

DEEP BAY IMPROVEMENT DISTRICT

2015 ANNUAL REPORT

Presented at the
Annual General Meeting
April 13, 2016

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1 Message from the Chair

It has been a pleasure for me to serve as chair of the excellent, functional Board this year.

Congratulations to our Community for their diligence in using less water which in turn caused a slight rise in the base rate to pay for delivery of our water. *(Please refer to the [Section 3.1 Finance Committee](#) report for details).*

The status of our aquifer was at a healthy level throughout the year. Recharge of our aquifer is going well this winter with the level of water above the level of last year at the same time.

A new generator was installed at Well #8 that comes on automatically during a power outage to pump water as needed. The new generator is installed in a locked, covered enclosure and concrete driveway blocks have also been installed for additional security. Our old generator at the fire hall also comes on automatically during power interruptions to provide power for lights, equipment and communication for emergency crews as needed.

The fire hall replacement committee has been working extremely hard to find a functional design at an affordable cost so as to bring us a cost effective solution to consider.

I would also like to thank The Deep Bay Fire/Rescue Society who are toiling to raise funding to go towards our new fire hall.

As always, I welcome ratepayers to our regular Board Meetings which are held the third Wednesday of every month.

Thank you,
Thomas Plensky

2 About the District

Deep Bay Improvement District Board of Trustees:

Candace Cowan
Claire Hilscher
Bob Leggett
Linda McKay

Don Milburn
Tom Plensky
Dave Simpson

Tom Plensky is currently serving as Chair, as elected by the board of trustees.

Monthly board meetings are held the 3rd Wednesday of each month at the Deep Bay Fire Hall at 7:00 pm. Public are welcome to attend. For upcoming dates, please check at the office or visit the website at: www.dbid.ca

In addition to the monthly board meetings, there are standing and select committees that meet throughout the year on an as-needed basis. Committees provide advice and recommendations to the board of trustees – it is up to the board to take action or make a decision. Standing committees are established for matters which are ongoing while select committees are established to consider or inquire into a specific matter.

Current standing committees are:

- Bylaw Committee,
- Environment & Emergency Committee,
- Finance Committee,
- Fire Protection Committee,
- HR Committee,
- Operations & Maintenance, and
- Planning Committee

Current select committee is:

- Fire Hall Replacement Select Committee - formed in 2014 to review background information about the DBID fire hall project, recommend a course of action for the DBID to undertake and provide oversight to the process. The fire hall project is discussed further in [Section 5 – Fire Protection](#).

The DBID, as a local government, applied for and obtained “qualified donee” status from Canada Revenue Agency in 2014. As a qualified donee, DBID is eligible to receive gifts from registered charities and to issue official receipts for gifts received. Donations in support of a new fire hall will go directly to the Building Renewal Fund. (If you wish to donate for some specific item, please contact the office or fire department for suggestions as to what may be needed.)

History

The Deep Bay Improvement District was incorporated in 1972 (originally as the Deep Bay Waterworks District). The object of the district at incorporation, as per the letters patent, was for the “acquisition, maintenance, and operation of works for waterworks purpose and all matters incidental thereto”.

In 1975 the objects were amended to include “the provision of fire protection, the acquisition, maintenance and operation of works, buildings and equipment for that purpose and all things incidental thereto”. In 1982, Bylaw No. 58 was passed, establishing the Deep Bay Volunteer Fire Department.

DBID currently has 643 parcels of land and 608 water connections.

2015 Statistics

Additional lots (created by subdivision): 0

Capital Expenditure Charges collected for new lots/connections: \$5,400

New water connections: 3

Average cost of a new water connection: \$849.39 (including \$250 application fee)

3 Administration

The Administrator is responsible for the overall administration of the District. The Administrator acts as both the Corporate Officer and Financial Officer as established by Bylaw No. 166 “Officer Position Establishment Bylaw”.

Corporate administration includes the following:

- preparing accurate meeting minutes of the board of trustees and its committees and ensuring the safe keeping of minutes, bylaws, and other improvement district records;
- providing access to all improvement districts records as required by law or authorized by the board of trustees;
- signing and certifying copies of bylaws and other documents as required or requested;
- accepting, on behalf of the improvement district or the board of trustees, notices and documents given or provided to the improvement district or the board of trustees; and
- keeping the improvement district seal and having it affixed to documents as required.

Financial administration includes the following:

- levying taxes, water tolls and other charges;
- receiving all monies paid to the improvement district;
- keeping all funds and securities of the improvement district;

- expending and disbursing money in the manner authorized by the board of trustees;
- investing funds in investments under section 745(4) of the *Local Government Act*;
- preparing, maintaining and keeping safe the accurate records and full accounts of the improvement district's financial affairs;
- compiling and supplying information on the financial affairs of the improvement district required by the Inspector of Municipalities; and
- reviewing and preparing annual budgets with Finance Committee and fulfilling financial year end auditor's requirements.

3.1 Finance Committee

The draft budgets for the 2015 fiscal year were presented at the October 2014 regular board meeting and ratepayers were encouraged to attend to ask questions regarding the draft budgets. The budgets were finalized and approved later at this same meeting. The approved budgets for 2015 and 2016 are available for review in [Appendix A](#).

Waterworks operating revenue came slightly over budget overall but revenue from water consumption came in \$4,554 under budget. The spring and summer of 2015 were exceedingly dry and home owners were asked to cut back on unnecessary water consumption. Residents responded admirably ensuring that our water source remained healthy during the drought but unfortunately reduced consumption did translate to lower than budgeted revenue. Budgeted operating expenses came in under budget but Repairs & Maintenance for water was over budget due to several main breaks on Shoreline & Seaview Drives and repairs to Well #4. Operating funds were also used to purchase the generator that was installed at well #8 (total cost of \$24,151).

Fire department revenue was over budget due to a large number of Provincial Emergency Program (PEP) calls attended and expenses were under budget due to fewer equipment/clothing purchases than budgeted. For further details, please refer to the 2015 Audited Financial Statements.

The finance committee is responsible each year for determining the tax rates for each of the assessment categories and ensuring that costs are allocated equitably among all property owners.

Parcel tax is used for upgrading, replacement or renewal of existing waterworks infrastructure. As pipes, pumps etc. are replaced, the DBID endeavors to meet current design standards including providing sufficient fire flows. Commercial, institutional, and industrial developments are required to meet higher standards which require additional infrastructure (for example, a residential property requires a minimum 60 L/s for fire flow while the minimum for a commercial development is 150 L/s). Commercial developments also have the ability to recoup taxes as a cost of doing business and usually put higher demands on the system in general. Using these factors, the board has determined that an equitable allocation of costs would not be achieved by having all

properties pay the same taxes. Parcel tax rates were not increased for 2015 and there has been no increase for 2016. Renewal funds collected for 2015 was \$140,052.

