

DEEP BAY IMPROVEMENT DISTRICT

2014 ANNUAL REPORT

**Presented at the
Annual General Meeting
April 8, 2015**

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1 Message from the Chair

This year once again I must state my appreciation for our board members and their cooperative and constructive efforts. It is a pleasant, responsible group that is invaluable to our rate payers.

G.W. Solutions conducted pumping tests between October 25, 2013 and November 2, 2013 as requested by Guiton Environmental Consulting. Their final report was completed June 16, 2014.

Guiton Environmental Consulting reviewed GW Solutions work and provided a report November 12, 2014. Rick Guiton attended the December 17, 2014 board meeting to present his findings.

Guiton's findings:

- Estimated annual recharge of 16 L/sec for existing well field.
- Recommended that the District's total commitment not exceed more than 50% of the estimated annual recharge to the well field.
- District's current demand is 4.4 L/sec therefore a further 3.6 L/sec may currently be allocated from the existing well field.
- This would commit 8 L/sec or 50% of the estimated annual recharge to the well field.
- It is considered prudent at this time to reserve 50% of the annual recharge as a contingency against the unknowns associated with current recharge calculations, reoccurring drought periods, future climate change impacts, and future growth and demand.
- Should additional quantities of water, beyond the 3.6 L/sec, be required in the short term, it is recommended that such quantities be obtained through an expanded well field, likely to the south-east.

These recommendations are conservative and very safe for our water supply.

I look forward to seeing you at our regular board meetings which are held every third Wednesday of the month.

Thank you,
Thomas Plensky

2 About the District

Deep Bay Improvement District Board of Trustees:

Candace Cowan	Don Milburn
Claire Hilscher	Tom Plensky
Bob Leggett	Dave Simpson
Linda McKay	

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

In 2014 a new select committee, the Fire Hall Replacement Select Committee, was formed. The committee's purpose is 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 605 water connections.

2014 Statistics

Additional lots (created by subdivision): 0

CEC's collected for new lots/connections: \$6,500

New water connections: 2

Average cost of a new water connection: \$965.87 (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 2014 fiscal year were presented at the October 2013 regular board meeting and ratepayers were encouraged to attend to ask any questions they had about the draft budgets. The budgets were finalized and approved later at this same meeting. If you were unable to attend this meeting, copies of the budgets and Capital Replacement Schedules that were approved for Waterworks and Fire Protection are available from the office and on the website.

Waterworks operating revenue came slightly over budget and expenses came in under budget. The biggest savings were in Major Repairs and Maintenance (budgeted for \$10,000, \$2225 expensed). Fire department revenue was over budget due to higher than anticipated Provincial Emergency Program (PEP) call outs and expenses somewhat under budget due to fewer equipment/clothing purchases than budgeted. For further details, please refer to the 2014 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. The 2014 residential parcel tax rate was increased by \$50 from \$168 to \$218 with a corresponding percentage increase for the other assessment categories. Renewal funds collected for 2014 was \$140,052. There has been no increase to parcel tax for 2015.

In 2012 it became apparent that the electrical systems for the wells and reservoir required replacement. Work was started in 2013 and is expected to be completed in

2015. In 2014, \$42,936 was expensed to integrate Wells #1, 5, 6 & 8 into the system. In 2015 it is anticipated that Wells 3 & 4 will be brought online and data loggers for all wells will be installed. Total project costs are still estimated to be in line with the approved budget of \$110,000 to be paid from renewal funds. For further detail on this 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 current water toll structure has been in effect since 2011.

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 have remained unchanged since 2010. Fire Protection tax revenue for 2014 was \$161,124, with \$51,600 of this being put aside to fund replacement of capital equipment items. For the upcoming taxation year (2015) a Building Renewal tax was created to fund renewal of the existing fire hall. While deposited in a separate fund, it is based on the same factors as the Fire Protection tax so a percentage of the current Fire Protection taxes was used to determine the rates.

