

DEEP BAY IMPROVEMENT DISTRICT
AGENDA FOR THE REGULAR BOARD MEETING

June 16, 2022 – 7:00 pm

1. Call to Order

The Chair will call the meeting to order and respectfully acknowledge the Qualicum First Nations on whose traditional territory this meeting takes place.

2. Introduction of late items

3. Approval of agenda for current meeting

4. Petitions and delegations

5. Approval of minutes

That the following minutes be adopted:

5.1. Regular meeting minutes of May 19, 2022

6. Business arising from the minutes

7. Reports

That the board receive the following reports for information:

7.1. Operator's Report

7.2. Fire Chief's Report

7.3. Financial Reports

Total cheques issued for Water for May 2022: \$41,742.68

Total cheques issued for Fire for May 2022: \$4,093.97

7.4. FireSmart Program Report

That the Board receive the staff report regarding exterior lift quotes and provides direction regarding funding.

7.5. Staff Report: Exterior Lift Quotes

8. Correspondence In:

8.1. May 25, 2022 – RDN, focus group, drinking water supply planning in the RDN

8.2. May 26, 2022 – Ratepayer, concerns with respect to the DBID board activities

8.3. June 6, 2022 – Ratepayer, regarding minutes of special DBID meeting of May 10, 2022

8.4. June 10, 2022 – McElhanney, Detailed Design Proposal & Work Authorization for concrete reservoir

8.5. June 10, 2022 – Baynes Sound Investments, request for updated letter regarding water supply

9. Correspondence Out:

10. Old Business

10.1. Slope stabilization project, 4891 Thompson Clarke Dr. West

Continued over>>

11. New Business

11.1. July Pipeline for review

11.2. Disconnect resolution

12. Question Period

13. Motion to adjourn to in-camera

**DEEP BAY IMPROVEMENT DISTRICT
OPERATIONS & MAINTENANCE MONTHLY REPORT**

Water Delivery from May 12/2022 To June 8/2022 Total # Days 27 Days

Well #	1	2	3	4	5	6	8	TOTAL
Imp. Gals	/	/	/	12,980	18,920	907060	1,228,040	2,167,000
Pump Hrs	/	/	/	3	3	141	153	300
G/P/M	/	/	/	108	105	107	134	120

Average Gallons for 620 connections : 129 Gal./Day, Previous Month: 108 Gal./Day

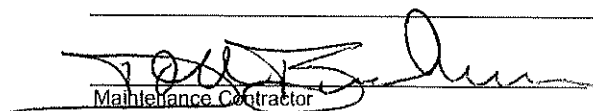
Observation Well #310 Date June 8/22 Level (Meters) 7.737 Previous Month: 7.58

ROUTINE / SCHEDULED:

	COMPLETED	DETAILS / NOTES
Daily		
Inspect and record water storage level in reservoir	✓	
Complete daily logbook	✓	Well, short but
Weekly		
Test run all wells	✓	Sweet. I have
Routine inspection of operating wells & pumps	✓	nothing out of the
Bi-Weekly		
Collect water samples as per VIHA requirements	✓	ordinary to report
Monthly		
Prepare report for monthly board meeting	✓	this month.
Attend Board of Trustee's & Trustee's Committee meetings	✓	
Test run emergency generator	✓	It has just been
Quarterly		
Inspect main pressure reducing station components	✓	regular maintenance
Hand delivery of notices to up to 15 specific customers	✓	as usual.
Tour entire distribution system (20 km) for deficiencies	✓	I.E. Flushing the
Bi-Annual		
Exercise all isolation valves on mains	✓	reservoir, flushing the
Annual		
Cross connection and back-flow all meter check valves	✓	wells, keeping lawns
Maintain fire hydrants by tearing down and testing; colour code	✓	cut, weekly water
Inspect 21 air valves	✓	tests, inspections
Attend Annual General Meeting	✓	and system tours, etc.
Periodic/ Seasonal		
Service Air Valves and reservoir probes	✓	
Maintain DBID's inventory of parts, materials, tools	✓	All is good and all
Flush Hydrants	✓	water tests continue
Provide Time/materials estimates for non-emergency repairs & upgrades	✓	to come back clean.

RECOMMENDATIONS TO THE BOARD:

INCIDENT INVESTIGATION / EMERGENCY CALLS:


Maintenance Contractor
OPERATOR # 6464

June 8/2022
Date:

Deep Bay Fire Department		2022 Jan	2022 Feb	2022 March	2022 April	2022 May	2022 June	2022 July	2022 August	2022 Sept	2022 Oct	2022 Nov	2022 Dec	2022 YTD
Response:	# Structural fires	0	0	0	0	0								0
	# Other fire calls	0	0	0	1	1								2
	# Motor Vehicle Incidents	8	4	2	3	4								21
	# First responder calls	6	4	4	5	1								20
	# Miscellaneous calls	1	2	0	0	2								5
Safety:	# Worksafe related incidents	0	0	0	0	0								0
		1st Quarter				2nd Quarter		3rd Quarter		4th Quarter				
Active Membership:	Chief:	1				1		1		1				
	# Active officers (not incl Chief):	5												
	# Other active members (not in officer role):	16												
	Total # - Active Members:	22				1		1		1				
	Target range optimal # active members:	30												
Firefighters: (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters	2												
	# Members fully qualified as exterior firefighters, interior firefighting in progress	2												
	# Members fully qualified as exterior firefighters	2												
	# Members in training for exterior firefighting	19												
	# New members: no training	0												
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"	4												
	# Instructors qualified to train ONLY to exterior operations level "in-house"	3												
	# Competency evaluators "in-house"	4												
# Certified as first responders		13												

