

DEEP BAY IMPROVEMENT DISTRICT

2020 ANNUAL REPORT

Presented at the
Annual General Meeting
November 4, 2021

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1 Message from the Chair

2020 was another busy year for DBID. We have undertaken many projects which will improve our operation and service to our ratepayers, while managing our day-to-day operations.

In the first quarter of 2020, many rapid changes were made to our organization due to the pandemic being announced by the World Health Organization in March. In-person Board meetings were changed to audio/video “Zoom” meetings; the office remained staffed, but closed to the public; our auditor modified their processes to minimize time spent at the office; the Fire Department made significant adjustments to hall access and practice routines. Despite those challenges, progress continued on the construction of the new fire hall as contracts were tendered/awarded as we awaited the issuance of the development permit and building permit from the Regional District.

As the months passed, progress continued with our daily operations and our long term projects. Our water system operator was able to change the way our reservoir turns over its volume, to ensure a fresher supply of water is regularly being pumped from our wells. There was only one major capital project completed within the water system in 2020, where we were able to coordinate with the provincial government’s planned road upgrade to replace a section of watermain beneath that area.

The list of requirements for the new fire truck was further developed through the year. Fortunately, the work done in 2018 to ensure that the existing truck can still serve as our main pumper has allowed us to take the necessary time for such an important purchasing decision that will serve our community for another 20-25 years.

The provincial government regularly provided information to improvement districts regarding ways to deal with the pandemic and how it was affecting our operations and governance. This led to changes in the meeting procedure bylaw, cancelation of the planned AGM for April 2020, and extensions of trustee terms. Once the extended trustee terms were complete, there was an election at the end of 2020 which resulted in four new trustees joining the board with terms starting in January 2021.

Over the course of the year, we had many new people involved in new roles in our organization, including but not limited to our Architect, Construction Project Managers, Owner’s Representative, and the trades who have all worked so hard to deliver critical stages of our fire hall project under such difficult pandemic conditions. I commend them all for their attention to everyone’s safety on the site.

Thank you to the Deep Bay Fire/Rescue Society for their support of our fire department and fire hall replacement project. This group, under the leadership of Barb Nixon, has donated more than \$100,000 to the new fire hall and another \$17,000 for lifesaving equipment in 2020. Please consider contacting Barb or another member of the society to find out how you can help them with their valuable fundraising efforts of Deep Bay Fire/Rescue Society.

In closing I would like to thank the DBID Trustees, Fire Hall Replacement Committee members, Administrator, Assistant Administrator, Meter Reader, Operator, Fire Chief and Fire members for their hard work and dedication in 2020. These people are our friends and neighbours and contribute many hours of their time to ensure the smooth operation of our Improvement District and safety of our community.

Claire Hilscher, Chair
Deep Bay Improvement District

2 About the District

Deep Bay Improvement District Board of Trustees (2021):

Tony Botica
Robert Hale
Claire Hilscher

Linda McKay
Tom Plensky
Colin Thompson

At the time of this report, there is one vacancy on the board.

Candace Cowan, Bob Leggett, Don Milburn and Dave Simpson served as trustees for 2020 and Suzanne LaRoy served as a trustee from January - July 2021.

Claire Hilscher is currently serving as Chair, as elected by the board of trustees. Don Milburn served as chair for 2020 and Suzanne LaRoy served as chair from April - July 2021.

Monthly board meetings are held the 3rd Wednesday of each month at the Deep Bay Fire Hall at 7:00 pm (unless otherwise noted). 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:

- Bylaw Committee,
- Environment & Emergency Committee,
- Facilities Committee,
- Finance Committee,
- Fire Protection Committee,
- Human Resources Committee,
- Operations & Maintenance, and
- Planning Committee

Current select committee:

- 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 donations or gifts from registered charities or the general public and to issue official

receipts for donation/gifts received. Donations can be made in support of the new fire hall until January 2022 and will go directly towards reducing the long-term borrowing. (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 644 parcels of land and 616 water connections.

2020 Statistics

Additional lots (created by subdivision or boundary expansion): 0

Capital Expenditure Charges collected for new lots/connections: \$16,200

New water connection applications: 4

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 district 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 2020 fiscal year were presented at the October 2019 regular board meeting. Draft budgets were made available prior to the meeting and ratepayers were encouraged to ask questions regarding the draft budgets. The budgets were finalized and approved later at this same meeting. The approved budgets for 2020 and 2021 are available for review in [Appendix A](#).

The 2020 waterworks operating revenue was over budget for water consumption due primarily to above average use for July - September. Consumption for April - June was slightly over budget but not as much as other years. Overall, revenue came in moderately over budget. Most budgeted operating expenses came in close to budget with some individual lines over budget (Professional Fees) and other lines under budget (Office Supplies, Building Hydro, Maintenance Material/Equipment).

Fire department revenue for 2020 was slightly under for budgeted lines. Overall revenue was over budget due primarily to equipment donations. Fire Department operating expenses came in under budget for several line items often attributable to the pandemic (e.g. training opportunities were very limited).

For further details, please refer to the 2020 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 last parcel tax increase was in 2019 to ensure that the capital plan is fully funded at sufficient for 10-12 years out. Parcel tax rates for 2020 were not increased and the board will continue to review the timing of projects and related costs each year.

A portion of Thompson Clarke Dr. West was replaced in 2020 due to work being done by the Ministry of Transportation for a cost to the district of \$39,962 for materials and engineering. The Ministry contributed labour at an estimated value of \$43,500.