The SCADA project neared completion in 2015 and was finished fully in early 2016. The original budget of \$110,000 was increased to accommodate the purchase and installation of new meters for each of the wells. Expenditures for 2015 were \$69,273 and the total cost to the end of 2015 was \$158,550. Funds for this project are drawn from the renewal fund. For further detail on the SCADA project, please refer to [Section 4.2 Operations & Maintenance Committee](#).

The quarterly water tolls are used to cover the waterworks annual operating costs. Rates are the same for all users, with higher water users, regardless of classification, paying more based on the tiered rates. The water toll structure has remained unchanged from 2011 – 2015. Effective January 1, 2016, the base rate has been increased from \$33 to \$36. This increase was required for two reasons: to address rising operational costs (e.g. BC Hydro, water testing) and to compensate for the trend of reduced revenue from the water consumption charges over the past several years.

Fire Protection taxes are determined using the same assessment definitions as Parcel tax. Considerations for Fire Protection tax include zoning/land use as well as factors unique to firefighting such as risk, equipment and training needs. For example, the marinas are arguably the highest risk properties in the district and require specialized equipment and training requirements. Accordingly, the two marinas pay the highest Fire Protection taxes. Fire protection taxes remained unchanged from 2010-2015 and were increased by 3% for 2016, primarily to increase the capital fund contribution.

A Building Renewal Tax was introduced in 2015 to fund renewal of the existing fire hall and \$16,496 was collected in 2015.

Year	Fire Protection Tax (residential rate)	Operating Budget	Capital Fund contribution (from total Fire Tax)	Building Renewal Tax (residential rate)
2014	\$244	\$105,370	\$51,600	-
2015	\$244	\$112,900	\$51,600	\$25
2016	\$251	\$109,450	\$57,600	\$25

The board recognizes that at the current funding level, borrowing will be required for any significant building renewal project. The board is authorized by legislation (*Local Government Act* section 746 and 769 to 772) to enact bylaws to borrow money. All long-term borrowing bylaws generally require landowner approval, prior to registration by the Inspector of Municipalities. Landowner approval is obtained either by referendum or an alternate approval process.

The DBID can borrow fire protection funds from the Surveyor of Taxes (in association with section 756 of the *Local Government Act*) for a maximum term of 20 years. The

Provincial rates are fixed and lower than those available from financial institutions. Repayment of the loan is secured by the toll and taxing powers of the improvement district, not by the value of its assets. Debt repayment is collected directly by the Province via the rural tax levy. The tax levy is allocated among the property classes according to provincially set ratios. Alternatively the DBID can approach private financial institutions to borrow funds and fund repayment of the debt through direct taxation. Further information regarding borrowing will be provided once the plans for the fire hall project are more defined.

3.2 HR Committee

Deep Bay Improvement District is an employer, and also a purchaser of contracted labour. The DBID is also responsible for the Deep Bay Volunteer Fire Department (even though all members are volunteers). In any such organization it is a necessity to have the basic HR documents and processes in order. These include, but are not limited to, ensuring WorkSafe BC compliance, definition of a reporting structure, current job descriptions, processes for salary/remuneration review, and procedures for evaluation of the performance of employees and/or contractors.

The DBID Certified Water System Operator is a contract position. The current 5-year contract expires at the end of 2017. The Administrator, Administrative Assistant, and the Meter Reader are employee positions paid on an hourly basis. Performance reviews are conducted annually for all employees and at that time pay rates are reviewed in coordination with the annual budget process.

In November 2015 our Administrative Assistant gave notice and DBID commenced searching for a replacement. DBID was fortunate to receive a number of excellent applicants, and in December a replacement was hired to start in January 2016. As part of succession planning, this position will be shared with the Bowser Waterworks District to allow for greater cross training and coverage.

3.3 Bylaw Committee

Some bylaws are sent to the Ministry of Community, Sport and Cultural Development for registration prior to being in effect while others are effective immediately upon passing by the board. Bylaws regarding Agreement, Assessment, CEC Disbursement, Connection Charge, Renewal Reserve Establishment and Disbursement and Tolls are exempt from registration and in effect immediately upon passing by the Board of Trustees. Original copies of all bylaws are sent to the ministry for filing.

The following bylaws were enacted by the Deep Bay Improvement District in 2015:

Bylaw No. 222 – Comprehensive Capital Expenditure Charge (Water) – to fix a charge for capital expenditures on parcels of land and to provide for the time and manner of payment (replaces Bylaw No. 201)

Bylaw No. 223 – Fire Regulations Bylaw No. 223 – for preventing and suppressing fires and for regulating the conduct of people at fires (replaces Bylaw No. 152 passed in 2001)

Bylaw No. 224 – 2015 Capital Works Renewal Reserve Fund Disbursement - to authorize the disbursement of monies in the Capital Works Renewal Reserve Fund for upgrades and replacement works for Well #3 and Well #4

Bylaw No. 225 – Water Tolls Bylaw No. 225 – for the fixing of tolls and other charges payable to the District and the terms of payment thereof, and for providing a penalty to encourage prompt payment thereof. (New base rate effective January 1, 2016)

Bylaw No. 226 - Taxation Bylaw 2016 – for imposing taxes upon lands in the District and to provide for imposing a percentage addition to encourage prompt payment thereof

The board is reviewing the bylaws affecting development in the area to ensure that they are up to date. The following bylaws are still under review:

- Subdivision Water Regulation Bylaw No. 168,
- Bare-Land Strata Subdivision Water Regulations Bylaw No. 169

Copies of bylaws are posted on the website and are available for viewing at the office.

3.4 Planning Committee

The Planning Committee consists of all board members and is similar to the “Committee of the Whole” of municipalities and regional districts. Typically the Planning Committee will meet to discuss “big picture” items that do not fall under other committees and/or items that require more discussion than is suitable for a board meeting. Recommendations from the Planning Committee still need to go to a board meeting for approval.

In 2015, the committee reviewed and made recommendations regarding the purchase of the new generator that was installed at Well #8 to ensure that there is an adequate supply of water available during power outages, particularly for emergency purposes.

The committee also investigated Shoreline Drive to determine the best course of action with regard to a number of water line breaks that occurred in early 2015. Ultimately it was decided to continue repairing breaks as they occur due to the cost of a main replacement project. The cost is higher than typical due to the known (poor) condition of the road and the associated risks and costs. This project will be reviewed on an annual basis so that hopefully DBID can coordinate a water main replacement with any Ministry of Transportation and Infrastructure work that may be planned in the future.

4 Waterworks

Water supply for the DBID system is provided by seven drilled wells. These wells draw water from the unconfined Quadra Sands Aquifer and pump directly into the water

distribution system. The DBID distribution system serves an area of approximately 5 square kilometers. Water storage for the DBID system is provided by an above ground concrete reservoir that provides 545 cubic meters (120,000 Imperial Gallons) of storage.

DBID waterworks system is classified as a Class 1 Water Distribution System by the Environmental Operators Certification Program (EOCP). DBID operator, Don Buchner, is certified by EOCP as a Level 1 Water Distribution System Operator. EOCP operators are required to take continuing education to maintain their certification and the DBID operator is in good standing.

