

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

**March 21, 2022**

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

**Regrets:** Colin Thompson

**Staff:** Leslie Carter, Administrator  
George Lenz, Fire Chief  
Don Buchner, Water System Operator (joined by phone to present report)

**Guests:** 3

**Call to Order:** 6:00 pm

**Introduction of late items:**

Request to draw funds from Equipment Fund for custom table for fire hall

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

**Robert Hale                      Seconded: Susan Mielke                      Vote: Carried**

**Petitions and Delegations:**

Presentation and review of 2021 Audited Financial Statements for board approval

MNP – Cory Vanderhorst, CPA, CA

Consolidated Financial Statements and Audit Findings Report to December 31, 2021 were presented and reviewed. The audit report was clean with no concerns noted.

**Motion: to accept the 2021 Audit Findings Report and 2021 Consolidated Financial Statements as presented**

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

Cory left the meeting at this point.

**Motion: to approve the minutes of Regular Board Meeting of February 17, 2022**

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

**Motion: to approve the minutes of Special Board Meeting of March 15, 2022**

**Robert Hale                      Seconded: Susan Mielke                      Vote: Carried**

**Business arising from the minutes:** none

**Fire Chief's Report:**

Call outs for month of February: 10 (4 MVI, 4 First Responder, 0 Fire, 2 Misc.)

Fire Department member, Dave Moase, has been put forward to replace Don Coghill on the Facilities Committee. Don Coghill was thanked for his service on the committee.

Truck 8-2 was taken in to see if the oil leak would be covered under warranty from previous work performed. Issue is not warranty related and the mechanic found that the head gaskets

are starting to go. George is still speaking to members to see how soon this needs to be addressed. Rough cost estimate is \$10,000 and truck will be out of service for about 1 week. Truck is scheduled for replacement in 2026 and this could be moved to 2027 with this work.

**Motion: to approve up to \$2,500 to be available from the equipment fund for the custom table**

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

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

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

**Fire Hall Replacement Committee:** March 6, 2022 meeting

No report – final meeting has been held and any outstanding issues will be dealt with by the Facilities Committee.

**Fire Protection Committee:** March 16, 2022 meeting

**Motion: to increase capital budget line for the external lift from \$15,000 to \$21,000 to match donations received to date**

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

**Motion: to accept changes as outlined to the new truck specifications and to proceed with issuing document for RFP for new truck**

**Claire Hilscher      Seconded: Susan Mielke      Vote: Carried**

Evaluation team will consist of the Fire Protection Committee and additional members of the fire department as determined by the fire chief.

**Motion: to accept Fire Protection Committee report as submitted**

**Claire Hilscher      Seconded: Bob Leggett      Vote: Carried**

**FireSmart Program Report:**

**Motion: to accept FireSmart Program report as presented**

**Bob Leggett      Seconded: Susan Mielke      Vote: Carried**

Don Buchner joined the meeting by phone

**Operator Monthly Report:**

**Operations & Maintenance Report for February 9 – March 9, 2022**

Water Delivery: February 9 – March 9, 2022: 1,712,040 Imp. Gal.

Average daily use/connection (620 connections):99 Imp. Gal.      Previous Month: 133

Observation Well #310 Levels (meters): Mar. 9, 2022: 7.49      Previous Month: 7.24

**Motion: to refer the Reservoir Replacement Assessment technical memo to the Operations & Maintenance Committee for review and to recommend next steps for reservoir replacement**

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

McElhanney will be asked to attend committee meeting to answer questions including regarding life span and maintenance issues between options.

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

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

Don Buchner left the meeting at this point.

**Operations & Maintenance Committee:** no meeting

**Finance/HR Committee:** no meeting

Total payments issued for February 2022 Water: **\$20,692.71**

Total payments issued for February 2022 Fire: **\$18,846.24**

**Motion: to close RBC account now that the final financing for the fire hall is complete**

**Bob Leggett                      Seconded: Susan Mielke                      Vote: Carried**

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

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

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** March 16, 2022 meeting

**Motion: to approve the Terms of Reference for the Facilities Committee as presented**

**Bob Leggett                      Seconded: Robert Hale                      Vote: Carried**

**Motion: to appoint Dave Moase to the Facilities Committee to replace Don Coghill**

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

**Motion: to table neighbourly fencing issue until discussion with neighbours can take place**

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

Bob will get count of what wood is available; one neighbour may also have wood available. Costing for wood privacy fence should be compared to chain link option.

**Motion: to proceed with obtaining quotes for security fence for practice area and to get separate quotes for 6 ft privacy fence with slats**

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

**Motion: to approve the quote from Westisle for \$6,577 for the installation of a heat pump in the DBID administration office**

**Susan Mielke                      Seconded: Claire Hilscher                      Vote: Carried**

DBID does not qualify for current rebates – they are all for residential installation only.

Installation of a gate, between buildings, using existing man gate, to be included with security fencing quotes.

**Motion: to approve installation of motion timer switch for lights around deck affecting neighbouring properties**

**Susan Mielke                      Seconded: Robert Hale                      Vote: Carried**

Quote to be obtained from McCormack & Sons.

**Motion: to approve hiring of company to come in and deal with small deficiencies including the recaulking where metal building meets concrete**

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

Recommendations to be forwarded to Administrator.

**Motion: to install Jim Dennison sign inside DBID meeting hall**

**Bob Leggett                      Seconded: Robert Hale                      Vote: Carried**

**Motion: to ask Christo to explore ideas for barbeque cover with the assistance of Robert**

**Susan Mielke                      Seconded: Bob Leggett                      Vote: Carried**

Robert will set up meeting with Christo.

