

OPEN AGENDA

A. CALL TO ORDER

The Chair will call the meeting to order and respectfully acknowledge the Qualicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

1. Motion:

That the Board approve the August 19, 2025 Regular Open Session minutes as circulated.

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTION OF LATE ITEMS

E. BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. RDN Development Process in DBID

Recommendation:

THAT the Staff Report on the RDN Development Process in DBID be received for information.

2. DBID Policy for Signing of Cheques & Agreements

Recommendation:

THAT the September 16, 2025 Policy for Signing of Cheques & Agreements, Policy Number 09-01-01 be approved by the Board.

3. DBID Trustee Elections Update

Recommendation:

THAT the 2025 Trustee Elections update be received for information.

F. PETITIONS and DELEGATIONS

None

G. CORRESPONDENCE

1. Archaeological Permit Process

Recommendation:

THAT That the September 9, 2025, email from Diana Cooper from the Archaeology Branch of the Ministry of Forests be received as correspondence in.

AND THAT staff be authorized to contact a consulting archaeologist to assist DBID with the next steps for getting a permit to dig up the area where the water leak is located on Burne Road near the intersection of Chrome Point Road.

H. REPORTS

1. August 2025 - Water Operator's Report

Recommendation:

THAT the August 2025 Water Operator's Report be received for information.

2. August 2025 - Fire Chief's Report

Recommendation:

THAT the August 2025 Fire Chief's Report be received for information.

3. August 2025 - Financial Reports

- a. Total cheques issued for Water Department for August 2025: \$15,445.01
- b. Total cheques issued for Fire Department for August 2025: \$21,302.22

Recommendation:

THAT the August cheque registers be received for information.

4. 2026 Budget Review Process

Recommendation:

That the 2026 Budget Process Report be received by the Board.

I. BYLAWS

None

J. RESOLUTIONS

None

K. NEW BUSINESS

- 1. Draft of the October 2025 Pipeline newsletter

Recommendation:

THAT the Draft of the October 2025 Pipeline newsletter be approved by the Board.

L. QUESTION PERIOD

M. ADJOURNMENT

THAT the Board adjourn into closed session pursuant to section 90(1)(c), 90(1)(k), and 90(2)(c) of the Community Charter to discuss matters that are related to employee relations and other human resources matters, and the approval of minutes for a closed session of a committee or Board meeting, if necessary.

OPEN SESSION MINUTES

PRESENT:

Colin Thompson, Chair
Alissa Woodward
Diane Koch
Craig Kerstens
Christo Kuun
Suzanne LaRoy

STAFF:

John Marsh – Administrator
Janine Sibley - Assistant Admin

GUESTS: 6

A. CALL TO ORDER

The meeting was called to order at 7:00 PM.
The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

June 17, 2025 Regular Open Session minutes

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board approve the June 17, 2025 Regular Open Session minutes as circulated.

Unanimous CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

That the Board receive the following motions from an in-camera meeting:

MOVED by Trustee Kuun

SECONDED Trustee Kerstens

THAT the Board receive the correspondence from Rodway and Perry regarding discharge of Right of way F95738 under registration number CB2022109 over Lot 1, Plan 31751.

Unanimous CARRIED

D. INTRODUCTIONS OF LATE ITEMS

1. Development permit posted for residences for the Farm, to be added to New Business K1
2. Wells #1 and #3, confined space entry bunker modification, to be added to Business arising from the minutes and unfinished business E1

MOVED by Trustee Koch

SECONDED by Trustee LaRoy

THAT the Board accept the two late items to be added to the agenda.

Unanimous CARRIED

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Wells #1 and #3, confined space entry bunker modification

MOVED by Trustee LaRoy

SECONDED by Trustee Kuun

THAT the Board ask Trustee Kerstens to prepare a proposal and ask the Water Operator to connect with the health officer at VIHA to see if there are any permit requirements regarding confined space wells #1 and #3.

Unanimous CARRIED

F. PETITIONS AND DELEGATIONS

None

G. CORRESPONDENCE

1. Field Inspection Report, Pressure Reducing Valve (PRV) from Ridgeline Mechanical Ltd.

MOVED by Trustee LaRoy

SECONDED by Trustee Koch

THAT the Board ask Ridgeline Mechanical for a cost estimate on all recommendations, part of this request is to include a timeline to complete this work.

Unanimous CARRIED

H. REPORTS

1. June and July 2025 Water Operator's Report

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the June and July 2025 Water Operator's Report be received for information.

Unanimous CARRIED

2. June and July 2025 Fire Chief's Report

MOVED by Trustee LaRoy

SECONDED by Trustee Woodward

THAT the June and July 2025 Fire Chief's Report be received for information.

Unanimous CARRIED

3. June and July 2025 Financial Reports

a. Total cheques issued for Water Department for June 2025: \$21,569.85

b. Total cheques issued for Water Department for July 2025: \$51,216.63

c. Total cheques issued for Fire Department for June 2025: \$4,185.28

d. Total cheques issued for Fire Department for July 2025: \$10,318.28

MOVED by Trustee LaRoy

SECONDED by Trustee Koch

THAT the June and July 2025 cheque registers be received for information.

Unanimous CARRIED

4. Quarterly Financial Reports

MOVED by Trustee Koch

SECONDED by Trustee Thompson

THAT the Quarterly Financial Reports covering the period January 1, 2025 to June 30, 2025 be received for information.

Unanimous CARRIED

5. Thompson Clarke West Construction Project and Future Water Line Costs

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the August 13, 2025, Staff Report regarding Thompson Clarke West Watermain Project Costs totalling \$542,351.69 be received for information.

Unanimous CARRIED

I. BYLAWS

None

J. RESOLUTIONS

None

K. NEW BUSINESS

1. Development Permit for residences at the Farm and Henry Morgan project

MOVED by Trustee LaRoy

SECONDED by Trustee Koch

THAT the Administrator be directed to contact the RDN to enquire about the development permit process and specifically the Henry Morgan and recent Gainsberg permits.

Unanimous CARRIED

L. QUESTION PERIOD - Questions were asked by members of the gallery in relation to the following topics:

- Summary on the Right of Way
- Update on Kaslo class action suit concerning funding formulas
- Henry Morgan, only one road out
- Emergency Response Plan

M. ADJOURNMENT

MOVED by Trustee Thompson

SECONDED by Trustee Koch

THAT the Board adjourn into closed session pursuant to section 90(1)(c), 90(1)(k), and 90(2)(c) of the Community Charter to discuss matters that are related to employee relations and other human resources matters, and the approval of minutes for a closed session of a committee or Board meeting.

Unanimous CARRIED

The meeting be adjourned into a closed session at 8:10 pm

Chair of the Trustees

Corporate Officer

Report Date: September 9, 2025
From: John Marsh, Administrator
Subject: RDN Development Process in DBID

Recommendation:

1. That the Staff Report on the RDN Development Process in DBID be received for information.

Background:

At the August 19, 2025 Deep Bay Improvement District meeting the Board passed the following motion.

1. Development Permit for residences at the Farm and Henry Morgan project

MOVED by Trustee LaRoy
SECONDED by Trustee Koch

THAT the Administrator be directed to contact the RDN to enquire about the development permit process and specifically the Henry Morgan and recent Gainsberg permits.