DBID operates as a “water supply system” under a license issued by the Vancouver Island Health Authority (VIHA). Water samples are sent regularly (4 samples each month) to VIHA for required bacteriological testing (E. Coli and Total Coliform). VIHA posts the results of the monthly water samples at: <http://www.healthspace.ca/viha>.

In addition to the required testing, DBID sends samples to an independent laboratory for additional chemical analysis each year. Results from additional testing are posted on the DBID website and are available for viewing at the office. Further details of the 2015 testing can be found under [Section 4.3 Environment and Emergency Committee](#).

The *Drinking Water Protection Act and Regulation* require water system operators to publish yearly information regarding the system. DBID Annual Water System Reports are available from the office and on the website. Additionally, VIHA conducts inspections on a routine basis conducted by the area’s Environmental Health Officer. Inspection frequency is based on risk factors such as water source, treatment methods, population served and system operation. The most recent inspection was conducted September 17, 2013 and is available for viewing at the office.

4.1 Operators Report

Submitted by Don Buchner, Operator

First, I would like to say how grateful I am to be part of maintaining such a well put-together system, with the ability to produce some of the best water in the world.

I would also like to applaud Leslie for being so organized and diligent and not only making my job more pleasant but for making me look good in the process.

And last but not least I would like to thank all members of the board for always being so helpful and knowledgeable. It really has been a treat to work with all the board members.

In last year’s report, I spoke of the SCADA system being near 100% complete. That project was completed and all wells and the reservoir are now monitored at the office in Deep Bay, and I am very pleased to say that I have never seen the system run so smoothly.

In our efforts to have a Wellhead Protection Plan incorporated in to our works, we were informed that our fire hall septic system is located too close to well #1 on the property.

Some of you may not be aware that Well #1 was our primary pump during power outages, operating with the generator located on the property.

Due to these circumstances, and still requiring the generator on the property during power outages in order to keep the fire department functional, we installed a new (used) generator at Well #8 out on the highway. So now Well #8 is our primary pump in the case of a power failure.

In 2015 we experienced a few minor headaches, such as a main break on Seaview Drive and a couple of main breaks on Shoreline Drive. We had a few other system failures but in light of a 40-60 year-old system, I would say we are faring well and moving forward with all necessary upgrades.

Leslie at the office has also brought to my attention that with all the heavy rains we have had through 2015-2016 winter, our aquifer has or is reaching a record high for this time of year. This is good news, however, if we have another hot, dry summer like we did last year we should still keep in mind that water such as we have is a very valuable and precious resource and should not be wasted.

In closing I hope that I have left everyone with a good feeling about their system and we hope things keep running this smoothly for many years to come.

Thank you very much,

Don Buchner, Operator (EOCP Operator #6464)

4.2 Operations & Maintenance Committee

In 2013, as part of the replacement of existing electrical controls at the wells, the board elected to install a SCADA (Supervisory Control and Data Acquisition) system. Phase 1 of the SCADA system was completed in 2013 with communication between the office and the reservoir established first (this was the weakest link as identified in the radio path study). In 2014, the electrical panels in the wells # 1, 5, 6 & 8 were upgraded. In 2015, the control panels in wells # 3 & 4 were replaced (the existing electrical panels were too old to upgrade), new meters for flow and hours were installed at all wells and level transducers were installed in the wells. Final programming and data testing was completed in early 2016.

The completed SCADA system allows for the monitoring and operation of the wells and the reservoir from a central terminal at the office. DBID is now able to track daily volume and hours for the well pumps and static water levels. Drawdown levels can be monitored from the central terminal when a well is in use. The replacement and upgrading of the panels have eliminated the ongoing expenses of addressing electrical failures. Total budget for the SCADA project is estimated at \$160,000. These funds are drawn from the Renewal Reserve Fund (water).

As mentioned in [Section 3.4](#), it was determined that it would be advantageous to have a backup generator at one the of the system's higher production wells. This generator was installed at Well #8 and starts automatically in the case of a power outage ensuring

that there is a consistent supply of water available, particularly in the case of an emergency. The existing generator on the DBID property ensures that the building has power for staff and fire department volunteers and ensures that the SCADA system continues to operate during a power outage.

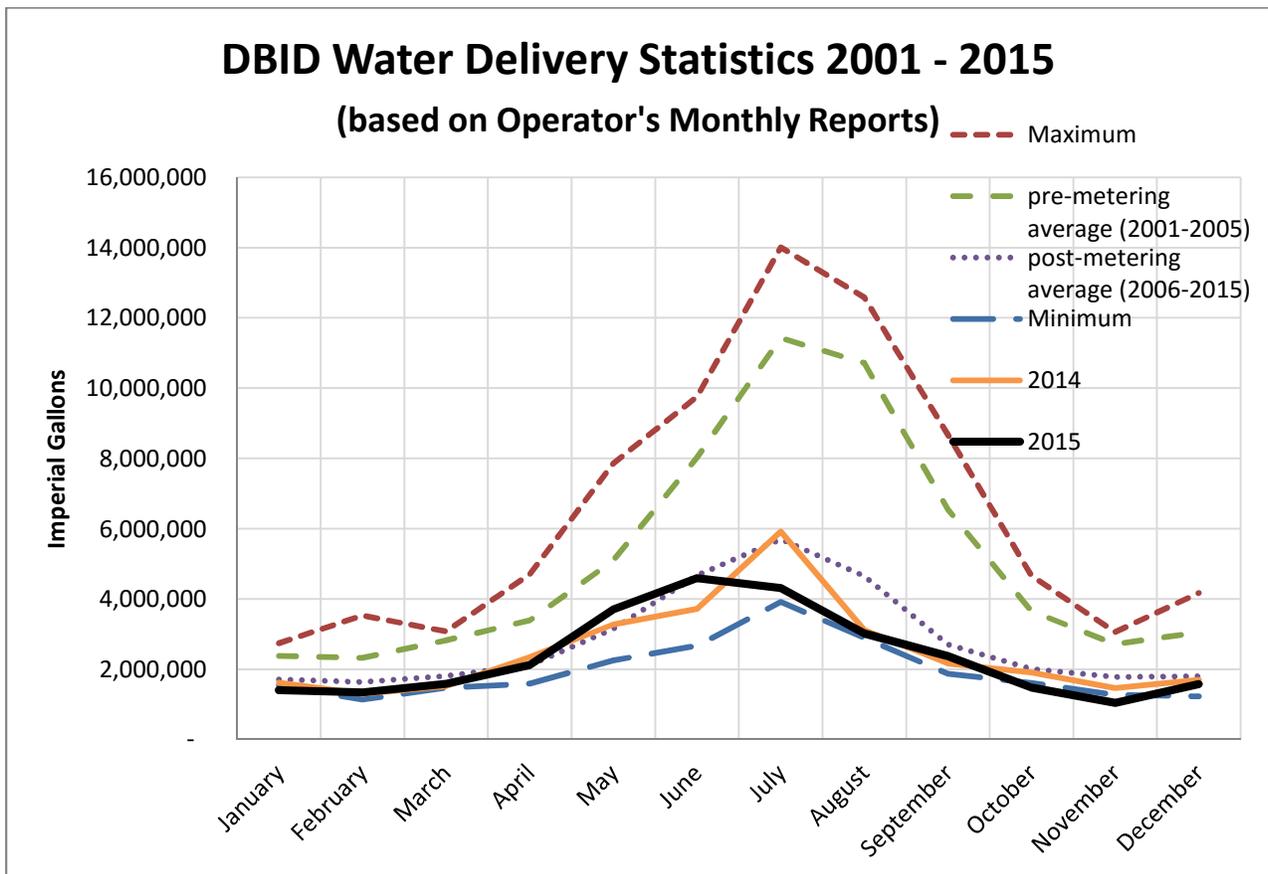
Following are some statistics regarding water delivery. Water delivery numbers are based on the water measured at each of the DBID well pumps.