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. Current rates have been in effect since January 2019.

Quarterly Water Tolls	Effective Jan. 2019
Base Rate	\$39.00
1 – 50 cubic meters	\$.51 each
51 – 100 cubic meters	\$.62 each
>100 cubic meters	\$1.03 each

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 unique training requirements. Accordingly, the two marinas pay the highest Fire Protection taxes.

Fire protection taxes last increased in 2019 to cover increased operating costs for equipment, training and general operating costs. This tax covers all expenses for the fire department including operating costs and capital equipment and vehicle purchases. The contribution to the capital replacement plan is currently \$75,000 per year.

For 2020 & 2021 the board chose to transfer funds from the Fire Protection Operating Fund to balance the operating budget rather than increase taxes. The main rationale for doing this was the knowledge that the Building Renewal Tax would be eliminated after 2021. The operating fund surpluses exist to fund unanticipated expenses and cannot be drawn down regularly to balance the budget. Additional revenue will be required to balance the operating budget for 2022 (particularly due to additional operating costs for the new building) but it is hoped any increase to the Fire Protection tax will be offset by the elimination of the Building Renewal Tax.

Year	Fire Protection Tax (residential rate)	Operating Budget	Capital Fund contribution (from total Fire Tax)	Building Renewal Tax (residential rate)
2018	\$251	\$123,016	\$60,000	\$50
2019	\$276	\$124,348	\$75,000	\$50
2020	\$276	\$141,543	\$75,000	\$50
2021	\$276	\$140,347	\$75,000	\$50

A Building Renewal Tax was introduced in 2015 to fund renewal of the existing fire hall. 2020 rates added \$33,042 to the Building Renewal This fund will be used to reduce the final borrowing amount for the new fire hall. 2021 is the last year that this tax will be applied.

The fire hall project broke ground in March 2020 and expenses for 2020 totaled \$1,252,998. A good portion of this was for the steel building at \$515,485.

Short-term financing has been secured from RBC for the construction phase. As the project progresses, DBID will take out Capital Tax Advances (CTA) from the province to finance the borrowing (not to exceed \$2,000,000, as approved by referendum) for 20-years terms. Provincial borrowing rates are fixed for the full term and are lower than those available from financial institutes. Debt repayment is collected directly by the Provincial Surveyor of Taxes via the annual rural tax levy. The first CTA for \$1.3 million borrowed at 1.89% occurred in the spring of 2021 and was reflected on the 2021 rural property taxation notices issued by the province.

3.2 HR (Human Resources) 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 and the DBID is pleased to have the current operator in place until at least 2022. The Administrator, Administrative Assistant, and the Meter Reader are employee positions paid on an hourly basis. Reviews are conducted annually for all employees and at that time pay rates are reviewed in coordination with the annual budget process.

3.3 Bylaw Committee

Some bylaws must be sent to the Ministry of Municipal Affairs and Housing for registration prior to coming into 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 passed by the Deep Bay Improvement District in 2020:

Bylaw No. 241 – Meeting Procedures Bylaw Amendment 2020 - A Bylaw to amend Bylaw No. 202, “Meeting Procedures Bylaw” to allow for electronic meetings. (registered by the province February 5, 2021).

Bylaw No. 242 - Taxation Bylaw 2021 - A bylaw for imposing taxes upon lands in the District and to provide for imposing a percentage addition to encourage prompt payment thereof

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 items that require more discussion than is suitable for a regular board meeting. Recommendations from the Planning Committee still need to go to a board meeting for approval.

In 2020, the committee reviewed and made recommendations regarding the Operating Budgets and Capital Replacement Plans for both Waterworks and Fire Protection and reviewed the timing for planned capital purchases.

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 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 2020 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 performed 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 report was issued November 2, 2020 and is available for viewing at the office.

4.1 Operators Report

Submitted by Don Buchner, Water System Operator

I am pleased to report that there is very little to report this year! For the most part, things have run smoothly with very little disruption.

We have experienced a few leaks this year but no more than usual. I am quite sure that these leaks can be attributed to normal fatigue in an aging system. We are doing our best to upgrade the troubled areas as we experience the signs of distress. We have also added a few new services to our system as we do every year in a forever growing community.

As most were aware, MainRoad had the road torn up on Thompson Clarke Dr. West near Melvin Crescent, for quite some time in 2020 while repairing a washout that was occurring on the bank. During this time, they also replaced a good section of our water main in the area as they had to remove a large section to complete this job. This still cost the district a nominal cost but we saved huge dollars as they had to be down there anyways.

We also supplied a new service to the new fire hall this year and during the process, we upgraded the older connections to the old building as well. Again, always good to upgrade when the ground is opened up already and save dollars in the process.

For the public's information, we complete a thorough flush of the entire system at least twice a year; once in the spring and once in the fall. We also lightly flush the hydrants and standpipes an additional two times a year. This keeps things clean and fresh at all times.

Well, that is all I have to say for 2020. All of our water tests from VIHA have been coming back clean after adjustments made in the spring of 2020 and our system has been running smoothly.

One more thing – we have been experiencing a rash of vandalism up around the reservoir and two of our wells. All incidents have been reported to the RCMP. If anyone sees any suspicious vehicles or persons around these locations, please jot down any info you can accumulate and hand it in to the office. Thank you all and have a great 2021.

Don Buchner, Operator (EOCP Operator #6464)

4.2 Operations & Maintenance Committee

2020 was a relatively quiet year with no major repairs required.

