

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

**July 21, 2021**

**Trustees:** Claire Hilscher, Interim Chair                      Colin Thompson  
Tom Plensky    Robert Hale  
Linda McKay    Suzanne LaRoy, Chair until resignation

**Regrets:** Tony Botica

**Staff:** Leslie Carter, Administrator  
George Lenz, Fire Chief

**Guests:** 1

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

**Introduction of late items:**

Motion of confidence & support for people that work for the district

Air conditioning for the administrative office – new business

Drought management plan – new business

Meeting procedure bylaw, regarding section 46 – new business

Update regarding header over overhead door – old business

BC Ambulance Update – Fire Chief’s report

Fencing of compound – Facilities committee

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

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

**Motion: to make a motion of confidence and support for the people that work for us, not just our Administrators and Contractor, but also the 22 fire fighters and especially the Fire Chief and the two volunteers that worked for over a year to get the specifications required for our replacement truck as the board asked them to do.**

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

**Petitions and Delegations**

Christo Kuun, Owner Representative, Fire Hall Project

July 21, 2021 Project Update report provided by Magnum Project Management (MPM).

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, WorkSafe BC now requires a communicable Disease Prevention Plan.
4. Division 2 – Civil Works - First, Second & Third stages completed. Exterior grading (fourth stage) not completed. Grading scope not decided by DBID as of this report.

5. Division 3 – Concrete – Concrete polishing is completed as per original budget, touch ups planned

- a. Options are being discussed re concrete cracking
- b. Cracks are cosmetic only – McGill Engineering commented

Final concrete work may be completed per DBID

Blacktop aprons may be placed at the front & rear Fire Hall truck entrances

- a. DBID to advise on scope change

A small slab will be placed adjacent to the North side door

Genset slab for modified container – 25 lm from Northwest side of hall

6. Division 4 – Masonry: completed.

7. Division 5 – Metals – Structure completed. Workmanship warranty extended from 1-year to 3-years.

8. Division 6 – Woods & Plastics: Stairs & railings are currently being completed

9. Division 7 – Thermal Protection: Completed.

10. Division 8 – Doors: Electric doors competed, all doors install both floors, doors are painted & hardware is installed.

11. Division 9 – Finishes

- a. Drywall completed.
- b. Paint primer completed.
- c. Paint first coat completed.
- d. Upstairs floor treatment costed, pending availability – ordered soon.
- e. Cabinetry lower installed.
- f. Truck hall perimeter wood installed.
- g. Trim at 98%.

12. Division 10 – Specialties: Turn out gear racks have arrived, installation is pending

13. Division 15 – Mechanical & Plumbing

- a. Interior final ducting in progress.
- b. Heat pump & head units (2) installed
- c. Final plumbing on lower floor is substantially complete (98%)

14. Division 16 – Electrical: McCormack is onsite installing as required, lower floor substantially complete (97%). Upper floor is 90%.

15. Overall – Balance of building pricing: either out for pricing or pending out for pricing on remainder. Very little is not accounted for currently.

16. Upstairs – Summary

- a. HVAC is onsite
  - i. Ducting should be completed by July 23
  - ii. Contractor communicates any updates

- b. Order of installations:
  - i. HVAC in ceiling area
  - ii. T-bar ceiling – remainder
  - iii. Kitchen & counters to be delivered July 27
  - iv. Remainder of plumbing/electrical/trim works, etc.
- c. Upper Deck area
  - i. Stairs and railings currently ongoing

17. Quick Summary

- a. Upstairs 75% complete – see #16 summary for details
- b. Lower floor is substantially completed (97%) of value (original scope/budget)
- c. Exterior concrete & driveway works to be finalized/scope confirmed
- d. Exterior deck in progress – railings/stairs ongoing
- e. We remain on target within budget, no major concerns

**Motion: to approve costs of concrete and asphalt for new hall as outlined by Magnum for a cost of \$21,700 plus preparation costs**

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

Discussion regarding signage for new building – no costs were budgeted. Quotes have been solicited for “no parking” signs for four overhead doors and for a Fire Department sign

**Motion: to defer decision on acceptance of signage quotes (\$96 + tax per door for parking signs, \$1738.50 + tax for Fire Department sign) until the next meeting with the hope that funds may become available from the Deep Bay Fire/Rescue Society**

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

Discussion regarding replacement of siding on existing building: siding has been purchased and quote received for installation. This could be funded from the Building Maintenance budget rather than the fire hall budget.

Christo to speak to Randy regarding cameras currently in use that were paid for as part of the new hall budget.

Trustee would like to know the costs for moving the generator and why other options were not presented to the board for consideration – question to be put to MPM at next meeting.

