacement – Engineering and Design – Renewal Reserve Fund Disbursement Bylaw.

CARRIED

- 2. Bylaw No. 260 – 2024 Capital Works – SCADA Upgrades – Renewal Reserve Fund Disbursement Bylaw - Administrator

MOVED by the Chair

SECONDED by Trustee Koch

- a. THAT the Board introduce and give first reading to Bylaw No. 260 – 2024 Capital Works – SCADA Upgrades – Renewal Reserve Fund Disbursement Bylaw.

CARRIED

MOVED by the Chair

SECONDED by Trustee Koch

- b. THAT the Board reconsider and finally pass Bylaw No. 260 – 2024 Capital Works – SCADA Upgrades – Renewal Reserve Fund Disbursement Bylaw.

CARRIED

- 3. Bylaw No. 261 – 2024 Capital Works – Reservoir Upgrades – Renewal Reserve Fund Disbursement Bylaw - Administrator

MOVED by Trustee Koch

DEEP BAY
.....
IMPROVEMENT DISTRICT

**DBID BOARD OF TRUSTEES
OPEN MEETING**

Date: July 18, 2024

SECONDED by Trustee Kuun

- a. THAT the Board introduce and give first reading to Bylaw No. 261 – 2024 Capital Works – Reservoir Upgrades – Renewal Reserve Fund Disbursement Bylaw.

CARRIED

MOVED by Trustee Koch

SECONDED by Trustee Leggett

- b. THAT the Board reconsider and finally pass Bylaw No. 261 – 2024 Capital Works – Reservoir Upgrades – Renewal Reserve Fund Disbursement Bylaw.

CARRIED

- 4. Bylaw No. 262 – Fire Regulations Amendments Bylaw, 2024 – *From Bylaws Committee 2023 Recommendations to Board*

MOVED by the Chair

SECONDED by Trustee Koch

- a. THAT the Board introduce and give first reading to Bylaw No. 262 – Fire Regulations Amendments Bylaw, 2024 as amended.

CARRIED

MOVED by the Chair

SECONDED by Trustee Koch

- b. THAT the Board reconsider and finally pass Bylaw No. 262 – Fire Regulations Amendments Bylaw, 2024 as amended.

CARRIED

- 5. Bylaw No. 263 - Meeting Procedures Amendments Bylaw, 2024 – *From Bylaws Committee 2023 Recommendations to Board*

MOVED by Trustee Koch

SECONDED by Trustee Leggett

- a. THAT the Board introduce and give first reading to Bylaw No. 263 - Meeting Procedures Amendments Bylaw, 2024.

CARRIED – Chair LaRoy Opposed

MOVED by Trustee Koch

SECONDED by Trustee Leggett

DEEP BAY

.....

IMPROVEMENT DISTRICT

**DBID BOARD OF TRUSTEES
OPEN MEETING**

Date: July 18, 2024

- b. THAT the Board reconsider and finally pass Bylaw No. 263 - Meeting Procedures Amendments Bylaw, 2024.

CARRIED – Chair LaRoy Opposed

J. RESOLUTIONS

None

K. NEW BUSINESS

- 1. Deep Bay Improvement District Respectful Workplace Policy Amendment - Administrator

MOVED by Trustee Koch

SECONDED by Trustee Leggett

THAT the Board replace the Deep Bay Improvement District Respectful Workplace Policy 2021.06.02, with the attached version, dated July 18, 2024.

CARRIED

- 2. 2023 Annual General Meeting Planning - Administrator

MOVED by Trustee Koch

SECONDED by Trustee Leggett

- a. THAT the 2023 Annual General Meeting be held on Tuesday, September 10th at the Lighthouse Community Centre starting at approximately 7:00 p.m.

CARRIED

MOVED by Trustee Koch

SECONDED by Trustee Kuun

- b. THAT the Board approve the agenda for the 2023 Annual General Meeting as amended.

CARRIED

- 3. Deep Bay Improvement District Meetings – Change of Meeting Day – Trustee Thompson – Verbal Update

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Deep Bay Improvement District Board meetings be changed from Thursday evenings to Tuesday evenings on the third week of each month.

CARRIED

DEEP BAY

.....

IMPROVEMENT DISTRICT

**DBID BOARD OF TRUSTEES
OPEN MEETING**

Date: July 18, 2024

MOVED by Trustee Leggett

SECONDED by Trustee Kuun

THAT the August 2024 Deep Bay Improvement District Board meeting be cancelled.

CARRIED

4. Reservoir Upgrades - Administrator

MOVED by Trustee Leggett

SECONDED by Trustee Kerstens

THAT the Board approve engaging D.R. Faust Finishing to undertake required reservoir upgrades up to a maximum total of \$10,000.

CARRIED

5. Cancellation of Technology Advisory Committee - Administrator

MOVED by Trustee Kuun

SECONDED by Trustee Thompson

THAT the Board cancel the Technology Advisory Committee and direct staff to send a letter to the two resident participants thanking them for their interest and advising them of the cancellation of the committee.

CARRIED

6. Deep Bay Improvement District Electronic Meeting Policy Amendment – *From Bylaws Committee 2023 Recommendations to Board*

MOVED by Trustee Kuun

SECONDED by Trustee Thompson

THAT the Board replace the Deep Bay Improvement District Electronic Meeting Policy 21.04.01, with the attached version, dated July 18, 2024.

CARRIED

MOVED by Trustee Koch

SECONDED by Trustee Thompson

THAT the Administrator review the Deep Bay Improvement District Electronic Meeting Policy 21.04.01 in conjunction with his review of the Meeting Procedures Bylaw (Consolidated Version) and bring forward any recommended changes to a future Bylaw Committee meeting.

CARRIED

IMPROVEMENT DISTRICT

Date: July 18, 2024

7. Reservoir Transducer Replacement – Major Repair - Administrator

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Board retain the services of White Pacific Automation, Electrical and Controls to replace the two transducers at the reservoir at a cost of up to \$5,907.50 plus GST.

CARRIED

L. QUESTION PERIOD

Questions were asked by members of the public gallery in relation to the following topics:

- Reference to the Board of Directors versus Trustees on the DBID Agenda
- A missed motion in the minutes from the previous meeting
- Concerns of privacy issues during any closed meetings if held electronically
- Discussion on Thompson Clarke West Watermain Replacement Project referenced as an emergency repair
- Discussion on potential water volume if the Thompson Clarke West watermain was to burst

M. ADJOURNMENT

MOVED by the Chair

SECONDED by Trustee Koch

THAT the Board adjourn into closed session to discuss matters that are, or are related to discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to DBID’s interests, employee relations and other human resources matters, and the approval of minutes for a closed session of a committee or Board meeting.

CARRIED

The meeting adjourned into a closed session at 9:12 p.m.

Chair of the Trustees

Corporate Officer