Annual Water Delivery in Imperial Gallons (IG)

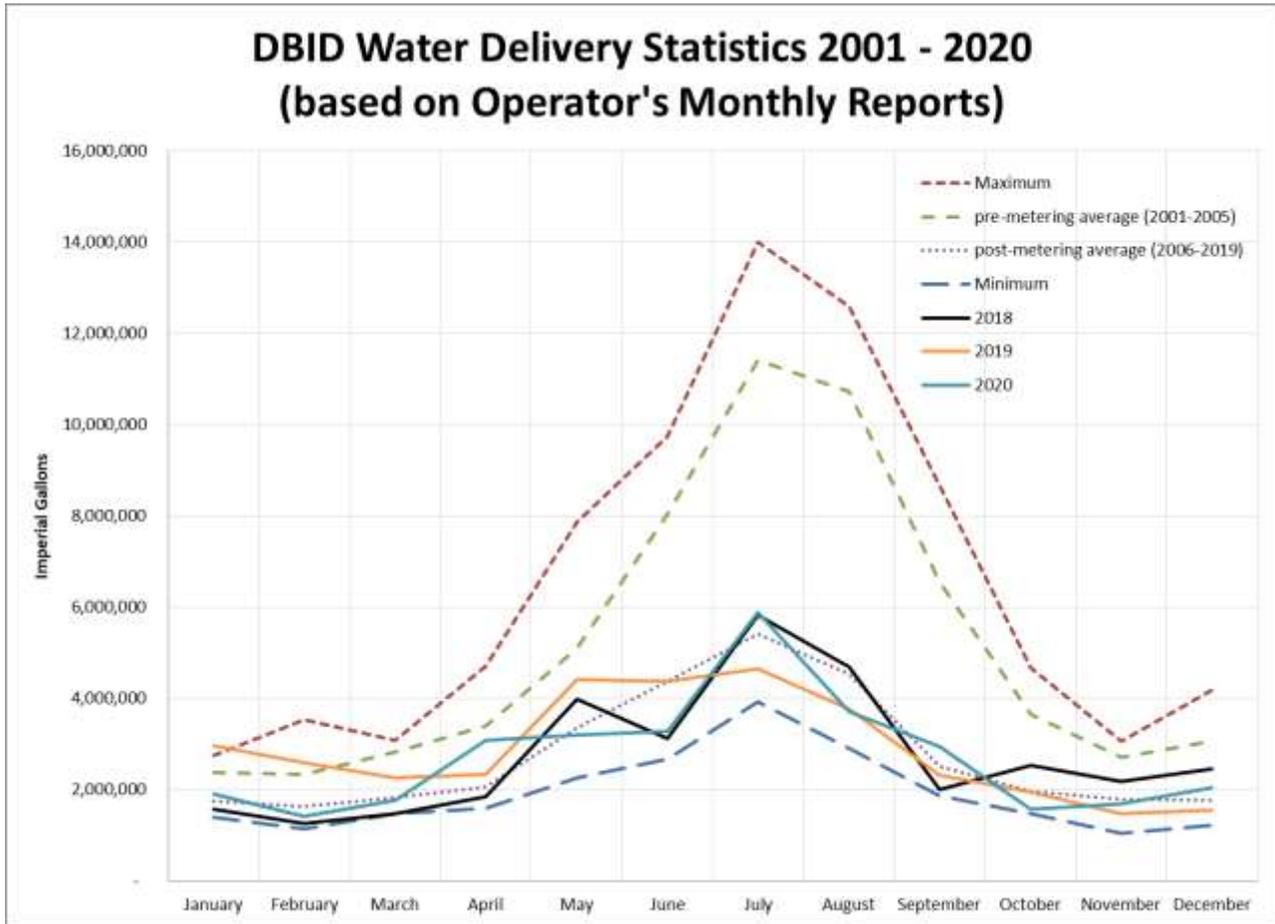
(Figures from monthly operator’s report as measured at the wells)

Pre-metering average (2001-2005)	Post-metering average (2006-2019)	2018 Total	2019 Total	2020 Total
62,139,857 IG	32,971,891 IG	32,937,968 IG	34,607,980 IG	32,470,680 IG

Water delivery is the water that is measured at the wells and accounts for all water use including operations & maintenance, fire department use and water consumptions as measured at the meters on a quarterly basis.