Annual Water Delivery in Imperial Gallons (IG)

(figures from monthly operator’s report as measured at the wells)

Pre-metering average (2001-2005)	Post-metering average (2006-2015)	2013 Total	2014 Total	2015 Total
62,139,857 IG	33,724,652 IG	29,180,451 IG	30,034,145 IG	28,538,042 IG

Overall, water delivery for 2015 was below the post-metering average. Consumption spiked early in May due to an extremely dry spring. With the ongoing draught, ratepayers were asked to voluntarily conserve water resulting in lower than average use in July, August and September despite extremely dry conditions. Rate payers are to be commended for their careful use of water ensuring the health of our aquifer.



4.3 Environment & Emergency Committee

The DBID has an Emergency Response Plan that emphasizes the sustainability of our water sources. The plan is reviewed and updated regularly and a summary of this plan is available to all users. The plan includes:

1. Emergency phone contact lists
2. Emergency procedures for various scenarios (e.g. Unsafe water, loss of source, pump failure)
3. Maps of System
4. Electrical Schematics
5. General Procedures (cross referenced to the Operations & Maintenance Manual)
6. Boil Water Advisory Toolkit

In November 2015, DBID undertook additional chemical analysis on all production wells and the reservoir. These samples were taken to Maxxam Labs (formerly North Island Labs) for testing. All of the well and reservoir samples were within the chemical parameters listed in *The Guidelines for Canadian Drinking Water Quality*, with the following exceptions:

Site	Parameter	Result	Drinking Water Guidelines
Reservoir	Total Coliform	3.1	<1.0 MPN/100 ml
Well #3	Total Coliform	3.1	<1.0 MPN/100 ml
Well #1	Turbidity	3.48	>1.0 NTU
Well #2	Turbidity	5.23	>1.0 NTU
Well #1	Total Iron	0.442 mg/L	0.3 mg/L Aesthetic Objective
Well #2	Total Iron	0.772 mg/L	0.3 mg L Aesthetic Objective
Well #1	Total Lead	0.0143 mg/L	0.01 mg/L Max. Allowable Concentration

Regular system testing conducted subsequent to chemical analysis have all come back <1 for Total Coliform indicating that the coliform readings were a result of contamination occurring at the time of sampling. Additional testing will be conducted in 2016 to determine the source of lead in Well #1.

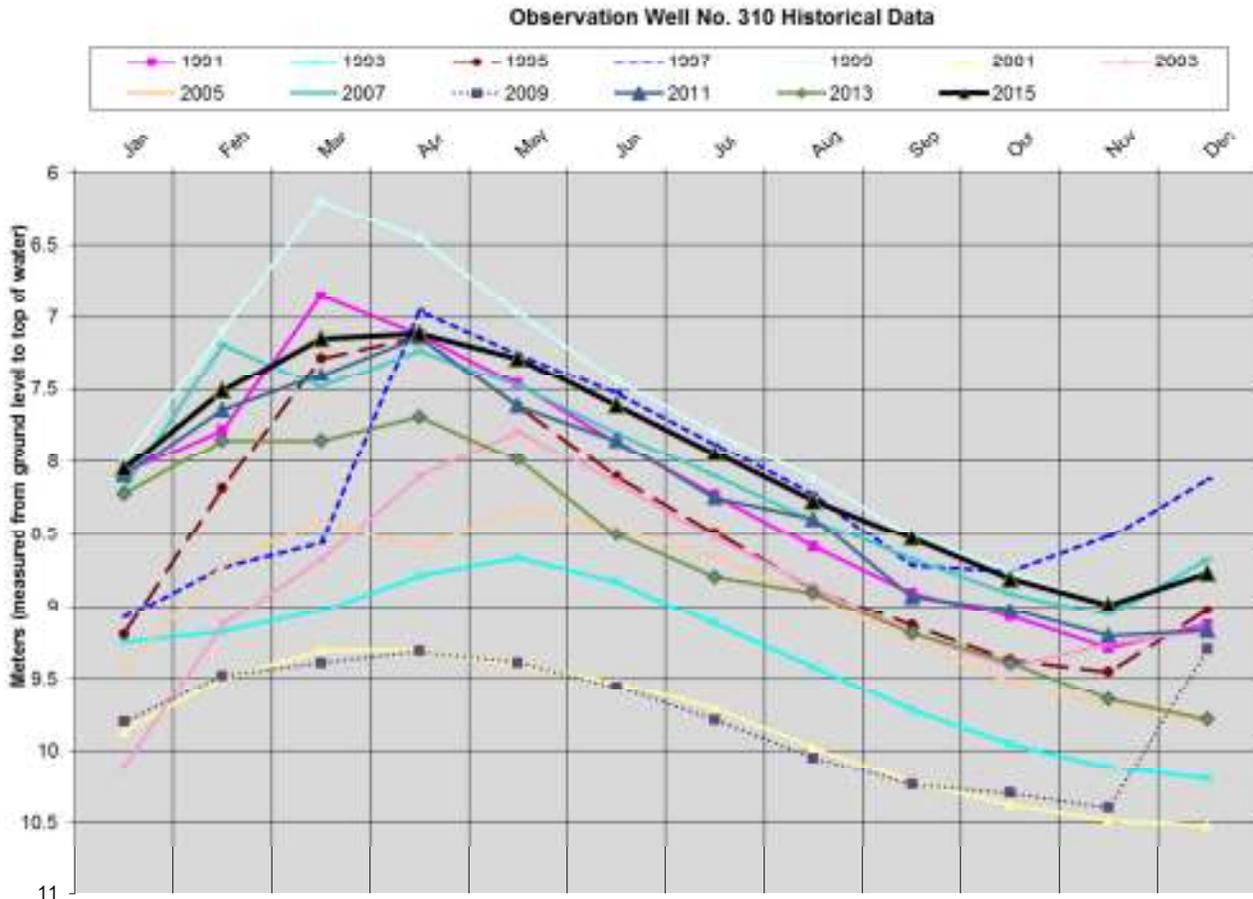
The full results from these additional samples are available for viewing at the DBID office and are on the website at www.dbid.ca under "Water Quality Reports".