In 2015 the finance committee looked at how the district was investing funds that are being put aside for future projects. This resulted in a plan that will see funds transferred into higher yield investments on a quarterly basis that should result in significantly higher interest yields over the life of the investments.

Additionally, in 2015, the DBID acquired “qualified donee” status as recognized by Canada Revenue Agency which allows the district to issue tax receipts for donations.

3.2 HR Committee

Deep Bay Improvement District is an employer, and also a purchaser of contracted labour. 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, definition of a reporting structure, current job descriptions, processes for salary 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 October 2014 our meter reader gave notice and the HR. Committee commenced searching for a replacement. DBID was fortunate to have a number of excellent

candidates, all local residents, and in December a replacement was hired to start for the January 2015 meter reading.

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 2014:

Bylaw No. 218 – 2014 Capital Works Renewal Reserve Fund Disbursement Bylaw - to authorize the disbursement of monies in the Capital Works Renewal Reserve Fund for the design and installation of a SCADA system to monitor the DBID reservoir and wells.

Bylaw No. 219 – 2014 Capital Expenditure Charge Reserve Fund Disbursement Bylaw - to authorize the disbursement of monies in the Capital Expenditure Charge Fund for a review and update of the current Engineering, Planning and Design Report to review and update, if required, the current Capital Expenditure Charge Bylaw.

Bylaw No. 220 - Eleventh Assessment Bylaw - to provide for making the assessment roll of the improvement district and to determine the basis of assessment and the method to be followed in classifying the lands in the improvement district.

Bylaw No. 221 - Taxation Bylaw 2015 – for imposing upon lands in the District and to provide for imposing a percentage addition to encourage prompt payment thereof

In 2013 DBID board started the process of reviewing the bylaws affecting development in the area to ensure that they are up to date. The committee is reviewing:

- Subdivision Water Regulation Bylaw No. 168,
- Bare-Land Strata Subdivision Water Regulations Bylaw No. 169, and
- Comprehensive Capital Expenditure Charge (Water) Bylaw No. 201.

This review is still on going. Bylaw No. 201 was reviewed in 2014 and an updated bylaw is expected to be registered in early 2015.

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. The Planning Committee met several times in 2014 to discuss a number of topics.

The committee reviewed and made recommendations regarding review and update of the current Engineering, Planning and Design Report (McElhanney Consulting, 2008). Review of the 2008 report was completed by McElhanney Consulting in 2014 and provided updated recommendations and cost estimates for capital projects. As a result of these updates, a new Capital Expenditure Charges (CEC) was recommended. A new CEC bylaw is expected to be registered in 2015.

The committee also reviewed and updated the Assessment Bylaw. As an improvement district, the DBID is authorized to assess properties and levy and collect taxes. The basis for assessment can use a number of criteria, including parcels, groups of parcels, values or area. The DBID's assessment is based on parcel groups primarily defined by zoning/land use. During a review of the assessment categories in 2014, it was determined that properties in the Agricultural Land Reserve (ALR) should be recognized in their own categories (previously these properties were included in the residential classification). While there is no perfect basis for taxation, the board feels that the current classification bylaw provides a base for the equitable allocation of costs.

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 2014 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, treatments 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

I would like to take the opportunity to welcome everybody into 2015, a year that promises to be productive and hopefully trouble free.

As mentioned in last year's report, we were about to begin installing new electrical and radio read equipment in our system. I am happy to report that wells # 1, 5, 6 & 8 and the reservoir are now completed. They are all running well and can be monitored and controlled by the computer at the Deep Bay office. Wells # 3 & 4 are next in line and the wheels are in motion. These wells should be completed in the very near future and our somewhat antiquated electrical will be well on its way into the present century.

Upon upgrading our wells, we came across a problem with well #4. It was discovered that a small piece of the impeller from #4 pump had broken off and lodged itself in the check valve, holding the valve open and allowing water to flow back into the well. This circumstance would in no way affect the purity of our water but very much affected the operations of well #4.

This matter was brought before the board and the decision was made to replace the pump and the electrical lines and all necessary pipe and fittings to make this well efficient and dependable once again.

