

DEEP BAY IMPROVEMENT DISTRICT

2023 ANNUAL REPORT

Presented at the
Annual General Meeting
September 10, 2024

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1 Message from the Chair

We are grateful to be living, operating, meeting and serving on the unceded territories of the Qualicum First Nation.

The 2023 audit of Deep Bay Improvement District's (DBID) records was signed off at the July 2024 DBID board meeting - a prerequisite for holding the 2023 AGM. Getting John Marsh, the new Administrator, in place early in 2023, and then being without a permanent one again from November 2023 - June 2024, severely ham-strung the board and delayed the 2022 and 2023 audits. However, Sundance Topham is in place as DBID's Administrator, and we're in much better form now and back on track! Thank you to Janine Sibley for helping out as the acting-Administrator throughout the transition.

In the first half of 2023, DBID received engineering reports on the following:

- a risk-based plan for incrementally replacing DBID's aging asbestos cement pipes in the water system;
- relocation options for a segment of the Thompson Clarke West (TCW) water main, which was flagged as the highest area of concern and risk in the above-mentioned plan as it is situated on a sloped and sloughing ravine, under a right-of-way that runs through private property;
- a periodically updated assessment of DBID's overall water system; and
- a Regional District of Nanaimo (RDN) - commissioned geo-technical report on TCW slope stability.

DBID hosted a special general meeting at the Lighthouse Community Centre on April 29th, 2023, making a presentation on these topics and providing a welcomed opportunity for information exchange with our community.

In the latter half of the year, the board authorized additional work for developing options and related survey work for TCW, and the RDN subsequently closed their community trail, which runs over DBID's TCW right of way - the area of concern - due to slope stability concerns.

As well, resolving recurring water quality issues within DBID's only reservoir was a board, community and a Vancouver Island Health Authority (VIHA) priority. Prior to the September 2023 election, the board had directed reservoir replacement design documents to be prepared and put out to tender. However, the September 2023 election happened before tender documents were posted. The board then decided to pause tendering until the reservoir could be assessed to determine if remedial work, rather than replacement, was an option, should it be more economical from DBID's perspective and acceptable to VIHA. The new board also felt the replacement reservoir design should be changed to ensure there was continual flow of replenished water in the reservoir, which would then feed the system.

VIHA indicated repairing the reservoir to prevent ongoing contamination was an allowable option. If remediation and needed maintenance could prolong the life of this expensive capital asset, the board felt this would allow DBID to save longer for its eventual but inevitable replacement – work continues on this important project.

In December, the capital expenditure charges bylaw, which defines charges that must be paid before a newly developed property can be connected to the water system, but can only be tapped for expansion of the water system, was updated and fees correspondingly increased.

The consequences of failing water mains has recently made national headlines. DBID has plans in place that prioritize replacement of our infrastructure, based on risk. A proactive response to aging infrastructure is a key board strategy.

On the fire operations side, in 2023, in addition to our volunteer fire department members attending weekly and special training sessions, attending many first responder, road rescue and several fire-related calls, team efforts resulted in the acquisition and equipping of a Sprinkler Protection Unit trailer for interface firefighting. As well, they were successful in a grant application, being awarded \$27,052 through the Union of BC Municipalities for equipment.

The new fire truck, which had been ordered the previous year, was being built and progress reports were shared. Mutual aid agreements with Fanny Bay and Ships Point were signed, while the department also worked collaboratively on the beginnings of an Automatic Mutual Aid Response Agreement with Bow Horn Bay, within a broader RDN agreement.

Three trustee positions were up for election in September 2023, which brought on Craig Kerstens, Christo Kuuns and Suzanne LaRoy to join Trustees Claire Hilscher, Diane Koch and Bob Leggett already on the board. We'd like to thank Tony Botica, Robert Hale and Susan Mielke for their many hours of community service.

Finally, thank you to the many in our community for their generous contributions of time - and bottles! In the fall, under the coordination of Barb Nixon, funds earned through quarterly bottle drives and by volunteers staffing shifts at Parksville's Beach Festival, the Deep Bay Fire Rescue Society was able to donate \$25,000 to our department for much needed equipment. It takes a community, indeed!

Stay safe!

Suzanne LaRoy
Chair, Deep Bay Improvement District

2 About the District

Deep Bay Improvement District Board of Trustees (2023):

Claire Hilscher	Craig Kerstens
Diane Koch	Christo Kuun
Suzanne LaRoy	Bob Leggett
Colin Thompson	

Craig Kerstens, Christo Kuun and Suzanne LaRoy were elected in 2023 and served as trustees from September – January 2023. Tony Botica, Robert Hale and Susan Mielke served as a trustee from January – September 2023.

Suzanne LaRoy is currently serving as Chair, as elected by the board of trustees. Tony Botica and Suzanne LaRoy both served as Chair during 2023.

Monthly board meetings are held the 3rd Tuesday of each month at the Deep Bay Offices 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.

Standing committees:

- Bylaws Committee,
- Facilities Committee,
- Finance/Human Resources Committee,
- Fire Protection Committee,
- Operations & Maintenance, and
- Planning Committee

Select committee:

- Thompson Clarke Waterline Committee. Formed in 2023 to make recommendations to the Board with respect to the replacement of the asbestos-concrete waterline that runs through 4891 Thompson Clarke Drive West, travelling under two (2) watercourses located within the groundwater saturated statutory right of way.

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. 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 647 parcels of land and 630 water connections.

2023 Statistics

Capital Expenditure Charges collected for new lots/connections: \$10,800

New water connection applications: 2

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 + Human Resources Committee

The draft budgets for the 2023 fiscal year were presented at the October 20, 2022 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 2023 are available for review in [Appendix A](#).

The 2023 waterworks operating revenue came in over budget for water consumption due to above average use for the April – June billing period as well as increased interest revenue from investments. Most budgeted operating expenses came in close to budget with some individual lines over budget (Insurance, Audit Fees, Professional Fees and Wages). The maintenance contract was also over budget.

Fire department revenue for 2023 was higher for budgeted lines. Overall revenue was over budget due primarily to equipment donations and interest earned from investments. Fire Department operating expenses came in under budget for several line items (Training/Seminars, Truck + Equipment Repairs, Communications Licenses).

