

## **OPEN AGENDA**

### **A. 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.

### **B. ADOPTION OF MINUTES**

1. ***Motion:***

That the Board approve the January 21, 2025, Regular Open Session minutes as circulated.

2. ***Motion:***

That the Board approve the January 30, 2025, Special Open Session minutes as circulated.

### **C. INTRODUCTION OF LATE ITEMS**

### **D. BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS**

None

### **E. PETITIONS and DELEGATIONS**

1. Rob Field – Community welcome sign that honours the Qualicum First Nation

### **F. CORRESPONDENCE**

1. Wayne Sutherland, June 11, 2024, letter to the Board.

***Recommendation:***

That the January 29, 2025, letter from Wayne Sutherland be received as correspondence.

### **G. REPORTS**

1. January 2025 - Water Operator's Reports

***Recommendation:***

THAT the January 2025 Water Operator's Reports be received for information.

(Reports Cont.)

2. January 2025 - Fire Chief's Reports

**Recommendation:**

THAT the January 2025 Fire Chief's Reports be received for information.

3. Financial Reports

a. Total cheques issued for Water Department for January 2025: \$90,408.56

b. Total cheques issued for Fire Department for January 2025: \$8,776.66

**Recommendation:**

THAT the January cheque registers be received for information.

**H. BYLAWS**

1. **Bylaw No. 268 - Meeting Procedures Amendments Bylaw, 2025**

**Recommendation:**

THAT the Board approve Bylaw No. 268 - Meeting Procedures Amendments Bylaw, 2025

**I. RESOLUTIONS**

None

**J. NEW BUSINESS**

1. **Deep Bay Improvement District Correspondence Policy**

**Recommendation:**

THAT the Board approve the Deep Bay Improvement Correspondence Policy 25.02.18.

**K. ADJOURNMENT**

THAT the Board adjourn into closed session pursuant to section 90(1)(c), 90(1)(k), and 90(2)(c) of the Community Charter to discuss matters that 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.

**OPEN SESSION MINUTES**

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**PRESENT:**

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

**STAFF:**

James Moller - Administrator  
Janine Sibley – Assistant Admin

**GUESTS:**

Jim McKerr - Core Water Management  
Adam Norman – Core Water Management

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**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. ADOPTION OF MINUTES**

December 3, 2024 Regular Open Session Minutes

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kuun

THAT the Board approve the December 3, 2024 Regular Open Session Minutes as circulated.

**CARRIED**

January 8, 2025 Operations and Maintenance Committee Meeting Minutes

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Kerstens

THAT the Board accept the January 8, 2025 Operations and Maintenance Meeting Minutes as circulated.

**CARRIED**

**C. INTRODUCTION OF LATE ITEMS**

1. Introduction Of New Administrator James Moller

**D. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS**

None

**E. PETITIONS & DELEGATIONS**

None

**F. CORRESPONDENCE**

None

**G. REPORTS**

1. November and December Water Operator's Report

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee LaRoy

THAT the November and December Water Operator's Reports be received for information.

**CARRIED**

2. November and December Fire Chief's Report

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the November and December Fire Chief's Report be received for information.

**CARRIED**

3. Financial Reports

- a. Total cheques issued for Water Department for November 2024:  
\$213,556.36

- b. Total cheques issued for Fire Department for November 2024: \$41,343.21



- c. Total cheques issued for Water Department for December 2024: \$97,774.42
- d. Total cheques issued for Fire Department for December 2024: \$22,740.30
- e. Quarterly Financials for both Water and Fire accounts.

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Kerstens

THAT the November and December cheque registers and Quarterly Financials be received for information.

**CARRIED**

- 4. Thompson Clarke West (TCW) Committee Report – Trustee Kerstens – Verbal Report

**H. BYLAWS**

None

**I. RESOLUTIONS**

None

**J. NEW BUSINESS**

**1. DBID Financial Signing Authorities**

- a. First Credit Union

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the Board of Trustees add James Moller as an Authorized Signatory for the Deep Bay Improvement District accounts with the First Credit Union.

**CARRIED**

- b. RBC Dominion Securities

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Woodward

THAT the Board of Trustees add James Moller as an Authorized Signatory for the Deep Bay Improvement District accounts with RBC Dominion Securities.

**CARRIED**

**2. MNP Audit 2024, Engagement letter and Audit plan**

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Kerstens

THAT the Board of Trustees accept the MNP Engagement letter and audit plan and authorize the Administrator to sign and return to MNP.

**CARRIED**

**3. DBID discussion on recent water testing and turbidity, ratepayers can send questions to the DBID office**

**4. Confined space at bunker wells 1, 2, 3 and 4**

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the Administrator contact Orca Safety to request an estimate on providing an approved method of entry to wells 1, 2, 3, 4 and the (PRV) Pressure Reducing Value.

**CARRIED**

**5. TCW watermain remediation**

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the estimates received by Trustee Kerstens be forwarded to the Administrator to come back to the Board with his report and a recommendation to the Board as to who would do the remediation.

**CARRIED**

**K. QUESTION PERIOD**

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

- Budgets and estimates regarding to the TCW remediation and SROW (Statutory Right of Way)
- Water distribution and quality questions
- TCW committee report, request a written report
- Differences between the Administrator roles and the Board

**Date:** January 21, 2025

- Discussion on Water and Parcel Tax rates
- Reservoir discussion and timelines
- TAC committee update

**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 8:21 pm*

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Chair of the Trustees

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Corporate Officer

## MINUTES

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**PRESENT:**

Craig Kerstens – Chair  
Suzanne LaRoy  
Diane Koch – Remote  
Christo Kuun  
Alissa Woodward

**REGRETS:**

Colin Thompson

**STAFF:**

James Moller – Administrator

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**A. CALL TO ORDER**

The meeting was called to order at 10:00 AM

The Administrator noted that the Chair was remote, and as per the Meeting Procedures Bylaw an acting Chair was required.