While everything was removed from the well shaft, we also took the opportunity to run a scope (electronic eye) down the shaft and observe the current condition of the piping and the well screen. I am very impressed that after a good cleaning the scope gave us a view of our equipment that shows it to be impressively clean and functional, especially for equipment that has been in the ground since the mid-seventies. Well #4 is now re-assembled and running better than ever.

One other item I would like to mention is a little information on our aquifer. In the process of monitoring our aquifer levels, we reached a record low in early 2014. I am sure that this is credited to what I believe was a close to record dry fall/winter period in 2013/2014. After fall and winter rains in late 2014, our aquifer has done a 360 degree turn around and recovered amazingly with current levels well above average. I am once again in awe over the incredible production that our aquifer keeps proving to us that is in the realm of its capabilities. We are indeed blessed with incredible water.

In closing, I would just like the ratepayers to once again be aware that if you have any questions at all, I can be reached through the office and would be more than happy to answer any questions or clear up any unknowns that you may have regarding our water system.

Thank you very much,

Don Buchner, Operator (EOCP Operator #6464)

4.2 Operations & Maintenance Committee

Electrical issues have been ongoing for several years therefore, in 2013, the board chose to proceed with a SCADA (Supervisory Control and Data Acquisition) system as part of the replacement of existing electrical controls at the wells. Phase 1 of the SCADA system was completed in 2013 with communication between the office and the reservoir being established first (this was the weakest link 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 will be replaced (they are too old to upgrade) and level and flow equipment (data loggers) will be installed in the wells.

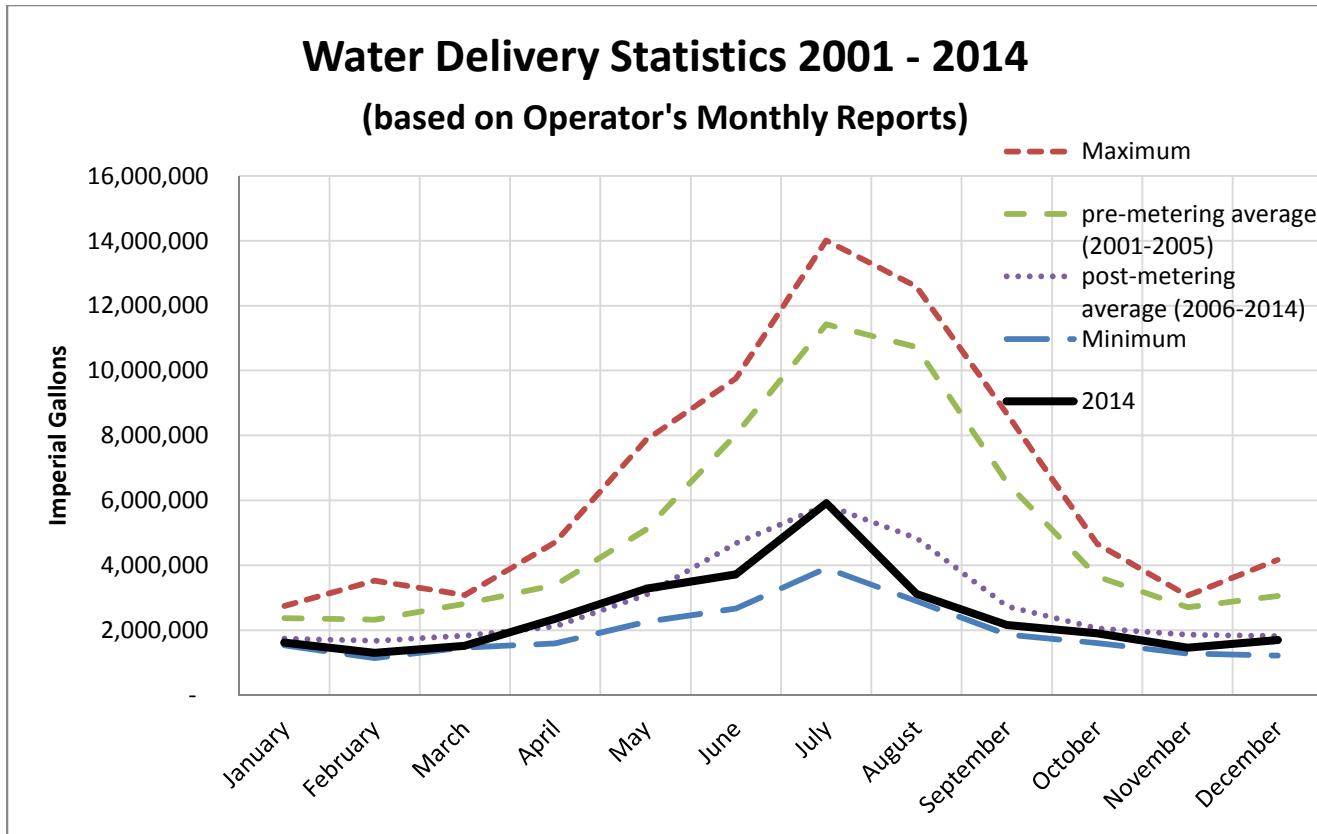
Once completed, the SCADA system will allow the monitoring and operation of the wells and the reservoir from a central terminal at the office. The replacement and upgrading of the panels have eliminated the expenses of repairing ongoing electrical failures. Total budget for the SCADA project is estimated at \$110,000. These funds will be drawn from the Renewal Reserve Fund (water).