The above noted motion and the following question was sent by email to the RDN Planning Department:

I am not sure on the process for RDN/Deep Bay approval of development within the Deep Bay boundaries and specifically how it relates to the DBID water system. There could be capacity and distribution issues, for example looping of the water line at the end of the water system. I am not aware of any referral to our office. Your assistance to clarifying the process and then specifically to the developments mentioned in the resolution would be appreciated. Thanks. John

Discussion:

The RDN staff response was as follows:

I am writing in response to your email. We have been working on a zoning amendment application (now known as PL2023-101) for a number of years. We have not sent out referrals on it yet however, the application is ready to start moving forward. We anticipate starting the online engagement process in the next few weeks and would also be sending out a referral to the DBID. The proposal is for 8 fee simple lots and a 19 unit strata.

Respectfully submitted,

John Marsh
Administrator

Deep Bay ~~Waterworks~~ Improvement District

Policy for Signing of Cheques & Agreements

Policy Number: 09-01-01

PURPOSE:

The objective of this policy is to outline who is authorized to sign documents on behalf of the Deep Bay ~~Waterworks~~ Improvement District (~~the district~~) and to ensure that there is no perceived or real conflicts with signers.

POLICY STATEMENTS:

All cheques require two authorized trustee signatures. ~~one of which must be a trustee.~~
All trustees are authorized to sign on behalf of the district once the required paper work is completed with the office, ~~and~~ credit union and RBC.

The Administrator, or designate, as established by Bylaw No. 166, has authority to sign documents as required as per the local government act. The board of trustees may also give cheque signing authority to this position.

No two members of the same family or household will sign the same cheque, agreement or any other document that requires two signatures. In addition, a Trustee cannot sign their own cheque.

No one person (trustee or staff) has the authority to commit the district to any contract or agreement, financial or otherwise, without prior board approval.

I hereby certify that the foregoing is a true copy of Policy DBWD 09-01-01 as adopted by the Deep Bay ~~Waterworks~~ Improvement District and sealed with the District seal on the 16th day of September, 2025.

Chair of the Trustees

Board Administrator

Report Date: September 10, 2025
From: John Marsh, Administrator
Subject: Deep Bay Improvement District (DBID) Trustee Elections Update

Recommendation

1. That the staff report on the Deep Bay Improvement District (DBID) Trustee Elections Update be received by the Board.

Background

This report provides an overview of the DBID election process and confirms the dates and time for the General Election. A copy to the DBID Election Procedures Policy is attached.

The Administrator, John Marsh, was appointed Returning Officer for the 2025 DBID General Election at the May 20, 2025 Board Meeting. The Returning Officer has appointed Janine Sibley as Deputy Returning Officer.

The Deep Bay Improvement District (DBID) has one vacant trustee position, and two other trustee positions whose term will be expiring in 2025, and an election is required to fill the positions. A total of three Trustee positions will need to be filled.

The following four eligible candidates have submitted valid nomination forms:

Koch, Diane
McHenry, Edward
Sharcott, Lisa
Thompson, Colin

Election Date and Times

- General Voting Day – Saturday, October 4th, from 10:00 am to 2:00 pm
- Advanced Voting Day – Wednesday, September 17th, from 3:00 pm to 7:00 pm

Voting Location: Deep Bay Board Room, 5031 Mountainview Road, Bowser

Discussion

The Election Procedures Policy explains the process that will be followed to conduct the 2025 Trustee Election. A copy of two sections to note include the candidates having the right to appoint a scrutineer or candidate representative, and voter eligibility. These sections are in the policy and repeated here:

.....

IMPROVEMENT DISTRICT

September 16, 2025 Meeting

Scrutineer or Candidate Representative

1. May be appointed in writing by a candidate to observe the election process to ensure that the proper process is followed;
2. May be present while the ballots are distributed and at the final ballot count; and
3. May not interfere with the election proceedings.

Voter Eligibility

1. A Canadian citizen;
2. 18 years of age or older;
3. A resident of British Columbia for the past 6 months;
4. Be an owner of land located within the improvement district or the authorized agent or legal representative of a deceased owner of such land;
5. Not otherwise be disqualified from voting under section 29 of the *Election Act*; and,
6. Have not voted before in the same election.

Each corporation or society that owns land within the improvement district has one vote and must designate, in writing, a person to vote on its behalf. That person can also be an owner of other property in the improvement district. If so, that person could vote twice, once on their own behalf as a landowner and as the agent authorized on behalf of the landowning corporation or society.

Attachments

1. Deep Bay Improvement District Election Procedures Policy 10.01.01

Respectfully submitted,

John Marsh
Administrator

Deep Bay Improvement District

Election Procedures Policy

Policy Number: 10-01-01

1. INTRODUCTION

This policy is intended to provide the policies and procedures necessary to conduct a trustee election for the Deep Bay Improvement District (DBID). This policy is designed to:

1. Ensure that all elections meet the legal requirements as set out in the Improvement District Manual
2. Ensure that all elections are conducted in an open, fair and honest process

2. DEFINITIONS

RETURNING OFFICER

1. Is appointed by the Board of Trustees and is responsible for the conduct of all elections, by-elections, and assent votes (formerly referendums);
2. Has the authority to determine whether or not an individual meets the voter eligibility requirements and may require such individual to make and file with him or her a solemn declaration showing that the declarant is eligible to vote;
3. May conduct the roll of Poll Clerk or delegate it to other staff; and,
4. Is responsible for training the Poll Clerk and any additional election officials required to conduct elections, by-elections and assent votes.

POLL CLERK

1. Assists the Returning Officer to set up and open the voting place and ensure that voting proceeds in an orderly and safe fashion;
2. Confirms an individual's identity and residential address and therefore their eligibility to vote; and,
3. Assists with counting ballots.

SCRUTINEER OR CANDIDATE REPRESENTATIVE

1. May be appointed in writing by a candidate to observe the election process to ensure that proper process is followed;
2. May be present while the ballots are distributed and at the final ballot count; and
3. May not interfere with the election proceedings.

3. VOTER ELIGIBILITY

1. A Canadian citizen;
2. 18 years of age or older;
3. A resident of British Columbia for the past 6 months;

Deep Bay Improvement District

Election Procedures Policy

4. Be an owner of land located within the improvement district or the authorized agent or legal representative of a deceased owner of such land;
5. Not otherwise be disqualified from voting under section 29 of the *Election Act*; and,
6. Have not voted before in the same election.

Each corporation or society that owns land within the improvement district has one vote and must designate, in writing, a person to vote on its behalf. That person can also be an owner of other property in the improvement district. If so, that person could vote twice, once on their own behalf as a landowner and as the agent authorized on behalf of the landowning corporation or society.

4. TRUSTEE ELIGIBILITY

The eligibility requirements to be a trustee on an improvement district Board are the same as the eligibility requirements to vote in an improvement district election and per Letters Patent the spouse or common-law partner of an eligible elector is also qualified to be a candidate for trustee.

5. NUMBER OF TRUSTEES

The Board consists of 7 elected trustees each elected for 3-year terms. Each year vacancies are identified on a rotational basis as follows: 2-2-3.

6. ANNUAL ELECTIONS

A general election occurs annually on a day and time (general voting day) specified by the Returning Officer.