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kuun

THAT the Trustee Kerstens be nominated as acting Chair for the Special Board meeting.

**CARRIED**

Trustee Kerstens accepted the nomination.

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

**B. APPROVAL OF MINUTES**

None

**C. INTRODUCTION OF LATE ITEMS**

None

**D. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

None

**E. PETITIONS & DELEGATIONS**

None



**F. CORRESPONDENCE**

None

**G. REPORTS**

Thompson Clarke West Remediation Results and Contract Award

**Motion:** THAT the Deep Bay Improvement District enter into a contract with Leuco Construction Inc. for the tendered amount of \$22,850.00 plus GST for the Thompson Clarke West watermain remediation.

**Moved** by Trustee Kerstens

**Seconded** by Trustee Kuun

**Amendment Motion:** THAT the Deep Bay Improvement District enter into a contract with Leuco Construction Inc. for the tendered amount of \$22,850.00 plus GST for the Thompson Clarke West watermain remediation, subject to the contractor confirming that the open ends of the pipe will be capped.

**Moved** by Trustee LaRoy

**Seconded** by Trustee Kerstens

Vote on the main motion as amended Vote: Carried

**Motion:** THAT the Deep Bay Improvement District instruct the Administrator to contact the Provincial Lands Branch to begin the work to extinguish the existing registered Right of Way agreement on Lot 1, Plan VIP31751, DL 82.

**Moved** by Trustee Kerstens

**Seconded** by Trustee LaRoy

**Amendment Motion:** THAT the Deep Bay Improvement District instruct the Administrator to contact the district's lawyer and Provincial Lands Branch to begin the work to extinguish the existing registered Right of Way agreement on Lot 1, Plan VIP31751, DL 82.

**Moved** by Trustee Kerstens

**Seconded** by Trustee LaRoy

Vote on the main motion as amended Vote: Carried

**H. BYLAWS**

None

**I. RESOLUTIONS**

None

**J. NEW BUSINESS**

None

**K. THE CHAIR OPENED THE MEETING TO QUESTION PERIOD**

None. There were no members of the public gallery present.



**DBID BOARD OF TRUSTEES  
OPEN MEETING**

**Date:** January 30, 2025

**MOTION TO ADJOURN**

**MOVED by Trustee Woodward**

**SECONDED by Trustee Kuun**

The meeting adjourned at 10:35 AM

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Chair of the Trustees

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Corporate Officer

## Deep Bay Improvement District - General Email

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**From:** Deep Bay Improvement District <email@dbid.ca>  
**Sent:** Tuesday, January 28, 2025 8:07 PM  
**To:** admin@dbid.ca  
**Subject:** New message from "Deep Bay Improvement District"

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Your Name\*: wayne sutherland

E-mail\*: treasures5@shaw.ca

Phone:

Your Message\*: To the Chair and Trustees

To Be read into the Minutes

Several of my neighbours and myself wish to thank you for the good you have done for the community. Remembering what happened in Walkerton, Ontario and now knowing our water department did an excellent job. Thankyou agan

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Date: January 28, 2025

Time: 8:07 pm

Page URL: <https://dbid.ca/contact/>

User Agent: Mozilla/5.0 (Macintosh; Intel Mac OS X 10\_15\_7) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/17.6 Safari/605.1.15

Remote IP: 24.69.76.28

Powered by: Elementor

# Deep Bay Volunteer Fire Department

January 2025 Chief's Report

If you are looking to get a burn permit please check with the improvement district office, phone or email the fire department.

I would like to invite those interested in serving the community as a fire fighter, first responder to join us. This is a very satisfying way to help people in their time of need. I would encourage you to join our phenomenal group of volunteers. We train Monday evening 6:30 till 9:00 (except long weekends) contact us at [deepbayfire@dbid.ca](mailto:deepbayfire@dbid.ca) or just show up.

We still haven't heard back about the grant that we applied for but remain optimistic that it will be approved shortly. They had a lot of fire departments apply for the grant which takes time to process all the paperwork.

The Society is doing another bottle drive on March 29<sup>nd</sup>, and we would like to invite as many people as possible to join us in their fundraising adventures.

With some volunteers not having the time to commit that they did in the past we are having a little bit of restructuring which in no way will reduce the service we offer the community. We are working hard to better ourselves to serve you better.

If you have any questions or concerns, please send an email to [deepbayfire@dbid.ca](mailto:deepbayfire@dbid.ca) and we will address your questions or concerns.

We had our first Automatic Mutual Aid call for a fire which saw 4 other departments present on scene.