For further details, please refer to the 2023 Audited Financial Statements attached as [Appendix B](#).

The Finance + HR 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 for 2023 were increased and the board will continue to review the timing of projects and related costs each year.

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. Rates were increased for January 2023 to cover increases in operating expenses.

Quarterly Water Tolls	2022 Rates	Effective Jan. 2023
Base Rate	\$45.00	\$49.50
1 – 50 cubic meters	\$.52 each	\$.53 each
51 – 100 cubic meters	\$.64 each	\$.66 each
>100 cubic meters	\$1.03 each	\$1.09 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 were increased for 2023 to cover increased operating costs for the new fire hall and increases in general operating expenses. This tax covers all expenses for the fire department including operating costs and all capital equipment including vehicle purchases. The contribution to the capital replacement plan was increased in 2023 to \$91,250.

Year	Fire Protection Tax (residential rate)	Operating Budget	Capital Fund contribution (from total Fire Tax)	Building Renewal Tax (residential rate)
2019	\$276	\$124,348	\$75,000	\$50
2020	\$276	\$141,543	\$75,000	\$50
2021	\$276	\$140,347	\$75,000	\$50
2022	\$317	\$150,722	\$75,000	\$0
2023	\$336	\$150,568	\$91,250	\$0

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 2027. 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.

3.2 *Bylaws Committee*

Some bylaws must be sent to the Ministry of Municipal Affairs 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. Copies of all bylaws are sent to the ministry for filing.

The following bylaws were passed by the Deep Bay Improvement District in 2023:

Bylaw No. 255 – Comprehensive Capital Expenditure Charge (Water). A bylaw to fix a charge for capital expenditures on parcels of land and to provide for the time and manner of payment.

Bylaw No. 256 – Connection Charge Bylaw. A bylaw for fixing the connection charge payable to the improvement district and the time of payment thereof.

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

3.3 *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 2023, the committee reviewed and made recommendations regarding the capital replacement plans and replacement schedule for asbestos cement pipe replacements.

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.

Environmental Operators Certification Program (EOCP) determines how waterworks systems are classified. The EOCP has updated its facility classification models for larger systems (serving more than 500 people) and facility classifications now expire on a 5-year cycle, and must be updated upon expiry, or following a major process change or upgrade. DBID completed the facility classification process in 2021 and was reclassified from a Class I to a Class II Water Distribution System.

This reclassification meant that our Water System Operator, Don Buchner, had to upgrade his certification from a Level I to a Level II Water System Distribution Operator. Don completed the required courses and exams and obtained his Level II certification in 2021.

DBID operates as a “water supply system” under a license issued by the Vancouver Island Health Authority (VIHA). Water samples are sent weekly 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 typically 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.

The *Drinking Water Protection Act and Regulation* require water system operators to publish yearly information regarding the system. When completed, 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.

4.1 Operations & Maintenance Committee

In 2023 the Operations & Maintenance Committee held a public information sharing meeting with a representative from McElhanney Engineering available to answer questions. The meeting included a review of information regarding Reservoir Replacement, Thompson Clarke West Slope Restoration, Asbestos Cement Pipe Replacement, and Water System Evaluation.

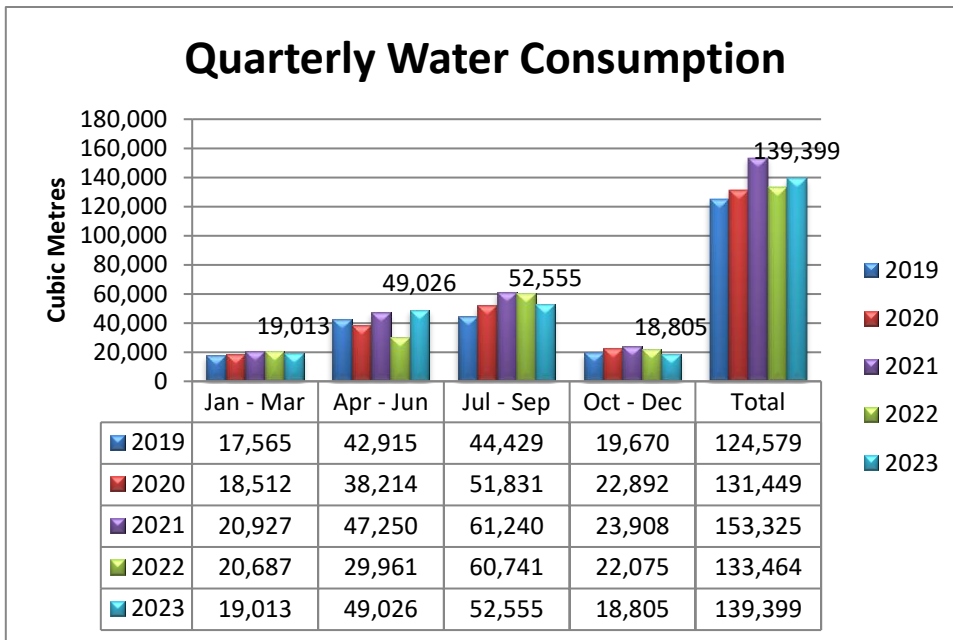
Annual Water Delivery in Imperial Gallons (IG)

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

Pre-metering average (2001-2005)	Post-metering average (2006-2023)	2021 Total	2022 Total	2023 Total
62,139,857 IG	33,326,509 IG	37,898,740 IG	33,788,700 IG	34,112,570 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 2021 was quite a bit higher than the post-metering average due to a SCADA communication failure at the reservoir that resulted in having to run a pump continuously in December until communications were restored. Once that anomaly is taken into consideration, it can be seen that water delivery for 2023 continued the trend of increased consumption.



Water consumption (based on quarterly meter reads) has increased 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.

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 23 members of which 9 members are certified First Responders.

DBVFD has mutual aid agreements and a recently agreed on automatic response agreement as follows:

- Mutual aid with the Comox Valley Regional District (CVRD) (representing Union Bay and Fanny Bay fire departments), Ships Point Improvement District.
- Mutual aid with the Regional District of Nanaimo (RDN) (representing Bow Horne Bay, Dashwood, Coombs, Nanoose, and Errington Fire Departments), District of Lantzville, City of Parksville, and the Town of Qualicum Beach.
- Automatic Response with the RDN bringing Bow Horne Bay to our area on confirmed structural fire and us to parts of their area for the same. This agreement is still awaiting implementation by NI 911 who are our dispatch provider.