7. BY-ELECTIONS

By-elections will follow the same procedures as set out in this policy for annual elections.

8. ADVANCE VOTING OPPORTUNITY PROCEDURES

1. In addition to general voting day, an advanced voting opportunity will be established on a day and time specified by the Returning Officer. The advance voting opportunity will be at least 3 days prior to general voting day.
2. At the close of voting at the advance voting opportunity, the Returning Officer shall ensure the ballot box is sealed to prevent insertion of any ballots.
3. The Returning Officer will keep the ballot box secure until the close of voting on general voting day.

9. NOMINATIONS

1. Eligible individuals must declare their willingness to run for the elected position of trustee by completing a nomination form and submitting it to the Returning Officer.
2. The nomination form must be signed by 1 nominator.
3. The nomination period will be scheduled for 10 business days and will close at least 14 days prior to general voting day.

Deep Bay Improvement District

Election Procedures Policy

4. Notice of the nomination period will be given at least 14 days in advance of the start of the nomination period.

10. NOTICES

1. Per Letters Patent, notice of an election will be provided at least 14 days in advance of the election.
2. Notice will be mailed to all land owners, posted at the DBID office and posted on the DBID website.

11. VOTERS LIST

1. A list of eligible electors based on the assessment role.
2. If an individual confirms their name and address on the list, they are not required to show ID.

12. ELECTION PROCEDURES FOR VOTING

1. Poll Clerk and/or Returning Officer checks the name and address of individual on the voters list (if voters list is used).
2. If the individual is listed on the voters list – the Poll Clerk:
 - a. asks the elector to make an oral declaration:
 - DECLARING they meet the eligibility criteria:
 - I am a Canadian citizen;
 - I am 18 years of age or older;
 - I have resided in British Columbia for at least six months immediately preceding voting day;
 - I am a registered owner of real property in Deep Bay Improvement District immediately preceding voting day or the authorized agent or legal representative;
 - I am not disqualified under section 29 of the Election Act or any other enactment from voting in this election;
 - I have not previously voted in this election.
 - b. initials beside the elector's information on the voters list confirming that an oral declaration was given;
 - c. provides the elector with a ballot; and,
 - d. reminds the elector they have an opportunity to mark, with an X, one or more choices, to a maximum of the number of trustee vacancies there are to fill.
3. If the individual is not on the voters list, the Poll Clerk asks for identification that confirms the individual's identity and residential address and therefore their eligibility to vote;
4. If the individual does not have identification, the Poll Clerk:
 - a. asks the individual to fill out and sign the Property Owner Elector Solemn Declaration as to their identity and property ownership or the authorized agent or legal representative;

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Election Procedures Policy

- b. asks the individual to give an oral declaration;
 - c. initials beside the elector's information confirming that an oral declaration was given;
 - d. provides the elector with a ballot;
 - e. reminds the elector they have an opportunity to mark, with an X, one or more choices, to a maximum of the number of trustee vacancies there are to fill.
5. If the individual presents themselves as an agent of a board or corporation or authorized agent or legal representative, the individual must also present formal documentation supporting that they have been assigned authority as agent for that board or corporation's interest or legal representative in property owned within the Deep Bay Improvement District jurisdiction. Only one agent per board or corporation will be permitted to vote. The Poll Clerk:
- a. asks the individual to fill out and sign the Property Owner Elector Solemn Declaration as to their identity and property ownership, attaching a copy of the board or corporation's authorization as agent or legal representative documentation;
 - b. asks the individual to give an oral declaration;
 - c. initials beside the elector's information on the voters list confirming that an oral declaration was given;
 - d. provides the elector with a ballot; and,
 - e. reminds the elector they have an opportunity to mark, with an X, one or more choices, to a maximum of the number of trustee vacancies there are to fill.
6. The elector then marks their ballot and deposits the folded ballot into the ballot box.

13. BALLOT COUNT:

1. Ensure only the Returning Officer, Poll Clerk and appointed scrutineers are present at the count:
 - a. a candidate's scrutineer may observe the ballot count proceedings to ensure a transparent and consistent process is followed and that any potentially spoiled ballots are ruled on by the Returning Office in a fair and consistent manner.
2. Determine the number of eligible electors that voted;
3. Open the sealed ballot boxes. The ballots from the advance voting opportunity and general voting day will be kept separate;
4. The Returning Officer will count the ballots using tally sheets, a separate tally sheet will be used for the advanced voting opportunity and general voting day:
 - a. a ballot will be counted when it clearly identifies not more than the maximum number of vacancies with an X,

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Election Procedures Policy

- b. a tick mark will be accepted if the intent of the elector is clearly indicated; and,
 - c. any writing, drawings or distinguishable markings will spoil the ballot and the ballot will not be counted towards the total votes.
- 5. Record the total ballots cast, the ballots counted, and the ballots rejected/spoiled;
- 6. Declaration of voting results by the Returning Officer:
 - a. The candidate(s) with the greatest number of votes cast will be elected to the vacant trustee position(s); and,
 - b. If there is a vacancy for different length terms, the candidate with the greatest number of votes cast will hold office for the longest term (generally a three-year term). The candidate with the second greatest number of votes cast holds office for the next longest term.
- 7. In the event of an equality of valid votes for two or more candidates at the conclusion of a recount, the results will be determined by lot between those candidates in accordance with the following:
 - a. The name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination.
 - b. The pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible.
 - c. The pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose.
 - d. The Returning Officer is to direct a person who is not a candidate or candidate representative to withdraw one paper.
 - e. The Returning Officer is to declare elected the candidate whose name is on the paper that was drawn.

14.ELECTION CHALLENGE

- 1. A person who is qualified to vote at an improvement district election and who voted or applied to vote in the election may appeal to the Supreme Court against the order of the Returning Officer accepting or rejecting a vote or ballot or the result of the election.
- 2. The appeal must be made in writing within two weeks after the election.

15.RETENTION AND DESTRUCTION OF ELECTION DOCUMENTS

- 1. Until the end of the appeal period (two weeks after the election) the Returning Officer:
 - a. must keep the sealed ballot packages in their custody;
 - b. is responsible for retaining the nomination documents for the election; and,
 - c. is responsible for retaining the remainder of the election materials.

Deep Bay Improvement District

Election Procedures Policy

2. The following materials must be destroyed as soon as practicable within 30 days after the appeal period expires:
 - a. the ballots used in the election;
 - b. any copies of the list of electors used for the purposes of voting proceedings;
 - c. the voting books used in the election; and,
 - d. any solemn declarations and any written statements or declarations in relation to voting proceedings.

Approval History

Policy originally adopted by Board:	January 20, 2010
Policy amended:	May 21, 2014
Policy amended:	November 5, 2020
Policy amended:	December 16, 2021

Deep Bay Improvement District - General Email

From: Cooper, Diana FOR:EX <Diana.Cooper@gov.bc.ca>
Sent: Tuesday, September 09, 2025 2:03 PM
To: John Marsh
Subject: RE: Data Request: John Marsh - Administrator, Deep Bay Improvement District

Hello John,

Sorry for the delay in getting back to you.

Thank you for the email regarding the small water leak on the valve that supports a water standpipe on Burne Road between Gainsberg and Chrome Road in Bowser.

