

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING

March 9, 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: Claire Hilscher, Chair
Tom Plensky
Linda McKay
Tony Botica
Colin Thompson
Robert Hale
Suzanne LaRoy

Staff: Leslie Carter, Administrator

Guests: Ryan Fisher, Magnum Project Management (MPM)
Christo Kuun, Owner Representative, Fire Hall Project

Call to Order: 7:00 pm

Introduction of late items:

New Business: future use of old fire hall

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Robert Hale Vote: Carried

New Business:

Updated costing for second floor

Additional costing for the second floor HRV system (\$20,000) is based on requirements set out by the mechanical engineers.

Optional costs for heating (\$6,000) is for a fan-coil unit to run on existing heat pump downstairs. This is a more efficient form of heating. There is a higher capital cost but there will be cost savings over the future life of the system (5-20 years dependent on several factors). Electrical heating is still required but this would supplement that system.

Christo has a call into the RDN building inspector to see if the HRV system is required under the building code for this building. If the RDN indicates a HRV system is not required, the mechanical engineer would need to be consulted as their sign-off is required prior to an occupancy permit being issued.

Board decision regarding approval of costing to be deferred until HRV requirements have been clarified.

Expected completion date is estimated early July but due to the pandemic some materials have very long delivery windows. If the HRV is required, the delivery is an estimated 10-12 weeks. Partial occupancy is something that MPM will need to discuss with the RDN.

Ryan and Christo left the meeting at this point.

Colin will follow up with Ryan regarding how the heating system operates (is it manual, programmable, can it be monitored remotely etc.)

Colin will follow up Christo to suggest that requirements from the RDN be obtained in writing.

Future use of old fire hall:

Discussion regarding renting out part of old hall to commercial enterprise.

Motion as amended: to direct administrator, with regarding to renting out part of old fire hall, to determine what current zoning allows, what the process is for amending zoning if required, impacts to insurance and feasibility of separate utilities for one side of old building.

Suzanne LaRoy Seconded: Robert Hale Vote: Carried

Claire requested trustees review current meeting procedures bylaw prior to March 17 board meeting.

Claire will be stepping down as chair prior to the April 21 board meeting so a new chair will need to be elected at that meeting.

There being no further business, the meeting was adjourned at 8:38 pm.

The above minutes were approved by the Board of Trustees on March 17, 2021.

By: _____
Chair of the Trustees

Officer