

**DEEP BAY IMPROVEMENT DISTRICT**  
**MINUTES OF THE SPECIAL BOARD MEETING**

**August 7, 2019**

**Trustees:** Don Milburn, Chair  
Dave Simpson  
Bob Leggett  
Tom Plensky  
Candace Cowan  
Linda McKay

**Regrets:** Claire Hilscher

**Staff:** Leslie Carter, Administrator  
Janine Sibley, Administrative Assistant

**Call to Order:** 7:00 pm

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

**Tom Plensky                      Seconded: Dave Simpson                      Vote: Carried**

**Petitions and Delegations:** none

**Fire Hall Replacement Committee** – July 24, 2019 meeting

Review of July 24, 2019 Committee report

**Motion: to send letters of thanks to members of the Fire Hall Replacement Committee and to disband the committee**

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

**Motion: to direct Administrator, once the drawings have been received, to obtain 3 bids for the repair work to the existing building**

**Linda McKay                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to direct Administrator to obtain 3 bids for design of septic system**

**Tom Plensky                      Seconded: Linda McKay                      Vote: Carried**

Prior to construction starting, the board will hold a meeting with Magnum Project Mgmt. and Owner Representative, Christo Kuun, to discuss process, communications, terms, etc. Also to be discussed will be the need for casual labour (budget expectation etc.) Administrator will schedule a meeting once the approved and registered borrowing bylaw has been received.

The Board will also communicate with the Fire Hall Replacement Committee to provide expectations of the committee's role during the construction process.

**Motion: to accept the Fire Hall Replacement Committee report as presented**

**Tom Plensky                      Seconded: Linda McKay                      Vote: Carried**

**New Business**

Review of draft purchasing policy update

**Motion: to approve the amended Purchasing Policy (Policy Number: 09-01-02) as presented**

**Dave Simpson                      Seconded: Bob Leggett                      Vote: Carried**

**Motion: to have bidder documents include a declaration that bidder is not a “related party” with a reference to the DBID purchasing policy**

**Linda McKay            Seconded: Dave Simpson            Vote: Carried**

Purchasing policy to be posted on DBID website.

There being no further business, the meeting was adjourned to move in-camera at 8:07 pm

The above minutes were approved by the Board of Trustees on August 21, 2019.

By: \_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Officer