The DBID has a provincial observation well in our area, referred to as Well. No. 310. The BC Ministry of Environment, Water Stewardship Division, installed equipment to monitor this area of the Quadra Sands Aquifer. The data logger takes hourly readings of the water level (measured from ground level to the top of the water). Satellite telemetry was installed in 2012 allowing website data to be updated in real time. Current readings and historical data are posted and available at: http://www.env.gov.bc.ca/wsd/data_searches/obswell/map/obsWells.html).

These results are validated by Ministry staff periodically by taking an on-site manual reading and calibrating the pressure transducer.

The aquifer level fluctuates over the year with the highest water levels occurring in early spring and the lowest water levels occurring in late fall. The observation well readings provide information as to the recharge rate of the aquifer in any given year.

The following graph shows historical levels for Well No. 310. Levels in 2015 started at a healthy level and moderate spring rains provided additional recharge. In 2015, much of Vancouver Island experienced a very significant drought starting in the late spring and lasting right into the fall. Many water providers experienced record low levels from both surface and ground water sources. DBID was very fortunate as our aquifer did not show signs of undue stress, experiencing only the anticipated drawdown over the summer months. Normal recharge started in early November after a period of significant rainfall.



In late 2014, DBID engaged Payne Engineering Geology Ltd. to prepare a Wellhead Protection Plan, focusing on identifying risks to aquifer and well water quality, if any, and then recommending actions to reduce or manage those risks. This report will also

satisfy the requirements of VIHA (as per our Water System Operating Permit requirements). Work began in early 2015 and the final report is expected in 2016.

5 Fire Protection

The Deep Bay Volunteer Fire Department (DBVFD) is manned entirely by volunteers. The DBVFD provides fire suppression and prevention, First Responder services and public education to the DBID area as well as vehicle extrication services for the Provincial Emergency Program for the area between Kinkade Creek and Tsable River.

DBVFD currently has a roster of 19 members of which 13 members are certified First Responders.

DBVFD has mutual aid agreements with Comox Valley Regional District (representing the Fanny Bay Volunteer Fire Department), Ships Point Improvement District, City of Parksville, Town of Qualicum Beach, District of Lantzville, and Regional District of Nanaimo (on behalf of Bow Horne Bay, Coombs-Hilliers, Dashwood, Errington and Nanoose Bay Volunteer Fire Departments).

Current apparatus for the department includes:

Truck 8-1

- **1998 Freightliner FL80** – Pumper; crew capacity: 6
- Truck 8-1 is scheduled to be replaced in 2018. Reserve funds are being put aside for this purchase.

Truck 8-2

- **2007 Ford F-550 XL 4 x 4** – Rapid Intervention (foam fire suppression); Rescue; First Responder; crew capacity: 5
- Truck 8-2 was purchased in 2007 and financed through a capital advance from the Ministry of Small Business and Revenue. This truck will be fully paid for in 2022 and should remain in service until 2033.

Truck 8-3

- **2007 Dodge Ram 1500 Crew Cab Pickup** – First Responder/Crew Transport; crew capacity: 5
- Truck 8-3 was purchased with reserve funds in 2013.

Practices are held Monday evenings and persons interesting in volunteering are welcome to attend or you can call 250-757-2030 for more information.

5.1 Fire Chief's Report

Submitted by George Lenz, Deep Bay Fire Chief

For the support of many, I would like to thank all, especially the devoted members (and their partners) who drag themselves away from the family and/or the pillow at some of the most inopportune times of the day and night.

This year we had a few members step down from the Fire Department family and move on with other things in their lives. To them I say thank you for the dedicated service and best of luck on your new adventures.

In saying goodbye to those members, we also are glad to welcome new members to the crew and are working at getting them trained to today's standards. If you or someone you know might be interested in joining us, swing by or give us a call.

Our first responders, under the guidance of Captain Simone Maguire, have welcomed some newly trained recruits to that team. They continue with an additional training night each month to keep their skills honed to better serve our community.

Fire Prevention week took us to the school for a little classroom time with the students. A good time was had by all and our visit was closed off with a fire drill which went well, school evacuation in less than 4 minutes - job well done!

Our trucks are serving us well and we will be putting together a team in preparation for the purchase of a new pumper for 2018. We have already put a team together to figure out housing for the new pumper (a hall addition and renovation) which is going really well with input from 2 fire hall members, 2 improvement board trustees, and 4 members from the general public. We have done a lot of preparation work toward a low cost facility that meets the needs of the fire department and allows for future fire department requirements.

We have also received a new "playbook" (a guide to training requirements) from the B.C. Fire Commissioner's office which is going to change the time commitment from our members for training. The officers of the fire department will be working towards meeting the new requirements and trying to do it as efficiently and seamlessly as possible.

Once again we have to thank the members and volunteers who, in fair weather this year, were able to help the Legion Ladies' Auxiliary with the annual food hamper drive that helped gather more than 2200 pound of food for many hampers in our community and also raised \$1555.00 for gift certificates. These Christmas hampers stayed in the community for families in need of a little charity during these economically tough times. One must also thank those who generously donated to this worthy cause. Also, my hat is off to the people who disburse these hampers. To all, a big thank-you!

With a few call outs this year for alarm activations, everyone should be reminded that it is a good idea to change the batteries in their smoke and carbon monoxide detectors as a semi-annual precautionary measure. Working alarms do save lives. As well it is a good idea to clean those chimneys at least once a year. It does make our job a little easier.

During this past year there has been a lot of good judgment used about not sparking up those backyard fires during the fires season and a reminder that permits are required for all exterior fires from April 16th till October 14th. With our new burn bylaws it is now required that any machine piles or piles larger than 2 by 3 meters require a burn permit year round. We may have some dry spells that do not allow any open fires. For permits or other information call 250-757-2030 and for burn or smoke complaints call 911.

This year our call volume went from 92 in 2014 to 109 in 2015. This is the highest number of call outs since the early 2000's.

This annual break down of calls is as follows.

First responder	37
Fire calls	14
Auto incident	52
Complaint calls	6

This does not include Duty Officer calls or non-emergency calls.

At December's monthly meeting we had our annual elections and the positions for the year 2016 are as follows

Fire Chief	George Lenz	Secretary	Margaret Furnell
Deputy Chief	Lloyd Rae	Treasurer	Mick Smith
Assistant Chief	Ed Pater		

Also:

John MacMillan was appointed as Captain

Simone Maguire was appointed Captain and first responder leader

In closing, I would like to thank all and wish everyone health and prosperity in the coming year.

George Lenz
Deep Bay Fire Chief

5.2 Fire Protection Committee

Members attended a total of 109 calls in 2015, up from 92 calls in 2014 with increases in both Motor Vehicle Incidents (MVI) and Fire call outs. There were 52 MVI call-outs in 2015 up from 45 in 2014 and 14 Fire call-outs in 2015 up from 7 in 2014. DBVFD is reimbursed for costs associated MVI calls by the Provincial Emergency Program (PEP). PEP revenue is used to help cover the costs of the ongoing training required and maintenance of, the vehicle extrication equipment (Jaws of Life).