Current apparatus for the department includes:

Engine 8-1

- **1998 Freightliner FL80** – Pumper; crew capacity: 6
- Truck 8-1 was scheduled to be replaced in 2018

Fire Underwriters Survey extended the certification of this truck as a first line duty truck for an additional 5 years to 2023. With completion of the new fire hall, A new engine was ordered through Fort Gary Fire Trucks and arrived in early 2024 and will be known as engine 8-5.

Rescue 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 was fully paid for in 2022 and replacement is currently scheduled for 2026.

Command/FR 8-3

- **2007 Dodge Ram 1500 Crew Cab Pickup** –Command vehicle, First Responder and Crew Transport; crew capacity: 4

- Truck 8-3 was purchased with capital reserve funds in 2013 and should be replaced in 2027 or sooner if funding permits.

Engine 8-5

- **2023 Freightliner M2** – Pumper; crew capacity :5
- Truck 8-5 has many features that 8-1 does not have making it a more versatile piece of equipment to serve the community. This truck was also purchased using capital reserve funds. In accordance with the fire underwriters, it should be budgeted for replacement in 2043.

We have also acquired a Sprinkler protection unit (mostly funded with grant money) which would allow us to set up sprinklers on some houses in the community in the event of an approaching forest fire.

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 their families for their continuous support. These past few years have been a trying period getting the necessary training, as since Covid courses are sometimes hard to get scheduled with a backlog of fire department members across the province trying to get registered in the same courses we are looking for.

We have welcomed some new members in 2022 and 2023 and will continue to work toward getting them trained to today's standards. Unfortunately, we have also had a few members step down from our roster. I would like to thank them for the service they gave the community and wish them the best in their new adventures.

2022 saw the opening of the new fire hall which is serving the department very well. It is a facility the community can be very proud of, as are the members of the fire department. With the new hall now in operation we are able to spread out a little more on training nights. This gives the trainers the opportunity to have a few different activities going on at the same time without overlapping areas.

Our call volume has remained fairly steady the last couple of years with 117 callouts in 2022 and 119 in 2023. I have noticed a reduction in Motor Vehicle Incidents since they reduced the speed limit on the Inland Hwy.

We were able to attend the school for fire prevention week in both 2022 and 2023. We received compliments on how well things went and the information given to the students.

Our first responders, now under the watchful eyes of Margaret Furnell and Bill Emery attended 44 calls in 2022 and 50 calls in 2023. We currently have 9 First Responders

with a few other members signed up for a course later in 2024. These are dedicated member and deserve much credit for the time and effort put in.

The annual food drive went well though donations were down a little from previous years. We would like to encourage people to help as much as possible for the 2024 food drive, watch for signs to catch the date, normally late November.

Burn permits are required for back yard fires from April 15 to October 15, though changes are being made and may be required year-round. Please watch for these changes in the near future. Any machine piles require permits year-round and also require a permit from the Province. Make sure you check the venting index prior to having a fire which is posted on the Deep Bay Improvement District website.

Elected officers for the fire department are as follows:

- Fire Chief George Lenz
- Deputy Chief Ed Pater
- Assistant Chief Ron LaRoy
- Administrator Margaret Furnell

Appointed positions:

- Don Coghill Captain
- Barry Foster Lieutenant
- Bill Emery Lieutenant

Some of our members have received pins for years of service to the Deep Bay Fire Department.

In 2022:

Margaret Furnell and Ed Pater received 15-year service award pins.

Ron LaRoy and Keith Wurr received 5-year service award pins.

In 2023:

Jay McIntyre received his 10-year service award pin.

Ron LaRoy also received his 20-year service award from the federal government with combined service with DBVFD and Esquimalt fire department. This award was delayed due to the pandemic.

In closing I would like to thank all and wish everyone a healthy and prosperous coming year.