	TOTAL PRICE:	DETAILS:	BUDGET:	FORECAST:	ACTUAL COSTS:
1	General Conditions	Professionals, first aid, clean-up, porta-potties, temporary utilities, geotech, site survey, disposals, insurance, site office	300,500.00	376,037.00	376,036.19
2	Site Construction	Excavation	86,000.00	118,180.00	118,179.04
3	Concrete	Forming, rebar, concrete	135,512.00	158,990.00	158,989.02
4	Masonry	Block wall	64,800.00	57,530.00	57,530.00
5	Metals	Steel Building	589,172.00	515,484.86	515,484.86
6	Woods & Plastics	Framing & Painting	88,754.00	135,196.66	135,196.93
7	Thermal & Moisture Protection		10,000.00	22,531.00	22,531.63
8	Doors & Windows	Doors - interior, overhead x 4	4,200.00	39,702.00	39,701.55
9	Finishes	Drywall, built-ins, cabinetry	88,400.00	150,303.14	146,950.59
10	Specialties	Turn out gear rack	15,000.00	20,286.00	20,285.53
15	Mechanical	Heating & plumbing	190,253.00	224,660.20	224,659.07
16	Electrical	(includes alarm system)	74,755.00	136,689.00	136,688.25
	Second Floor Deck	funded through donations	0.00	27,838.00	27,837.62
		SUBTOTAL	1,647,346.00	1,983,427.86	1,980,070.28
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		MAGNUM CONSTRUCTION BUDGET APR 18/19	1,894,448.00	1,983,427.86	1,980,070.28
	Borrowing Costs	RBC	40,000.00	21,271.00	21,270.92
		5% Additional Contingency for Borrowing Limit	82,367.00		
		BOARD ADJUSTED BUDGET MAY 25/19	2,016,815.00	2,004,698.86	2,001,341.20
	Design Work	Prof. work to develop budget	74,375.00	73,621.81	73,621.81
	Administration costs	Staff time, DBID office costs	0.00	8,000.00	7,020.27
		Includes Referendum costs: \$2382.45 (not capitalized)			
		TOTAL PROJECT COSTS:	\$2,091,190.00	\$2,086,320.67	\$2,081,983.28
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		Less 2021 Costs**			-\$792,327.68
		2022 Costs			\$34,122.79

*Holdbacks to Dec 31/20: \$74,818

**Holdbacks to Dec 31/21: \$10,418

Fire Hall Building Fund	
Building Fund Dec 31/21	63,591.21
Building Tax 2022	0.00
2022 Expenses	-12,281.88
Applied to loan	-45,191.07
	\$6,118.26

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,757,513
	Loan paid out Mar 15/22

Capital Tax Advances	
Spring 2021	\$1,300,000
Fall 2021	\$365,000
Spring 2022	\$92,513
Total Borrowing	\$1,757,513

Building Donations		Second floor	
To Dec 31/20	102,825.00		21,000.00
2021 to date	11,000.00		10,000.00
	\$113,825.00		\$31,000.00
Applied to loan	-\$108,825.00		-\$3,162.00
Remainders:	For signs: \$5,000	Deck Exp: \$27,838.00	

DBID FireSmart Program Report – June 16, 2022 Board meeting
 Prepared by Janine Sibley

As of June 10, 2022 –

- 41 FireSmart Property Scorecard Assessments completed
- 36 FireSmart Property Mitigations completed
- 3 FireSmart Property Assessments to be scheduled

September 16 to June 10, 2022	Revenue	Expenses
Wages – Administration		\$7,841.80
Wages – FS Coordinator		\$9,278.50
Wages – FS Labourers		\$10,260.90
CPP Expenses		\$1,122.35
EI Expenses		\$592.80
Worksafe Expenses		\$435.42
Equipment Expenses		\$721.63
UBCM Initial payment	\$37,500.00	
Totals	\$37,500.00	\$30,253.40
Revenue minus Expenses		\$7,246.60

Extension Request - UBCM has approved our extension request for an additional 6 months so the program can continue through December 2022.

FireSmart Labourer hire - Don and I met with a potential FireSmart Labourer and we feel that he will be a great addition to the team. I checked his references, and they all gave him great reviews. Our original FireSmart Labourer that had limited availability has since resigned so we currently have 2 competent FireSmart Labourers that complete the team.

TO: Board of Trustees

DATE: June 10, 2022

FROM: Leslie Carter, Administrator

SUBJECT: Quotes for Exterior Lift

Purpose

To provide information regarding the costs for the supply and installation of an exterior lift to allow disabled access to the second floor of the new fire hall.

