

**DEEP BAY IMPROVEMENT DISTRICT**  
**AGENDA FOR THE REGULAR BOARD MEETING**

**July 21, 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**

George Cousineau regarding slope repairs

**5. Approval of minutes**

That the following minutes be adopted:

**5.1. Regular meeting minutes of June 16, 2022**

**6. Business arising from the minutes**

**7. Monthly Reports**

That the board receive the following for information:

**7.1. Operator's Report**

**7.2. Fire Chief's Report**

**7.3. Financial Reports**

Total cheques issued for Water for June 2022: \$9,277.94

Total cheques issued for Fire for June 2022: \$19,862.76

**7.4. FireSmart Program Report**

**8. Reports**

**8.1. Staff Report: Conference Phone**

That the board approve the purchase of a conference phone and associated costs

**9. Committee minutes**

That the board receive the following Committee minutes for information:

**9.1. Fire Protection Committee meeting - June 29, 2022**

**9.2. Facilities Committee meeting - June 30, 2022**

**10. Committee Recommendations**

**10.1. Fire Protection Committee**

**10.1.1. Repairs to 8-2**

To pursue Steve Marshal Ford for head gasket repairs on truck 8-2, quote provided for \$14,235.60 (including tax)

**10.2. Facilities Committee**

Continued over>>

**10.2.1. Training Area Fencing**

1. To install the panels purchased by Bob around compound, starting across the front and then down the side, with volunteer labour, and then to see what else is required
2. To reimburse Bob Leggett for the purchase of 11 chain link panels with welded frames at a cost of \$550.00.

**10.2.2. Painting of Meeting Room**

To accept the quote from Lance Darnell of \$1,800 (excluding tax) for painting of the meeting room not including the ceiling.

**10.2.3. Exterior Lift Costs**

To look into an interior or exterior chairlift instead of an elevator.

**11. Correspondence In:**

- 11.1. July 4, 2022 – Westisle Heating & Cooling, maintenance proposal
- 11.2. July 14, 2022 – McElhanney, tender documents for Thompson Clarke Dr. West slope restoration

**12. Correspondence Out:**

**13. Old Business**

- 13.1. Fire Hall Grand Opening Report
- 13.2. Staff Memo: List of persons for “thank-you” for fire hall project

**14. New Business**

- 14.1.

**15. Question Period**

**16. Motion to adjourn**

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

Water Delivery from June 8/22 To July 16/22 Total # Days 38 Days

Well #	1	2	3	4	5	6	8	TOTAL
Imp. Gals	/	/	/	2640	1,312,080	761,420	2,527,140	4,603,280
Pump Hrs	/	/	/	24 min	201	118	323	642.3
G/P/M	/	/	/	110	109	108	136	119

Average Gallons for 620 connections: 195 Gal Day. Previous Month: 129 Gal Day

Observation Well #310 Date July 16/22 Level (Meters) 8.016 Previous Month: 7.732

ROUTINE / SCHEDULED:	COMPLETED	DETAILS / NOTES
Daily		
Inspect and record water storage level in reservoir	✓	I installed one
Complete daily logbook	✓	new servic @
Weekly		
Test run all wells	✓	Thompson Clarke Rd.
Routine Inspection of operating wells & pumps	✓	East. No problems here.
Bi-Weekly		
Collect water samples as per VIHA requirements	✓	
Monthly		
Prepare report for monthly board meeting	✓	I have met with
Attend Board of Trustee's & Trustee's Committee meetings	✓	Edgett and Simon
Test run emergency generator	✓	Stubbs several times
Quarterly		
Inspect main pressure reducing station components	✓	to go over various
Hand delivery of notices to up to 15 specific customers	✓	issues with the
Tour entire distribution system (20 km) for deficiencies	✓	Gainsburgh Road paving.
Bi-Annual		
Exercise all isolation valves on mains	✓	Such as Nelson Box
Annual		
Cross connection and back-flow all meter check valves	✓	locations & once to
Maintain fire hydrants by tearing down and testing; colour code	✓	identify a 2.5" black
Inspect 21 air valves	✓	poly pipe (which would
Attend Annual General Meeting	✓	appear to be an
Periodic/ Seasonal		
Service Air Valves and reservoir probes	✓	abandoned water line
Maintain DBID's inventory of parts, materials, tools	✓	from days gone by)
Flush Hydrants	✓	
Provide Time/materials estimates for non-emergency repairs & upgrades	✓	I have also met

RECOMMENDATIONS TO THE BOARD: with Nathan from McElhenney to assist with a couple concerns regarding the surveying and prep for the site of the new reservoir.

Also we had a small hiccup with the soda involving well 6, but this appears to be a failing backup battery with the UPS in well 6.

All else is good and water tests continue to come back clean.