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

Overall, water delivery for 2014 was below the post-metering average. Consumption in some of the spring and summer months was slightly higher than the post-metering average but were lower than expected given the dry conditions experienced. Rate payers are to be commended for their careful use of water.

Annual Water Delivery in Imperial Gallons (IG)

Pre-metering average (2001-2005)	Post-metering average (2006-2014)	2013 Total	2014 Total
62,139,857 IG	34,300,942 IG	29,180,451 IG	30,034,145 IG



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 2014, DBID undertook additional chemical analysis on all production wells and the reservoir with the exception of Well #4 that was out of commission for repairs. These samples were taken to 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	Test	Result	Units	Drinking Water Guidelines
Reservoir	Total Coliform	9.9	mg/L	<1
Well #2	Colour—Apparent	16	Colour Units	15
Well #2	Total Iron	.518	mg/L	.3 Aesthetic Objective

The 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".

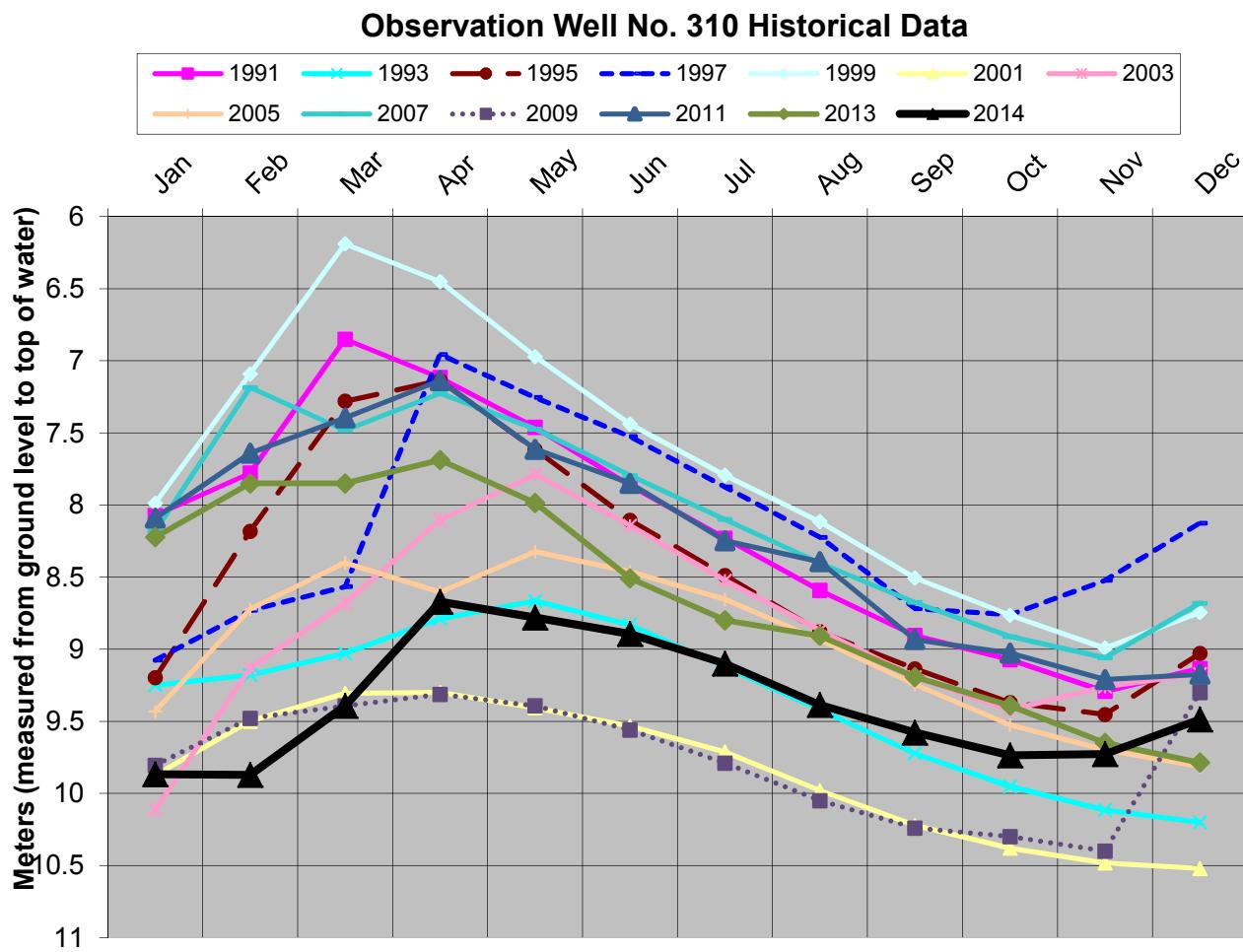
The DBID has a provincial observation well in our area, referred to as Well. No. 310. The BC Ministry of Environment, Water Stewardship Division, installed this well to monitor this area of the Quadra Sands Aquifer. The data logger takes hourly readings of the water level (measured from ground level 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 a manual reading and calibrating the pressure transducer. The DBID operator also takes monthly readings at Well No. 310 as part of the Operator's Monthly Report.

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 2014 started very low due to a very dry fall & winter season when the aquifer is typically recharging. Fortunately, rainfall was received in March & April prior to the start of the summer drawdown period. After a dry summer, there was significant precipitation starting in the fall and the aquifer has now returned to typical levels.



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 22 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

First and foremost I would like to thank the Fire Department members for their dedication and support throughout year. I would also like to thank the loved ones who support those same members as they run out the door at some of the most unforgiving hours of the day/night. And giving thanks where thanks are due, I also would like to thank the many supporters of the fire department.

We also had a few of 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. To Les, Wendy, Jeremy, Jonathan and Mike again I say thank you and best of luck on your new adventures. In saying good bye to those members we also are glad to welcome 7 new members to the crew and are working at getting them trained to today's standards.

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

With the delayed start to the school season it was decided to set up a fire department participation in their mandatory fire drill at some point though the school year instead of the usual visit during Fire Prevention Week.

DEEP BAY
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IMPROVEMENT DISTRICT

2014 Annual Report
AGM April 8, 2015

With Truck 8-3 completed, we are looking forward to the next challenge and hope that things go well in the community and would like to welcome new comers to join us in these endeavors.