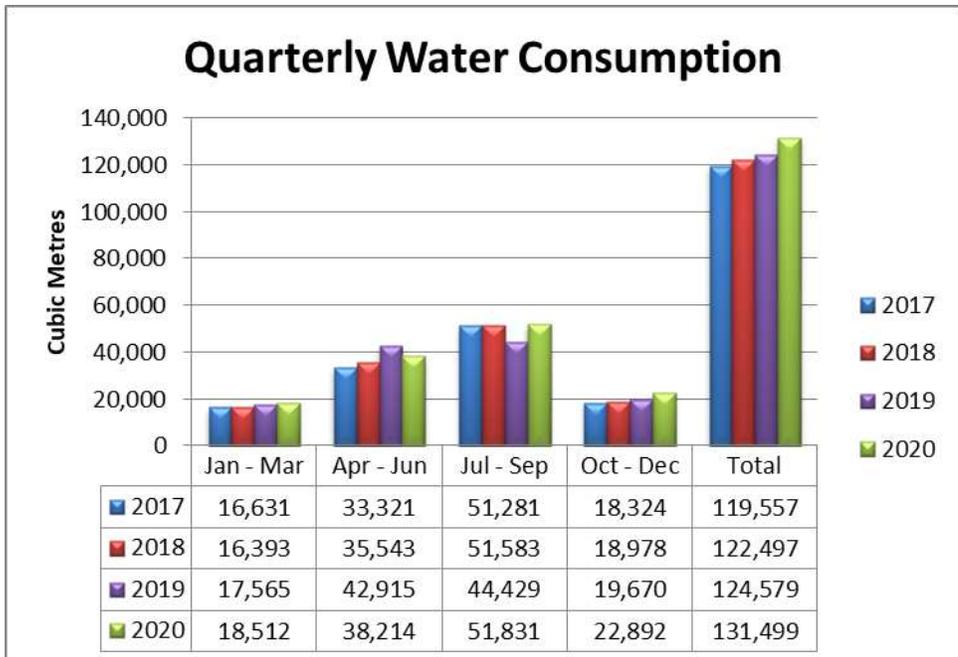
Water delivery for 2020 was close to the post-metering average and slightly lower than 2019. Water delivery has been trending higher for the last 5 years and while 2020 saw a slight decrease, it is too early to tell if this means there is a leveling off of that trend.

The increases are a result of several factors. The flushing program, as part of regular preventative maintenance, has been increased over the last couple of years to help address water test results and water consumption, as measured quarterly, has also been increasing (see graph below).



Water consumption (based on quarterly meter reads) has increased slowly but steadily over the last few years.

Watering restrictions have not been implemented but all water users are asked to continue to use our resource responsibly.



4.3 Environment & Emergency Committee

As part of the district’s regular water sampling, the following samples tested positive for low background levels of coliform (from a total of 109 samples):

Date	Total coliform	Reason	Corrective Action
Jan 6/20	1	Unknown	Retested, 3 of 4 results L1
Jan 13/20	2	Unknown	Retested, results L1
Jan 27/20	2	Unknown	Retested 4 sites, all, results L1
Jan 27/20	2	Unknown	
Feb 3/20	1	Reservoir testing	
Mar 23/20	1	Unknown	Retested, results L1
May 4/20	2	Unknown	Reservoir turnover was adjusted.
May 11/20	5	Reservoir testing	
May 19/20	3	Reservoir testing	
Jun 15/20	2	Reservoir testing	

For a period of 6 weeks during February and March, DBID conducted additional bacteriological testing from the wells and reservoir to try to track down a source for the coliform counts. During this process, a faulty valve was discovered and repaired at Well #6. Additionally, the reservoir turnover was adjusted which has resolved the issue.

In November 2020, DBID undertook additional chemical analysis on all production wells. These samples were sent to AGAT Laboratories for testing. All of the well samples were within the chemical parameters listed in *The Guidelines for Canadian Drinking Water Quality*. The full results from DBID annual chemical testing are available for viewing at the DBID office and are on the website at www.dbid.ca under "Water Quality Reports".

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:

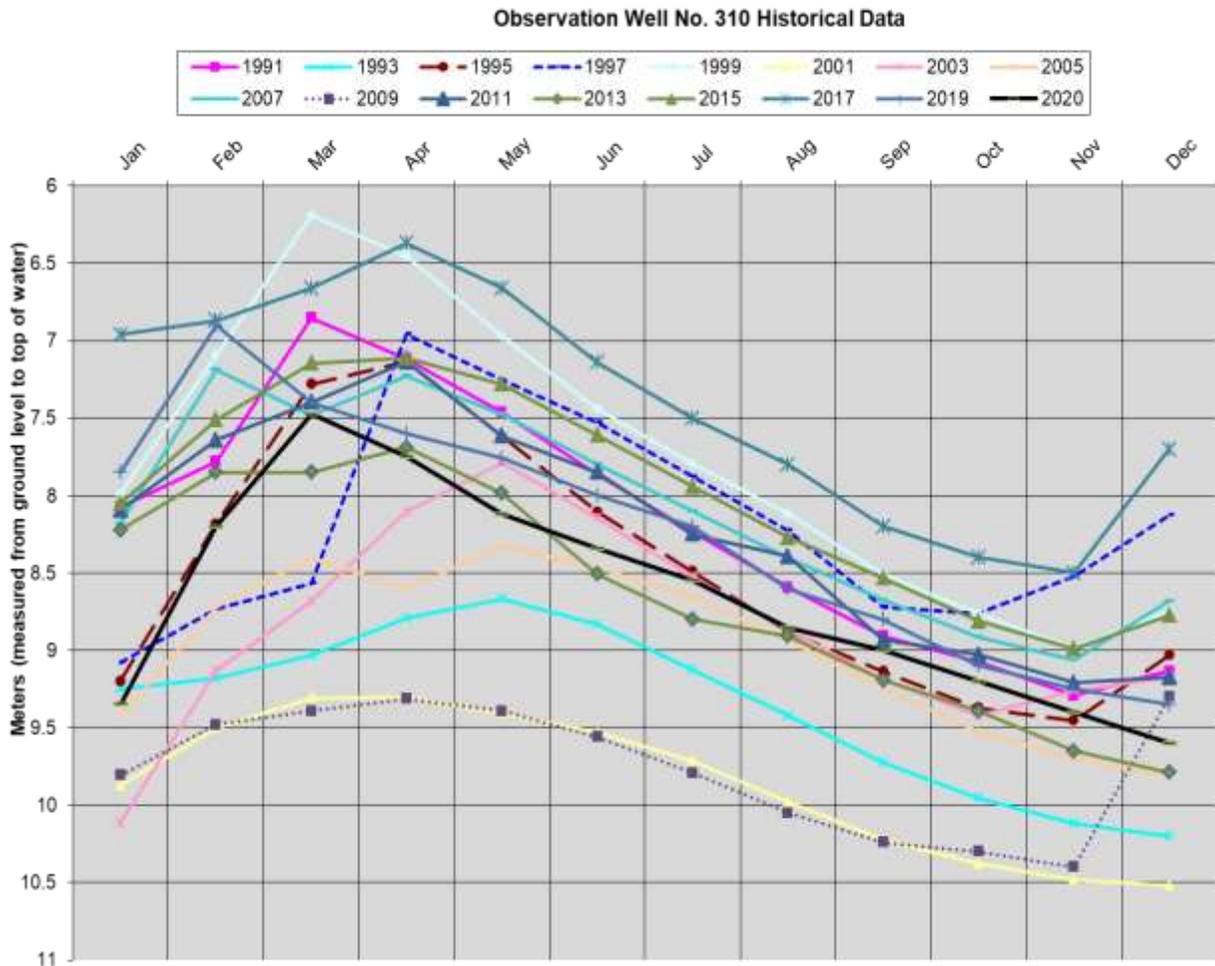
1. Emergency phone & email contact lists
2. Emergency procedures for various scenarios (e.g. Unsafe water, loss of source, pump failure)
3. Maps of System
4. Electrical Schematics
5. General Procedures (cross referenced to the Operations & Maintenance Manual)
6. Boil Water Advisory Toolkit

