

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

**May 15, 2019**

**Trustees:** Don Milburn, Chair  
Tom Plensky  
Linda McKay  
Bob Leggett  
Candace Cowan  
Claire Hilscher

**Regrets:** Dave Simpson

**Staff:** Leslie Carter, Administrator  
Don Bucher, Operator

**Guests:** 5

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

**Introduction of late items:**

Correspondence In:

May 14, 2019 – Ministry of Municipal Affairs and Housing, approved order extending the boundary of Deep Bay Improvement District for Lot 11 Sabina Road.

New Business:

Staff Report: Public Feedback on Financing Options for Fire Hall Project

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

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

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on April 17, 2019**

**Motion: to approve the minutes of Regular Board Meeting of April 17, 2019**

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

**Minutes of the Special Board Meeting held on April 25, 2019**

**Motion: to approve the minutes of Special Board Meeting of April 25, 2019**

**Claire Hilscher                      Seconded: Candace Cowan                      Vote: Carried**

**Minutes of the Special Board Meeting held on May 8, 2019**

**Motion: to approve the minutes of Special Board Meeting of May 8, 2019**

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

**Business arising from the minutes:**

Administrator is still working to get a company for tree removal – the power lines have been an issue for companies contacted so far.

McElhanney and Wacor are meeting next week with MOTI to review the extent of asphalt paving required on the main replacement job.

**Operator Monthly Report:**

**Operations & Maintenance Report for Apr. 9 – May 9, 2019**

Water Delivery: April 9 – May 9, 2019: 2,342,340 Imp. Gal.

Average daily use/connection (610 connections): 128 Imp. Gal.      Previous Month – 142

Observation Well #310 Levels (meters): May 9, 2019: 7.76      Previous Month – 7.6

Contractors ran into an issue reinstalling a hydrant at the top of Seaview due to the condition of the connecting pipe. One of the old CLOW was installed temporarily.

**Motion: to approve the installation of a new hydrant to replace the temporarily install CLOW at the top of Seaview.**

**Bob Leggett                      Seconded: Candace Cowan                      Vote: Carried**

Identified culvert leak on Seaview Drive will be discussed with MOTI when they are on site for the paving meeting.

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

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

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:** presented by Leslie Carter

Call outs for April 2019: 12 (5 MVI, 5 First Responder, 0 Fire, 2 Misc.)

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

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

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

**Finance Committee:** no meeting

Total payments issued for April 2019 Water: **\$26,389.56**

Total payments issued for April 2019 Fire: **\$56,002.34**

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

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

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** no meeting

**HR Committee:** no meeting

**Planning Committee:** no meeting

**Correspondence In**

April 17, 2019 – Ratepayer – re: RBC online bill payments, tax increase

April 24, 2019 – Stuart McLean, Area H Director, Regional District of Nanaimo, Notice of motion regarding allocation of Community Works Funds to the Deep Bay Improvement District

May 8, 2019 – Rodway & Perry, modification of Statutory Right of Way F95738

May 8, 2019 – CUETS Financial – Business Mastercard program is discontinued

May 14, 2019 – Ministry of Municipal Affairs and Housing, approved order extending the boundary of Deep Bay Improvement District for Lot 11 Sabina Road.

**Correspondence Out:** none

**Motion: to respond to ratepayer concerns outlining fees required by RBC that DBID is not willing to take on as part of the effort to keep expenses reasonable**

Claire Hilscher      **Seconded: Candace Cowan**      **Vote: Carried**

**Motion: to approve the modifications to Statutory Right of Way F95738 as presented b Rodway & Perry**

Linda McKay      **Seconded: Candace Cowan**      **Vote: Carried**

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

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

**Old Business:** none

**New Business**

Feedback from May 14 public information meeting

Consolidated results from all feedback received, both at the office via email and in person and from feedback forms at the May 14 meeting:

Option 1 Private Financing: 29%      Option 2 Provincial Financing: 71%

Board discussed the meeting, including how questions from the audience were answered.

**Motion: to proceed with Option 2, Provincial Financing, for long-term financing of the fire hall project**

Linda McKay      **Seconded: Candace Cowan**

**A recorded vote was requested.**

**In favour: Linda McKay, Candace Cowan, Bob Leggett, Claire Hilscher**

**Opposed: Tom Plensky, Don Milburn**

**Vote: Carried**

Discussion regarding timeline to proceed to referendum

Dates tentatively set based on having the mail out by June 10, 2019:

Open house/information meeting: Wednesday, June 26, 2019 (to be an evening meeting)

Advance voting opportunity: Tuesday, July 9, 2019

General voting day: Saturday, July 13, 2019

Board will need to hold a special board meeting prior to the mail out to confirm wording of referendum question, short-term borrowing bylaw, short-term borrowing terms and the mail out information package. Date is to be determined.

**Question Period:**

Q.: Doug Harrison, Lighthouse Country Living publication: is looking for information as to why the Deep Bay Fire Department operates differently from the Bow Horn Bay Fire Department which operates under the RDN.

A reply will be drafted by Don Milburn and once reviewed by the board will be forwarded via email to Doug. Doug will provide a copy of the article prior to publishing.

There being no further business the meeting was adjourned at 8:35 pm.

The above minutes were approved by the Board of Trustees on June 19, 2019.

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

\_\_\_\_\_  
Officer