

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

**April 21, 2021**

*In response to the current COVID-19 Pandemic, all participants met via conference call and this meeting was not open to the public.*

**Trustees:** Suzanne LaRoy, Chair  
Tom Plensky  
Linda McKay  
Colin Thompson  
Tony Botica  
Robert Hale  
Claire Hilscher

**Staff:** Leslie Carter, Administrator  
Don Buchner, Operator  
George Lenz, Fire Chief

**Call to Order:** 7:02 pm

**Election of chair:** Tony Botica and Suzanne LaRoy were nominated for the position of chair and after voting Suzanne LaRoy was elected to serve as chair of the board of trustees until the 2021 trustee elections.

**Introduction of late items:**

Placement of generator – to be discussed with Fire Hall Project Update

Issues arising from the electrical switch over – to be discussed with Fire Hall Project Update

Red Cross Community Resiliency Grant Application – to be added to new business

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

**Colin Thompson      Seconded: Tom Plensky      Vote: Carried**

**Petitions and Delegations**

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Representative, Fire Hall Project

Randy reviewed the April 19, 2021 Project Update.

1. Project status: no change
2. Status of Building: Plumbing, electrical, HVAC ongoing.
3. Division 1 – General Conditions - MPM work continues within original budget. Level 3 first aid in place as required, COVID-19 plan in place, ongoing.
4. Division 2 – Civil Works - First, Second, Third and Fourth Stages: some exterior grading to be completed.
5. Division 3 – Concrete – Timber frame exterior deck is engineered to be independent of the structure to meet post disaster regulations.
6. Division 4 – Masonry: completed.
7. Division 5 – Metals – Structure completed.

8. Division 6 – Woods & Plastics
  - a. Exterior deck in progress.
  - b. Slab and timber brackets completed.
  - c. DBID cedar milled
  - d. Cedar lumber is now certified
  - e. Deck progress to date is as expected
9. Division 7 – Thermal Protection: Completed.
10. Division 8 – Doors:
  - a. Final adjustments on electric doors completed, multi-location switches for ease of use.
  - b. All doors installed on both floors.
11. Division 9 – Finishes
  - a. Drywall completed.
  - b. Paint primer completed.
  - c. Paint first coat completed.
  - d. Upstairs floor treatment costed.
  - e. Cabinetry ordered down & up.
  - f. Truck hall perimeter wood 90%.
  - g. Trim started.
12. Division 15 – Mechanical & Plumbing
  - a. Interior final ducting in progress.
  - b. Heat pump & head units (2) installed
13. Division 16 – Electrical: McCormack is onsite installing as required.
14. Overall – Balance of building pricing: either out for pricing or pending out for pricing on remainder. New upstairs budget approved; scope of HVAC, flooring costed. Very little is not accounted for currently.
15. Quick Summary
  - a. Upstairs 60% complete.
  - b. Power is on in building
  - c. Electrical panels installed
  - d. Heat pump installed
  - e. HVAC in progress
  - f. Exterior deck in progress
  - g. We remain on target within budget, no major concerns
  - h. Our schedule & progress has slowed due to increased scope of work

Discussion regarding changing placement of generator: current location (under deck) will require container to be fire proofed. Moving would require a foundation and running cable. Generator would need to be located 30m from building. MPM felt costing for either option is probably \$3,000 - \$4,000, final costs are still being determined.

Duct work above showers is covered with special ceiling treatment to deal with moisture & humidity.

Generator fueling is looked after by operator. Fuel tank is 90 gal. Fuel is ordered as required, currently once every 2 years.

During the electrical switch over to the new hydro connection, the radio chargers were damaged. These have been replaced at no cost to the DBID. They were plugged into a power bar that was also damaged. The switch over was complex and this incident is believed to have been a one-time occurrence.

**Motion to accept Fire Hall Project Update report dated April 19, 2021**

**Tom Plensky                      Seconded: Robert Hale                      Vote: Carried**

Randy, Ryan and Christo left the meeting at this point.