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). Current readings and historical data are posted and available at:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/groundwater-wells/aquifers/groundwater-observation-well-network/groundwater-level-data-interactive-map>

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. Low starting levels in 2020 benefited from significant precipitation in January 2020. Levels stayed at an average level until towards the end of the year. Early winter in 2020 was unusually dry so recharge that typically begins in November did not occur and levels continued to drop through December. Precipitation in early 2021 has since provided recharge to bring levels to within the normal range.



5 Fire Protection

The Deep Bay Volunteer Fire Department (DBVFD) services are provided 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 Emergency Management BC, for the area between Kinkadee 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 was scheduled to be replaced in 2018 but the purchase has been delayed until after completion of the new fire hall addition and is currently scheduled for replacement in 2022
Fire Underwriters Survey extended the certification of this truck as a first line duty truck for an additional 5 years to 2023. Reserve funds are being put aside for the replacement truck and borrowing is not anticipated.

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 replacement is currently scheduled for 2024.

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 interested 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

I would like to thank the members and family for their support through a trying pandemic year. Their support and input was always appreciated and helpful in making decisions that were needed with health, safety and service in mind.

We welcome a few new members to the crew and will work at getting them trained to today's standards. Unfortunately with new members joining there are a couple of people who have stepped down. They will be missed. If you or someone you know is interested in joining us swing by or give us a call, it is a great group of helpful people.

Some of our members are nearly completed the exterior portion of the *B.C. Structure Firefighter Competency and Training Playbook* (designed to ensure that appropriate minimum levels of training are established) and even though the ones that have not yet completed the exterior portion many have started the interior portion. These are time consuming which makes it a little more difficult for our volunteers to complete and with the pandemic it makes it even more difficult. Many thanks to Don Coghill for his time put into organizing our training and a thank you to Margaret for her time compiling information into Firepro II database.

Our first responders, under the guidance of Assistant Chief, Simone Maguire continue with an additional training night each month to keep their skills honed to better serve the community. Last year they answered 15 calls. Thank you to all our first responders, job well done.

Keith, Halil and I have been working on specifications for a new fire engine and should have it ready for board approval in 2021. Though the preliminary numbers came in a little over budget, we have eliminated a few options to try to meet the budget. The rest of our trucks are serving us well though we did have some unscheduled repairs that were required in 2020.

There is much excitement around the construction of our new hall which is well under way and hope to have occupancy by the summer of 2021. This comes with many hours of work from the committee, board and staff. Thank you on behalf of the member of the Volunteer Fire Department. And a special thank you to the Society who have donated over \$100,000.00 toward this cause. If anyone wants to help this group they should contact Barb Nixon the more help they get the more money will be raised.

Fire Prevention week this year was a very non active event mainly because of Covid-19. We will be hopeful that 2021 brings a healthier situation that we can intermingle with the kids in the school more freely.

The annual food drive was a success in a smaller way than usual again mainly because of Covid-19. Still bringing about 500 pounds of food and about \$2600.00 cash. This food stays 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. To all, a big Thank You!