Thank You

Chief George Lenz

DBVFD

Deep Bay Fire Department		2025 Jan	2025 Feb	2025 Mar	2025 April	2025 May	2025 June	2025 July	2025 Aug	2025 Sept	2025 Oct	2025 Nov	2025 Dec	2025 YTD
<b>Response:</b>	# Structural fires	1												1
	# Other fire calls	0												0
	# Motor Vehicle Incidents	2												2
	# First responder calls	3												3
	# Miscellaneous calls	0												0
<b>Safety</b>	# Worksafe related incidents	0												0
Total calls		6	0	0	0	0	0	0	0	0	0	0	0	6

		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
<b>Active Membership:</b>	<b>Chief:</b>					
	# Active officers (not incl Chief):					
	# Other active members (not in officer role):					
	<b>Total # - Active Members:</b>	0	0	0	0	
	Target range optimal:	30	30	30	30	

<b>Firefighters:</b> (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters					
	# Members fully qualified as exterior firefighters, interior firefighting in progress					
	# Members fully qualified as exterior firefighters					
	# Members in training for exterior firefighting					
	# New members: no training					

<b>Instructors &amp; Evaluators:</b>	# Instructors qualified to train for interior & exterior operations level "in-house"					
	# Instructors qualified to train ONLY to exterior operations level "in-house"					
	# Competency evaluators "in-house"					

# Certified as first responders						
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## DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/01/2025 to 31/01/2025

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
4655	White Pacific Automation	850.50
4656	Core Water Management Ltd.	4,725.00
4657	Nina LeBlanc	150.00
4658	Wells Fargo Equipment Finance Company	211.68
4659	Madill - The Office Company	121.45
4660	Edgett Excavating	4,007.40
4660	Edgett Excavating	4,007.40
4661	MNP LLP	10,473.75
4662	Leuco Construction Inc	7,948.50
4663	Janine Sibley	2,173.80
4664	Leuco Construction Inc	34,252.09
4665	McCormack and Sons	1,984.48
4666	Madill - The Office Company	62.71
4667	Denise Coghill	480.00
OBP-923603	Work Safe BC	656.38
OBP-915101	Waste Connections of Canada Inc	275.54
OBP-894001	Shaw Cable	193.05
OBP-819001	BC Hydro	1,808.17
OBP-749301	Price's Alarm Systems Ltd	185.66
OBP-715901	BC Hydro	134.47
OBP-606801	BC Hydro	167.29
OBP-558901	BC Hydro	453.25
OBP-490502	Receiver General	2,139.73
OBP-489001	BC Hydro	41.90
OBP-322701	BC Hydro	121.77
OBP-293601	BC Hydro	600.15
OBP- January	Municipal Pension Plan	2,253.03

<b>Waterworks Cheque Log January 2025</b>	<b>80,479.15</b>
<b>Employee Deposits January 2025</b>	<b>9,929.41</b>
<b>Total Waterworks January 2025</b>	<b>90,408.56</b>

## DBID - Fire Protection

Cheque Log for 1030 Credit Union from 01/01/2025 to 31/01/2025

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
3826	City of Nanaimo	300.00
3827	David Moase	89.59
3828	Bowser Builders' Supply Ltd.	138.99
3829	Rob Cottrell	35.98
3830	Keith Wurr	56.12
3831	Don Coghill	17.91
3832	George Lenz	56.31
3833	Margaret Furnell	312.54
3834	Edith Valdez	12.99
3835	Associated Fire Safety Equipment	850.26
3836	Uni-Select Canada Inc	223.35
3837	Minister of Finance	547.27
3838	Volunteer Firefighters' Association of BC	300.00
3839	Ono Trading Co. - Courtenay	171.10
3840	Comtech Solutions	2,049.93
3841	Owners Pride Home Maintenance Solutions Ltd	355.43
3842	Pacific Air Mechanical Ltd.	501.94
3843	Don Coghill	17.56
3844	Associated Fire Safety Equipment	1,538.78
3845	Bowser Builders' Supply Ltd.	21.26
3846	Coast Ropes and Rescue	1,039.22
OBP-480205	Telus Mobility	84.00
OBP-361105	TELUS Communications	56.13
		<hr/>
		8,776.66



**DEEP BAY IMPROVEMENT DISTRICT**

**BYLAW NO. 268**

**A Bylaw to amend Bylaw No. 202, being the “Meeting Procedures Bylaw”**

The Trustees of the Deep Bay Improvement District ENACT AS FOLLOWS:

That the improvement district’s Bylaw No. 202 passed by the Trustees on the 18<sup>th</sup> day of June 2008, and registered by the Inspector of Municipalities on the 14<sup>th</sup> day of July 2008 is hereby amended by:

i) Add the following to the **Rules of conduct and debate** section:

*48. Members of the public present during Meetings shall maintain order and shall not address the Board except with the permission of the Chair.*

*49. No member or person attending a meeting may cause a disturbance, disrupt or in any manner delay the conduct of business at the meeting.*

*50. No person shall use indecent, offensive, or insulting language or speak disrespectfully of any member of Council, any staff of the district or any member of the public.*

*51. Members of the public who display signs, placards, posters, clothing, or other advertising devices that interfere with the attendees and/or demonstrate a lack of respect for the formal nature of the Meetings may be requested by the Chair to leave the Meeting or remove these items.*

*52. No member or person permitted or invited to speak on any matter at a meeting may use any rude or offensive language or, by tone or manner of speaking, express any point of view or opinion or make any allegation which, directly or indirectly, reflects upon the public conduct or private character of any person.*

*53. Taping, Televising, Recording and Photographing of Meetings which are not closed to the public may be taped, televised, photographed (no flash photography) electronically or mechanically recorded provided that:*

- a) Approval is obtained from the Chair in advance of the meeting.*
- b) All equipment is operated in a manner which does not interfere with the attendees’ ability to hear or view the proceedings of the Meeting.*

*54. Any person who is not a member of the Board, who contravenes any provision of this by-law, may be removed at the request of the Chair by the Corporate Officer or, if necessary, by a peace officer.*

ii) Renumbering all sections accordingly

**DEEP BAY IMPROVEMENT DISTRICT**

**BYLAW NO. 268**

This Bylaw may be cited as the “Bylaw No. 268 - Meeting Procedures Amendments Bylaw, 2025”.