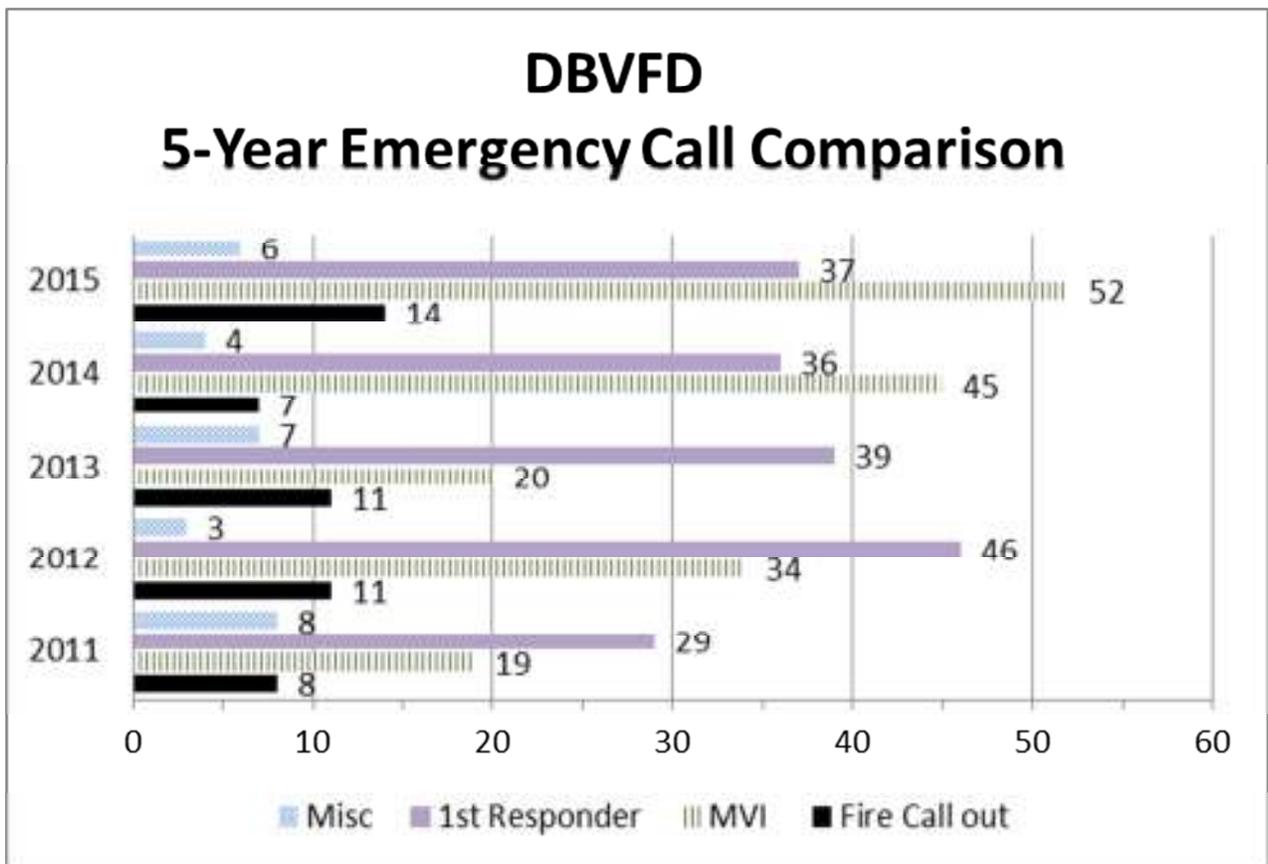
The Fire Protection Committee meetings in 2015 discussed the updating of the Fire Regulations Bylaw, implementation of the amended "Playbook" issued by BC Office of

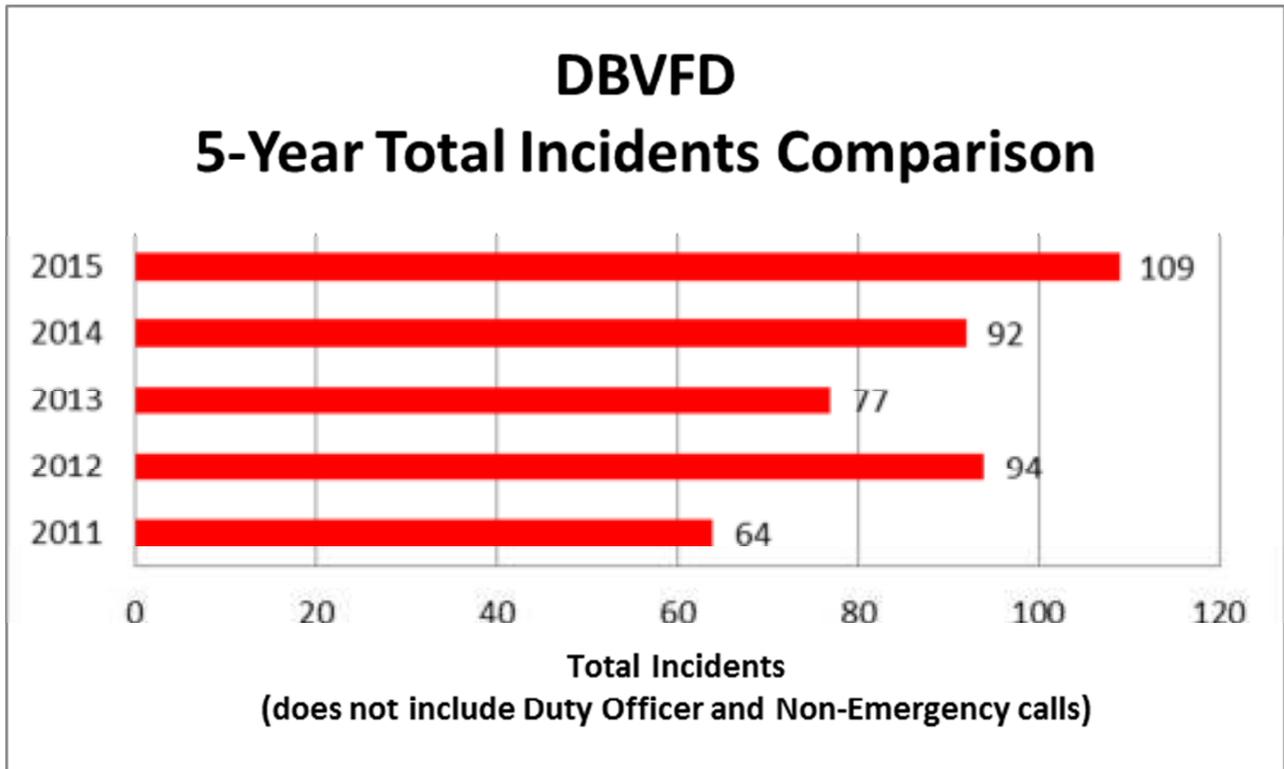
the Fire Commissioner as well as review of the operational budgets and upcoming capital purchases.

