

## DEEP BAY IMPROVEMENT DISTRICT

### MINUTES OF THE ANNUAL GENERAL MEETING

APRIL 3, 2019 at VIU - DEEP BAY MARINE FIELD STATION

- Trustees:** Don Milburn, Chair Candace Cowan  
Linda McKay Tom Plensky  
Dave Simpson Bob Leggett
- Regrets:** Claire Hilscher
- Staff:** Leslie Carter – Administrator  
Janine Sibley, Administrative Assistant  
Don Buchner – Water System Operator  
George Lenz, Fire Chief
- Guests:** Cory Vanderhorst, CA – MNP
- Ratepayers:** 39 Rate payers in attendance (includes trustees & staff)  
(3 non-ratepayers also in attendance)
- Call to Order:** 7:30 pm

Don Milburn, 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:**

**Craig Armour**                      **Seconded: Bob Lineham**                      **Vote: Carried**

**Minutes of the Annual General Meeting held on April 11, 2018:**

**Motion: to accept the minutes of April 11, 2018 Annual General Meeting**

**Tom Plensky**                      **Seconded: Stuart McLean**                      **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. Bob Leggett for service from April 2016 - April 2019
2. Tom Plensky for service from April 2016 - April 2019

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

Barb Nixon, president of the Deep Bay Fire/Rescue Society (DBFRS) introduced the directors of the society and gave an overview of the society's activities over the last year. Barb reminded everyone that the DBFRS is able to issue tax receipts and that they are on Facebook

A Grant Writing Committee has been formed and it is very important to increase membership numbers as this is a frequently asked for on applications and used as an indication of community support.

DBFRS AGM is on Wednesday, April 10/19 and new directors are needed.

A cheque was present to the DBID in support of the fire hall renewal project in the amount of \$12,000. This cheque brings the total amount provided by the society, towards the fire hall, to \$72,000.

Don Milburn thanked the DBFRS for all the hard work they put into fundraising efforts.

**2018 Annual Report presented in written format:**

Don Milburn reported the planned main replacement on Seaview and Longview Drives will be going ahead this spring and that the board is still working towards the fire hall replacement with further details to be talked about later in the meeting.

**Motion: to accept the 2018 Annual Report as presented**

**Tom Plensky                      Seconded: Bob Lineham                      Vote: Carried**

**Auditor's Report and presentation of 2018 Financial Statements**

2018 Financial Statements were presented by MNP representative Cory Vanderhorst. DBID had another clean audit report with no issues noted.

**Motion: to receive the 2018 Financial Statements as presented**

**Candace Cowan                      Seconded: Tom Plensky                      Vote: Carried**

**Trustee's Honorarium**

**Motion: to approve the 2019 Trustees Honorarium at \$1,400.00 for the Board Chair and \$800.00 for each trustee for a total of \$6200.**

**Bob Lineham                      Seconded: Craig Armour                      Vote: Carried**

**Report from Fire Chief, George Lenz**

George introduced all the fire members present – the current roster is at 21 members. George reviewed his report as presented in the 2018 Annual Report noting that callouts were down for 2018 (primarily fewer motor vehicle incidents) and noted that the current roster is very dedicated and typical turnout for a daytime call is 12-13 members.

George thanked all the 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.

Don Milburn, on behalf of the board, thanked all the volunteers for their dedication.

**Other business**

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

Bob Leggett, Chair of the Fire Hall Renewal Committee, thanked all the members of the committee and provided an overview of where the project currently is and what has been done to date. In 2018, prospective project managers were interviewed and Magnum Project Management was hired to put together a preliminary budget based on a full set of working drawings. Christo Kuun, who is a member of the building committee, will be the owner's representative. Plans are still being fine-tuned and the committee is still very much involved. In 2019 structural, mechanical and electrical engineers were brought on to assist Carsten Jensen, Architect, with completion of the working drawings that are being designed to post-disaster standards.

Bob reviewed the current plans and noted that the second floor will remain unfinished during the first phase and would be finished when funds become available.

Leslie Carter provided an overview of the referendum procedure including voter eligibility; notice required prior to the referendum date and noted that a full information package will be sent to all land owners prior to the referendum. It is the intention of the board to hold an open house prior to the referendum to provide an opportunity to view the project and ask questions.

Don Milburn outlined that the board is expecting the completed budget mid to late April and at that point the board will determine whether to move forward with a referendum for the required borrowing. Don then provided a review of the financing options available to the DBID for borrowing funds.

The DBID can borrow from the Province for a maximum 20-year term. Debt repayment is collected directly by the Province via the rural tax levy. The tax levy is allocated among the property classes according to provincially set ratios and based on assessed property value. Provincial borrowing provides a fixed rate, lower than is available privately, for the full term and tax deferral is available for those eligible. Lump sums can be applied only if the full balance of the loan is being paid.

Alternatively the DBID can borrow through a private financial institution amortized up to 25-years and a fixed term interest rate to a maximum of 10-years. DBID would fund repayment of the debt through direct taxation and could distribute the debt load equally to all properties. Private borrowing is subject to rate fluctuations at renewals. Lump sums can be applied during the payback period.

The board will need to determine which borrowing method is to be used prior to referendum. Ratepayers were invited to provide feedback as to their preference for borrowing.

**Questions from the floor:**

Q: Would advance voting be available?

A: This is an option that the board could choose to provide.

Q: Are there any grants available?

A: At this time there are not but our RDN Area Director is putting forward a motion to go to the UBCM supporting improvement district access to provincial and federal grants.

Q: Is there a Plan B?

A: The board has several options to consider if the project doesn't move forward.

Q: Would there be any changes to home insurance if we lost the fire department:

A: If the building doesn't move forward, we will still have a fire department. Building of the new hall will not have any effect, positive or negative, on home insurance. The fire department's fire protection rating is currently as high as it can be for a volunteer department.

Comments:

The existing pumper (truck 8-1) has had recognition as a first line duty truck extended 5-years allowing any replacement purchase to be postponed until a new hall is built.

The current building is not seismically sound.

Any development would decrease the debt load regardless of which financing option was chosen.

Further discussion ensued regarding the financing options – if the board is looking for feedback from the public prior to making a decision, a public meeting may be necessary.

**Election of Two Trustees**

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

**Election for two 3-year terms expiring at AGM 2022 (terms expired: Bob Leggett, Tom Plensky).**

Nominations called for from the floor:

Bob Leggett was nominated by Bob Lineham

Tom Plensky was nominated by Sharon Milburn

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

Bob Leggett and Tom Plensky were elected by acclamation to serve 3-year terms, expiring at the AGM 2022.

**Motion for Adjournment:** Stuart McLean

There being no further business the meeting was adjourned at 8:37 pm.

The above minutes were approved on April 17, 2019.

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Chair of the Trustees

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Officer