INTRODUCED and given first reading by the Trustees on the 18<sup>th</sup> day of February 2025

RECONSIDERED and finally passed by the Trustees on the 18<sup>th</sup> day of February 2025

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Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 268.

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Corporate Officer

**“MEETING PROCEDURES BYLAW”**

**CONSOLIDATED FOR CONVENIENCE ONLY**

This is a consolidation of Bylaw No. 202 with the bylaw(s) below. The amending bylaw(s) have been combined with the original bylaw for convenience only. This consolidation is not a legal document. The district does not warrant that the information contained in this consolidation is current. Certified copies of the original bylaws should be consulted to ensure accurate, current bylaw provisions.

<b>Amending Bylaw</b>	<b>Adopted/Registered</b>
Bylaw No. 241	February 5, 2021
Bylaw No. 244	June 18, 2021
Bylaw No. 263	August 27, 2024
Bylaw No. 268	February 18, 2025

The bylaw numbers in bold in the margin of this consolidation refer to the last bylaw that amended each section of the principal bylaw:

Deep Bay Improvement District “Meeting Procedures Bylaw”

## **DEEP BAY WATERWORKS DISTRICT MEETING PROCEDURES BYLAW NO. 202**

A bylaw to establish the procedures for the calling of meetings of the board and for the conduct of its business.

The Trustees of Deep Bay Waterworks District ENACT AS FOLLOWS:

### **Definitions**

1. In this bylaw,

“chair” means the person elected by the trustees to the position of chair, or the acting chair presiding at a meeting, as the context requires.

“corporate officer” means the person appointed by the board whose position is established by bylaw and is assigned the responsibility of corporate administration under Section 738.2 of the *Local Government Act*.

“board” means the trustees holding office as provided under Section 736 of the *Local Government Act* including the trustee elected as chair.

### **Inaugural Meeting**

2. The inaugural meeting in each year of the board must be held after, but not later than 30 days after, the date in the year on which the annual general meeting has been held.
3. The time and place of the inaugural meeting in each year must be set by the corporate officer, or by a majority of the trustees.
4. The inaugural meeting shall be chaired by the corporate officer or a trustee until such time as the chair has been elected. The corporate officer or trustee shall act as the chair only for the purpose of conducting the election.
5. The corporate officer shall call for nominations for the position of chair at the inaugural meeting of the board. The trustee with the highest number of votes shall be declared elected as chair.

### **Notice of board meetings**

6. Public notice of board meetings must be given by posting at the District’s office at least 7 days in advance of the meeting.

7. Notice of board meetings must be given in writing to each member of the board by the chair or the corporate officer by email at least 7 days in advance of the meeting. The time period for giving notice of a meeting can be waived by unanimous consent of all trustees.

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### **Electronic meetings and participation by members**

8. A trustee who is unable to attend at a Board or Committee meeting location may, upon authorization of the Chair, participate in the meeting by means of electronic or other communication facilities. Electronic access is not guaranteed and electronic participation in meetings may be restricted by the capacity or dependability of the equipment employed
9. Unless there are technical, capacity or operational constraints preventing attendance, there is no limit to the number of trustees that may attend electronically at one time.
10. The member chairing a regular, special or annual general meeting must not participate electronically, unless held under Section 14. If the Chair opts to participate electronically, the trustees will elect a member from those physically present to act as chair.
11. A trustee participating in a meeting electronically is deemed to be present in the meeting as though they were physically present.
12. Electronic participation by trustees must be recorded in the meeting minutes.
13. A trustee participating by audio means only must indicate their vote verbally.
14. During extraordinary circumstances, including but not limited to natural disaster or pandemic, a Board or Committee meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities.

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15. The AGM may be held electronically during extraordinary circumstances, including but not limited to natural disaster or pandemic.

### **Notice of annual general meeting**

16. Public notice of the date, time, and place of the annual general meeting must be given at least 14 days in advance by ordinary first-class mail.

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### **Attendance of public at meetings**

17. All meetings of the board are open to the public except in extraordinary circumstances, including but not limited to natural disaster or pandemic, or where the

board passes a resolution to close the meeting, or a portion of it, to the public. The resolution must state in general terms the reason(s) for closing the meeting.

18. The annual general meeting must be open to all members of the public.

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### **Meeting minutes**

19. With the exception of meetings or part of meetings that are closed to the public, whenever possible, all regular board meetings, special board meetings and the annual general meeting must be fully recorded by the corporate officer or a trustee using audio or audio and video, in addition to minutes being taken in written form.

20. Accurate minutes of all board and committee meetings closed to the public, regular board meetings, committee meetings, special board meetings and the annual general meeting must be transcribed from notes and/or recordings and legibly recorded. The minutes must be adopted with such corrections as necessary by a majority of board members at the following meeting of the board before being certified as correct by the corporate officer and signed by the chair of the meeting, or signed by the chair presiding at the following board meeting.

21. The minutes of all board meetings are available to the public except for those meetings or parts of meetings that are closed to the public, and they will be made available to the public within 2 business days of being certified.

22. The corporate officer must maintain the audio and/or video recordings and minutes of board meetings and keep them safe.