The location is within the boundary of previously recorded archaeological site **DiSe-7**. A permit will be required to dig up the area where the leak is located.

I would recommend contacting a consulting archaeologist, and they can advise you on next steps.

Qualified archaeologists can be found on the BC Association of Professional Archaeologists website (www.bcapa.ca) or in the yellow pages.

Please let me know if you have additional questions.

Kind regards,





The red area indicates archaeological site DiSe-7.



Diana Cooper

Archaeologist/Archaeological Information Specialist

Archaeology Branch | Ministry of Forests

Phone: [\(250\) 953-3343](tel:2509533343) | Email: diana.cooper@gov.bc.ca | Website www.gov.bc.ca/archaeology

From: admin@dbid.ca <admin@dbid.ca> **On Behalf Of** ArchDataRequest@gov.bc.ca

Sent: Friday, August 29, 2025 12:33 PM

To: Arch Data Request FOR:EX <ArchDataRequest@gov.bc.ca>

Subject: Data Request: John Marsh - Administrator, Deep Bay Improvement District

Terms and Conditions Accepted	Yes
Name	John Marsh
Email	admin@dbid.ca
I am a	Local Government Representative
Affiliation	Administrator, Deep Bay Improvement District
Address	5031 Mountainview Road
City	Bowser
Province	British Columbia
Postal Code	V0R1G0
Phone Number	250-757-9312
Information Requested	I request information and advice about archaeological sites on the properties described below (In the text box below, include the Parcel Identifier (PID), street address, and the legal description if available. If you have maps, please upload them to the File Attachments section near the end of the form.): There appears to be a small water leak on the valve that supports a water standpipe on Burne Road between Gainsberg and Chrome Road. This is on the road that goes to the Deep Bay marina. Do we need a permit and if so what is the process to get a permit?
Why Site Information is Required	Other (describe below): DBID would like to repair the valve before the water leak gets larger as it is currently a small water leak. Time is an issue here as the severity of water leaks can change quickly. Please note this is intended as a valve repair, not a waterline replacement.
Third Party Access	The following person(s) may have access to this information (Include the person's full name and relationship to you below. If you would like them to be copied on our email reply containing property information, please also include their email address): This information will be provided to the Trustees for the Deep Bay Improvement District Board.
Format Required	PDF, Excel, Shapefile (ESRI, NAD 83, BC Albers Projection), Map(s)
Who Prompted	My local government
File Attachment#1	Chrome and Burne Road.jpg
File Attachment#2	Water Leak DBID Burne Road.pdf
File Attachment#3	DBID Map.pdf
File Attachment#4	
File Attachment#5	

DBID Water Report

Report period: August 1, 2025 - August 31, 2025

Prepared by: Adam Norman (Core Water Management Ltd.)

Well Meter Readings									
	Well #8	Well #6	Well #5	Well #4	Well #3	Well #2	Well #1	TOTAL	Units
Flow	7562	6491	4478	2300	0	0	0	20831	m3
Pump RTM	225.59	225.6	159.78	120.87	0	0	0	731.84	hrs
Starts	120	120	120	120	0	0	0	480	ct

DATE	LOGBOOK	OPERATOR
2025-08-05	Rounds. Flushed and sampled reservoir, TCE and Fire Hall.	AN
2025-08-12	Rounds. Flushed and sampled reservoir, 5532 Deep Bay Dr and 4503 Mapleguard	AN
2025-08-17	Notified of a suspected water main leak at a blow off next to 151 Crome Pt. Rd. Craig Kersten's (trustee attended the site and sent photos) The leak is small and appears to have been there for quite some time given the patch of green grass around it. I will investigate tomorrow	AN
2025-08-18	Investigated the leak. It is small and not of immediate concern but I have organized contractors to come excavate and repair. The work is set to be done on Tuesday August 26th.	
2025-08-20	Rounds. Flushed and sampled TCE, Fire Hall and Reservoir. Checked leak, no change in its status.	AN
2025-08-22	Checked the leak and on the recommendation of the repair contractor, made attempts to isolate the leak with the blowoff gate valve which proved to be unsuccessful.	AN
2025-08-25	It has come to our attention that First Nations archaeological permits will be required prior to any repairs in the area. The permits have been applied for and we are waiting for confirmation/next steps.	
2025-08-27	Rounds. Flushed and sampled Deep Bay Dr, Mapleguard and Reservoir.	

Deep Bay Volunteer Fire Department

August 2025 Chief's Report

We are still under a complete burn ban and await more precipitation before the ban will be lifted. Please watch the signs at the top of Jamieson and Gainsberg for updates on the burn ban.

I would like to invite those interested in serving the community as a fire fighter, first responder to join us. This is a very satisfying way to help people in their time of need. I would encourage you to join our phenomenal group of volunteers. We train Monday evening 6:30 till 9:00 (except long weekends) contact us at deepbayfire@dbid.ca or just show up.

We have had a couple of members step down from the fire department but have welcomed a few newcomers. Training has begun with those newcomers and will continue into the new year.

We have had a few mutual aid training sessions with neighboring fire departments and plan on having more as the year progresses.

The DBVFD has received the application paperwork for the CEPF grant, which we plan to submit in October after determining and pricing our department's top priorities.

If you have any questions or concerns, please send an email to deepbayfire@dbid.ca and we will address your questions or concerns.

Thank You

Chief George Lenz

DBVFD

Deep Bay Fire Department		2025 Jan	2025 Feb	2025 Mar	2025 April	2025 May	2025 June	2025 July	2025 Aug	2025 Sept	2025 Oct	2025 Nov	2025 Dec	2025 YTD
Response:	# Structural fires	1	0	0	0	3	1	0	0					5
	# Other fire calls	0	0	0	2	0	0	1	1					4
	# Motor Vehicle Incidents	2	5	1	2	2	1	0	2					15
	# First responder calls	3	4	8	1	7	2	7	5					37
	# Miscellaneous calls	0	0	0	4	0	0	1	1					6
Safety	# Worksafe related incidents	0	0	1	0	0	0	0	0					1
Total calls		6	9	10	9	12	4	9	9	0	0	0	0	68

		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
Active Membership:	Chief:	1		1						
	# Active officers (not incl Chief):	5		5						
	# Other active members (not in officer role):	16		16						
	Total # - Active Members:	22		22		0		0		
	Target range optimal:	30		30		30		30		
Firefighters: (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters	3		3						
	# Members fully qualified as exterior firefighters, interior firefighting in progress	10		10						
	# Members fully qualified as exterior firefighters	0		0						
	# Members in training for exterior firefighting	7		8						
	# New members: no training	2		1						
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"	4		4						
	# Instructors qualified to train ONLY to exterior operations level "in-house"	0		0						
	# Competency evaluators "in-house"	3		3						
# Certified as first responders		8		9						

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/08/2025 to 31/08/2025

Cheque No.	Payee	Amount
4742	Core Water Management Ltd.	5,379.86
4743	Nina LeBlanc (expenses)	15.00
4744	Bowser Builders' Supply Ltd.	7.84
4745	Janine Sibley (expenses)	50.00
4746	Denise Coghill	480.00
OBP-304339063	Municipal Pension Plan	429.67
OBP-299845352	Municipal Pension Plan	575.76
OBP-382601	Waste Connections of Canada Inc	275.54
OBP-251501	Rogers (Shaw)	206.39
OBP-102401	BC Hydro	451.59