Discussion of concrete cracking: it has been confirmed by the structural engineer that cracks are cosmetic only, not structural. Some cracking can be addressed with door thresholds that are required anyway for fire safety. Quotes are being requested from concrete experts and for vinyl flooring for common area, office and washrooms. Question of who would pay for this work. Christo indicated the cracking will not affect the occupancy permit. The board could deal with MPM once costs for flooring options come in.

**Motion: to receive report from MPM as presented**

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

Christo left the meeting at this point.

**Minutes of the Regular Board Meeting held on June 21, 2021**

**Motion: to approve the minutes as amended of Regular Board Meeting of June 21, 2021**

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

**Business arising from the minutes:** Well 310 repairs are still pending, we have been told that we are a priority. The data logger is working and data has been uploaded to May 25, 2021 but live updates are not working. Current levels are below average due to low of precipitation over the winter resulting in lower than average recharge.

**Operator Monthly Report:**

**Operations & Maintenance Report for June 9 – July 15, 2021**

Water Delivery: June 9 – July 15, 2021: 6,768,740 Imp. Gal.

Average daily use/connection (620 connections): 303 Imp. Gal.      Previous Month – 196

Observation Well #310 Levels (meters): July 15, 2021: n/a      (waiting on repairs)

**Motion: to receive the Operator’s report as submitted**

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

System tour for trustees still to be scheduled for trustees and George Lenz would like to attend as well. Operator to be asked to bring proposed dates to next meeting.

**Operations & Maintenance Committee:** no meeting

**Fire Chief’s Report:**

Call outs for month of June: 7 (3 MVI, 1 First Responder, 2 Fire, 1 Misc.)

Calls have been picking up for July already.

Base of flag pole is disintegrating and will need attention. This can be addressed by facilities committee. Building Maintenance budget would be used to cover this work.

BC Ambulance station in Bowser will return to an “alpha station” meaning that it will be manned 24/7. Date of implementation of this change is not known at this time. Recent First Responder calls have been experiencing delayed ambulance response and sometimes only 1 attendant, meaning a delay if transport is required.

**Motion: to receive the Fire Chief’s report as submitted**

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

**Fire Protection Committee:** June 30, 2021 meeting

Committee report of June 30, 2021 was reviewed.

**Motion: to accept June 30, 2021 Fire Protection Committee report**

**Linda McKay                      Seconded: Colin Thompson                      Vote: Carried**

**Motion: to not hire someone to write the RFP for the purchase of truck 8-1 replacement**

**Linda McKay                      Seconded: Tom Plensky**

**A recorded vote was requested:**

**In favour: Tom Plensky, Claire Hilscher, Linda McKay, Robert Hale**

**Opposed: Suzanne LaRoy, Colin Thompson**                      **Vote: Carried**

Suzanne LaRoy verbally resigned from the board effective immediately and left the meeting at 8:20 pm.

Election of chair: Claire Hilscher was elected to serve as interim chair for the remainder of the meeting.

**Fire Hall Replacement Committee:** no meeting

**Finance Committee:** no meeting

Total payments issued for June 2021 Water: **\$23,346.70**

Total payments issued for June 2021 Fire: **\$35,019.46**

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

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

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** no meeting

Meeting is still pending to review fencing requirements and to review meeting spaces in both new and old buildings. Training area requiring fencing is still to be determined by Don Coghill & George Lenz.

**HR Committee:** no meeting

Meeting is required to discuss FireSmart Grant. Monday, Aug. 16 proposed. Administrator to confirm availability with Tony Botica. Meeting could be held in the day or evening.

**Planning Committee:** no meeting

**Correspondence In:**

June 30, 2021 – Min. of Municipal Affairs, Bylaw No. 244, "Meeting Procedures Amendments Bylaw, 2021" registered

July 12, 2021 – Min. of Municipal Affairs, Amendments to Local Gov't Act, BC Restart Plan

July 14, 2021 – Min. of Transportation & Infrastructure, reply regarding Road Access to Critical Drinking Water Infrastructure

**Correspondence Out:** none

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

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

**Old Business:**

**Motion: to introduce and give first reading of Bylaw No. 245 "North Island 9-1-1 Corporation Agreement Bylaw 2021" to authorize the execution of an agreement with the North Island 9-1-1 Corporation**

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

Bylaw amended to replace Suzanne LaRoy with Claire Hilscher as authorized to execute agreement along with Leslie Carter.

**Motion: to reconsider and finally pass Bylaw No. 245 “North Island 9-1-1 Corporation Agreement Bylaw 2021” to authorize the execution of an agreement with the North Island 9-1-1 Corporation**

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

Signage regarding video surveillance: signage is required, based on guidelines from the Office of the Information & Privacy Commissioner. A policy should also be in place – DBID has an existing Privacy Policy and this can be amended to ensure it covers video surveillance. Administrator directed to update Privacy Policy and bring back to board for consideration. Signage can be determined and included with order with other signage being considered for the new fire hall.

