

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

**July 21, 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:** 8

**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:** none

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

Motion: to approve agenda for current meeting

Robert Hale      Seconded: Susan Mielke      Vote: Carried

**4. Petitions & Delegations**

**4.1. George Cousineau regarding slope repairs**

George expressed his concerns regarding the slope repairs and conditions noted by the Geotechnical Engineer. George also provided a letter to the board.

As the current agenda had already been approved, the letter will be received as correspondence at the next board meeting.

**5. Approval of minutes**

**5.1. Regular meeting minutes of June 16, 2022**

Motion: to adopt the minutes of Regular Board Meeting of June 16, 2022

Claire Hilscher      Seconded: Susan Mielke      Vote: Carried

**6. Business arising from the minutes:** none

**7. Monthly 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 June 2022: \$9,277.94

Total cheques issued for Fire for June 2022: \$19,862.76

**7.4. FireSmart Program Report**

Bob Leggett      Seconded: Diane Koch      Vote: Carried

## 8. Reports

### 8.1. Staff Report: Conference Phone

Motion: to approve the purchase of a conference phone and associated costs as recommended in the July 15, 2022 staff report

Bob Leggett      Seconded: Robert Hale      Vote: Carried

## 9. Committee Minutes

Motion: to receive the following minutes for information:

### 9.1. Fire Protection Committee meeting - June 29, 2022

### 9.2. Facilities Committee meeting - June 30, 2022

Robert Hale      Seconded: Susan Mielke      Vote: Carried

## 10. Committee Recommendations

### 10.1. Fire Protection

#### 10.1.1. Repairs to 8-2

Motion: to proceed with recommendation to pursue Steve Marshal Ford for head gasket repairs on truck 8-2, quote provided for \$14,235.60 (including tax)

Colin Thompson      Seconded: Diane Koch      Vote: Carried

### 10.2. Facilities

#### 10.2.1. Training Area Fencing

Motion: To install the panels purchased by Bob and existing fencing material around compound, starting across the front and then down the side, with volunteer labour, and then to see what else is required, to reimburse Bob Leggett for the purchase of 11 chain link panels with welded frames at a cost of \$550.00 and to install wood fence on the DBID side of the property line

Diane Koch      Seconded: Susan Mielke      Vote: Carried

#### 10.2.2. Painting of Meeting Room

Motion: to accept the quote from Lance Darnell of \$1,800 (excluding tax) for painting of the meeting room not including the ceiling.

Bob Leggett      Seconded: Susan Mielke

In favour: Bob Leggett, Susan Mielke, Diane Koch, Claire Hilscher, Robert Hale, Tony Botica; Opposed: Colin Thompson      Vote: Carried

Colour will be determined by office staff

#### 10.2.3. Exterior Lift Costs

Motion: to refer exterior lift costs to the Facilities Committee to determine pricing of a chair lift and exterior lift, including maintenance costs and to report back to the board

Bob Leggett      Seconded: Robert Hale      Vote: Carried

It was noted that both inside and outside stairs are a means of egress and this will need to be taken into account.

#### **11. Correspondence In**

**11.1.** July 4, 2022 – Westisle Heating & Cooling, maintenance proposal

Motion: to accept correspondence in from Westisle Heating & Cooling and refer issue to Facilities Committee for discussion

Colin Thompson                      Seconded: Robert Hale                      Vote: Carried

**11.2.** July 14, 2022 – McElhanney, tender documents for Thompson Clarke Dr. West slope restoration

Motion: to accept correspondence in from McElhanney

Susan Mielke                      Seconded: Claire Hilscher                      Vote: Carried

**11.3.** July 19, 2022 – Regional District of Nanaimo, Geotechnical Report Thompson Clarke Ocean Trail

Motion: to accept correspondence in from Regional District of Nanaimo

Diane Koch                      Seconded: Robert Hale                      Vote: Carried

Chair will be calling a special board meeting to further discuss items 11.2 and 11.3 and correspondence received from delegation.

#### **12. Correspondence Out: none**

#### **13. Old Business**

**13.1.** Written report on Fire Hall Grand Opening was presented

**13.2.** Staff Memo: List of persons for “thank-you” for fire hall project

Motion: to proceed with publishing list for thank you’s in Lighthouse Country Living

Bob Leggett                      Seconded: Susan Mielke                      Vote: Carried

#### **14. New Business: none**

#### **15. Question Period**

Q: Who would be responsible for authorizing DBID to abandon a Right of Way?

A: This can be looked into.

Q: Does the staff memo on thank you’s include all DBID ratepayers?

A: DBID will make sure that ratepayers are included in any published thank you list.

Q: Does the quote for painting include bathrooms, kitchen etc?

A: Yes, the quote includes all spaces expect for the ceiling

Q: With regard to the special board meeting, would like to see all ratepayers invited. There is no money in budget for this work and will be paid for by all ratepayers. Will notice be posted of the meeting?

A: Notice of the special board meeting will be posted on the website.

Q: Are correspondence items 11.2 and 11.3 available to the public?

A: Item 11.2, tender documents, will be available to the public once they are finalized. Item 11.3 is a report that was commissioned by the RDN and it is not DBID's to distribute.

Q: The upstairs of the new fire hall is very nice – will it be available for rent to the public?

A: This has been discussed in the past and currently the space is for fire department use.

Q: The FireSmart program is still active – has the FireSmart staff accessed the DBID property?

A: The DBID does not qualify under the grant requirements for an assessment so it would either have to be done voluntarily or arrangements made to pay staff outside of grant monies. This can be added to the next agenda for discussion.

Q: Christo Kuun has been mentioned several times this meeting, could he be hired as the maintenance person?

A: Christo has agreed to sit in on Facilities Committee meetings and is assisting finding a maintenance person but does not want the job.

There being no further business the meeting was adjourned at 8:24 pm.

The above minutes were approved by the Board of Trustees on August 18, 2022.

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

\_\_\_\_\_  
Officer