23. All audio or video recordings of board meetings, except for those meetings or parts of meetings that are closed to the public, will be made available to the public three business days following the meeting being recorded.

24. Where there is a DBID published recording, that version becomes the official recording.

### **Opening procedures**

25. As soon after the time appointed for the meeting, the chair will call the meeting to order. If the chair does not attend within 5 minutes after the time appointed for the meeting, an acting chair must be appointed from the trustees present who will preside until such time as the chair arrives.

26. If there is no quorum within 15 minutes after the time appointed for the meeting, the corporate officer must record in the minute book the names of the trustees present and that the meeting did not convene. A quorum is a majority of all board members.

## **Agenda**

27. Prior to each board meeting, the agenda must be prepared by the corporate officer and made available for pick-up at the District's office at least 3 working days before the meeting. The delivery requirement may be waived by unanimous consent of the trustees.
28. The deadline for submissions to be included in the agenda is 4 working days prior to the meeting.
29. The board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 31 of this bylaw.

## **Order of proceedings and business**

30. Immediately after the chair has called the meeting to order, the minutes of the preceding board meeting are to be read by the officer assigned responsibility for corporate administration so that any errors or omissions may be corrected. The reading may be dispensed with if each board member received a copy of the minutes at least 3 working days before the meeting.
31. The agenda for regular board meetings must include as follows unless otherwise directed by two-thirds of the board members present at the meeting:
  - a) Adoption of the minutes of the previous meeting
  - b) Introduction of late items
  - c) Business arising from the minutes and unfinished business
  - d) Petitions and delegations – requests to address the board
  - e) Correspondence
  - f) Reports
  - g) Bylaws
  - h) Resolutions
  - i) New business
  - j) Adjournment

32. An item of business not included on the agenda must not be considered unless introduction of the late item is approved by the board at the time allocated on the agenda for late items. Information pertaining to late items must be distributed to the board members.

## **Voting on questions**

33. If a board member believes that he or she has a direct or indirect pecuniary interest in a matter before the board that is not held in common with electors of the improvement district generally, the board member must:

- a) declare his or her interest in the matter;
  - b) not take part in the discussion or vote on any question related to the matter;
  - c) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and,
  - d) not attempt in any way, whether before, during, or after the meeting, to influence the voting on the question.
34. If a board member refrains from voting when a question is put, for any reason other than that referred to in Section 33, he/she must be deemed to have voted in the affirmative and their vote will be counted accordingly.
35. All acts authorized or required by the *Local Government Act* to be done by the board, and all other questions, including questions of adjournment, that may come before the board must, except where otherwise stated, be done and decided by the majority of the board members who are present at a meeting.
36. In all cases where the votes of the trustees present, including the vote of the chair, are equal for and against a question, the question is negative, [as provided by Section 738(3) of the *Local Government Act*] and it is the duty of the chair to so declare. The names of those who vote for and against the question must be entered upon the minutes whenever requested by a board member.
37. When the question under consideration contains distinct propositions, upon request of any trustee, the vote upon each proposition can be taken separately.
38. The following procedures apply to voting at board meetings:
- a) when debate on a matter is closed the chair must put the matter to a vote of the board members;
  - b) when the board is ready to vote, the chair must put the matter to a vote by stating: "Those in favour raise your hands." and then "Those opposed raise your hands."
  - c) when the chair is putting the matter to a vote under paragraphs (a) and (b) a trustee must not: cross or leave the room; make a noise or other disturbance; or interrupt the voting procedure under paragraph (b) unless they are raising a point of order;
  - d) after the chair finally puts the question to a vote under paragraph (b), a trustee must not speak to the question or make a motion concerning it;
  - e) the chair's decision about whether a question has been finally put is conclusive;
  - f) whenever a vote on a matter is taken, each board member must signify their vote by raising their hand; and
  - g) the chair must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.



## **Delegations**

39. The board may allow an individual or a delegation to address the board at the meeting on the subject of an agenda item provided written application has been received by the corporate officer by 12:30 pm on the Wednesday prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by the unanimous vote of the board members present.
40. Where written application has not been received by the corporate officer as prescribed in Section 39, an individual or delegation may address the meeting if approved by the unanimous vote of the board members present.
41. The corporate officer may schedule delegations to another board meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
42. The corporate officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the board. If the delegation wishes to appeal the corporate officer's decision, the information must be distributed under separate cover to the board for its consideration.

## **Rules of conduct and debate**

43. Every trustee must address the chair before speaking to any question or motion. Trustees must address the chair as "Mr. or Madam Chair" and refer to each other as "Trustee". No trustee may speak more than once to the same question without leave of the trustees, except in explanation of a material part of their speech which may have been misconceived, and in doing so they may not introduce any new matter.
44. No board member may interrupt a member who is speaking except to raise a point of order.
45. Board members must use respectful language; must not use offensive gestures or signs; must speak only in connection with the matter being debated; may speak about a vote of the board only for the purpose of making a motion that the vote be rescinded; and must adhere to the rules of procedure established under this bylaw and to the decisions of the chair and board in connection with the rules and points of order.
46. After a question is finally put by the chair, no trustee may speak to the question, nor may any other motion be made until after the result of the vote has been declared. The decision of the chair as to whether the question has been finally put is conclusive.
47. A board member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of the board.