The Playbook replaces the previous Minister’s Order on training and establishes a number of new, formal requirements which will involve some consideration and take time to implement. It is the responsibility of the DBID to immediately take steps to establish a Service Level policy for Deep Bay Volunteer Fire Department (DBVFD), and to ensure implementation of the related training requirements. Given the nature of the changes involved, the Playbook allows for a transitional period until June 30, 2016. By that date:

- DBID must formally have adopted a Service Level for the DBVFD; and
- DBVFD must have a training program which meets both the Playbook Competency Requirements and the other training requirements needed to deliver the services which it is mandated to provide.

A huge thank-you goes out to all of our volunteers for the countless hours put in for training, practices and responding to emergency calls and for volunteering even more time for events like the Fall Fair and the Annual Food Drive. Additionally, DBID would like to acknowledge the sacrifices that our volunteers’ families make to allow members to respond to calls at all hours. We would truly be lost without community volunteers.





5.3 Fire Hall Replacement Committee

In 2012, discussion of the future replacement of truck 8-1 led to discussion regarding the current fire hall building. The current 8-1 truck only just fits in the truck bay and a suitable modern replacement vehicle will not fit in the current hall. In addition, the existing fire hall does not meet current seismic or post-disaster building standards which means, should we experience a significant earthquake, our emergency personnel would likely not be able to access vehicles and emergency equipment.

In 2014, the DBID created the Fire Hall Replacement Committee to review background information about the DBID fire hall project, recommend a course of action for the DBID to undertake and provide oversight to the process. Members appointed to this committee are:

- | | |
|------------------------------|------------------------|
| Bob Leggett, trustee | Christo Kuun, public |
| Dave Simpson, trustee | Jim Rowland, public |
| George Lenz, Fire Chief | Shane Dalager, public |
| John MacMillan, Fire Captain | Larry Highcock, public |

The committee has met numerous times to gather information and look at options that will both meet the needs of the fire department and be financially viable for the ratepayers.

As part of the review, the current building underwent a survey to determine the type and extent of any reinforcing in the existing mason block fire hall structure, performed by

McElhanney Consulting Services. The resulting report indicated there is varying amounts of reinforcement in the current cinder block building. While some walls have some horizontal and vertical reinforcement, there are other walls with little to no reinforcement at all in the concrete. Even the walls that have some reinforcement are not up to code and are not sufficient to withstand any significant seismic activity.

A geotechnical engineer, Emerald Sea Engineering, was engaged to dig several test pits to determine the suitability for building behind and beside of the current building. The resulting report provided descriptions of the soil structure layers and provided alternatives for installation of a building foundation to ensure the building remains structurally functional during an emergency, particularly an earthquake.

The building option currently being considered is to build an L-shaped building (approximately 4300 sq. ft.) behind and beside of the current building (but not structurally attached) that would be utilized to house the emergency vehicles and equipment while still maintaining the current building for administrative and meeting purposes. This option would provide the additional space needed for the vehicles and be built to meet post-disaster standards so that the emergency equipment would be accessible during an emergency.

A public open house held in October 2015 to present the work done to date and to receive feedback from the general public as well as members of the fire department.

The committee is working diligently to come up with a plan that can address the needs of the fire department while still remaining affordable to our ratepayers. Watch the Pipeline Newsletter for updates and news regarding this project.

Appendix A 2016 Approved Budgets, Water & Fire

The following spreadsheets show the approved 2016 budgets for both water and fire protection, 2015 budgets are included for comparison.

For details on 2015 expenditures, please refer to Audited financial documents (Appendix B)

Waterworks

Appendix A

	2015 Budget	2016 Budget	Notes
REVENUE			
Water Base Rate	80,520.00	88,128.00	\$36 base-no water (\$33 2011-2015)
Water Consumption	72,500.00	70,000.00	1-50 \$.50, 51-100 \$.60, >100 \$1.00
Penalties / Interest	4,500.00	4,500.00	
Building shared	16,675.00	16,825.00	
shared office staff	3,860.00	3,860.00	
Applications / Connections	1,500.00	1,000.00	
Other Income	500.00	500.00	
Interest Earned	100.00	100.00	
TOTAL WATERWORKS INCOME	<u>\$180,155.00</u>	<u>\$184,913.00</u>	
EXPENSE - ADMIN			
Advertising	150.00	150.00	
Associations	50.00	50.00	LCBA
Bank Charges	90.00	90.00	card fees/nsf charges
Hydro Bldg / Pump #1	7,950.00	8,250.00	
Audit	7,500.00	7,850.00	audit/corp tax
Insurance	15,500.00	15,000.00	reduced liability
Trustee Honorarium	6,200.00	6,200.00	
Licenses/Water Tests	3,000.00	3,500.00	VIHA, N.I. Lab, GW License
Office Supplies	1,200.00	1,200.00	incl. meeting expenses
Office Equip./ Service Contracts	2,300.00	2,300.00	AGS/RW/Security (2015 Web hosting)
Postage	3,200.00	3,200.00	\$560/mailout
Cable	1,100.00	1,100.00	
Telephone	500.00	550.00	
Professional Fees	1,000.00	1,000.00	2015-Wellhead Plan, Standards bylaw
Wages - Assistant	6,971.00	7,041.00	4-12 hrs/wk + coverage
Wages - Administrator	32,682.00	33,332.00	25 hrs/wk
Employee Benefits	3,965.00	4,037.00	10% Admin & Assist wages
CPP Expense	1,750.00	1,750.00	
EI Expense	1,200.00	1,200.00	
WorkSafe BC	950.00	600.00	Operator providing own
Total Admin.	<u>97,258.00</u>	<u>98,400.00</u>	
EXPENSE - OPS & MAINT			
Hydro Pump #2	350.00	375.00	
Hydro pump #3	350.00	375.00	
Hydro pump #4	500.00	500.00	
Hydro pump #5	2,850.00	2,960.00	
Hydro pump #6	565.00	590.00	

