

**DEEP BAY IMPROVEMENT DISTRICT**

**MINUTES OF THE ANNUAL GENERAL MEETING**

**APRIL 12, 2022 – DEEP BAY FIRE HALL**

**Trustees:** Tony Botica, Chair Tom Plensky  
Susan Mielke Bob Leggett  
Robert Hale Colin Thompson  
Claire Hilscher

**Staff:** Leslie Carter, Administrator  
Janine Sibley, Administrative Assistant  
George Lenz, Fire Chief  
Don Coghill, FireSmart Coordinator  
Don Buchner, Water System Operator

**Presenter:** Cory Vanderhorst, CPA, CA – MNP LLP

21 members of the public in attendance.

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

Tony Botica, Chair, thanked everyone for coming out and respectfully acknowledged the Qualicum First Nation on whose traditional territory the meeting took place.

Trustees introduced themselves to attendees.

Tom Plensky was thanked for his time served on the board and congratulations were extended to Colin Thompson and Diane Koch on their election to the board with new terms starting April 21, 2022.

**Motion: to approve the agenda for the current meeting:**

**Tom Plensky                      Seconded: Stuart McLean                      Vote: Carried**

**Minutes of the Annual General Meeting held on November 4, 2021**

**Motion: to accept the minutes of November 4, 2021 Annual General Meeting**

**Susan Mielke                      Seconded: Hilary Robinson                      Vote: Carried**

**Business Arising From the Minutes: none**

**2021 Annual Report presented in written format:**

**Motion: to receive the 2021 Annual Report as presented**

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

**Auditor's Report and presentation of 2021 Financial Statements**

2021 Financial Statements were presented by MNP representative Cory Vanderhorst. DBID had another clean audit report with no issues noted.

Q: If there is critical infrastructure in place without a right-of-way, is this a liability?

A: This is not considered a liability if there is no legal action in place and no construction obligation in place.

**Motion: to receive the 2021 Financial Statements as presented**

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

### **Trustee's Honorarium**

**Motion: to approve the 2022 Trustees Honorarium at \$1,400.00 for the Board Chair and \$800.00 for each trustee for a total of \$6200.**

**Stuart McLean      Seconded: Suzanne LaRoy      Vote: Carried**

### **Written presentation from Deep Bay Fire/Rescue Society**

Tony Botica read the report as submitted.

**Motion: to receive the report from Deep Bay Fire/Rescue Society as presented**

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

### **FireSmart Grant for Home Assessments, program information & updates**

Don Coghill provided an overview of the Fire Smart program. 32 home assessments have been conducted to date. The program ends May 31, 2022 and the attendees were encouraged to apply soon if they were interested.

Q: With regards to fire safety, there is only one exit from the community. Are there any plans to address this?

A: The RDN is currently working on a Community Wild Fire Resiliency Program. Development in the area may be required to provide an additional entry/exit to the community. Subdivisions and road requirements are determined by the Ministry of Transportation and Infrastructure.

RDN has funding this year to address evacuation routes for Area F and part of Area H. There could be funding available next year to look at the rest of Area H that would include Bowser/Deep Bay.

### **Other business**

#### **Questions from the floor**

Q: The society has donated funds for an exterior lift and it would be nice to have this installed prior to the open house. What is the status of this project?

A: Costing and quotes have not been received for this project but the board is aware of the importance of this project.

Q: Stuart McLean, RDN Area H Director, received correspondence from property owners regarding the trail that runs between Thompson Clarke Dr. West and Ocean Trail. Copies of this correspondence were distributed to the attendees. The homeowner is proposing providing 6 meters of land on the boundary of the property adjacent to the railway to allow a level walking trail. This offer is contingent on the DBID relocating the existing watermain to this new area.

Stuart indicated he is in support of this proposal and that there may be RDN funds available to assist with the costs.

Discussion followed regarding this information:

This watermain was installed in the 1970's and is not on the current schedule for replacement, as determined by the district's engineers. Funds being made available from the RDN could facilitate moving this project forward.

Movement of the existing watermain would allow the property not to be dissected as it is with the current watermain placement. The existing ROW is too narrow and need to be widened to allow work to be done if required.

Current location is experiencing some erosion. Rock was brought in last year and a culvert extended. RDN parks staff are concerned about the stability and have erected some guard rail.

A report has been received by McElhanney Consulting on how to address an area of erosion and how to stabilize slope. This is from a civil engineer, not a geo-technical report. The DBID has been working diligently to ensure the integrity of the water infrastructure and professionals have been utilized as necessary including legal counsel.

DBID is currently waiting on a permit from Ministry of Environment that the property owners have signed off on, to allow the slope stabilization work to progress.

This offer is new information to the board that has financial implications that needs to go back to the board for consideration and to engage with the RDN.

**Motion: that the board commit to opening a dialogue with the RDN and home owners to bring this matter to a conclusion and avoid further legal fees.**

**Doug Champagne    Seconded: Tara Sinclair                    Vote: Carried**

It was noted that as per legislation, motions from the floor are not binding on the board. This matter needs to be introduced for discussion and consideration at a regular board meeting.

Q: How much has been spent to date on legal fees?

A: The Financial Statements include a line for professional fees but this includes all professionals including legal, engineering, auditing and any other consultants. If the office receives a request, this can be addressed within the requirements of the Freedom of Information and Protection of Privacy Act.

Tom Plensky thanked everyone for their support over the 15 years he has served as trustee.

Thanks went out to everyone that was involved in the construction of the fire hall. It was a big project and was a lot of work for all involved.

Recognition was given to George Lenz for his 35 years of service to the Deep Bay Volunteer Fire Department.

**Motion for Adjournment:**

**Tom Plensky                    Seconded: Susan Mielke                    Vote: Carried**

There being no further business the meeting was adjourned at 8:45 pm.

The above minutes were approved on April 21, 2022.

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Chair of the Trustees

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Officer