Once again we have to thank the members and volunteers who, in good weather for a change, were able to help the Legion Ladies' Auxiliary with the annual food hamper drive that helped gather food for many hampers in our community and also raised \$1690.00 for gift certificates which the local Credit Union increased by donating an additional \$500.00 to the cause. 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 has been earned.

I would also like to remind everyone to change their batteries in their smoke and carbon monoxide detectors as an annual precautionary measure. They 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 15th till October 15th. 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.

A big thank to the people who helped with the new fire signs at the top of Jamieson Road and Gainsberg Road.

This year our call volume increased from 77 in 2013 to 92 in 2014. This annual break down of calls is as follows:

First responder	36
Fire calls	7
Auto incident	45
Complaint calls	4

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 2014 are as follows:

Fire Chief	George Lenz
Deputy Chief	Lloyd Rae
Assistant Chief	John MacMillan
Secretary	Margaret Furnell
Treasurer	Mick Smith

Also:

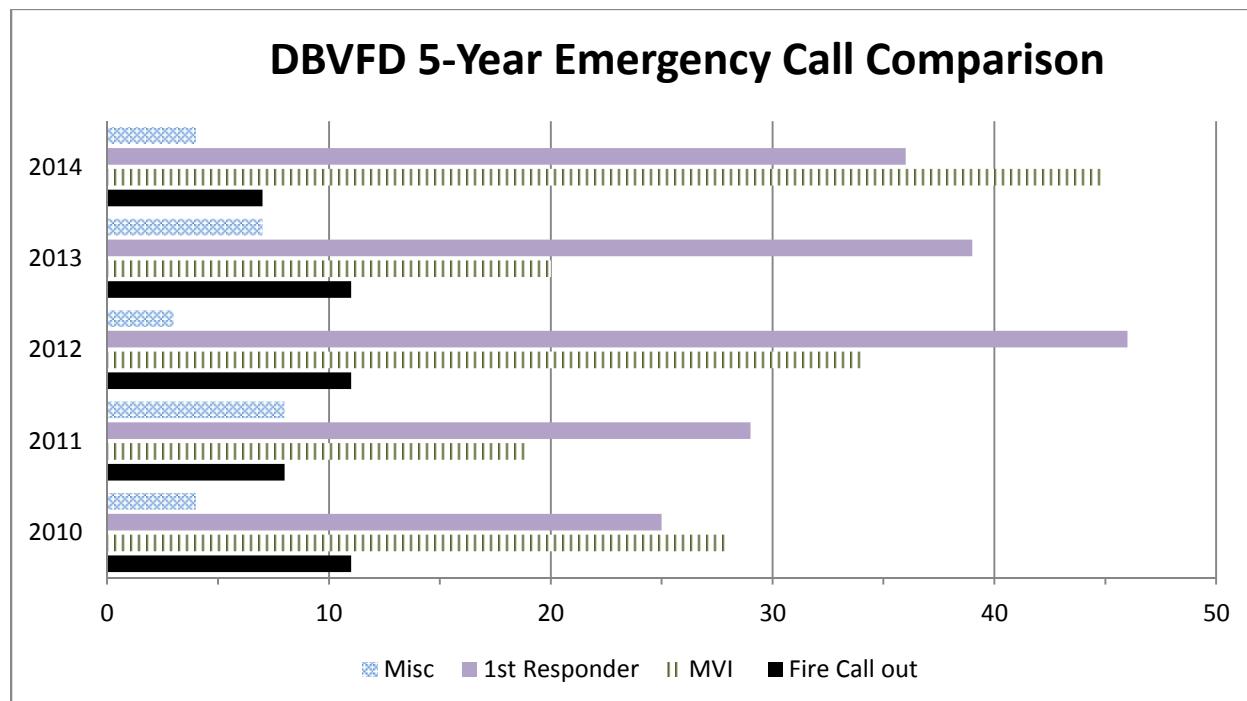
Ed Pater was appointed as Captain

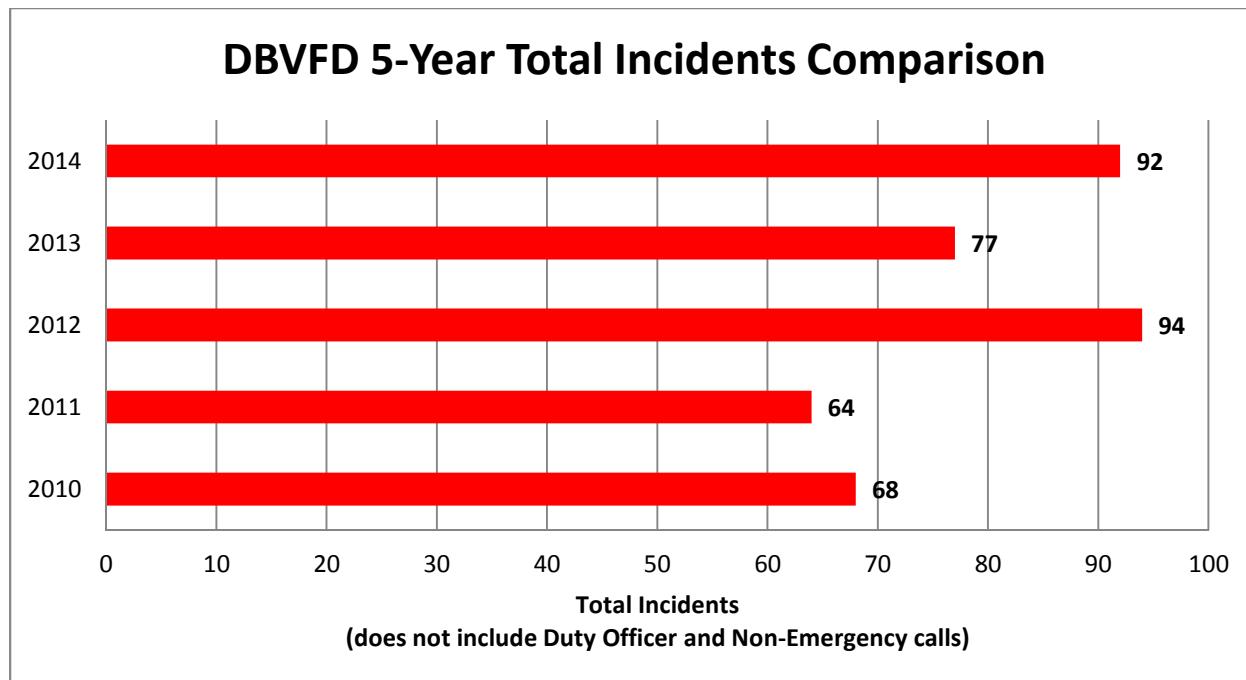
Simone Maguire was appointed Captain and first responder leader

Rob Cottrell was appointed as Lieutenant in charge of in-house training

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 92 calls in 2014, up from 77 calls in 2013 with the increase due to Motor Vehicle Incidents (MVI) callouts. There were 45 MVI call-outs in 2014 up from 20 in 2013. DBVFD is reimbursed for costs associated with these calls by the Provincial Emergency Program (PEP). PEP revenue is used to help cover the costs of the ongoing training with, and maintenance of, the vehicle extrication equipment (Jaws of Life).

The Fire Protection Committee meetings in 2014 were primarily to discuss operational budgets, upcoming capital purchases and the formation of the 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 a 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 include 2 DBID trustees, 2 members from the Deep Bay Volunteer Fire Department and 4 members of the public (all DBID ratepayers). To assist the committee with preliminary planning discussions (that started in early 2015), DBID had a topographical survey of the

property completed in 2014. The committee will be reporting directly to the board and updates will be provided in the Pipeline newsletter and on the website as plans start to come together.

The not-for-profit that was formed in 2013 has continued their support of the Deep Bay Volunteer Fire Department and made a contribution of \$500 towards the “Building Renewal Fund” in 2014. Please be sure to help support their fund raising activities.

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.

Appendix A Audited Financials (Attached)