Background

In September 2021, the board approved the addition of an exterior lift to the capital plan for Fire Protection, budgeted at \$15,000. At that time it was indicated that donations may be available for the purchase. By the end of 2021, \$21,000 in donations had been received specifically directed for the purchase of an exterior lift.

In March 2022 the board increased the budget for the exterior lift from \$15,000 to \$21,000 to match the donations received.

Several elevator firms were approached to quote for the supply and install of an exterior lift. Three quotes have been received that range from \$40,900 to \$49,865 (note: disabled lifts are PST/GST exempt). The quotes all have features and options included and they will need to be reviewed for completeness and detail to allow for proper comparison.

In addition to the quoted costs, DBID will be responsible for the cost of the following:

1. Supply of permanent power source per drawings specifications
2. Telephone line
3. Poured concrete pad (size will be dependent on location), details provided on shop drawings
4. Adequate exterior lighting

Suppliers were questioned as to whether a used lift could be purchased. These suppliers do not sell used lifts and it was stated that it would be hard to find a used lift that would meet all the requirements of the new commercial code and the height travel for this specific building.

Financial Implications

This project is a capital purchase and currently budgeted on the Fire Protection Capital Replacement Schedule. The current budget amount is set at \$21,000 which matches the funds that have been provided through donations. The Capital Replacement Fund has a balance of \$585,628 as of Dec. 31/21. A significant portion of this is allocated for the replacement of truck 8-1 and other previously budgeted capital purchases.

In order to move ahead with the purchase and installation of an exterior lift the DBID will need to approve the expenditure of additional funds and/or find additional sources for funding. Additional funding required is a minimum of \$20,000 for supply and installation plus the costs of items not included in the quotes (costs still to be determined).

There are organizations that provide grants for disability related projects however the scope of this project does not qualify for all the grants.

BC Rehab (<https://bc rehab.org/applications/project-grant/>) Project Grant: Funds are available to “non-profit organizations or community groups based in British Columbia”. It is not clear if DBID would be considered eligible. Average approved funding requested falls between \$2,000 and \$5,000. There are two upcoming application periods: Deadlines: August 26th, 2022 and November 10th, 2022.

Gov't of Canada (www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html) Enabling Accessibility Fund: DBID could potentially qualify as a “small municipality”. The last funding round closed in 2020 and there is no information as to if or when future funding will be available.

Several other opportunities were investigated included Disability Alliance BC, other Federal programs, BC Provincial grants and tax credits. These all had restrictions for eligibility (no governmental organizations or home owners only) or the program did not fund capital costs.

Summary/Conclusions

In order for the Exterior Lift project to move forward the board will need to determine a source for the additional costs over what has currently been budgeted.

Options include authorizing expenditure of capital replacement funds, approaching the Deep Bay Fire/Rescue Society to see if they are willing to fund any or all additional costs, applying to BC Rehab for partial funding and/or waiting to see if another funding round opens for the Federal Enabling Accessibility Fund.

Water Supply Planning and Communication in the Regional District of Nanaimo Project Backgrounder

The Regional District of Nanaimo (RDN) has initiated a project to better understand the current state of drinking water supply planning across the region, and how purveyors communicate this to the public. This starts by developing a set of best practices in the context of climate change, then comparing this with how supply planning and communications are currently done. We will review practices for RDN's water services, as well as for other service providers who choose to participate, including municipal, Indigenous, improvement district, and private systems. We will also explore local Provincial Government allocation practices. The end goal is to understand how climate change is integrated into community planning within the RDN and support improved public understanding.

Participating water service providers will benefit from this work as follows:

- they will be able to provide feedback on a water supply best practices guide, tailored to the circumstances of our region, and will receive a copy of the guide at the end of the study;
- an external consultant team will review their current water supply planning practices against the best practices guide, in consultation with the participant; the team will then provide a short summary that will also be included in a summary regional report; this will help purveyors understand existing strengths and areas that may need more attention;
- they will receive public-oriented communication material; this can be used to share study results and improve customer confidence that water system managers address projected effects of climate change in their planning.

This project is supported by Victoria-based consulting firm Econics (www.econics.com) in partnership with Kerr Wood Leidel (www.kwl.ca) and Waterline Resources Inc. (www.waterlineresources.com).

This work was recommended by the RDN's Climate Action Technical Advisory Committee, a group of local experts in engineering, renewable energy, hydrology, resource management and planning.

The review of each water service will be high-level and intended to support collaborative future regional planning given the threats posed by climate change. This is not a formal performance audit. The final project summary report will be useful for identifying shared challenges and initiatives that could benefit from additional funding or regional approaches.

The methodology includes a focus group with smaller water system administrators as well as examination of relevant documentation the participants may provide to the consulting team. A draft of the best practices guide will also be provided before the focus group. We will refer to this during the session, which will take about 90 minutes. During this time, we will explore the following themes as they apply to your service:

- understanding supply,
- forecasting and managing demand,
- planning and managing for resilience,
- communicating planning to customers.

More information about the project how your input will be used will be provided at the start of the focus group. If you have any questions or concerns, please contact Kirk Stinchcombe at kirk@econics.com or +1 250 588-6851.