**Motion: to remove the large fir tree at front of DBID property that is compromising the new fire hall's drainage**

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

Administrator will obtain quotes and see if cost can be offset by value of wood.

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

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

**Planning Committee:** no meeting

**Correspondence In:**

February 18, 2022 – Peter Mason Geomatics, Application for water service to proposed 2-lot conventional subdivision, DL 27, Plan 7560, Lot 13

March 1, 2022 – Ministry of Municipal Affairs, Bylaw 250 "Capital Tax Advance Spring 2022" registered

March 9, 2022 – Capri CMW, Certificate of Insurance for additional insured regarding slope stabilization project

March 10, 2022 – SNC Lavalin, set of drawings for MOTI Gainsberg resurfacing project

March 10, 2022 – McElhanney Consulting, re: Gainsberg drawings

March 14, 2022 – McElhanney Consulting, reservoir replacement assessment

March 14, 2022 – E. Russell, Application for water service to proposed 2-lot conventional subdivision, DL 28, Plan 22249 Lot 28

March 15, 2022 – Ratepayer, concerns regarding privacy and lighting issues from fire hall

March 15, 2022 – Ratepayers, concerns regarding privacy and lighting issues from fire hall

**Correspondence Out:**

February 28, 2022 - Ministry of Municipal Affairs, Bylaw 250 "Capital Tax Advance Spring 2022" for registration and filing

**Motion: to approve subdivision application for water service to proposed subdivision, DL 27, Plan 7560, Lot 13 pending compliance with all DBID bylaws. Applicant will be responsible for cost of required service line installation to property line and payment of Capital Expenditure Charge for new lot created**

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

MOTI has offered to meet with the DBID with regards to the Gainsberg resurfacing project. Administrator will email meeting details and have McElhanney and Don Buchner attend.

**Motion: to approve subdivision application for water service to proposed subdivision, DL 28, Plan 22249, Lot 28 pending compliance with all DBID bylaws. Applicant will be responsible for cost of required service line installation to property line and payment of Capital Expenditure Charge for new lot created**

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

**Motion: to accept correspondence in**

**Bob Leggett                      Seconded: Robert Hale                      Vote: Carried**

**Old Business:**

Slope stabilization project, 4891 Thompson Clarke Dr. West – home owner has been added as additional insured, application process for Ministry of Environment is underway.

Reservoir replacement project: Operations & Maintenance Committee reviewing recommendations.

**New Business**

**Resolution No. 143: that identified properties will be given 24 hour written notice that water will be shut off due to tolls or other charges owing for 90 days or longer.**

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

**Motion: to approve April Pipeline as presented**

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

**Motion: to approve 2021 Annual Report as presented**

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

**Motion: to approve 2021 Annual Water System Report as presented**

**Claire Hilscher                      Seconded: Bob Leggett                      Vote: Carried**

**Motion: to approve April 12, 2022 AGM Agenda as presented**

**Susan Mielke                      Seconded: Claire Hilscher                      Vote: Carried**

**Motion: to request update to McElhanney Water System Evaluation (original report 2008, updated 2014)**

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

**Question Period:**

Q: There is some questionable information included in one the election candidate's bio that is posted on the DBID website.

A: The bios were provided by the candidates and do not necessarily reflect the views of the Deep Bay Improvement District. This is not information from the district but was posted on the DBID website as a courtesy to provide information to voters regarding the candidates.

Q: Could the board look at painting the current meeting hall?

A: This can be referred to the Facilities Committee for discussion

Q: The fire truck that is requiring repairs (truck 8-2) is used quite a lot. The board needs to ensure there is money for both this truck and the required new pumper truck.

A: The board will wait on further information regarding repairs needed for 8-2

Q: How imminent is the tree removal?

A: This needs to be dealt with in a timely manner to minimize drainage issues. Several hours have already been required to clear tree needles from the drains.

There being no further business the meeting was adjourned to move in-camera at 8:50 pm.

The above minutes were approved by the Board of Trustees on April 21, 2022.

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	376,037.00	376,036.19
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	88,400.00	146,860.00	146,813.64
10	Specialties	Turn out gear rack	15,000.00	19,700.00	19,699.77
15	Mechanical	Heating & plumbing	190,253.00	224,660.20	224,659.07
16	Electrical	(includes alarm system)	74,755.00	133,991.00	133,990.25
	Second Floor Deck	funded through donations	0.00	27,838.00	27,837.62
		<b>SUBTOTAL</b>	<b>1,647,346.00</b>	<b>1,976,700.72</b>	<b>1,976,649.57</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>1,976,700.72</b>	<b>1,976,649.57</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>1,997,971.72</b>	<b>1,997,920.49</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	7,020.27
		Includes Referendum costs: \$2382.45 (not capitalized)			
		<b>TOTAL PROJECT COSTS:</b>	<b>\$2,091,190.00</b>	<b>\$2,079,593.53</b>	<b>\$2,078,562.57</b>
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		Less 2021 Costs**			-\$792,327.68
		2022 Costs			\$30,702.08

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

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

<b>RBC Drawdown</b>		<b>Fire Hall Building Fund</b>	
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
Remaining available funds	\$242,487	2022 Expenses	-8,861.17
		Applied to loan	-45,191.07
			<b>\$9,538.97</b>
<b>Capital Tax Advances</b>		<b>Building Donations</b>	
Spring 2021	\$1,300,000	To Dec 31/20	102,825.00
Fall 2021	\$365,000	2021 to date	11,000.00
Spring 2022	\$92,513		\$113,825.00
<b>Total Borrowing</b>	<b>\$1,757,513</b>	<b>Applied to loan</b>	<b>-\$108,825.00</b>
Current Loan Amount	\$0	Remainders:	For signs: \$5,000 Deck Exp: \$27,838.00