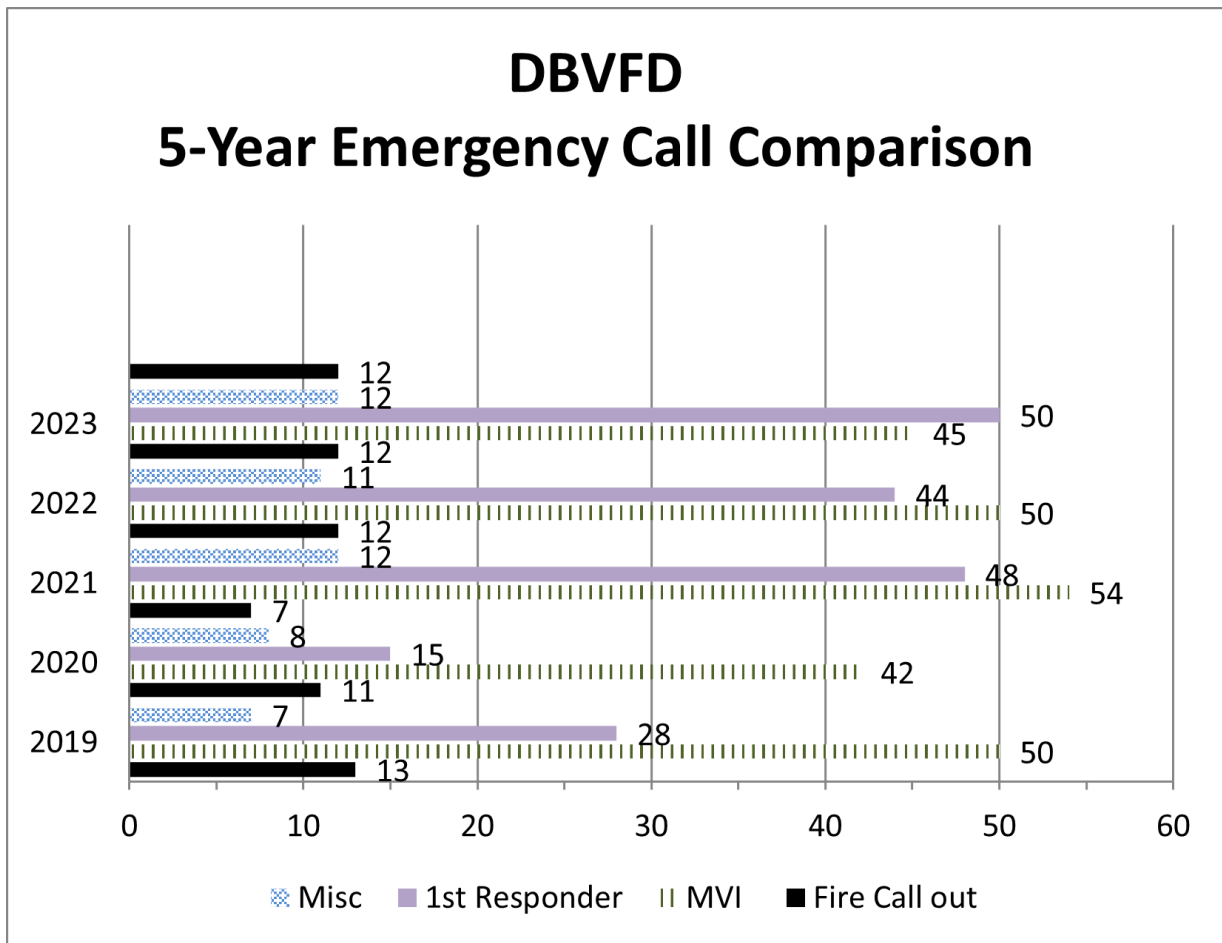
George Lenz
Deep Bay Fire Chief

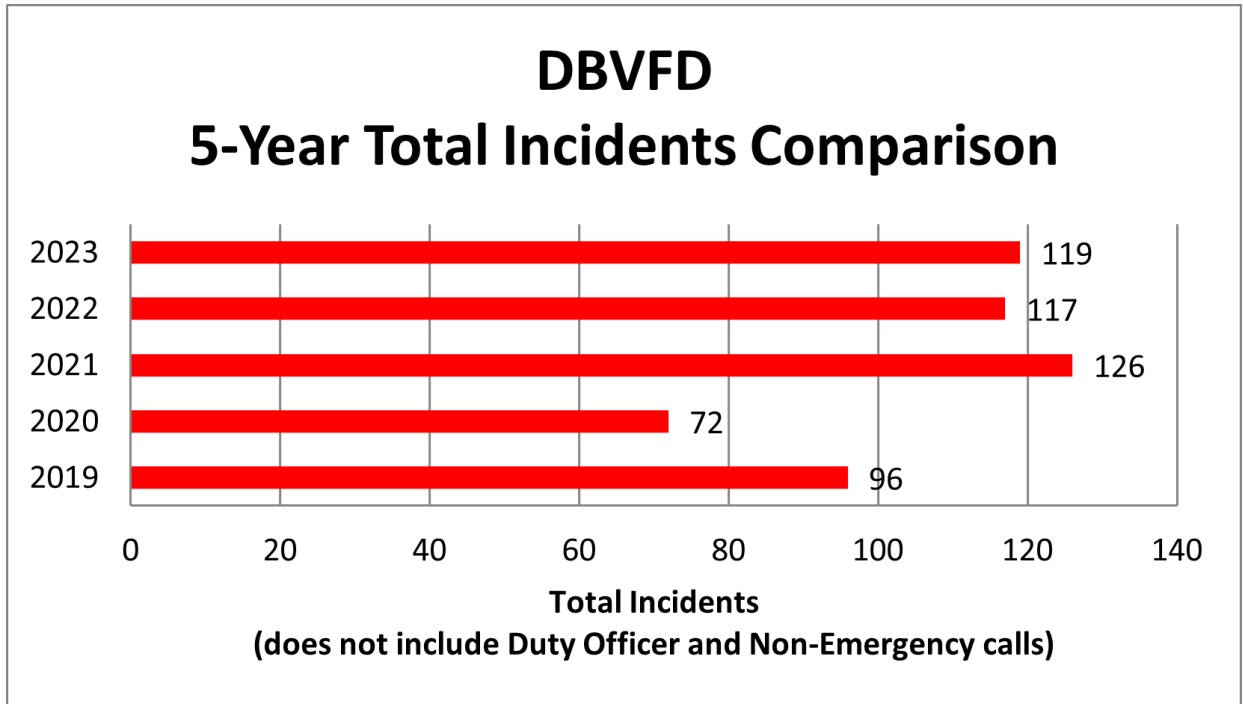
5.2 Fire Protection Committee

Members attended a total of 119 calls in 2023 and 117 in 2022. See graphs below for additional information.

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.





Appendix A 2022/2023 Approved Budgets

The following pages show the approved 2023 budgets for both Waterworks and Fire Protection, 2022 budgets are included for comparison.

For details on 2023 expenditures, please refer to Audited financial documents (Appendix B)