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. It is

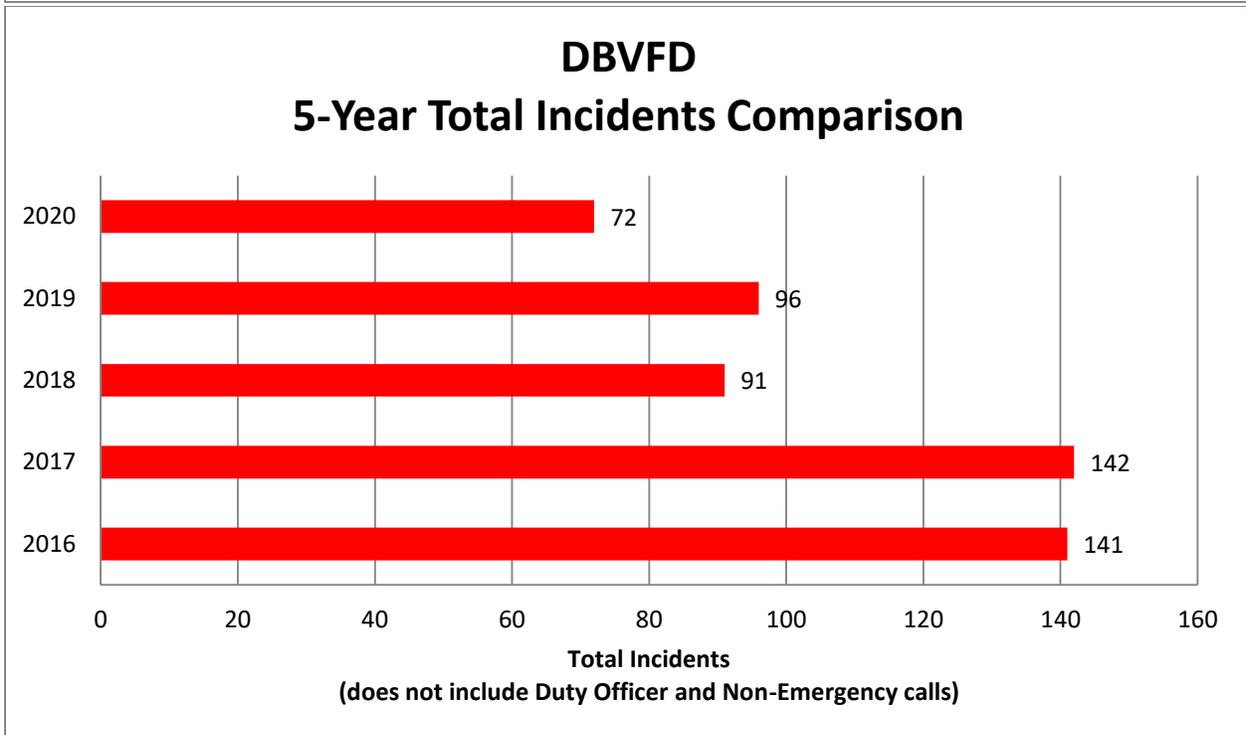
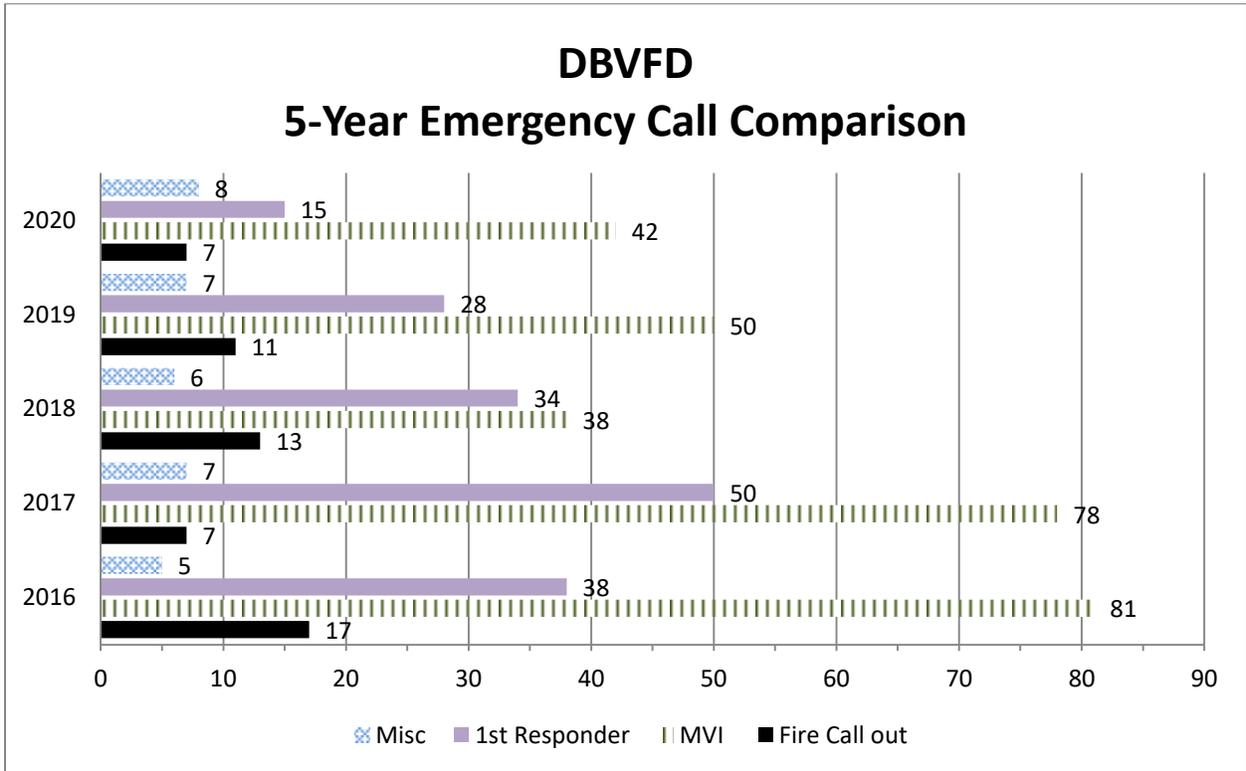
5.2 Fire Protection Committee

Members attended a total of 72 calls in 2020, compared to 96 calls in 2019. As a result of the COVID-19 pandemic, first responder calls were down significantly (less than half of average) in 2020. For a good portion of the year, First Responders were not called out except for life threatening situations in order to limit risk of potential exposure (and preserve PPE in the early days of the pandemic). Call out protocol returned to pre-pandemic status late in 2020. (See graphs on following page for additional information.)

