

OPEN SESSION MINUTES

PRESENT:

Suzanne LaRoy – Chair
Diane Koch
Craig Kerstens
Bob Leggett
Colin Thompson – Remote

REGRETS:

Trustee Kuun

STAFF:

Sundance Topham – Administrator
Janine Sibley – Admin Assistant

GUEST:

Stuart McLean – RDN Electoral H Director

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

1. September 17, 2024 Regular Open Session Minutes

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the Board approve the September 17, 2024 Regular Open Session Minutes as circulated.

CARRIED

2. 2023 Annual General Meeting Minutes

MOVED by Trustee Leggett

SECONDED by Trustee Kerstens

DEEP BAY

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IMPROVEMENT DISTRICT

**DBID BOARD OF TRUSTEES
OPEN MEETING**

Date: October 15, 2024

THAT the Board approve the 2023 Annual General Meeting Minutes as circulated.

CARRIED

- 3. September 25, 2024 Finance + HR Committee Minutes

MOVED by Trustee Leggett

SECONDED by Trustee Koch

THAT the Board receive the September 25, 2024 Finance + HR Committee Minutes as circulated.

CARRIED

- 4. January 10, 2024 Planning Committee Minutes

MOVED by Trustee Leggett

SECONDED by Trustee Kerstens

THAT the Board receive the January 10, 2024 Planning Committee Minutes as circulated.

CARRIED

- 5. October 2, 2024 Planning Committee Minutes

MOVED by Trustee Koch

SECONDED by Trustee Leggett

THAT the Board receive the October 2, 2024 Planning Committee Minutes as circulated.

CARRIED

C. INTRODUCTION OF LATE ITEMS

- 1. Addition of Question Period after New Business

MOVED by Trustee Leggett

SECONDED by Trustee Kerstens

THAT the Board add Question Period to the agenda following New Business.

CARRIED

D. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

None

E. PETITIONS + DELEGATIONS

1. Stuart McLean – Regional District of Nanaimo Electoral Area H Director

F. CORRESPONDENCE

None

G. REPORTS

1. September Water Operator’s Report

MOVED by Trustee Kerstens

SECONDED by Trustee Leggett

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

CARRIED

2. September Fire Chief’s Report

MOVED by Trustee Leggett

SECONDED by Trustee Koch

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

CARRIED

3. Financial Reports

- a. Total cheques issued for Water Department for September 2024:

\$128,286.63

- b. Total cheques issued for Fire Department for September 2024:

\$11,389.01

- c. Third Quarter Financial Update

- i. Water – Comparative Income Statement

- ii. Fire – Comparative Income Statement

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the September cheque registers and third quarter financial update be received for information.

CARRIED

4. Planning Committee Report – 2025 Budgets Final – Administrator

MOVED by Trustee Koch

SECONDED by Trustee Leggett

THAT the Board approve the 2025 water operating budget, fire operating budget and capital plan schedule, and water capital plan schedule as attached.

CARRIED

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

H. BYLAWS

1. Bylaw No. 265 – Taxation Bylaw 2025

MOVED by Trustee Leggett

SECONDED by Trustee Kerstens

- a. THAT the Board introduce and give first reading to Bylaw No. 265 – Taxation Bylaw 2025.

CARRIED

MOVED by Trustee Leggett

SECONDED by Trustee Koch

- b. THAT the Board reconsider and finally pass Bylaw No. 265 – Taxation Bylaw 2025.

CARRIED

2. Bylaw 266 – Water Tolls Bylaw No. 266

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

- a. THAT the Board introduce and give first reading to Bylaw No. 266 – Water Tolls Bylaw 2025.

CARRIED

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

- b. THAT the Board reconsider and finally pass Bylaw No. 266 – Water Tolls Bylaw 2025.

I. RESOLUTIONS

None

J. NEW BUSINESS

1. 2024 Court of Revision - Administrator

MOVED by Trustee Leggett

SECONDED by Trustee Kerstens

THAT the Board confirm that the 2024 Court of Revision be held on Wednesday, December 4th, 2024 at 5031 Mountainview Rd., Bowser, BC, from 8:00 am to 8:00 pm.

CARRIED

MOVED by Trustee Koch

SECONDED by Trustee Leggett

THAT the Board appoint Trustee Kerstens, Trustee LaRoy and the Administrator to constitute the Court of Revision.

CARRIED

2. Snow and Ice Clearing Contract

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the Deep Bay Improvement District enter into a contract with Echo Valley Earthworks for snow and ice removal as per their quotes of August 19, 2024.

AND THAT the Board authorize the Administrator to execute the agreement.

CARRIED

3. November 2024 Pipeline Newsletter – Draft - Admin Assistant

MOVED by Trustee Koch

SECONDED by Trustee Leggett

THAT the Board approve the November 2024 Pipeline Newsletter as amended to include the TCW update as provided by Trustee Kerstens.

CARRIED

K. QUESTION PERIOD

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

- Thompson Clarke West, remediation of the old pipe
- Reservoir Replacement date

L. ADJOURNMENT

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

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 7:53 pm

Chair of the Trustees

Corporate Officer