DEEP BAY

IMPROVEMENT DISTRICT

2023 Annual Report
AGM September 10, 2024

Waterworks

2023 BUDGET - FINAL

	A	B	C	D	E	F	G
1			Actual to	Forecast to			
2			Oct 14/22	Dec 31/22	2022 Budget	2023 Budget	Notes
3		REVENUE					
4	Finance	Water Base Rate	113,400.00	113,400.00	113,400	124,740	\$49.50 - 2023, \$45 - 2022
5	Finance	Water Consumption	90,931.60	90,931.00	71,147	74,294	1-50 \$.53, 51-100 \$.66, >100 \$1.09
6	Finance	Penalties / Interest	4,488.83	4,800.00	4,500	4,500	
7	Finance	Shared Ins./Building	38,249.00	38,249.00	38,249	44,771	
8	Finance	Shared office staff	9,206.00	9,206.00	9,206	9,271	
9	Finance	Applications / Connections	18,993.48	18,993.00	1,000	1,000	
10	Finance	Other Income	575.00	29,600.00	500	500	transfer grant funds received 2021
11	Finance	Interest Earned	993.86	994.00	100	100	
12		TOTAL WATERWORKS INCOME	\$276,837.77	\$306,173.00	238,102	259,176	
13							
14							
15		EXPENSE - ADMIN					
16	Planning	Advertising	45.00	45.00	150	150	
17	Planning	Bank Charges	133.03	150.00	300	300	nsf/AFT chrg/service fees
18	Planning	Hydro Bldg / Pump #1	13,449.75	16,500.00	16,500	16,500	
19	Planning	Audit	9,043.12	9,043.00	8,613	9,750	audit/corp tax
20	Planning	Insurance	22,939.79	28,000.00	24,526	32,000	fire hall higher than estimated
21	Planning	Trustee Honorarium	0.00	6,200.00	6,200	6,200	
22	Planning	Licenses/Water Tests	450.00	3,750.00	3,750	3,750	VIHA \$250. Tests \$3000, gwl \$500
23	Planning	Office Supplies	2,927.41	3,000.00	2,100	2,100	6 tables, 2022
24	Planning	Office Equip./ Service Contracts	4,898.03	4,900.00	4,360	4,360	AGS/Security/Software
25	Planning	Postage	1,917.20	3,200.00	3,200	3,200	\$560/mailout
26	Planning	Cable	1,284.01	1,540.00	1,540	1,540	
27	Planning	Telephone	459.73	550.00	550	550	
28	Planning	Professional Fees	4,553.20	30,000.00	1,000	5,000	
29	HR	Wages - Assistant	14,016.93	15,897.00	15,897	16,333	12 hrs/wk + coverage
30	HR	Wages - Administrator	36,766.92	45,474.00	45,474	45,474	25 hrs/wk
31	HR	Employee Benefits	3,676.72	6,137.00	6,137	6,181	10% Admin & Assist wages
32	HR	CPP Expense	4,203.86	3,700.00	3,450	3,650	
33	HR	EI Expense	2,273.90	2,500.00	1,570	1,800	
34	HR	WorkSafe BC	0.00	900.00	900	900	
35		Total Admin.	123,038.60	181,486.00	146,217	159,738	
36							

DEEP BAY

IMPROVEMENT DISTRICT

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Waterworks		2023 BUDGET - FINAL					
	A	B	C	D	E	F	G
			Actual to Oct 14/22	Forecast to Dec 31/22	2022 Budget	2023 Budget	Notes
1							
2							
37		EXPENSE - OPS & MAINT					
38	Planning	Hydro Pump #2	339.22	640.00	640	640	
39	Planning	Hydro pump #3	444.58	450.00	450	450	
40	Planning	Hydro pump #4	625.38	1,000.00	1,500	1,500	
41	Planning	Hydro pump #5	1,795.58	2,100.00	2,500	2,500	
42	Planning	Hydro pump #6	1,316.70	1,800.00	2,000	2,000	
43	Planning	Hydro pump #8	2,760.40	3,000.00	2,500	2,500	
44	Planning	Generator - fuel & repairs	822.13	1,250.00	1,250	1,250	
45	Planning	Maintenance-Buildings	6,890.63	7,600.00	7,600	8,225	cleaning increase, garbage, snow
46	HR	Maintenance-Contract	22,796.00	34,194.00	34,194	34,194	new contract required for 2023
47	Planning	Call outs/Emergencies	752.50	3,000.00	3,000	3,000	as needed duties \$35/hr
48	Planning	Machine Rental	15,049.37	15,100.00	3,000	3,000	
49	Planning	Casual labour	670.00	1,500.00	3,000	3,000	mowing, extra labour outside contract
50	HR	Wages - Meter Reader	1,294.36	1,800.00	2,940	3,021	\$50 equip allow/30 hrs/qtr
51	Planning	Maintenance Material/Equipment	1,380.61	2,000.00	4,000	4,000	
52	Planning	Wages - Firesmart	27,197.25	29,000.00	-	-	Funded by 2021 grant
53	Planning	Major Repairs & Maintenance	0.00	10,000.00	10,000	10,000	slope remediation 2023
54	Planning	Mileage	419.10	1,000.00	1,000	1,000	
55	Planning	Seminars / Training	0.00	0.00	2,000	2,000	
56		Total Ops & Maint	84,553.81	115,434.00	81,574	82,280	
57							
58		TOTAL OPERATING EXPENSES	\$207,592.41	\$296,920.00	\$ 227,791	\$ 242,018	
59	Finance	Contingency Fund	0.00	0.00	10,311	17,158	
60	Finance	Renewal Reserve Contribution	0.00	0.00	-	-	
61	Finance	Contribution to Capital	10,052.06	10,052.06	-	-	capital asset additions
62		TOTAL EXPENSES	\$217,644.47	\$306,972.06	\$ 238,102	\$ 259,176	
63							
64		NET INCOME	59,193.30	-799.06	0.00	0.00	
65			=====				
66							
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DEEP BAY

IMPROVEMENT DISTRICT

2023 Annual Report
AGM September 10, 2024

Waterworks		2023 BUDGET - FINAL					
1	A	B	C	D	E	F	G
2			Actual to Oct 14/22	Forecast to Dec 31/22	2022 Budget	2023 Budget	Notes
74	Waterworks Capital Renewal Budget						
75	Revenue						
76	Finance	Parcel Tax	158,269.00	158,269.00	158,269.00	218,843.00	\$243 '19-'22 (\$218 '14-'18)
77		Contribution from Operating	10,052.06	10,052.06			
78			168,321.06	168,321.06	158,269.00	218,843.00	
79							
80	Projects for 2022:						
81	Planning	Reservoir replacement	27,171.25	65,888.00	0.00		review and detailed design
82	Planning	Scada replacement pack	3,475.06	3,475.00	0.00		from operating
83	Planning	heat pump - admin office	6,577.00	6,577.00	0.00		from operating
84	Planning						
85		Total Expenses	37,223.31	75,940.00	0.00		
86							
87	Projects for 2023:						
88	Planning	Reservoir replacement completion				835,550.00	
89	Planning						
90	Planning						
91	Planning						
92		Total Expenses				835,550.00	
93							
94		NET CONTRIBUTION	131,097.75	92,381.06	158,269.00	-616,707.00	