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48. Members of the public present during Meetings shall maintain order and shall not address the Board except with the permission of the Chair.
49. No member or person attending a meeting may cause a disturbance, disrupt or in any manner delay the conduct of business at the meeting.
50. No person shall use indecent, offensive, or insulting language or speak disrespectfully of any member of Council, any staff of the District or any member of the public.
51. Members of the public who display signs, placards, posters, clothing, or other advertising devices that interfere with the attendees and/or demonstrate a lack of respect for the formal nature of the Meetings may be requested by the Chair to leave the Meeting or remove these items.
52. No member or person permitted or invited to speak on any matter at a meeting may use any rude or offensive language or, by tone or manner of speaking, express any point of view or opinion or make any allegation which, directly or indirectly, reflects upon the public conduct or private character of any person.
53. Taping, Televising, Recording and Photographing of Meetings which are not closed to the public may be taped, televised, photographed (no flash photography) electronically or mechanically recorded provided that:
  - a) Approval is obtained from the Chair in advance of the meeting.
  - b) All equipment is operated in a manner which does not interfere with the attendees' ability to hear or view the proceedings of the Meeting.
54. Any person who is not a member of the Board, who contravenes any provision of this by-law, may be removed at the request of the Chair by the Corporate Officer or, if necessary, by a peace officer

## **Motions**

55. Motions other than routine motions (including motions to adopt a report, to receive and file, to refer to a committee or an official, to introduce or pass a bylaw, or adjourn) must be seconded before being debated or put from the chair.
56. A motion that has been seconded must be read by the chair or corporate officer before debate if requested.
57. When a question is under consideration, no motion will be received except for the following to:
  - a) refer to committee
  - b) amend

- c) lay on the table
- d) postpone indefinitely
- e) postpone to a certain time
- f) move the previous question
- g) adjourn

58. The seven motions listed in Section 50, above, have precedence in the order in which they are named, and the last five are neither amendable nor debatable.

59. A board member may, without notice, move to amend a motion that is being considered at a meeting.

60. An amendment may propose removing, substituting for, or adding to the words of an original motion.

61. Amendments to a motion must be decided before the main question is put to a vote. Only one amendment is allowed to an amendment.

62. An amendment that has been defeated by a vote of the board cannot be proposed again.

63. A motion to commit the subject matter to a committee, until it is decided, precludes all amendments of the main question.

64. A motion to adjourn the meeting or the debate is always in order, but if such motion is negative, no second motion to the same effect may be made until some intermediate business or matter has been disposed of.

### **Points of Order**

65. The chair will preserve order and decide all points of order which may arise, but subject to an appeal of the other trustees present.

66. If a trustee appeals the decision of the chair, the question must be immediately put by the trustee, and decided without debate. “Shall the chair be sustained?” and the chair is governed by the vote of the majority then present (exclusive of himself or herself), and the names of the trustees voting for or against the question “Shall the chair be sustained?” will be recorded on the minutes.

67. If the chair refuses to put the question “Shall the chair be sustained?” the trustees must immediately appoint one of its number to preside temporarily in lieu of the chair and the member so temporarily appointed will proceed in accordance with the prior Section.

68. Any resolution or motion carried under the circumstances mentioned above is as effectual and binding as if carried under the precedence of the chair.

## **Bylaws**

69. Every bylaw must be read a first time upon motion “that the (bylaw citation) now be introduced and read a first time”. The title and intended object of the bylaw will be given and the question will be decided without amendment or debate.
70. The provisions of a bylaw may be debated upon second reading with such changes as appear necessary. The bylaw may then be passed upon the motion “that the (bylaw citation) be adopted”. The board may give readings and adopt a bylaw at the same meeting.
71. Bylaws must be sealed with the seal of the improvement district, and signed by the corporate officer and by the chair at the meeting at which the bylaw is passed.
72. The corporate officer must maintain all bylaws and keep them safe. Bylaws must be available to the public.

## **Standing and Select Committees**

73. The board may establish standing and select committees. The chair of a committee will be determined by a majority of the committee members. The board must establish the purpose of a committee by resolution at the time of the creation of a committee.
74. Trustees may attend meetings of any Standing or Select Committee and may participate in discussions; however, only trustees that have been appointed to a Committee may introduce a motion or vote on the proceedings.
75. The quorum for a committee is a majority of all of its members.
76. A motion made at a meeting of a committee is not required to be seconded.
77. Standing committees must consider, inquire into, report, and make recommendations to the board about matters that are related to the general subject indicated by the name of the committee and matters that are assigned by the board.
78. Standing committees must report and make recommendations to the board when required by the board, or at the next board meeting, if a time is not specified.
79. Select committees must consider, inquire into, report and make recommendations to the board about the matter(s) referred to the committee by the board.
80. Select committees must report and make recommendations to the board at the next board meeting unless the board specifies a different date and time. Upon completion

of its assignment, a select committee is dissolved, unless decided otherwise by the board.

81. Notice of select and standing committee meetings must be given by the chair of the committee to the committee members by giving notice in writing or by other means 3 days in advance of the meeting.
82. Accurate minutes of all committee meetings must be legibly recorded. The minutes must be adopted with such corrections as necessary by a majority of committee members at the following meeting before being certified as correct by the corporate officer and signed by the chair of the committee meeting or the chair presiding at the following meeting.
83. The adopted minutes of all meetings must be open to public inspection except for those meetings or parts of meetings that are closed to the public.
84. The corporate officer must maintain the minutes of meetings and keep them safe.
85. In conducting its business, all standing and select committees must adhere as far as possible to the rules established in this bylaw governing board meetings.