Generated On: 03/09/2025

Waterworks cheque log August 2025 **\$7,871.65****Employee Deposits August 2025** **\$7,573.36****Total Waterworks August 2025** **\$15,445.01****DBID - Fire Protection**

Cheque Log for 1030 Credit Union from 01/08/2025 to 31/08/2025

Cheque No.	Payee	Amount
3930	IAPD Canada Ltd.	10,165.52
3931	Don Coghill	35.82
3932	Rob Michael Field	411.04
3933	Barry Foster	252.91
3934	BERRN Consulting Ltd.,/AED 4 Life	3,901.75
3935	Barry Foster	300.00
3936	1309894 BC Ltd (Canco 150)	556.64
3937	Minister of Finance	496.41
3938	Rob Michael Field	2,761.92
3939	Don Coghill	1,776.13
3940	Barry Foster	89.59
3941	Ronald G. LaRoy	111.72
3942	Ono Trading Co. - Courtenay	302.64
OBP-679706	Telus Mobility	84.00
OBP-553806	TELUS Communications	56.13

Generated On: 03/09/2025

Total Fire cheque log August 2025 **\$21,302.22**

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IMPROVEMENT DISTRICT

Report Date: September 10, 2025
Meeting Date: September 16, 2025
From: John Marsh, Administrator
Subject: 2026 Budget Process

Recommendation

That the 2026 Budget Process Report be received by the Board.

Background

The purpose of this report is to provide budget information and to notify the ratepayers that the budget process has started for 2026. If ratepayers have input on the budget, please advise staff and/or communicate with the Board.

The 2026 budgets for the water tolls, fire parcel tax and water parcel tax should be completed and approved by the Board by the end of October to allow sufficient time for the bylaws to meet provincial approval requirements. There is a Board meeting scheduled for October 21, 2025, and the budget and toll bylaws could be approved then.

Attachments

1. Water Operating Budget 2025
2. Fire Operating Budget 2025
3. Water Capital Plan Schedule 2025
4. Fire Capital Plan Schedule 2025
5. 2025 Taxation Bylaw 265
6. 2025 Water Tolls Bylaw 266

Respectfully submitted,

John Marsh
Administrator

		2025 Budget	2025 Actual Aug 31	2024 Budget	2024 Actual	Notes
	REVENUE					
FIN	Water Base Rate	182,198	137,293	162,676	153,955	12% increase
FIN	Water Consumption	106,400	55,234	104,913	82,822	12% increase - Based on volume 2019-2023
FIN	Penalties / Interest	5,110	8,232	5,110	5,383	
FIN	Shared Ins./Building/Audit	63,843	42,562	50,029	50,029	Includes fire dept. audit costs
FIN	Shared office staff	41,750	27,833	9,792	9,721	Wages & Benefits 25% from Fire Dp
FIN	Applications / Connections	1,000	550	1,000	0	
FIN	Other Income	500	1,100	500	2,590	
FIN	Interest Earned	<u>5,000</u>	<u>3,319</u>	<u>5,000</u>	<u>4,708</u>	
	TOTAL WATER INCOME	<u>405,801</u>	<u>276,123</u>	<u>339,020</u>	<u>309,208</u>	Revenue up \$41K
	EXPENSE - ADMIN					
PLN	Advertising	1,300	0	150	980	
PLN	Bank Charges	300	106	300	367	
PLN	Hydro Bldg / Pump #1 - SC	16,500	9,376	16,500	11,560	
PLN	Audit - SC	17,500	5,200	13,000	25,269	Total shown. FD revenue as shared cost.
PLN	Insurance - SC	40,000	31,528	37,500	38,043	Estimate increase for updated contents
PLN	Trustee Honorarium - SC	6,200	0	6,200	5,720	
PLN	Licenses/Water Tests	3,750	1,053	3,750	450	
PLN	Office Supplies - SC	2,100	1,233	2,100	4,321	
PLN	Office Equip./ Service Contracts	7,500	5,536	5,300	6,763	
PLN	Postage - SC	4,500	2,426	4,500	4,693	
PLN	Internet Charges - SC	1,540	1,046	1,540	1,652	
PLN	Telephone	550	1,088	550	809	
PLN	Professional Fees	17,500	626	35,000	23,973	Legal, Engineering & Other
HR	Wages - SC	125,000	96,015	64,000	118,322	Administrator + Admin Assistant
HR	Benefits + Employee Costs - SC	39,205	23,860	25,500	17,154	CPP, EI, Pension, WorkSafe, In Lieu
	Total Admin.	<u>283,445</u>	<u>179,093</u>	<u>215,890</u>	<u>260,077</u>	

		2025 Budget	2025 Actual Aug 31	2024 Budget	2024 Actual	Notes
	EXPENSE - OPS & MAINT					
PLN	Hydro Pump #2	640	469	640	569	
PLN	Hydro pump #3	466	502	450	591	
PLN	Hydro pump #4	1,000	288	1,000	180	
PLN	Hydro pump #5	2,500	981	2,500	595	
PLN	Hydro pump #6	2,500	1,557	2,500	2,707	
PLN	Hydro pump #8	3,500	2,739	3,500	3,310	
PLN	Generator - fuel/repairs/maintenance	2,250	7,087	2,250	4,016	
PLN	Maintenance - Buildings - SC	16,000	12,723	10,000	12,295	Increased building maintenance costs
HR	Maintenance - Water Contractor	54,000	36,369	41,290	42,987	Increased Water Operator Costs
PLN	Call outs/Emergencies	3,000	2,350	3,000	3,437	
PLN	Machine Rental	3,000	683	3,000	6,829	
PLN	Casual labour	4,000	490	3,000	7,640	Increased to reflect a typical year
HR	Wages - Meter Reader	3,000	1,368	3,000	1,779	
PLN	Maintenance Material/Equipment	6,000	1,786	5,000	5,868	
PLN	Major Repairs & Maintenance	17,000	2,616	10,000	10,143	Increased to include hydrant flow tests
PLN	Mileage	2,500	587	1,000	3,613	
PLN	Seminars / Training	1,000	0	1,000	0	
	Total Ops & Maint	122,356	72,595	93,130	106,558	Ops + Maintenance expenses up \$29K
	TOTAL OP. EXPENSES	405,801	251,687	309,020	366,635	
FIN	Contingency Fund	0	0	30,000	0	
FIN	Renewal Reserve Contribution	281,032	267,738		267,738	
FIN	Contribution to Capital/Reserve	-281,032	-267,738		-267,738	
	TOTAL EXPENSES	405,801	251,687	339,020	366,635	
	NET INCOME	0	24,436	0	-57,427	

