

## DEEP BAY IMPROVEMENT DISTRICT

### MINUTES OF THE ANNUAL GENERAL MEETING

APRIL 11, 2018 at VIU - DEEP BAY MARINE FIELD STATION

- Trustees:** Tom Plensky, Chair Candace Cowan  
Linda McKay Don Milburn  
Dave Simpson Bob Leggett  
Claire Hilscher
- Staff:** Leslie Carter – Administrator  
Don Buchner – Water System Operator  
George Lenz, Fire Chief
- Guests:** Cory Vanderhorst, CA – MNP  
Carsten Jensen, Architect  
Niklas Andersson, Architectural Technologist
- Ratepayers:** 29 Rate payers in attendance (includes trustees & staff)  
(3 non-ratepayers also in attendance)
- Call to Order:** 7:30 pm

Tom Plensky, Chair, thanked everyone for coming out. Trustees, staff and guests were introduced and fire department member attendees were recognized.

**Motion: to approve the agenda for the current meeting:**

Larry Highcock      **Seconded: Barry Foster**      **Vote: Carried**

**Minutes of the Annual General Meeting held on April 5, 2017:**

**Motion: to accept the minutes of April 5, 2017 Annual General Meeting**

Ed Pater      **Seconded: Craig Armour**      **Vote: Carried**

**Business Arising From the Minutes:** none

**Service Awards**

Certificates of Appreciation were awarded to those trustees that served during the last 12 months and have completed their service. Certificates were presented to:

1. Claire Hilscher for service from April 2015 - April 2018
2. Linda McKay for service from April 2015 - April 2018

**Special presentation from Deep Bay Fire/Rescue Society**

Barb Nixon, president of the Deep Bay Fire/Rescue Society introduced the directors of the society and gave an overview of the society's activities over the last year.

Barb stressed the importance of memberships (\$10/year) to the society as grant applications look to membership numbers as an indication of community support.

The society's AGM is on April 26 at the fire hall and the society will be looking for a couple of new directors.

A cheque was present to the DBID in support of the fire hall renewal project in the amount of \$1,000. The society made a previous donation this year for \$18,000 and these cheques bring the total amount provided by the society, towards the fire hall to \$50,000.

**2017 Annual Report presented in written format:**

**Motion: to accept the 2017 Annual Report as presented**

**John Smith                      Seconded: Rob Field                      Vote: Carried**

**Auditor's Report and presentation of 2017 Financial Statements**

2017 Financial Statements were presented by MNP representative Cory Vanderhorst.

**Motion: to receive the 2017 Financial Statements as presented**

**Stuart McLean                      Seconded: Kachina Brown                      Vote: Carried**

**Trustee's Honorarium**

**Motion: to approve the 2018 Trustees Honorarium at \$1,400.00 for the Board Chair and \$800.00 for each trustee for a total of \$6200.**

**Margaret Furnell                      Seconded: Larry Highcock                      Vote: Carried**

**Report from Fire Chief, George Lenz**

George thanked the board for their support over the year, the Deep Bay Fire Rescue Society for their fund raising efforts, and all the fire department members and their families for all the time given to the department over the year.

New members are always welcome – practices are held on Monday nights at the fire hall.

**Motion: to accept report from George Lenz, Fire Chief**

**Simone Maguire                      Seconded: Mick Smith                      Vote: Carried**

**Other business**

**a.    Fire Hall Renewal Select Committee:**

Bob Leggett, chair of the committee introduced the committee members and provided some background for each member. The committee has been working since January 2015 to develop the plans that will be presented tonight. Numerous other fire hall projects have been visited and meetings have been held with the RDN Planning Department, Architects, Engineers and consultants.

In December 2017, DBID retained the services of Carsten Jensen, Architect, and that has enabled the project to move forward to its current point. At a recent board meeting, the DBID trustees passed a motion to approve the preliminary design to be presented tonight. The committee was hoping to have a preliminary budget to present but cost estimates are still being obtained. It is hoped that this budget process will be completed in the coming weeks.

Bob introduced Carsten Jensen, Architect and Niklas Andersson, Architectural Technician. Carsten reviewed his current role which was to develop the preliminary design. Carsten noted that significant, quality work had been completed prior to his joining the team so his role involved reviewing the more technical building requirements. Based on the need, the current design is a cost effective solution with earth quake proofing being a major consideration in the design.

Carsten reviewed the site plan noting that the design to wrap the existing building will provide additional support to the existing walls where the new meets the old. Existing trees on the property line will be retained but may need to be trimmed.

Carsten noted the required fire walls as seen on the floor plan; these walls will not be visible once the building is completed as they will be clad with siding.

The emergency generator will be housed in the existing seacan as part of Phase 1. Phase 2 will include building an enclosure around the generator and a deck over top. The second floor will be left unfinished and will be developed as Phase 2 once additional funds become available.

Roof configuration over the truck bay is under discussion with the steel building manufacturers.

Jim Rowland was introduced and reviewed the floor plans. Truck bays are wider than initially planned and will allow space for workbenches, hose drying racks, etc.

Main building section includes turnout gear area (which can be partitioned into sections if required), work shop space including room for compressors, stairs area to second floor (will be closed off) has space for a shower, washer/dryer, hot-water tank, shelving and hanging space for drying gear. Office space includes a lockable file room. There are 3 bathrooms and 2 showers (plus the shower under the stairs) and one washroom will be handicap accessible. There is a storage area that will also house any mechanical needs and a meeting room.

Second floor will have the stairs built but will be closed off. Future uses upstairs may include kitchen space, expanded meeting/training space and lounge/exercise area.

**b. Questions from the floor:**

Q: Has there been an allowance made for water in the truck bay?

A: This is a good suggestion and a water service can be roughed in at the time of construction.

Q: Do the members have a second set of turnout gear available if their first set has been washed?

A: For a small department this is a major cost consideration. Each set of turnout gear is over \$3500 so at this time only one set is provided for each member.

Q: Can change area be sectioned off?

A: Yes and in addition, if major growth occurs, the downstairs meeting room could be converted into additional change area.

Q: Does the existing overhead door need to be removed and can it be reused? Man doors can be installed into overhead doors.

A: There will be a requirement for an additional fire exit door as the back of the existing building is no longer an exit. This new door will need to meet code requirements. If the overhead door is removed, it will not be able to be reused for the new building.

Bob outlined the next steps: once the preliminary budget is completed, there will be information going out to the community about financing, borrowing process and an information meeting.

**Motion: to accept report from Fire Hall Renewal Committee**

**Ed Pater**

**Seconded: Rita Levitz**

**Vote: Carried**

**Election of Two Trustees**

The election was turned over to Returning Officer, Leslie Carter.

**Election for two 3-year terms expiring at AGM 2021 (terms expired: Claire Hilscher, Linda McKay).**

Nominations called for from the floor:

Claire Hilscher was nominated by Sharon Milburn

Linda McKay was nominated by Edith Skiber

Nominations called for from the floor a second and third time, no further nominations were forthcoming. Nominees accepted their nominations.

Claire Hilscher and Linda McKay were elected by acclamation to serve 3-year terms, expiring at the AGM 2021.

**Motion for Adjournment: Ed Pater**

There being no further business the meeting was adjourned at 8:30 pm.

The above minutes were approved on April 18, 2018.

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Chair of the Trustees

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Officer