The Fire Protection Committee meetings in 2020 reviewed the 2019/2020 operational budgets and capital replacement schedule and to work on the specifications for a new pumper truck to replace truck 8-1.

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. Additionally, members are a huge part of the fund raising events put on by the by the Deep Bay Fire/Rescue Society. The Annual Christmas Food Drive looked a little bit different due to the pandemic (no door to door) but still brought in a significant amount of food and monetary donations.

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 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. Current committee members are:

Colin Thompson, trustee	Christo Kuun, public
Robert Hale , trustee	Jim Rowland, public
George Lenz, Fire Chief	Shane Dalager, public
Stuart McLean, DBVFD Member	Larry Highcock, public

The committee has met numerous times to gather information and look at building options that will both meet the needs of the fire department and be a financially viable option for the ratepayers of the DBID. In 2019, after countless volunteer hours over the course of 5 years, the fire hall project officially moved ahead with the successful borrowing referendum.

DBID has hired Magnum Project Management (MPM) to oversee the project and Christo Kuun has taken on the role of Owner Representative for DBID. MPM and Christo will work closely together during the course of the project and the Fire Hall Replacement Committee will continue to be available as a resource throughout the project.

Ground breaking for the project was March 2020 and completion is expected in the fall of 2021. Current budget projections will see the project come in under the approved borrowing limit of \$2 million even with numerous scope changes being incorporated throughout the project, including the finishing of the second floor. The DBID was fortunate to have ordered a bulk of the building materials prior to most of the pandemic related cost increases the building industry has been seeing in 2021.

Appendix A 2020/2021 Approved Budgets

The following pages show the approved 2021 budgets for both Waterworks and Fire Protection, 2020 budgets are included for comparison.

For details on 2020 expenditures, please refer to Audited financial documents (Appendix B)

Waterworks

Appendix A

	2020 Budget	2021 Budget	Notes
REVENUE			
Water Base Rate	97,344	97,500	\$39-2019 / \$36 2016-2018
Water Consumption	65,000	68,000	1-50 \$.51, 51-100 \$.62, >100 \$1.03
Penalties / Interest	4,500	4,500	
Building shared	21,516	30,233	affected by new building expenses
shared office staff	6,705	7,964	
Applications / Connections	1,000	1,000	
Other Income	500	500	
Interest Earned	100	100	
TOTAL WATERWORKS INCOME	<u>\$196,665</u>	<u>\$209,797</u>	
EXPENSE - ADMIN			
Advertising	150	150	
Bank Charges	400	300	AFT/Service fees/nsf charges
Hydro Bldg / Pump #1	8,250	12,375	*new building costs
Audit	8,775	8,775	audit/corp tax
Insurance	17,701	22,026	10% increase, *new building costs
Trustee Honorarium	6,200	6,200	
Licenses/Water Tests	3,750	3,750	VIHA \$250, Tests \$3000, gwL \$500
Office Supplies	2,100	2,100	
Office Equip./ Service Contracts	4,000	4,180	AGS/Security/Acct/Scada *new secur.
Postage	3,200	3,200	\$560/mailout
Cable	1,220	1,220	
Telephone	550	550	
Professional Fees	1,000	1,000	
Wages - Assistant	11,207	11,751	8-12 hrs/wk + coverage
Wages - Administrator	39,494	41,340	25 hrs/wk
Employee Benefits	5,070	5,309	10% Admin & Assist wages
CPP Expense	2,140	2,140	
EI Expense	1,275	1,275	
WorkSafe BC	650	650	
Total Admin.	<u>117,032</u>	<u>128,291</u>	
EXPENSE - OPS & MAINT			
Hydro Pump #2	640	640	
Hydro pump #3	450	450	
Hydro pump #4	1,500	1,500	
Hydro pump #5	2,500	2,500	
Hydro pump #6	2,000	2,000	
Hydro pump #8	2,500	2,500	

	2020 Budget	2021 Budget	Notes
Generator - fuel & repairs	1,250	1,250	
Maintenance-Buildings	6,600	7,600	*new building/cleaning, garbage, snow
Maintenance-Contract	32,866	33,524	per contract terms
Emergency Call outs	3,000	3,000	as needed duties
Machine Rental	3,000	3,000	
Casual labour	3,000	3,000	mowing, extra labour outside contract
Wages - Meter Reader	2,600	2,690	equip allow/30 hrs/qrtr
Maintenance-Material/Equipment	4,000	4,000	
Major Repairs & Maintenance	10,000	10,000	
Mileage	1,000	1,000	
Seminars / Training	2,000	2,000	
Total Ops & Maint	78,906	80,654	
TOTAL OPERATING EXPENSES	\$195,938	\$208,945	
Contingency Fund	727	852	
Contribution to Capital	0	0	
TOTAL EXPENSES	\$196,665	\$209,797	
NET INCOME	0	0	