DEEP BAY IMPROVEMENT DISTRICT

2023 Annual Report AGM September 10, 2024

DBID							Waterworks Capital Replacement Schedule																
Item Description	Item Number	Pipe	Year Acquired	Estimated Cost	Useful Life in Years	Estimated Use Life	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034			
Accumulated Fund Total			Inflation Rate	2.0%			780,573	954,201	1,062,281	452,257	284,186	471,197	700,391	933,022	1,169,143	431,986	372,884	600,613	831,748	36,202			
Scada Well Monitoring System				166,000.00	50	5	1,110																
Longview Main Replacement - complete 2011				298,818.00	80	2																	
Longview/Seaview Drive - complete 2019				578,911.00	80	4																	
Shoreline Main Replacement				418,376.00	80	20														\$ 621,985			
Reservoir Replacement				725,075.00	50	8			65,988	835,550													
Crome Point/Burne Road Replacement (95% CEC project)				12,233.00	80	15														\$ 16,464			
Deep Bay Watermain Replacement				570,343.00	50	15														767,607			
Thompson Clarke Fire Hydrant 2019					80																		
Faye Road Fire Hydrants (2-2019)					80																		
Office computers				3,600.00	5	6														\$ 4,942			
Financial Software				20,000.00	20																		
Thompson Clarke Dr. West Watermain Project 2020				40,000.00	80															29,719			
Well Improvements					80																		
Total				2,835,454			1,110	65,988	835,550	21,000													
			Ann. Incr.	Annual Add'l	No Years	Maximum																	
Parcel Tax revenue			50	32000	2	158268	157,540	158,269	218,843	218,843	218,843	218,843	218,843	218,843	218,843	218,843	218,843	218,843	218,843	218,843			
Contribution from Operating							1,110																
Actual Interest Earned							6,088	7,867															
Total Accumulated After Spending							954,201	1,046,582	445,574	650,100	498,553	690,040	919,234	1,151,865	603,916	645,887	591,737	819,456	1,050,591	(396,356)			
Well #1	W-003		1973	\$ 50,000	60	24																	
Pump #1	W-004		2005	\$ 25,000	20	16				\$ 34,320										\$ 80,422			
Well #2	W-005		1973	\$ 50,000	60	24																	
Pump #2	W-006		1991	\$ 25,000	20	15				\$ 33,647										\$ 80,422			
Well #3	W-007		1989	\$ 120,000	60	20								\$ 178,314									
Pump #3	W-008		1991	\$ 25,000	20	15				\$ 33,647													
Well #4 Casing & Housing	W-009		1977	\$ 120,000	60	29																	
Pump #4	W-010		2015	\$ 25,000	20	6																	
Well #5 Casing & Housing	W-011		1985	\$ 120,000	60	36																	
Pump #5	W-012		2004	\$ 25,000	20	15				\$ 33,647													
Well # 6 Casing & Housing	W-013		1990	\$ 120,000	60	41																	
Pump #6	W-014		1990	\$ 25,000	20	15				\$ 33,647													
Well #7 Casing	W-015		1996	\$ 50,000	60	47																	
Well #8 Casing & Housing	W-017		1997	\$ 120,000	60	48																	
Pump #8	W-018		1997	\$ 25,000	20	15				\$ 33,647													
Meters	W-002		2005	\$ 150,000	15	15				\$ 201,880													
Main to reservoir	300 PVC		1975	\$ 548,250	80	46																	
Well #5 to reservoir main	150 PVC		1985	\$ 236,250	80	56																	
Well #8 to reservoir main	300 PVC		1997	\$ 64,500	80	68																	
Well #8 to reservoir main	250 PVC		1997	\$ 31,250	80	68																	
Well 2 to Hembrough	150 AC		1973	\$ 249,375	60	24														\$ 401,104			
Gainsberg Road	250 AC		1975	\$ 187,500	60	28																	
Gainsberg Road	150 AC		1975	\$ 840,000	60	28																	
Longview/Shoreline project 2011	200 PVC		2011	\$ 291,000	80	82																	
Thompson Clarke West	250 AC		1975	\$ 562,500	60	28																	
Melvin Cres	100 AC		1975	\$ 52,500	60	28																	
Deep Bay Drive/Burne Road	100 AC		1970	\$ 183,750	60	21														\$ 278,504			
Mylres/Pearl	150 PVC		1975	\$ 144,375	80	46																	
Hembrough	150 AC		1973	\$ 223,125	60	24														\$ 358,883			
Mountainview Road	200 AC		1973	\$ 45,375	60	24														\$ 72,983			
Mountainview Road	150 AC		1973	\$ 15,125	60	24														\$ 21,111			
				\$ 8,478,000																			
Interest Rate				1.5%																			
Borrow Rate				4.0%			\$ 954,201	\$ 1,062,281	\$ 452,257	\$ 284,186	\$ 471,197	\$ 700,391	\$ 933,022	\$ 1,169,143	\$ 431,986	\$ 372,884	\$ 600,613	\$ 831,748	\$ 36,202	\$ (412,213)			