	2015 Budget	2016 Budget	Notes
Generator - fuel & repairs	500.00	500.00	
Maintenance-Buildings	3,400.00	3,400.00	cleaning, garbage, snow etc
Maintenance-Contract	28,059.00	29,400.00	2016 per updated contract terms
Emergency Call outs	3,000.00	3,000.00	duties outside of contract
Machine Rental	2,000.00	3,000.00	
Casual labour	3,000.00	3,000.00	mowing, extra labour outside contract
Hydrants	7,000.00	7,000.00	convert 4@1500, 1 culvert@\$1000
Wages - Meter Reader	2,445.00	2,452.00	\$45 equip allow/32 hrs/qtr
Maintenance - Material	4,000.00	4,000.00	
Maintenance Equipment	700.00	700.00	
Major Repairs & Maintenance	10,000.00	10,000.00	well 4 repairs, gen switch
Mileage	1,200.00	1,200.00	
Seminars / Training	2,000.00	2,000.00	
Total Ops & Maint	<u>75,169.00</u>	<u>77,702.00</u>	
TOTAL OPERATING EXPENSES	<u>\$172,427.00</u>	<u>\$176,102.00</u>	
Contingency Fund	7,728.00	8,811.00	
Renewal Reserve Contribution	0.00	0.00	
Contribution to Capital	0.00	0.00	2015 Well #8 generator
TOTAL EXPENSES	<u>\$180,155.00</u>	<u>\$184,913.00</u>	
NET INCOME	0.00	0.00	

Waterworks Capital Renewal Budget

Revenue			
Parcel Tax	140,242.00	140,242.00	\$218 (2014-2016) \$168 (2013)
Contribution from Operating			
	<u>140,242.00</u>	<u>140,242.00</u>	
Projects for 2015:			
SCADA Project	70,000.00		Wells 3 & 4, data loggers, meters
Well #4 pump replacement	0.00		
Well #3 road	0.00		
Total Expenses	<u>70,000.00</u>		
Projects for 2016:			
Well Improvements		23,020.00	per engineers report
Total Expenses		<u>23,020.00</u>	
NET CONTRIBUTION	<u>70,242.00</u>	<u>117,222.00</u>	

Fire Protection

Appendix A (con't)

	2015 Budget	2016 Budget	Notes
REVENUE			
Fire Protection Levies	161,119.00	165,747.00	\$251-2016 (\$244 2010-2015)
Provincial Emergency Program	3,000.00	6,300.00	conservative estimate (20 calls)
Interest Earned - Operations	400.00	400.00	
TOTAL REVENUE	164,519.00	172,447.00	
EXPENSES			
ADMIN. EXPENSES			
Associations	325.00	325.00	FCABC/VFFA
Audit	3,900.00	4,100.00	
Mileage	600.00	600.00	
Hall Supplies	1,000.00	1,000.00	Hall supplies (kitchen/food)
Postage/Freight	50.00	50.00	
Bank charges	0.00	0.00	
Remuneration	21,000.00	21,000.00	
Special Comp Insurance	1,000.00	1,000.00	
Service Awards & Clothing	3,000.00	3,000.00	
Telephone	1,200.00	400.00	
Training/Seminars	8,000.00	8,000.00	
Cars - JAWs Training	2,000.00	2,000.00	\$250/car
WorkSafe BC	270.00	270.00	anticipated 20% increase for 2015
Health & Safety	1,300.00	1,300.00	Hep b shots(\$200 each)FIT test (\$40 per)
TOTAL ADMIN.	43,645.00	43,045.00	
Pumper Truck 8-1			
#1 Truck Insurance	1,300.00	1,300.00	
#1 Truck Repairs	4,000.00	4,000.00	includes CVI
Total	5,300.00	5,300.00	
Fire & Rescue Truck 8-2			
#2 Truck Payment	16,520.00	16,520.00	due in July annually to 2022
#2 Truck Insurance	1,500.00	1,500.00	
#2 Truck Repairs	4,500.00	1,500.00	2015 increase for new tires
Total	22,520.00	19,520.00	
Rescue Truck 8-3			
#3 Truck Insurance	1,500.00	1,500.00	
#3 Truck Repair	1,500.00	1,500.00	
Total	3,000.00	3,000.00	

DEEP BAY

 IMPROVEMENT DISTRICT

2015 Annual Report
 AGM April 13, 2016

	2015 Budget	2016 Budget	Notes
COMMUNICATIONS			
Comm. License	600.00	600.00	
Comm. Repairs & Maintenance	1,000.00	1,000.00	
Comm. Equipment	3,000.00	3,000.00	radios @ \$750/pagers @ \$460
TOTAL COMMUNICATIONS	4,600.00	4,600.00	
OPERATIONS & MAINTENANCE			
Fuel	2,500.00	2,500.00	
Building Repairs & Main.	1,300.00	1,300.00	
Medical Supplies	1,300.00	1,300.00	
Supplies & Equipment	3,000.00	3,000.00	
Life Jacket Maintenance (Air)	200.00	200.00	new replacement kits for existing jackets
Jaws of Life Service/Repair	1,500.00	1,500.00	annual overhaul
Compressor Repair / Filter Air Check	1,500.00	1,500.00	Mjr insp 2014/2016, 2015 add'l repairs
Air Pack Servicing/Hydro Testing	1,500.00	1,500.00	Srvcng/2 years 2014/2016, 2015 upgrades
Footwear	500.00	500.00	boots @ \$100
Shared Ins/Building Expenses	16,675.00	16,825.00	insur.\$7400, hydro \$4125, trustees \$3100
Shared Office Staff Expenses	3,860.00	3,860.00	
TOTAL OPS & MAINTENANCE	33,835.00	33,985.00	
TOTAL OPERATING EXPENSES	\$112,900.00	\$109,450.00	
OTHER EXPENSES			
Capital Asset Addition	0.00	0.00	<i>Purchase detail below</i>
Renewal Purchases	0.00	0.00	<i>Purchase detail below</i>
Internally Restricted Funds-12 year plan	51,600.00	57,600.00	<i>Capital/renewal detailed below</i>
Contingency	19.00	5,397.00	
TOTAL	\$51,619.00	\$62,997.00	
TOTAL EXPENSE	\$164,519.00	\$172,447.00	
NET INCOME	0.00	0.00	

Fire Protection Capital Renewal Budget			
	2015 Budget	2016 Budget	Notes
Contribution from Operating	51,600.00	57,600.00	Increase for 2016
Capital Purchases for 2015:			
Hose	1,577.00		<i>Renewal purchase</i>
Air Tanks (4)	6,307.00		<i>Capital asset purchase</i>
Air Packs (2)	3,773.00		<i>Capital asset purchase</i>
Lights for 8-3	1,600.00		<i>Capital asset purchase</i>
Turnout Gear	0.00		<i>Renewal purchase</i>
	13,257.00		
Capital Purchases for 2016:			
Hose		1,608.00	<i>Renewal purchase</i>
Air Tanks		9,083.00	<i>Capital asset purchase</i>
Air Packs (1)		7,335.00	<i>Capital asset purchase</i>
RIT Kit		3,000.00	<i>Capital asset purchase</i>
		<u>21,026.00</u>	
NET RENEWAL CONTRIBUTION	38,343.00	36,574.00	
Building Renewal Fund	<u>16,510.00</u>	16,496.00	\$25 (2015-2016)
Building Expenditures for 2015:			
Building Scan/Eng./test holes	0.00		
	0.00		
Building Expenditures for 2016:			
Geo Tech./test holes		7,500.00	
		7,500.00	
NET BUILDING CONTRIBUTION	16,510.00	8,996.00	

Appendix B Audited Financials (Attached)