

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

**June 16, 2022**

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

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

**Guests:** 6

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

The chair respectfully acknowledged the Qualicum First Nation on whose traditional territory the meeting took place.

**2. Introduction of late items:**

New Business:

- 11.3 Verbal report on Open House
- 11.4 Discussion of Jim Rowlands contributions to Fire Hall
- 11.5 Discussion of fencing options

**3. Approval of agenda for current meeting**

Motion: to approve agenda as amended for current meeting

Claire Hilscher    Seconded: Susan Mielke                      Vote: Carried

**4. Petitions & Delegations:** none

**5. Approval of minutes**

**5.1. Regular meeting minutes of May 19, 2022**

Motion: to adopt the minutes of Regular Board Meeting of May 19, 2022

Susan Mielke    Seconded: Robert Hale                      Vote: Carried

**6. Business arising from the minutes**

Staff Report on speaker phone options should be available for next regular meeting

Due to limited construction window for slope remediation work, a special board meeting may be called once tender documents are received.

Painting under deck is completed. Fencing options need to be revisited as home owners are not happy with the appearance of the bamboo fencing/hedge option

**7. Reports**

Motion: to receive the following reports for information:

**7.1. Operator's Report**

**7.2. Fire Chief's Report**

### 7.3. Financial Reports

Total cheques issued for Water for May 2022: \$41,742.68

Total cheques issued for Fire for May 2022: \$4,093.97

### 7.4. FireSmart Program Report

Susan Mielke      Seconded: Robert Hale      Vote: Carried

### 7.5. Staff Report: Exterior Lift Quotes

Deep Bay Fire/Rescue Society met on June 15/22 and have indicated they are willing to fund 50% of the final costs for the exterior lift.

Lift is not required by regulation but will accommodate persons with mobility issues. This includes members of the public for events such as the open house and partners of fire department members for department social events.

Motion: to table further discussion of exterior lift to next regular board meeting

Susan Mielke      Seconded: Diane Koch      Vote: Carried

Motion: to refer exterior lift costs to Facilities Committee to refine costs including maintenance costs

Bob Leggett      Seconded: Robert Hale      Vote: Carried

### 7.6. Fire Chief: updated costing for new engine

Motion: to proceed with purchase of new fire engine from Fort Garry Trucks based on revised estimate presented and included separate options B & D for a cost of \$520,200 net GST

Bob Leggett      Seconded: Colin Thompson      Vote: Carried

Motion: to fund \$520,200 fire truck purchase with \$420,000 from budgeted saved amount and balance from the accumulated fire operating surplus

Claire Hilscher      Seconded: Diane Koch      Vote: Carried

### 7.7. Fire Chief: building leak issue

Truck bay leaks were due to plugged roof drains which had plugged screens. Issue has been resolved but drains will require regular maintenance to ensure they stay clear. There are some issues with the in-ground drainage from the roof that the facilities committee can look at (George will attend meeting).

Christo and George have volunteered to deal with the wet insulation and resealing vapour barrier.

## 8. Correspondence In

8.1. May 25, 2022 – RDN, focus group, drinking water supply planning in the RDN

Motion: to receive correspondence item 8.1

Susan Mielke      Seconded: Diane Koch      Vote: Carried

8.2. May 26, 2022 – Ratepayer, concerns with respect to the DBID board activities

It was noted that website includes information on what improvement districts are responsible for but does not specifically state what they aren't responsible for.

Motion: to receive correspondence item 8.2 and to send response noting DBID has a code of conduct that includes respectful dialogue and to note that no written apology has been received.

In favour: Robert Hale, Susan Mielke, Claire Hilscher, Tony Botica

Opposed: Colin Thompson, Bob Leggett, Diane Koch                      Vote: Carried

**8.3.** June 6, 2022 – Ratepayer, regarding minutes of special DBID meeting of May 10, 2022

Motion: to receive correspondence item 8.3

Susan Mielke              Seconded: Diane Koch                      Vote: Carried

**8.4.** June 10, 2022 – McElhanney, Detailed Design Proposal & Work Authorization for concrete reservoir

Motion: to authorize administrator to sign Work Authorization for detailed design for concrete reservoir

Susan Mielke              Seconded: Claire Hilscher                      Vote: Carried

**8.5.** June 10, 2022 – Baynes Sound Investments, request for updated letter regarding water supply

Motion: to receive correspondence item 8-5 and to send reply as drafted

Bob Leggett              Seconded: Robert Hale                      Vote: Carried

**9. Correspondence Out:** none

**10. Old Business**

**10.1. Slope stabilization project, 4891 Thomson Clarke Dr. West** – waiting on tender documents. Geotechnical report being undertaken by the RDN for this property will not be available until the end of July at the earliest.

**11. New Business**

**11.1.** July Pipeline for review

Pipeline to be updated with Open House info and emailed out to trustees for review

**11.2.** Disconnect resolution

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: Diane Koch                      Vote: Carried

**11.3.** Open House report

Susan Mielke provided a verbal report on the open house. A written report will be submitted for the next meeting including a report on the costs and funds raised.

**11.4.** Jim Rowlands contribution to building project and production of to scale signage drawings

Motion: to provide an honorarium to Jim Rowlands for printer expenses in the amount of \$200

Claire Hilscher      Seconded: Robert Hale      Vote: Carried

Motion: to have Bob Leggett follow up with Stuart McLean on all persons to thank involved in the Fire Hall project and to provide list to be reviewed by the board and subsequently published in the Lighthouse Country Living magazine.

Bob Leggett      Seconded: Diane Koch      Vote: Carried

**11.5.      Fencing**

The proposed bamboo fencing and hedge were not liked by the neighbours.

Motion: to not pursue bamboo fencing and hedge at this time and to refer issue back to Facilities Committee for review

Bob Leggett      Seconded: Diane Koch      Vote: Carried

**11.6.      Christo Kuun to attend Facility Committee meetings**

Christo Kuun has offered to assist with finishing up some outstanding issues with the new building and will attend Facility Committee meetings in the role of guest/consultant.

**12. Question Period**

Q: Thanks were extended to the fire department members' work for the fire truck.

Thanks is also due to ratepayers for getting the fire hall built.

When the board is looking at publishing a thank you to all involved in the Fire Hall project, they should also thank all the ratepayers as it wouldn't have been built without ratepayer support.

How will ratepayers know that the DBID is not for or against development?

A: This question has been previously answered. The Board could look at developing an FAQ for development in the future.

Q: When the board is looking at publishing a thank you to all involved in the Fire Hall project, they should also thank all the ratepayers as it wouldn't have been built without ratepayer support.

Lift quote discussion was good.

With regards to the May 10, 2022 meeting and potential relocation of the water main, is the money in the capital budget for this project?

A: Discussions are still at a preliminary stage and feasibility of the project is not known. RDN is hiring a firm to conduct a Geotechnical review of the area.

Q: How long is the existing Right of Way good for on this property?

A: The Right of Way runs with the land in perpetuity.

Q: Old rail beds can have very poor underlying materials and the board needs to investigate what material is there.

A: The RDN Geotech review should address this.

Q: What is happening with the chain link fence for the practice area?

A: We are still waiting on further quotes. Three firms attended the site but only one has submitted a quote. The Facilities Committee could look at other options for securing this area.

There being no further business the meeting was adjourned to move in-camera at 9:19 pm.

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

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

\_\_\_\_\_  
Officer