Waterworks Capital Renewal Budget

Revenue			
Parcel Tax	157,054	157,540	\$243 (2019-'21) \$218 (2014-2018)
Contribution from Operating			
	157,054	157,540	
Projects for 2020:			
Computer Admin	1,500		From 2019 budget
Computer-Admin Assistant	1,000		
Thompson Clarke Dr. West			Required due to MOTI work
Total Expenses	2,500		
Projects for 2021:			
Total Expenses			
NET CONTRIBUTION	\$154,554	\$157,540	

Fire Protection

Appendix A (con't)

	2020 Budget	2021 Budget	Notes
REVENUE			
Fire Protection Levies	182,536	182,536	\$276-'19-'20 (\$251-'16-'18)
Emergency Management BC	17,680	17,680	52 calls @ \$340
Interest Earned - Operations	400	400	
Transfer from Operating Surplus	15,927	14,731	
TOTAL REVENUE	\$216,543	\$216,543	
EXPENSES			
ADMIN. EXPENSES			
Associations	420	420	FCABC/VFFABC
Audit	4,468	6,468	*extra costs for fire hall
Mileage	600	600	
Hall Supplies	2,500	2,500	Hall supplies (kitchen/food)
Postage/Freight	50	50	
Remuneration	25,000	25,000	
Special Comp Insurance	2,259	2,258	
Service Awards & Clothing	3,000	2,000	
Telephone	440	440	
Training/Seminars	24,000	12,000	
Cars - JAWs Training	2,000	2,000	\$250/car
WorkSafe BC	270	270	
Health & Safety	1,300	1,300	Hep b shots(\$200/) FIT test (\$40/) Hearing(\$25/)
TOTAL ADMIN.	66,307	55,306	
Pumper Truck 8-1			
#1 Truck Insurance	700	659	optional coverage under ins. policy
#1 Truck Repairs	4,000	4,000	includes CVI
Total	4,700	4,659	
Fire & Rescue Truck 8-2			
#2 Truck Payment	16,520	16,520	Last payment in 2022
#2 Truck Insurance	730	665	optional coverage under ins. policy
#2 Truck Repairs	1,500	1,500	
Total	18,750	18,685	
Rescue Truck 8-3			
#3 Truck Insurance	1,050	985	
#3 Truck Repair	1,500	1,500	
Total	2,550	2,485	

	2020 Budget	2021 Budget	Notes
COMMUNICATIONS			
Comm. License	615	615	
Comm. Repairs & Maintenance	1,000	1,000	
Comm. Equipment	3,000	3,000	radios @ \$750/pagers @ \$550
TOTAL COMMUNICATIONS	4,615	4,615	
OPERATIONS & MAINTENANCE			
Fuel	2,500	2,500	
Building Repairs & Main.	500	500	
Medical Supplies	1,300	1,300	
Supplies & Equipment	7,000	7,000	2019 – PFD, rope, fire ban signs
Life Jacket Maintenance (Air)	200	200	new replacement kits for existing jackets
Jaws of Life Service/Repair	1,500	1,500	annual overhaul
Compressor Repair / Filter Air Check	1500	1500	Mjr insp 2018/2020
Air Pack Servicing/Hydro Testing	1,500	1,500	
Footwear	400	400	boots @ \$200
Shared Ins/Building Expenses	21,516	30,233	insur, hydro, trust. remun, cleaning
Shared Office Staff Expenses	6,705	7,964	*new hall expenses for above items
TOTAL OPS & MAINTENANCE	44,621	54,597	
TOTAL OPERATING EXPENSES	\$141,543	\$140,347	
OTHER EXPENSES			
Capital Asset Addition	0	0	<i>Purchase detail below</i>
Renewal Purchases	0	0	<i>Purchase detail below</i>
Internally Restricted Funds-12 year plan	75,000	75,000	<i>Capital/renewal detailed below</i>
Contingency	0	0	
TOTAL	\$75,000	\$75,000	
TOTAL EXPENSE	\$216,543	\$215,347	
NET INCOME	0	0	

	2020 Budget	2021 Budget	Notes
Fire Protection Capital Renewal Budget			
Contribution from Operating	\$75,000	\$75,000	
Capital Purchases for 2020:			
Hose	1,741		<i>Renewal purchase</i>
Air packs (1)	7,939		<i>Capital asset purchase</i>
Air tanks (4)	6,000		<i>Capital asset purchase</i>
Turnout gear (4)	12,434		<i>Renewal purchase</i>
Combi Tool Conversion to battery	9,000		<i>Capital asset purchase</i>
Basket Stretcher	1,700		<i>Capital asset purchase</i>
AED x 2, trainer			<i>Capital asset – not budgeted</i>
Total	<u>38,814</u>		
Capital Purchases for 2021:			
Hose		1200	<i>Renewal purchase</i>
Air packs – final 2 replacements		16,196	<i>Capital asset purchase</i>
Air tanks (4 additional)		7,500	<i>Capital asset purchase</i>
Turnout gear (3 sets)		9,000	<i>Renewal purchase</i>
8-1 Truck, anticipated deposit		210,000	<i>Capital asset purchase</i>
		<u>243,896</u>	
NET RENEWAL CONTRIBUTION	\$36,186	-\$168,896	
Building Renewal Fund	\$33,042	\$33,042	\$50 (2017-2020)
Building Expenditures for 2020:			
Pre-construction expenses			<i>To be determined</i>
Building Expenditures for 2021:			
Completion of construction			Fire Hall Completion
NET BUILDING CONTRIBUTION	\$33,042	\$33,042	

Appendix B Audited Financials (Attached)