**Minutes of the Regular Board Meeting held on March 17, 2021**

**Motion: to approve the minutes of Regular Board Meeting of March 17, 2021**

**Tom Plensky                      Seconded: Claire Hilscher                      Vote: Carried**

**Business arising from the minutes: none**

**Operator Monthly Report:**

**Operations & Maintenance Report for March 9 – April 14, 2021**

Water Delivery: March 9 – April 14, 2021: 2,324,520 Imp. Gal.

Average daily use/connection (620 connections):104 Imp. Gal.                      Previous Month – 97

Observation Well #310 Levels (meters): Apr.14, 2021: n/a                      (read is stuck at 9.6)

Well 310 data logger not reading correctly, Administrator has contacted the ministry and is waiting for a reply.

Don reviewed detail of break-in at the reservoir. Locks were cut but nothing was taken, both gates were broken into.

Gates are repaired and locked and welder is coming in to reinforce them. HPS Power has been contacted to finished upgrading alarm system. Don also detailed other security improvements in progress.

Road up to the reservoir is in very poor shape and has caused vehicle damage. Operator and Administrator have made numerous calls/emails to MOTI to have this addressed but no action has been taken to date. Pressure needs to be applied from the board to Ministry of Transportation. Paper trail, record of calls, emails should be maintained to gain traction. Road is also part of DBVFD road rescue area so needs to be accessible by emergency vehicles. Fire Chief has a contact he can apply pressure to in person.

Administrator to draft letter to the Ministry rather than the Area Manager and copy our MLA. Condition can also be reported through the RAPP phone line.

**Motion: to accept the Operator's report as presented**

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

Don Buchner left the meeting at this point.

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:**

Call outs for month of March: 7 (3 MVI, 4 First Responder, 0 Fire, 0 Misc.)

Training has been suspended due to COVID-19

With regards to the damage to truck mirrors mentioned in the draft Fire Hall Construction Update article, procedure for guiding trucks into parking bay and when maneuvering on a call was reviewed. It was confirmed that there is always a member outside the vehicle guiding the driver.

George confirmed the only damage to truck mirrors was the passenger side of truck 8-2

**Motion: to accept the Fire Chief's report as presented**

**Linda McKay                      Seconded: Robert Hale                      Vote: Carried**

**Fire Protection Committee:** April 14, 2021 meeting

Review of April 14, 2021 Fire Protection Committee report

Parameters are being developed for Fire Chief's report and will come back to board for approval once they are finalized with committee.

Truck specifications are still being finalized and reviewed by members.

**Motion: to accept the Fire Protection Committee report as presented**

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

**Fire Hall Replacement Committee:** no meeting

Committee members received a tour of the new building on April 12, 2021 to view construction progress to date.

The last committee meeting was held on February 2, 2021 and minutes of that meeting are still in draft form. These minutes will be approved at the next committee meeting.

**New Business:**

It was requested that the discussion regarding the Red Cross Community Resiliency Grant Application be moved up the agenda to allow Fire Chief to leave the meeting.

Grant is being finalized and needs some information from George with regards to the current sprinkler protection unit inventory. George will follow up via email. Submission deadline is April 26, 2021.

George left the meeting at this point.

**Finance Committee:** no meeting

Total payments issued for March 2021 Water: **\$22,263.35**

Total payments issued for March 2021 Fire: **\$93,436.94**

**Motion: to accept the Finance Committee report as presented**

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

**Bylaw Committee:** April 7, 2021 meeting

Review of April 7, 2021 Bylaw Committee report

Proposed procedures will require all attendees, including trustees, to register for each meeting. A test meeting in May will allow trustees to become familiar with and test zoom functionality that may be required during meetings with public attendance. A link for registration would be included with the agenda when it is posted on the website. Information regarding public attendance will need to be communicated to the public.