		2025 Budget	2025 Actual Aug 31	2024 Budget	2024 Actual	Notes
	REVENUE					
FIN	Fire Protection Levies	276,325	276,325	235,999	235,999	Levies: (\$411-2025) (\$351-2024)
F.Com	Emergency Management BC	18,408	6,211	18,408	10,562	52 calls @ \$354 budgeted in 2025
FIN	Interest Earned - Operations	1,500	6,461	1,500	9,543	
F.Com	Donations	0	0	25,000	29,150	Equipment Donation - Needs to Be Confirmed
F.Com	Grants	40,000	35,000	0	28,526	UBCN CEPF grant may be applied for
Finance	Transfer from Equipment Fund					
	TOTAL REVENUE	336,233	323,997	280,907	313,780	
	EXPENSES					
	Administration expenses					
F.Com	Associations	475	1,494	420	1,563	FCABC/VFFABC
PLN	Audit	0	0	7,500	463	Moved to shared expenses for 2025
F.Com	Mileage	1,000	692	1,000	1,302	
F.Com	Hall Supplies	3,000	9,286	3,000	3,596	Hall supplies (kitchen/food)
F.Com	Postage/Freight	50	9	50	49	
F.Com	Remuneration	32,000	0	28,000	27,319	COLA going forward
PLN	Insurance AD & D	2,400	0	2,400	2,293	
F.Com	Service Awards & Clothing	2,000	109	2,000	469	
PLN	Telephone	606	991	520	1,227	
F.Com	Training/Seminars	20,000	2,602	20,000	9,866	incl. Fire Pro service contract and optional pay
F.Com	Cars - JAWs Training	2,000	1,315	2,000	566	\$250/car
PLN	WorkSafe BC	600	0	270	0	Increased as per 2024 actuals
F.Com	Health & Safety	2,500	1,989	1,500	2,093	Hep B(\$200/)/FIT test(\$50/)Hearing(\$25/)
	TOTAL ADMIN.	66,631	18,487	68,660	50,805	Decrease of \$2,115
	Pumper Truck 8-1					
PLN	#1 Truck Insurance	1,000	134	1,000	981	
F.Com	#1 Truck Repairs	4,000	126	4,000	6,229	includes CVI
	Total	5,000	260	5,000	7,210	
	Fire & Rescue Truck 8-2					
	#2 Truck Insurance	1,100	0	1,100	1,017	
	#2 Truck Repairs	1,500	870	1,500	705	
	Total	2,600	870	2,600	1,722	
	Rescue Truck 8-3					
PLN	#3 Truck Insurance	660	0	660	605	
F.Com	#3 Truck Repair	1,500	1,945	1,500	94	

		2025 Budget	2025 Actual Aug 31	2024 Budget	2024 Actual	Notes
	Total	2,160	1,945	2,160	699	
	Engine 8-5 - new engine del 2024					
PLN	#5 Truck Insurance	1,300	0	1,300	2,265	
F.Com	#5 Truck Repair	4,000	360	4,000	106	Includes CVI
	Total	5,300	360	5,300	2,371	
	COMMUNICATIONS					
PLN	Comm. Licence	2,000	1,168	2,000	1,111	Radio/lam App, tablet data plans
F.Com	Comm. Repairs & Maintenance	1,000	0	1,000	731	
F.Com	Comm. Equipment	10,000	2,945	14,000	5,626	
	TOTAL COMMUNICATIONS	13,000	4,114	17,000	7,468	
	OPERATIONS & MAINTENANCE					
F.Com	Fuel	3,000	1,695	3,000	2,307	
F.Com	Building Repairs & Main.	0	368	3,000	3,534	Moved to shared expenses
F.Com	Medical Supplies	4,000	2,811	2,000	3,827	Scope expansion requires new equipment and renewal
F.Com	Supplies & Equipment	15,000	2,254	15,000	12,827	
F.Com	Life Jacket Maintenance (Air)	200	0	200	0	
F.Com	UBCM Grant Training + Equipment	40,000	42,722	0	1,945	Offsetting total for UBCM Grant Application
F.Com	Jaws of Life Service/Repair	1,500	1,444	1,500	0	Annual servicing
F.Com	Compressor Repair / Filter Air Chec	2,000	1,571	1,500	1,521	
F.Com	Air Pack Servicing/Hydro Testing	3,000	1,706	2,000	127	More hydro tests needed, and replace expired tank
F.Com	Footwear	1,000	214	794	1,651	station boots @ \$250
PLN	Shared Ins/Building/Audit Expenses	63,843	42,562	50,029	50,029	shared costs as per the water operating budget
PLN	Shared Office Staff Expenses	41,750	27,833	9,914	9,721	shared costs as per the water operating budget
	TOTAL OPS & MAINTENANCE	175,293	125,180	88,937	87,490	
	TOTAL OPERATING EXPENSES	269,983	151,216	189,657	157,765	
	OTHER EXPENSES					
F.Com	Capital Asset Additions	0	5,273	0	58,915	
Fire Prot.	Renewal Purchases		0			
PLN	Internally Restricted Funds-12 year	66,250	0	91,250	91,250	Could be reduced by \$25,000 donation
PLN	Net Debt Reduction	0	0	0	-75,826	
FIN	Contingency	0	0	0	-659	
	TOTAL	66,250	5,273	91,250	73,680	
	TOTAL EXPENSE	336,233	156,489	280,907	231,445	

		2025 Budget	2025 Actual Aug 31	2024 Budget	2024 Actual	Notes
	NET INCOME	0	167,508	0	82,335	
Fire Protection Capital Renewal Budget						
Planning	Contribution from Operating	66,250	66,250	91,250	91,250	Reduced pending confirmation of \$25,000 donation

2025 Water Department

DBID Waterworks Capital Replacement Schedule

May 1, 2025

Item Description	Item Number	Pipe	Cost/metre	Approx Lgth (m)	Year Aquired	Estimated Cost	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030-2034</u>	<u>2035-2039</u>	<u>2040-2044</u>
Accumulated Reserve Total Beginning of the Year							1,162,921	789,797	1,070,829	1,117,912	1,398,944	1,483,342	629,568	-9,706,330
Misc Improvements to Well & Reservoir						205,000						262,417	0	0
Longview Main Replacement - complete 2011						299,916						0	0	0
Longview/Seaview Drive - complete 2019						579,911						0	0	0
Shoreline Main Replacement						780,000						0	0	1,278,121
Reservoir Replacement						1,225,000						0	1,774,165	0
Reservoir Remediation						250,000	250,000					0	371,126	0
Crome Point/Burne Road Replacement (17% CEC project)						369,350						472,799	0	0
Deep Bay Watermain Replacement						1,177,000						0	1,582,934	0
Thompson Clarke Fire Hydrant-2019												0	0	0
Faye Road Fire Hydrants (2)-2019												0	0	0
Western Trunk Main (17% CEC project)						966,950						0	0	0
Dedicated Reservoir Feed Line (17% CEC project)						322,870						0	0	529,060
SCADA Computer hardware/software upgrade						40,000						51,203	0	65,545
Office computers + IT Upgrades + Streaming + Office Equipment						19,000	19,962					22,585	25,553	28,911
Financial Software						30,000	31,519					0	0	0
Thompson Clarke Dr. West Watermain Project-2020						40,000						0	0	0
New Generator for Well 6 backup						35,000	50,000					0	0	57,352
Well 1 GARP Assessment						7,160						0	0	0
Heat Pump						6,577						0	0	0
Other ?						3,475						0	0	0
Thompson Clarke Dr West Watermain remediation/replacement						687,000	90,000					0	0	0
Total Water Improvements				-		7,044,209	441,481	0	0	0	0	809,005	3,753,779	1,958,988
				Parcels	Ann. Incr.	Annual Add'l								
Parcel Tax revenue				640	50	32,000	281,032	281,032	281,032	281,032	281,032	1,405,160	1,405,160	1,405,160
Actual Interest Earned							10,000							
Total Accumulated After Spending							1,012,472	1,070,829	1,351,861	1,398,944	1,679,976	2,079,497	-1,719,051	-10,260,158
Well #1	W-003				1973	50,000						90,436	0	0
Pump #1	W-004				2005	25,000	37,113					0	0	0
Well #2	W-005				1973	50,000						90,436	0	0
Pump #2	W-006				1991	25,000	37,113					0	0	0
Well #3	W-007				1969	120,000					196,634	0	0	0
Pump #3	W-008				1991	25,000	37,113					0	0	0
Well #4 Casing & Housing	W-009				1977	120,000						0	239,579	0
Pump #4	W-010				2015	25,000						0	47,507	0
Well #5 Casing & Housing	W-011				1985	120,000						0	0	0
Pump #5	W-012				2004	25,000	37,113					0	0	0
Well # 6 Casing & Housing	W-013				1990	120,000						0	0	0
Pump #6	W-014				1990	25,000	37,113					0	0	0
Well #7 Casing	W-015				1996	50,000						0	0	0
Well #8 Casing & Housing	W-017				1997	120,000						0	0	0
Pump #8	W-018				1997	25,000	37,113					0	0	0
Meters	W-002				2005	150,000			233,949			0	0	338,828
Main to reservoir	300	PVC	645	850	1975	548,250						0	0	0
Well #5 to reservoir main	150	PVC	525	450	1985	236,250						0	0	0
Well #8 to reservoir main	300	PVC	645	100	1997	64,500						0	0	0
Well #8 to reservoir main	250	PVC	625	50	1997	31,250						0	0	0
Well 2 to Hembrough	150	AC	525	475	1973	249,375						451,051	0	0

