

OPEN SESSION MINUTES

PRESENT:

Colin Thompson, Chair
Alissa Woodward
Diane Koch (remote)
Craig Kerstens
Christo Kuun
Suzanne LaRoy

STAFF:

Janine Sibley – Acting Administrator

A. ELECTION OF CHAIR

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT Trustee Thompson be nominated as Chair.

CARRIED

Trustee Thompson accepted the nomination.

B. CALL TO ORDER

The meeting was called to order at 7:01 PM.

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

C. ADOPTION OF MINUTES

1. October 15, 2024 Regular Open Session Minutes

MOVED by Trustee Kuun

SECONDED by Trustee LaRoy

THAT the Board approve the October 15, 2024 Regular Open Session Minutes as circulated.

CARRIED

D. INTRODUCTION OF LATE ITEMS

1. Addition of Question Period after New Business
2. Taxation Bylaw 2025 update
3. Request for discussion on proposed 5 lot Subdivision 155 Jamieson

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

None

F. PETITIONS & DELEGATIONS

None

G. CORRESPONDENCE

None

H. REPORTS

1. October Water Operator's Report
MOVED by Trustee LaRoy
SECONDED by Trustee Kerstens
THAT the October Water Operator's Report be received for information.

CARRIED

2. October Fire Chief's Report
MOVED by Trustee Kuun
SECONDED by Trustee Kerstens
THAT the October Fire Chief's Report be received for information.

CARRIED

3. Financial Reports
 - a. Total cheques issued for Water Department for October 2024:
\$113,132.39
 - b. Total cheques issued for Fire Department for October 2024:
\$17,244.73**MOVED** by Trustee Kuun
SECONDED by Trustee Kerstens

Date: December 3, 2024

THAT the October cheque registers be received for information.

CARRIED

4. Thompson Clarke West (TCW) Committee Report – Trustee Kerstens – Verbal Report along with the written report attached.

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the TCW report written by Trustee Kerstens be included in the minutes of the December 3, 2024 Regular Board meeting and posted on the website with along with the minutes.

CARRIED

I. BYLAWS

1. Bylaw No. 267 - Miscellaneous Service Charges

MOVED by Trustee Kuun

SECONDED by Trustee LaRoy

THAT the Board introduce and give first reading to Bylaw No. 267 - Miscellaneous Service Charges

CARRIED

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Board reconsider and finally pass Bylaw No. 267 - Miscellaneous Service Charges

CARRIED

J. RESOLUTIONS

None

K. NEW BUSINESS

1. **DBID** Committee Appointments
2. **DBID** Financial Signing Authorities

DEEP BAY
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IMPROVEMENT DISTRICT

**DBID BOARD OF TRUSTEES
OPEN MEETING**

Date: December 3, 2024

- a. First Credit Union

MOVED by Trustee Kuun

SECONDED by Trustee LaRoy

THAT the Board of Trustees add Alissa Woodward and Janine Sibley as Authorized Signatories for the Deep Bay Improvement District accounts with the First Credit Union.

AND THAT the Board of Trustees remove Bob Leggett and Sundance Topham as Authorized Signatories for the Deep Bay Improvement District accounts with First Credit Union.

CARRIED

DBID Financial Signing Authorities

- b. RBC Dominion Securities

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Board of Trustees add Alissa Woodward and Janine Sibley as Authorized Signatories for the Deep Bay Improvement District accounts with RBC Dominion Securities.

AND THAT the Board of Trustees remove Bob Leggett and Sundance Topham as Authorized Signatories for the Deep Bay Improvement District accounts with RBC Dominion Securities.

CARRIED

3. DBID Administrator Recruitment - Trustee Koch

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Board approve spending up to \$1,000 on advertising for the recruitment of a new Deep Bay Improvement District Administrator.

CARRIED

4. New Water Operator – Announcement

5. DBID Working Alone Policy

MOVED by Trustee LaRoy

SECONDED by Trustee Kuun

THAT the Board ask staff to investigate working alone apps/other options and report back in no more than 3 months time.

CARRIED

- 6. Taxation Bylaw 2025 has been returned from the Ministry and will be posted on the website.
- 7. Proposed subdivision on 155 Jamieson

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT once the developer has provided the \$1,000 application fee, the Board will give permission to the Administrator to sign off on the application and send their drawings to our engineers once the RDN and MOTI have approved the subdivision on their end.

CARRIED

K. QUESTION PERIOD

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

- Chief Lenz requests authorization from the Board to connect directly with Adam Norman from Core Water, all in agreement
- Reservoir repair status
- Approximate call out times for any water emergencies

L. ADJOURNMENT

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the Board adjourn into closed session to discuss matters that are or are related to 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 8:10 pm

Chair of the Trustees

Corporate Officer