**Motion: that the May regular board meeting be used as a test meeting for the proposed procedures to allow public attendance and to go live for the June regular board meeting**

**Colin Thompson      Seconded: Tom Plensky      Vote: Carried**

**Motion: to adopt the draft Electronic Meeting Policy, date April 9, 2021 as presented**

**Claire Hilscher      Seconded: Robert Hale      Vote: Carried**

**Motion: that the board allow for the provision of an electronic AGM (amendment to the current Meeting Procedures Bylaw No. 202 required)**

**Colin Thompson      Seconded: Claire Hilscher      Vote: Carried**

This does not commit the board to an electronic AGM but will allow one if required.

**Motion: to direct the Bylaw Committee to formalize and approve the draft terms of reference and bring back to the board for approval**

**Claire Hilscher      Seconded: Robert Hale      Vote: Carried**

**Motion: to accept the Bylaw Committee report as presented**

**Linda McKay      Seconded: Claire Hilscher      Vote: Carried**

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** no meeting

Concern was raised about a report of current building condition, specifically the trusses. This issue was not brought to the committee's attention.

This will be discussed further under New Business.

**HR Committee:** no meeting

**Planning Committee:** no meeting

**Correspondence In:**

March 19, 2021 – Royal Bank of Canada, amendment to borrowing agreement to adjust for \$1.3 million capital tax advance

March 26, 2021 – Baynes Sound Investments Ltd. – re: letter of April 21, 2015 regarding recommendations of Guiton Environmental Consulting

March 31, 2021 – 1236517 BC Ltd, Application for water service to proposed subdivision, DL 27, PI 3172, Lot 5 PCL D

April 14, 2021 – Regional District of Nanaimo, COVID-19 Safe Restart Grant Funds of \$1,744

**Correspondence Out:**

March 19, 2021 – Union of BC Municipalities, FireSmart Economic Recovery grant submission

**Motion: to agree to and accept the amendment to the RBC borrowing agreement reducing the borrowing limit by \$1.3 million to adjust for capital tax advance**

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

**Motion: to approve draft reply to Bayne Sound Investments as presented**

**Tony Botica            Seconded: Robert Hale            Vote: Carried**

**Motion: to accept subdivision application for water service to proposed subdivision, DL 27, PI 3172, Lot 5 PCL D**

**Linda McKay            Seconded: Claire Hilscher            Vote: Carried**

Applicant will be responsible for cost of required service lines installation to property line and payment of Capital Expenditure Charges for new lots created

**Motion: to deal with and file correspondence in and out**

**Tom Plensky            Seconded: Colin Thompson            Vote: Carried**

**Old Business**

Discussion regarding Fire Hall Construction Update article drafted by Suzanne.

Trustee concerns were raised regarding about issues that came up as a result of interviews conducted. Board needs to respond to issues but must be informed of them in order to respond.

Suggestion that article be referred to the Fire Hall Committee for review and to bring recommendations back to the board.

**Motion: to withdraw article from board consideration**

**Suzanne LaRoy            Seconded: Linda McKay            Vote: Carried**

**New Business**

**Resolution No. 139: that identified properties will be given 24 hour written notice that water will be shut off due to tolls or other charges owing for 90 days or longer.**

**Linda McKay            Seconded: Claire Hilscher            Vote: Carried**

**Motion: to refer the issue regarding the condition of the trusses in the old fire hall to the Facilities Committee for discussion**

**Robert Hale            Seconded: Linda McKay            Vote: Carried**

**Motion: to accept the 2020 Annual Water System Report for Island Health as presented**

**Tom Plensky            Seconded: Colin Thompson            Vote: Carried**

**Motion: to refer the issue of clarification of participation at committee meetings of non-committee member trustees to the Bylaw Committee to review and make recommendations**

**Claire Hilscher**

**Seconded: Robert Hale**

**Vote: Carried**

**Question Period:** none

There being no further business the meeting was adjourned to move in-camera at 10:03 pm.

The above minutes were approved by the Board of Trustees on May 19, 2021.

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

\_\_\_\_\_  
Officer