Overhead door header – existing construction information was requested by and has been provided to McGill & Associates (Structural Engineers).

**New Business**

Meeting Procedure Bylaw - discussion regarding Section 46 to be tabled for a future meeting. For now, meetings will continue with all motions being seconded and voted upon.

Scheduling of 2021 AGM and trustee elections: Assuming the province moves to Step 4 of the BC Restart Plan on Sept. 7/21, an in-person AGM could be held at the fire hall. Elections need to be held but can be separate from the AGM. New terms could start after the AGM so current trustees would be presiding at the AGM.

**Motion: to tentatively schedule the 2021 trustee elections for Saturday, September 25**

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

**Motion: to tentatively schedule the 2021 AGM for Wednesday, October 6, at 7 pm**

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

Administrator will have draft mail out material for the next board meeting.

Trustee requests for information: trustees can ask staff for information that is in the employee’s normal course of duty and work. Administrator is comfortable at this time with no formal policy. Trustee requests have not, historically, been onerous. If this issue were to arise, the administrator would bring the trustee request to the board for direction. It would be very unusual that an FOI request would be required for inquiries related to a trustee’s role.

Drought Management Plan – no discussion.

**Motion: to approve up to \$1250 for the purchase of an air conditioner unit for the administrative office**

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

**Question Period:**

Q: at a recent Fire Department meeting, the issue of a lack of exit points in the community was raised. It was suggested that a siren or horn system could be implemented to augment the existing emergency phone alert program.

**Motion: to refer the request for a siren or horn system to augment the existing emergency phone alert program to RDN Area H Director Stuart McLean**

**Robert Hale**

**Seconded: Linda McKay**

**Vote: Carried**

There being no further business the meeting was adjourned at 9:30 pm.

The above minutes were approved by the Board of Trustees on August 25, 2021.

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

\_\_\_\_\_  
Officer

	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	330,140.00	298,505.62
2	Site Construction	Excavation	86,000.00	100,210.00	99,242.28
3	Concrete	Forming, rebar, concrete	135,512.00	151,901.25	120,471.40
4	Masonry	Block wall	64,800.00	57,530.00	57,530.00
5	Metals	Steel Building	589,172.00	515,501.86	515,484.86
6	Woods & Plastics	Framing & Painting	88,754.00	118,316.43	116,538.54
7	Thermal & Moisture Protection		10,000.00	21,893.00	21,893.19
8	Doors & Windows	Doors - interior, overhead x 4	4,200.00	38,345.00	38,281.21
9	Finishes	Drywall, built-ins, cabinetry	88,400.00	148,305.00	113,769.49
10	Specialties	Turn out gear rack	15,000.00	19,700.00	19,699.77
*					
15	Mechanical	Heating & plumbing	190,253.00	227,796.20	181,960.83
16	Electrical (includes alarm system)		74,755.00	127,172.28	73,879.39
		<b>SUBTOTAL</b>	<b>1,647,346.00</b>	<b>1,856,811.02</b>	<b>1,657,256.58</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>1,856,811.02</b>	<b>1,657,256.58</b>
	Borrowing Costs	RBC	40,000.00	40,000.00	16,293.45
		5% Additional Contingency for Borrowing Limit	82,367.00		
		<b>BOARD ADJUSTED BUDGET MAY 25/19</b>	<b>2,016,815.00</b>	<b>1,896,811.02</b>	<b>1,673,550.03</b>
	Design Work	Prof. work to develop budget	74,375.00	73,621.81	73,621.81
	Administration costs Includes Referendum costs: \$2382.45 (not capitalized)	Staff time, DBID office costs	0.00	5,600.00	4,641.63
		<b>TOTAL PROJECT COSTS:</b>	<b>\$2,091,190.00</b>	<b>\$1,976,032.83</b>	<b>\$1,751,813.47</b>
		Less 2019 Costs			<b>-\$77,352.05</b>
		Less 2020 Costs*			<b>-\$1,178,180.76</b>
		2021 Costs			<b>\$496,280.66</b>

\*Holdbacks to Dec 31/20 not included: \$74,818

Fire Hall Building Fund	
Building Fund Dec 31/20	46,993.00
Building Tax 2021	33,042.00
2021 Expenses to date	-10,521.62
	<b>\$69,513.38</b>

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,673,911
Remaining available funds	\$326,089

Building Donations		Second floor
To Dec 31/20	102,825.00	21,000.00
2021 to date		10,000.00
	<b>\$102,825.00</b>	<b>\$31,000.00</b>
Expensed (deck)		<b>\$13,573.19</b>