### **Unprovided cases**

86. In all situations not provided for in this bylaw regarding the proceedings of a meeting, the Robert's Rules of Order apply to the proceedings to the extent that those Rules are applicable in the circumstances and are not inconsistent with the provisions of this bylaw or the *Local Government Act*.

### **Citation**

87. This bylaw may be cited as the "Meeting Procedures Bylaw".

INTRODUCED and given first reading by the Trustees on the 18<sup>th</sup> day of June, 2008

RECONSIDERED and finally passed by the Trustees on the 18<sup>th</sup> day of June, 2008

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Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 202

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Officer

## Deep Bay Improvement District Policy for Board Correspondence

**POLICY NUMBER: 25-2-18**

### **PURPOSE:**

The Board Correspondence Policy establishes a formalized process to ensure all Correspondence received by the Deep Bay Improvement District is addressed consistently and efficiently, and that appropriate record keeping policies are applied.

DBID's Corporate Officer (the "Administrator") is authorized to make minor, non-substantive amendments to this policy to maintain its currency, such as updates to references to legislation, other policies, bylaws and position titles.

### **DEFINITIONS:**

**Correspondence** includes any request for information, request for clarification, conveyance of information or a complaint pertaining to corporate service delivery, received by the district via any one or more of mail, electronic mail, facsimile, or hand delivered letter, and may include responses thereto.

The following types of correspondence are excluded from the definition of correspondence in this policy with respect to inclusion on Meeting Agendas:

- i. routine service requests directed to individual departments;
- ii. service repairs and disruptions requiring emergency action;
- iii. all matters handled by Human Resources and Payroll Services;
- iv. all matters pertaining to litigation or potential litigation or bylaw enforcement;
- v. all matters protected under the Freedom of Information and Protection of Privacy Act (FOIPPA); and
- vi. all matters related to the grounds for closing a Board or Committee meeting to the public; and
- vii. correspondence that is deemed by the Corporate Officer, to be or to include parts that are or may be defamatory, threatening, deliberately repetitious, vexatious or grossly inappropriate.

**Meeting Agenda** means an open Board or Committee meeting agenda.

**Writer** means any person writing to the Deep Bay Improvement District or Committee.

### **GUIDELINES:**

#### **1.0 CORRESPONDENCE TO CHAIR AND BOARD**

- 1.1 Correspondence addressed to the Chair and Board may be sent in any of the following ways:
  - i. By email to Admin@dbid.ca (preferred);
  - ii. By fax to 250.757.9312;
  - iii. By mail to 5031 Mountainview Road, Bowser, BC V0R 1G0; or
  - iv. By hand delivered to 5031 Mountainview Road, Bowser, BC V0R 1G0.
- 1.2 Correspondence addressed to Chair and Board sent directly to the [Admin@dbid.ca](mailto:Admin@dbid.ca) email address, by mail, fax or hand delivery will receive a personal acknowledgement email from staff that:

- i. Confirms receipt.
  - ii. Confirms that the correspondence has been distributed to Chair, Board, and appropriate staff.
  - iii. Includes applicable staff contact information, or other relevant information pertaining to the inquiry.
- 1.3 Board members do not respond individually to emails directed to the [Admin@dbid.ca](mailto:Admin@dbid.ca) email address. Board members may individually contact ratepayers or others regarding district business and may express their personal opinions, but do not express opinions on behalf of the Board as a whole. Staff will prepare a response, as required, as outlined in Section 1.2 of this Policy.
  - 1.4 Correspondence addressed to a member of the Board and marked “confidential” or “private” shall be considered to be private correspondence and directed unopened to that individual’s mailbox at the district office.
  - 1.5 A Board member who has received correspondence directly shall submit the correspondence to the Corporate Officer.

## **2.0 GENERAL CORRESPONDENCE NOT FOR INCLUSION ON A MEETING AGENDA**

- 2.1 General correspondence includes correspondence related to operational matters, including letters of inquiry, complaint, suggestion, opinion, etc.
- 2.2 An item already deliberated and/or approved by the Board.
- 2.3 General correspondence will be:
  - a. Acknowledged by an email that:
    - i. Confirms receipt.
    - ii. Confirms that the correspondence has been distributed to appropriate staff and includes staff contact information.
  - b. Distributed to the appropriate staff member(s) or department(s) for their information and follow-up, if required.

## **3.0 CORRESPONDENCE FOR INCLUSION ON A MEETING AGENDA**

- 3.1 Correspondence included on a Meeting Agenda forms part of the public record. The agenda is published publicly on the district’s website and communicated through DBID’s communication channels (E-newsletter, Facebook, etc.). The writer’s name and street (not including house/apartment number) are relevant to the Board’s consideration of the matter and will be disclosed through this process. All other personal information will be redacted as outlined under Section 6 of this Policy.
- 3.2 Correspondence requesting a specific action to be taken by the Board (e.g. letter of support, safety improvements, etc.) may be added, at the discretion of the Corporate Officer, to a Meeting Agenda under “Correspondence”.
- 3.3 Correspondence not requesting specific action to be taken by the Board may be added, at the discretion of the Corporate Officer, to a Meeting Agenda under “Correspondence”. Items include, but are not limited to the following:
  - a. request for support of a resolution or action by another body (e.g., AVICC, UBCM, FCM, etc.).
  - b. relevant newsletters, annual reports, and updates.
  - c. a letter of thanks, appreciation, or commendation.