2025 Water Department

DBID Waterworks Capital Replacement Schedule

May 1, 2025

Item Description	Item Number	Pipe	Cost/m etre	Approx Lgth (m)	Year Aquired	Estimated Cost	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030-2034</u>	<u>2035-2039</u>	<u>2040-2044</u>
Gainsberg Road	250	AC	625	300	1975	187,500						0	356,305	0
Gainsberg Road	150	AC	525	1600	1975	840,000						0	1,596,246	0
Longview/Shoreline project 2011	200	PVC	605	610	2011	291,000						0	0	0
Thompson Clarke West	250	AC	625	900	1975	562,500						0	1,068,915	0
Melvin Cres	100	AC	525	100	1975	52,500						0	99,765	0
Deep Bay Drive/Burne Road	100	AC	525	350	1970	183,750						308,623	0	0
Myhres/Pearl	150	PVC	525	275	1975	144,375						0	0	0
Hembrough	150	AC	525	425	1973	223,125						403,572	0	0
Mountainview Road	200	AC	605	75	1973	45,375						82,071	0	0
Mountainview Road	150	AC	525	25	1973	13,125						23,740	0	0
Mountainview Road	50	PVC	525	50	1973	26,250						0	0	0
Sabina	150	PVC	525	225	1980	118,125						0	0	0
Lighthouse Landing Estates	200	PVC	605	370	2007	223,850						0	0	0
Lighthouse Landing Estates	100	PVC	525	60	2007	31,500						0	0	0
Jamieson Road	150	PVC	525	275	1977	144,375						0	0	0
Jamieson Road	200	AC	605	300	1977	181,500						0	362,364	0
Jamieson Road	150	AC	525	250	1977	131,250						0	262,040	0
Jamieson Road	100	AC	525	75	1977	39,375						0	78,612	0
Jamieson Loop	200	PVC	605	200	2006	121,000						0	0	0
Bald Eagle/Blue Heron/Ocean Trai	200	AC	605	1000	1982	605,000						0	0	1,366,605
Ocean Trail/Bald Eagle	150	AC	525	800	1982	420,000						0	0	948,717
Ocean Trail/Bald Eagle	100	AC	525	100	1982	52,500						0	0	118,590
Thompson Clarke East	200	AC	605	150	1977	90,750						0	181,182	0
Bucaneer Beach subdivision	150	AC	525	3400	1977	1,785,000						0	3,563,744	0
Bucaneer Beach-Privateer	100	AC	525	125	1977	65,625						0	131,020	0
Maple Guard Extension	150	PVC	525	125	2007	65,625						0	0	0
Bowser School	150	PVC	525	200	1985	105,000						0	0	0
Faye Rd/Jamieson	150	PVC	525	1000	1994	525,000						0	0	0
						9,479,600	222,676	0	233,949	0	196,634	1,449,929	7,987,279	2,772,739
Accumulated Reserve Total End of the Year							789,797	1,070,829	1,117,912	1,398,944	1,483,342	629,568	-9,706,330	-13,032,897

Item Description	Cost per	Quantity	Year Aquired	Estimated Cost	Useful Life in Years	2025	2026	2027	2028	2029	2030-2034	2035-2039	2040-2044
Accumulated Reserve Total Beginning of the Year				Inflation Rate	2.0%	294,101	157,844	249,094	310,387	51,577	119,516	168,693	327,815
Turn out Gear		4 sets		10,000	10					14,859			
Turn out Gear		4 sets		10,000	10						15,157	0	18,476
Turn out Gear		4 sets		10,000	10						15,460	0	18,845
Turn out Gear		4 sets		10,000	10						15,769	0	19,222
Turn out Gear		4 sets		10,000	10						16,084	0	19,607
Turn out Gear		4 sets		10,000	10	10,000					16,406	0	19,999
Hoses				1,400	10	4,000					2,252	0	2,745
Air Tanks		1	2010		15						0	0	0
Air Tanks		1	2011		15						0	0	0
Air Tanks	1,570	4	1997	6,280	15			8,124			0	0	10,934
Air Tanks	1,570	4	2013	6,280	15					8,452	0	0	11,375
Air Tanks	1,570	2	1999	3,140	15						0	5,152	0
Air Tanks	1,455	4	2015	5,600	15						7,688	0	0
Air Tanks	1,455	6	2001	8,730	15						12,224	0	0
Air Tanks	1,570	6	2002	9,420	15						13,454	0	0
Air Tanks (Fibreglass)	1,455	1	1997	1,455	20						0	0	0
Air Tanks	1,455	2	2002	2,910	15						4,239	0	0
Air Tanks	1,455	1	2005	1,455	15						0	0	0
Air Tanks	1,570	8	2007	12,560	15						0	19,806	0
Air Tanks	1,570	4	2020	6,500	15						0	9,852	0
SCBA masks						2,000					0	0	0
Air Packs (12 total)				7,050	1						0	61,395	67,785
Vehicles - 8-5 Pumper				520,200	20						0	0	887,922
Vehicles - 8-2 (2007)			2007	250,000	20				350,060		0	0	0
Vehicles - 8-3 (2007)			2013	23,500	20						37,798	0	0
Exterior lift (from donations)	21,000	1	2022	21,000	10						29,993	0	36,562
Storage Mezzanine - Fire Hall			2025	100,000	20	100,000					160,844	0	0
Computer		1	2013	1,386	5	2,000		1,980			2,186	2,413	2,664
Fitness equip											0	0	0
FP2 Software			2017								0	0	0
Total		Annual		\$1,048,866		\$118,000	\$0	\$10,103	\$350,060	\$23,312	\$349,554	\$116,731	\$1,116,136
Actual Interest	Parcels	Increase	Annual Add'l	Maximum									
Fire Protection Tax Contribution	641	\$75	\$48,075	\$75,000		66,250	91,250	91,250	91,250	91,250	456,250	456,250	456,250
Donations						0							
Total Accumulated sub Total						\$242,351	\$249,094	\$330,240	\$51,577	\$119,516	\$226,212	\$508,211	-\$332,071

