

OPEN SESSION MINUTES

PRESENT:

Bob Leggett – Acting Chair
Diane Koch
Craig Kerstens
Christo Kuun
Colin Thompson

REGRETS:

Chair LaRoy

STAFF:

Sundance Topham – Administrator
Janine Sibley – Admin Assistant

A. CALL TO ORDER

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

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

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Trustee Leggett be nominated as acting Chair for the September Board meeting.

CARRIED

Trustee Leggett accepted the nomination.

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

B. APPROVAL OF MINUTES

1. Amended June 20, 2024 Regular Open Session Minutes

DEEP BAY

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IMPROVEMENT DISTRICT

MOVED by Trustee Koch

SECONDED by Trustee Kuun

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

CARRIED

- 2. July 18, 2024 Regular Open Session Minutes

MOVED by Trustee Koch

SECONDED by Trustee Thompson

THAT the Board approve the July 18, 2024 Regular Open Session Minutes as circulated.

CARRIED

- 3. August 29, 2024 Special Open Session Minutes

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board approve the August 29, 2024 Special Open Session Minutes as circulated.

CARRIED

C. INTRODUCTION OF LATE ITEMS

- 1. Addition of Question Period after New Business

MOVED by Trustee Thompson

SECONDED by Trustee Koch

THAT the Board add Question Period to the agenda for tonight's meeting, with the caveat that the public gallery is limited to one question and one follow-up question.

CARRIED

D. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

None

E. PETITIONS + DELEGATIONS

None

**DBID BOARD OF TRUSTEES
OPEN MEETING**

Date: September 17, 2024

F. CORRESPONDENCE

None

Date: September 17, 2024

G. REPORTS

- 1. July and August Water Operator’s Reports

MOVED by Trustee Koch

SECONDED by Trustee Thompson

THAT the July and August Water Operator’s Reports be received for information.

CARRIED

- 2. July and August Fire Chief’s Reports

The Fire Chief advised that the burning restrictions for all fire categories were being lifted as of noon on September 18, 2024.

MOVED by Trustee Koch

SECONDED by Trustee Thompson

THAT the July and August Fire Chief’s Reports be received for information.

CARRIED

- 3. Financial Reports

- a. Total cheques issued for Water Department for July 2024: \$47,148.09, and for August 2024: \$49,424.83

- b. Total cheques issued for Fire Department for July 2024: \$5,621.51, and for August 2024: \$8,989.69

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the July and August cheque registers be received for information.

CARRIED

- 4. Fire Protection Committee Report – Administrator

- a. Fire Protection Committee Terms of Reference

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the Board approve the Fire Protection Committee Terms of Reference as attached.

b. Department Turnout Gear Storage

MOVED by Trustee Koch

SECONDED by Trustee Kuun

Recommendation:

THAT the Deep Bay Improvement District allow the fire department to utilize the current records storage room (except for the west wall) and former women's change room in the Deep Bay office, for temporary storage of surplus fire department turnout gear, with any necessary mounting apparatus as required, AND THAT this be revisited on an annual basis.

CARRIED

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

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

H. BYLAWS

None

I. RESOLUTIONS

None

J. NEW BUSINESS

1. Deep Bay Improvement District (DBID) 2024 Trustee Elections – Administrator

2. Termination of License Agreement – Thompson Clarke - Administrator

MOVED by Trustee Kuun

SECONDED by Trustee Leggett

THAT the Board authorize the Chair and the Administrator to sign the Termination of License Agreements and Ownership of Remaining Improvements agreement provided in the Regional District of Nanaimo correspondence dated July 19, 2024

CARRIED

IMPROVEMENT DISTRICT

Date: September 17, 2024

3. Reservoir Upgrades Update – Administrator

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Administrator be asked to come back to the Board with a report regarding works that VIHA has requested that we so – including the installation of a proper sampling port for each cell, the provision of some type of shade or roof material to maintain temperature and the installation of interior pipes to ensure top inlet, bottom outlet.

CARRIED

4. October 2024 Pipeline Newsletter – Draft - Admin Assistant

MOVED by Trustee Thompson

SECONDED by Trustee Kerstens

THAT the Board approve the October 2024 Pipeline Newsletter as amended.

CARRIED

K. QUESTION PERIOD

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

- Question regarding the Venting Index
- Discussion on the reactivation of the Reservoir
- Election discussion on the terms
- Discussion on the procedures with any high coliform tests
- Thompson Clarke West, use of thermal film discussion

L. ADJOURNMENT

MOVED by Trustee Koch

SECONDED by Trustee Kuun

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 8:45 pm

DEEP BAY
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IMPROVEMENT DISTRICT

DBID BOARD OF TRUSTEES
OPEN MEETING

Date: September 17, 2024

Chair of the Trustees

Corporate Officer