[Signature]  
Maintenance Contractor

July 16/22  
Date:

OPERATOR #6464

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	0						0
	# Other fire calls	0	0	0	1	1	0							2
	# Motor Vehicle Incidents	8	4	2	3	4	0							21
	# First responder calls	6	4	4	5	1	3							23
	# Miscellaneous calls	1	2	0	0	2	1							6
Safety:	# Worksafe related incidents	0	0	0	0	0	0							0
Active Membership:	Chief:	1				1				1				1
	# Active officers (not incl Chief):	5			4									
	# Other active members (not in officer role):	16			17									
	<b>Total # - Active Members:</b>	22			22					1				1
	Target range optimal # active members:	30			30									
Firefighters: (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters	2			2									
	# Members fully qualified as exterior firefighters, interior firefighting in progress	2			2									
	# Members fully qualified as exterior firefighters	2			2									
	# Members in training for exterior firefighting	19			19									
	# New members: no training	0			0									
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"	3			3									
	# Instructors qualified to train ONLY to exterior operations level "in-house"	4			4									
	# Competency evaluators "in-house"	4			3									
<b># Certified as first responders</b>		13		13		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	376,036.38
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 *signage funding through donations	88,400.00	150,330.06	150,329.65
10	Specialties	Turn out gear rack	15,000.00	20,336.22	20,335.75
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
		<b>SUBTOTAL</b>	<b>1,647,346.00</b>	<b>1,983,505.00</b>	<b>1,983,499.75</b>
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		<b>MAGNUM CONSTRUCTION BUDGET APR 18/19</b>	<b>1,894,448.00</b>	<b>1,983,505.00</b>	<b>1,983,499.75</b>
	Borrowing Costs	RBC	40,000.00	21,271.00	21,270.92
		5% Additional Contingency for Borrowing Limit	82,367.00		
		<b>BOARD ADJUSTED BUDGET MAY 25/19</b>	<b>2,016,815.00</b>	<b>2,004,776.00</b>	<b>2,004,770.67</b>
	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	7,220.27
		Includes Referendum costs: \$2382.45 (not capitalized)			
		<b>TOTAL PROJECT COSTS:</b>	<b>\$2,091,190.00</b>	<b>\$2,086,397.81</b>	<b>\$2,085,612.75</b>
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		Less 2021 Costs**			-\$792,327.68
		2022 Costs			\$37,752.26

\*Holdbacks to Dec 31/20: \$74,818  
 \*\*Holdbacks to Dec 31/21: \$10,418

RBC Drawdown		Fire Hall Building Fund			
Total available funds:	\$2,000,000	Building Fund Dec 31/21	63,591.21		
Draws to date	\$1,757,513	Building Tax 2022	0.00		
<b>Loan paid out Mar 15/22</b>		2022 Expenses	-12,532.10		
		Applied to loan	-45,191.07		
			<b>\$5,868.04</b>		
Capital Tax Advances		Building Donations		Second floor	
Spring 2021	\$1,300,000	To Dec 31/20	102,825.00		21,000.00
Fall 2021	\$365,000	2021 to date	11,000.00		10,000.00
Spring 2022	\$92,513		\$113,825.00		\$31,000.00
<b>Total Borrowing</b>	<b>\$1,757,513</b>	<b>Applied to loan</b>	<b>-108,825.00</b>		<b>-3,162.00</b>
		Signage / 2nd floor deck	-3,379.06		-27,838.00
		Remainder (signage)	\$1,620.94		\$0.00

## FireSmart Staff Report

DBID FireSmart Program Report – July 21, 2022 Board meeting  
Prepared by Janine Sibley

As of July 15, 2022 –

- 47 FireSmart Property Scorecard Assessments completed
- 41 FireSmart Property Mitigations completed
- 2 FireSmart Property Assessments to be scheduled

September 16, 2021 to July 15, 2022	Revenue	Expenses
Wages – Administration		\$8,994.55
Wages – FS Coordinator		\$10,259.00
Wages – FS Labourers		\$11,337.30
CPP Expenses		\$1,245.38
EI Expenses		\$663.76
Worksafe Expenses		\$489.87
Equipment Expenses		\$721.63
UBCM Initial payment	\$37,500.00	
Totals	\$37,500.00	\$33,711.49
Revenue minus Expenses		\$3,788.51

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**TO:** Board of Trustees

**DATE:** July 15, 2022

**FROM:** Janine Sibley, Admin Assistant

**SUBJECT: Conference Phone Line**

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**Purpose**

To provide information regarding the costs for the supply and installation of a conference phone for use in DBID board meetings.

**Background**

Recent board meetings have proven to be challenging when calling in remotely, it was suggested that the board consider purchasing a conference phone.

**Research**

I researched a few possibilities for conference phones and have been in touch with both Telus and Shaw. Telus recommends a separate phone line dedicated to a conference phone at a cost of \$570 for the hardware plus \$30 per month for the extra line.

Another option, and the one that seems to make the most sense, is to use our existing Shaw line (Shaw would add a phone jack on the board room side). We would purchase a compatible conference phone for approximately \$400 to \$450, plus shipping. A site visit from Shaw to wire a new phone jack would be an estimated \$150.

I did have a look at the possibility of having wireless speakers that would cost \$100-\$150 but the distance to the modem is too far.

**Summary/Recommendation**

After reading some consumer reviews on conference phones, I found that Vtech had the best consumer reviews.

Vtech has a 2 microphone conference phone system and a 4 microphone system. The portable microphones can be placed on the board room table so that each person would be near a microphone. The 4 microphone system, is rated slightly better and is able to transmit multiple digital audio streams which are synchronized to maximize pickup range in all directions. It also has enhanced noise reduction with echo cancellation so perhaps a better overall phone to use when necessary to call in to the board meetings.

Either of these conference phones can be ordered through Vtech Canada.

**Financial Implications**

Propose that DBID purchase a Vtech 4 microphone conference phone – \$450 plus \$150 Shaw site visit = \$600 budget