- 3.4 Correspondence relating to a pending development application or a matter that is awaiting a staff report for the Board's consideration, will be included when the item is brought forward on a Meeting Agenda. At that time, the correspondence will be attached as background to the corresponding agenda item.
- 3.5 In the event the Board has decided on a matter or referred the matter to a future process or meeting for further consideration, any further correspondence addressed to the Board pertaining to that same matter will be placed on the same Meeting Agenda where the matter is addressed.
- 3.6 Correspondence including inappropriate, offensive, harassing, or threatening language will be acknowledged, and the writer will be given the opportunity to re-submit with inappropriate language removed. If the writer does not respond to the request the correspondence will not be further acknowledged or included on a Meeting Agenda.
- 3.7 Anonymous correspondence will be acknowledged, and the writer will be given the opportunity to re-submit with proper identification. If the writer does not respond to the request the correspondence will not be further acknowledged or included on a Meeting Agenda.
- 3.8 Anonymous correspondence received will not be investigated unless potential safety, liability, or health issues are raised. Determination will be made by the Corporate Officer.

#### **4.0 DEADLINES FOR CORRESPONDENCE ON A MEETING AGENDA**

- 4.1 To be included in the published agenda, correspondence must:
  - a. be addressed to the Board and be received by 1:00 PM seven (7) calendar days prior to the meeting.
  - b. relate to an item already included on the meeting agenda or added due to a time restriction, approved at the discretion of the Corporate Officer; and
  - c. fully meet the criteria as defined in section 3 of this policy.

#### **5.0 FREEDOM OF INFORMATION & PROTECTION OF PRIVACY**

- 5.1 Unless explicitly stated as confidential, all correspondence may be subject to the provisions of the Freedom of Information and Protection of Privacy Act and are a record under the custody and control of Deep Bay Improvement District.
- 5.2 Correspondence considered on a Meeting Agenda forms part of the public record and will be published. The author's name and address are relevant to the Board's consideration of the matter and will be disclosed through this process. The house number, phone numbers, and personal email addresses will be redacted pursuant to the Freedom of Information and Protection of Privacy Act.

#### **6.0 POLICY ADMINISTRATION AND REVIEW**

This Policy shall be administered by the Corporate Officer and will be reviewed and amended from time to time, through the Board's approval.



I hereby certify that the foregoing is a true copy of Policy 25-02-18 as adopted by the Deep Bay Improvement District and sealed with the District seal on the 18<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Board Administrator

**POLICY HISTORY**

Approved by the Board:	
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## Deep Bay Improvement District Water System Report

Report for: January 15, 2025 - February 11, 2025 (29 Days)

Total water pumped = 7,769.5 m3

Total per well:

- Well 8 - 5944.7 m3                      143:33 Hrs RTM
- Well 6 - 1477.2 m3                      32:07 Hrs RTM
- Well 5 - 347.6 m3                      12:01 Hrs RTM
- Well 4 - 0 m3
- Well 3 - 0 m3
- Well 2 - 0 m3
- Well 1 - 0 m3

\*There was an increase in total water pumped due to the extensive flushing that took place this month. As such, I have not included a calculation for average water used per connection as it would not be accurate.

### Site Visit Logbook

2024-01-15		
2024-01-16		
2024-01-17	Total Coliform count of 34 at Mapleguard. VIHA ultimately decided to put out a boil water advisory for all connections on the Jamison side of the system. We will be chlorinating the system to kill the Coliforms and then flushing and resampling.	AN + JM
2024-01-18	Chlorinated the reservoir and began flushing water down into the distribution to spread the chlorinated water. We left the well pumps off and drew the reservoir level down to allow the chlorine to reach the ends of the distribution system.	AN
2024-01-19	Still no residual at the end of mapleguard. More chlorine was added to the reservoir.	AN
2024-01-20	Residual detected at the end of maple guard.	AN
2024-01-21	Well pumps turned on to flush the chlorinated water out through the reservoir as well as hydrants at the end of the distribution system.	AN
2024-01-22	Residual dropped back down to 0.0 mg/L and a sample from Mapleguard was submitted to the BCCDC.	JM
2024-01-23	Second sample (24hrs apart) was taken from Mapleguard and submitted to Bureau Varitas lab. Also today we received the lab results for samples taken on Monday Jan 20/25 and they are all "LT1" but since there was still chlorine in the system we are unable to use these samples toward our 2 clean samples in order to lift the BWN. We should have the results either Friday or Saturday this week.	AN
2024-01-24		

2024-01-25	We received both sample results "LT1" and made efforts to lift the BWN immediately but ultimately did not get the go ahead from the health officer and will have to wait until Monday.	AN
2024-01-26		
2024-01-27	BWN officially rescinded. Samples taken at reservoir, TCE and Mapleguard	AN
2024-01-28		
2024-01-29	Drained water from the reservoir in order to purge the last of the chlorinated water from it. Took chlorine residuals and was getting 0 mg/L at the ends of the distribution system but still a very small detectable level at the Fire Haul of 0.10 mg/L	AN
2024-01-30		
2024-01-31		
2024-02-01		
2024-02-02		
2024-02-03		
2024-02-04		
2024-02-05	Rounds. Samples taken at reservoir, and gainsberg side. I received notification that due to the snow fall, the delivery did not make it to the CDC and was not analysed. I will be resampling next week.	AN
2024-02-06		
2024-02-07		
2024-02-08		
2024-02-09		
2024-02-10		
2024-02-11	Rounds. Resampled today to make up for last week's weather delays.	AN