Schedule 2023 - Final

Approved by the Board of Trustees October 20, 2022

DEEP BAY

IMPROVEMENT DISTRICT

2023 Annual Report
AGM September 10, 2024

Fire Protection							2023 BUDGET - FINAL
	A	B	C	D	E	F	H
			Actual to Oct 14/22	Forecast to Dec 31/22	2022 Budget	2023 Budget	Notes
2		REVENUE					
3	Finance	Fire Protection Levies	210,612.00	210,612.00	210,612	223,234	\$336-2023 (\$317-2022)
4	Fire Prot.	Emergency Management BC	10,026.00	18,304.00	18,304	18,408	52 calls @ \$354
5	Finance	Interest Earned - Operations	3,506.19	3,275.00	400	400	
6		Fire permits	0.00	100.00	-	-	Added to remuneration total
7		Other Income	1,220.00	1,220.00	-	-	Equip donation, sponsorship
8	Finance	Transfer from Equipment Fund	2,053.49	2,500.00	-	-	for custom table
9		TOTAL REVENUE	\$227,417.68	\$236,011.00	\$ 229,316	\$ 242,042	
10		EXPENSES					
11		ADMIN. EXPENSES					
12	Fire Prot.	Associations	334.00	334.00	420	420	FCABC/VFFABC
13	Planning	Audit	6,969.38	6,969.00	6,637	5,250	
14	Fire Prot.	Mileage	987.74	1,100.00	600	1,000	
15	Fire Prot.	Hall Supplies	1,326.51	2,500.00	2,500	2,500	Hall supplies (kitchen/food)
16	Fire Prot.	Postage/Freight	0.00	0.00	50	50	
17	Fire Prot.	Remuneration	0.00	25,000.00	25,000	28,000	last increase 2020
18	Planning	Insurance AD & D	2,993.00	2,293.00	2,293	2,293	
19	Fire Prot.	Service Awards & Clothing	977.67	2,000.00	2,000	2,000	
20	Planning	Telephone	380.48	440.00	440	520	
21	Fire Prot.	Training/Seminars	6,905.11	12,000.00	12,000	14,000	incl. Fire Pro service contract
22	Fire Prot.	Cars - JAWs Training	400.00	2,000.00	2,000	2,000	\$250/car
23	Planning	WorkSafe BC	0.00	270.00	270	270	
24	Fire Prot.	Health & Safety	1,361.24	1,400.00	1,300	1,500	Hep B(\$200)/FIT test(\$50)/Hearing(\$25/)
25		TOTAL ADMIN.	22,635.13	56,306.00	\$ 55,510	\$ 59,803	
26							
27		Pumper Truck 8-1					
28	Planning	#1 Truck Insurance	813.25	813.00	987	942	
29	Fire Prot.	#1 Truck Repairs	1,957.04	3,000.00	4,000	4,000	includes CVI
30		Total	2,770.29	3,813.00	\$ 4,987	\$ 4,942	
31							
32		Fire & Rescue Truck 8-2					
33	Planning	#2 Truck Payment	16,517.64	16,518.00	16,520	-	2022 last payment/2023 added to capital
34	Planning	#2 Truck Insurance	896.15	896.00	1,074	1,004	
35	Fire Prot.	#2 Truck Repairs	16,085.24	16,086.00	1,500	1,500	2022 head gasket
36		Total	33,499.03	33,500.00	\$ 19,094	\$ 2,504	
37							
38		Rescue Truck 8-3					
39	Planning	#3 Truck Insurance	498.39	498.00	676	617	
40	Fire Prot.	#3 Truck Repair	1,152.56	1,500.00	1,500	1,500	

Fire Protection							2023 BUDGET - FINAL
	A	B	C	D	E	F	H
			Actual to Oct 14/22	Forecast to Dec 31/22	2022 Budget	2023 Budget	Notes
41		Total	1,650.95	1,998.00	\$ 2,176	\$ 2,117	
42							
43		COMMUNICATIONS					
44	Planning	Comm. Licence	1,041.52	1,042.00	1,100	3,260	Radio/lam App, tablet data plans
45	Fire Prot.	Comm. Repairs & Maintenance	659.44	1,000.00	1,000	1,000	
46	Fire Prot.	Comm. Equipment	3,219.81	3,220.00	3,000	3,000	radios @ \$750/pagers @ \$550
47		TOTAL COMMUNICATIONS	4,920.77	5,262.00	\$ 5,100	\$ 7,260	
48							
49		OPERATIONS & MAINTENANCE					
50	Fire Prot.	Fuel	1,684.99	2,500.00	2,500	2,500	
51	Fire Prot.	Building Repairs & Main.	484.80	500.00	500	500	
52	Fire Prot.	Medical Supplies	1,480.41	1,500.00	1,300	1,300	
53	Fire Prot.	Supplies & Equipment	6,000.88	7,000.00	7,000	10,500	2023: \$3500 helmet lights
54	Fire Prot.	Life Jacket Maintenance (Air)	0.00	200.00	200	200	new replacement kits for existing jackets
55	Fire Prot.	Jaws of Life Service/Repair	0.00	1,500.00	1,500	1,500	annual servicing
56	Fire Prot.	Compressor Repair / Filter Air Ched	1,692.83	1,693.00	1,500	1,500	
57	Fire Prot.	Air Pack Servicing/Hydro Testing	2,055.53	2,056.00	1,500	1,500	
58	Fire Prot.	Footwear	0.00	400.00	400	400	station boots @ \$200
59	Planning	Shared Ins/Building Expenses	38,249.00	38,249.00	38,249	44,771	insur, hydro, trustee, security, cleaning
60	Planning	Shared Office Staff Expenses	9,206.00	9,206.00	9,206	9,271	
61		TOTAL OPS & MAINTENANCE	60,854.44	64,804.00	\$ 63,855	\$ 73,942	
62							
63		TOTAL OPERATING EXPENSES	\$126,330.61	\$165,683.00	\$ 150,722	\$ 150,568	
64							
65		OTHER EXPENSES					
66	Fire Prot.	Capital Asset Additions	358,552.83	365,446.00	-	-	Purchase detail below
67	Fire Prot.	Renewal Purchases	9,745.00	10,945.00	-	-	Purchase detail below
68	Planning	Internally Restricted Funds-12 year	(293,297.83)	(301,391.00)	75,000	91,250	Capital/renewal detailed below
69	Finance	Contingency		0.00	3,594	224	
70		TOTAL	\$75,000.00	\$75,000.00	\$ 78,594	\$ 91,474	
71							
72		TOTAL EXPENSE	\$201,330.61	\$240,683.00	\$ 229,316	\$ 242,042	
73							
74		NET INCOME	26,087.07	(4,672.00)	-	-	
75			=====				

Fire Protection							2023 BUDGET - FINAL
	A	B	C	D	E	F	H
1			Actual to Oct 14/22	Forecast to Dec 31/22	2022 Budget	2023 Budget	Notes
76							
77	Fire Protection Capital Renewal Budget						
78	Planning	Contribution from Operating	75,000.00	75,000.00	\$ 75,000	\$ 91,520	2023 increased by 8-2 loan amount
79		Equipment donation	5,000.00	5,000.00			gym equipment
80							
81		Capital Purchases for 2022:					
82	Fire Prot./	Hose	0.00	1,200.00	1,200		<i>Renewal purchase</i>
83	Planning	Air tanks (8 replacements)	12,000.00	12,000.00	15,000		<i>Capital asset purchase</i>
84		Turnout gear (3 sets)	9,745.00	9,745.00	9,000		<i>Renewal purchase</i>
85		8-1 Truck, advance payment	334,321.00	334,321.00	210,000		<i>deposit (no tax)</i>
86		Air pack - final purchase	7,231.83	7,232.00	8,100		<i>Capital asset purchase</i>
87		Computer	0.00	1,793.00	1,793		<i>Capital asset purchase</i>
88		Exterior Lift	0.00	0.00	21,000		<i>Capital asset purchase</i>
89		Forcible entry prop	0.00	3,000.00	3,000		<i>Capital asset purchase</i>
90		Tablets for trucks (3)	0.00	2,100.00	2,100		<i>Capital asset purchase</i>
91		Gym Equip	5,000.00	5,000.00	-		<i>Capital asset, funded by donations</i>
92			368,297.83	376,391.00	\$ 271,193		
93							
94		Capital Purchases for 2023:					
95	Fire Prot./	Hose				1,847	<i>Renewal purchase</i>
96	Planning	Turnout gear (4 sets)				13,195	<i>Renewal purchase</i>
97		8-1 Truck, payment balance				184,100	<i>balance + tax</i>
98		Struts stabilizer bars (Auto extrication)				4,000	<i>Capital asset purchase</i>
99		Television (for training use)				1,000	<i>Capital asset purchase</i>
100		Battery operated cut off saw, chain saw				4,500	<i>Capital asset purchase</i>
101		CPR training dummy				1,500	<i>Capital asset purchase</i>
102							
103						210,142	
104							
105		NET RENEWAL CONTRIBUTION	-288,297.83	-296,391.00	\$ (196,193)	\$ (118,622)	
106							
107							

DEEP BAY IMPROVEMENT DISTRICT

**2023 Annual Report
AGM September 10, 2024**

DBID Fire Capital replacement schedule.xlsx

Item Description	Cost per Unit	Quantity	Year Acquired	Estimated Cost	Useful Life in Years	Estimated Use Life	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
Accumulated Fund Data			Retirement Rate				548,020	595,628	399,196	294,762	188,712	276,911	16,656	77,264	145,347	239,087	310,145	373,628	408,166	423,028	503,089	565,621	551,943	604,851	681,266	703,246	765,348
Turn out Gear	4 sets		2010	10,000.00	10	10																					
Turn out Gear	4 sets		2011	10,000.00	10	11																					
Turn out Gear	4 sets		2012	10,000.00	10	12	6,669																				
Turn out Gear	4 sets		2013	10,000.00	10	13	\$ 9,745																				
Turn out Gear	4 sets		2014	10,000.00	10	14	\$ 13,195																				
Turn out Gear	4 sets		2015	10,000.00	10	15	\$ 16,859																				
Hoses			2010	1,400.00	1	4	\$ 1,200	\$ 1,647																			
Air Tanks			2011	1,400.00	1	5			\$ 1,854	\$ 1,922	\$ 1,960	\$ 2,008	\$ 2,040	\$ 2,080	\$ 2,122	\$ 2,164	\$ 2,208	\$ 2,252	\$ 2,297	\$ 2,343	\$ 2,390	\$ 2,437	\$ 2,486	\$ 2,536	\$ 2,587	\$ 2,638	
Air Tanks			2012	1,400.00	1	6																					
Air Tanks			2013	1,400.00	1	7																					
Air Tanks			2014	1,400.00	1	8																					
Air Tanks			2015	1,400.00	1	9																					
Air Tanks			2016	1,400.00	1	10																					
Air Tanks			2017	1,400.00	1	11																					
Air Tanks			2018	1,400.00	1	12																					
Air Tanks			2019	1,400.00	1	13																					
Air Tanks			2020	1,400.00	1	14																					
Air Tanks			2021	1,400.00	1	15																					
Air Tanks			2022	1,400.00	1	16																					
Air Tanks			2023	1,400.00	1	17																					
Air Tanks			2024	1,400.00	1	18																					
Air Tanks			2025	1,400.00	1	19																					
Air Tanks			2026	1,400.00	1	20																					
Air Tanks			2027	1,400.00	1	21																					
Air Tanks			2028	1,400.00	1	22																					
Air Tanks			2029	1,400.00	1	23																					
Air Tanks			2030	1,400.00	1	24																					
Air Tanks			2031	1,400.00	1	25																					
Air Tanks			2032	1,400.00	1	26																					
Air Tanks			2033	1,400.00	1	27																					
Air Tanks			2034	1,400.00	1	28																					
Air Tanks			2035	1,400.00	1	29																					
Air Tanks			2036	1,400.00	1	30																					
Air Tanks			2037	1,400.00	1	31																					
Air Tanks			2038	1,400.00	1	32																					
Air Tanks			2039	1,400.00	1	33																					
Air Tanks			2040	1,400.00	1	34																					
Air Tanks			2041	1,400.00	1	35																					
Air Tanks			2042	1,400.00	1	36																					
Air Tanks			2043	1,400.00	1	37																					
Air Tanks			2044	1,400.00	1	38																					
Air Tanks			2045	1,400.00	1	39																					
Air Tanks			2046	1,400.00	1	40																					
Air Tanks			2047	1,400.00	1	41																					
Air Tanks			2048	1,400.00	1	42																					
Air Tanks			2049	1,400.00	1	43																					
Air Tanks			2050	1,400.00	1	44																					
Air Tanks			2051	1,400.00	1	45																					
Air Tanks			2052	1,400.00	1	46																					
Air Tanks			2053	1,400.00	1	47																					
Air Tanks			2054	1,400.00	1	48																					
Air Tanks			2055	1,400.00	1	49																					
Air Tanks			2056	1,400.00	1	50																					
Air Tanks			2057	1,400.00	1	51																					
Air Tanks			2058	1,400.00	1	52																					
Air Tanks			2059	1,400.00	1	53																					
Air Tanks			2060	1,400.00	1	54																					
Air Tanks			2061	1,400.00	1	55																					
Air Tanks			2062	1,400.00	1	56																					
Air Tanks			2063	1,400.00	1	57																					
Air Tanks			2064	1,400.00	1	58																					
Air Tanks			2065	1,400.00	1	59																					
Air Tanks			2066	1,400.00	1	60																					
Air Tanks			2067	1,400.00	1	61																					
Air Tanks			2068	1,400.00	1	62																					
Air Tanks			2069	1,400.00	1	63																					
Air Tanks			2070	1,400.00	1	64																					
Air Tanks			2071	1,400.00	1	65																					

Appendix B Audited Financials (Attached)