Item Description	Cost per	Quantity	Year Aquired	Estimated Cost	Useful Life in Years	2025	2026	2027	2028	2029	2030-2034	2035-2039	2040-2044
<u>Miscellaneous Equipment</u>													
Honda 3100 Generator	4,000	1	2007	4,000	20			5,713			0	0	0
Honda 3000 Generator EU	3,500	1	2007	3,500	20			4,999			0	0	0
Honda EU1000i generator lights	1,800	1	2004	1,800	21						0	0	0
Honda EU1000i generator lights	1,800	1	2007	1,800	20			2,571			0	0	0
Honda 2200 watt generator	2,500	1	2007	2,500	20			3,571			0	0	0
Jaws Tools/Cortech	40,000	1	2005	40,000	12	54,911					0	69,641	0
Spreader	8,560	1	2005	8,560	12	11,751					0	14,903	0
Airbag kit	4,000	1	2005	4,000	12	5,491					0	6,964	0
Portable jaws kit	4,000	1	2005	4,000	12						0	6,964	0
JAWS combi tool/2020 conversior	9,095	1	2020	9,095	12						14,342	0	18,189
JAWS blade and hose	5,432	1	2016	5,432	12						0	0	0
Jaws Telescopic Ram	4,000	1	2017	4,000	12						0	0	0
JAWS hose	1,700	1	2018	1,700	12						0	0	0
Compressor for airtanks	20,000	1	2000	20,000	15						0	60,000	36,952
compressor accessories	10,000	1	2000	10,000	15						0	0	18,476
portable 12 volt compressor	300	1	2006	300	10						0	502	0
CPR practice dolls (set of 3)	630	1	2008	630	12						0	1,097	0
AED trainer	1,035	1	2020	1,035	12						1,632	0	2,070
portable winch	1,500	1	2006	1,500	12						0	2,612	0
life jackets	1,200	2	2006	2,400	12	3,295					0	7,178	0
Basket Stretcher	800	1	2020	800	12						1,262	0	1,600
Stabalization bars (car kit)	2,500	1	2006	2,500	12						0	4,267	0
AED (defibrulators)	2,800	2	2020	5,600	12						8,831	0	11,199
roberston clam (person carrier)	1,500	1	2006	1,500	12	2,059					0	2,612	0
Stihl Cuttoff Saw	1,350	1	2017	1,350	12						2,171	0	0
bedslide 8-3	2,086	1	2017	2,086	12						3,355	0	0
Wajax pump	1,200	2	2019	2,400	12						3,710	0	4,706
Forcible entry prop	3,000	1	2022	3,000	12						4,825	0	0
Rescue Rudy	2,045	1	2021	2,045	12						3,289	0	0
Tablets for trucks	700	3	2022	2,100	5			2,999			3,311	3,656	4,037
RIT Pack	4,180	1	2021	4,180	12	4,000					6,724	0	0
Scott cylinder for RIT pack	2,528	1	2021	2,528	12	3,000					4,067	0	0
Total Miscellaneous Equipment				156,342		84,507	0	19,853	0	0	57,520	180,396	97,228
											0	0	0
Accumulated Reserve Total End of the Year						\$157,844	\$249,094	\$310,387	\$51,577	\$119,516	\$168,693	\$327,815	-\$429,299

DEEP BAY IMPROVEMENT DISTRICT

BYLAW NO. 265

A Bylaw for imposing taxes upon lands in the District and to provide for imposing a percentage addition to encourage prompt payment thereof.

The Trustees of the Deep Bay Improvement District ENACT AS FOLLOWS:

1. For the year 2025 there are hereby levied the following taxes:

PARCEL TAX:

- a) A tax of \$423.00 on all parcels of land classified into Group "A"
- b) A tax of \$956.00 on all parcels of land classified into Group "B1"
- c) A tax of \$1,194.00 on all parcels of land classified into Group "B2"
- d) A tax of \$1,196.00 on all parcels of land classified into Group "C"
- e) A tax of \$2,629.00 on all parcels of land classified into Group "D1"
- f) A tax of \$2,629.00 on all parcels of land classified into Group "D2"
- g) A tax of \$635.00 on all parcels of land classified into Group "E1"
- h) A tax of \$423.00 on all parcels of land classified into Group "E2"
- i) A tax of \$956.00 on all parcels of land classified into Group "E3"

All monies collected as Parcel Tax shall be deposited in a special account separate from all other funds of the District, identified as the "Capital Works, Renewal Reserve Fund", and deposits in this account, plus all interest or earnings thereof shall be disbursed only for the replacement, upgrading or renewal of existing works.

FIRE PROTECTION:

- a) A tax of \$411.00 on all parcels of land classified into Group "A"
- b) A tax of \$828.00 on all parcels of land classified into Group "B1"
- c) A tax of \$2,328.00 on all parcels of land classified into Group "B2"
- d) A tax of \$977.00 on all parcels of land classified into Group "C"
- e) A tax of \$1,400.00 on all parcels of land classified into Group "D1"
- f) A tax of \$3,509.00 on all parcels of land classified into Group "D2"
- g) A tax of \$612.00 on all parcels of land classified into Group "E1"
- h) A tax of \$411.00 on all parcels of land classified into Group "E2"
- i) A tax of \$708.00 on all parcels of land classified into Group "E3"

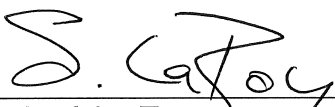
All monies collected as Fire Protection shall be deposited in a special account separate from all other funds of the District, and deposits in this account, plus all interest or earnings thereof shall be disbursed only for the provision of Fire Protection and items related to that purpose.

2. The aforementioned taxes shall be due and payable on or before the 28th day of February, 2025 and will have a percentage addition of twelve percent (12%) added to all taxes remaining unpaid after the said date.

3. In addition, taxes remaining unpaid on the 1st day of March next following the date upon which the taxes are levied shall bear interest at the rate prescribed by the Lieutenant Governor in Council under the *Taxation (Rural Area) Act* as set out under Section 717 of the *Local Government Act*.
4. Severability: If any section, subsection, clause, or phrase of this bylaw is for any reason held to be invalid by the decision of any court, such section, subsection, clause, or phrase may be severed from the remaining portion of this bylaw with the remaining portions of the bylaw remaining valid and of full force and effect.
5. This Bylaw may be cited as the "Taxation Bylaw 2025".

INTRODUCED and given first reading by the Trustees on the 15th day of October, 2024.

RECONSIDERED and finally passed by the Trustees on the 15th day of October, 2024.


Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 265


Officer

DEEP BAY IMPROVEMENT DISTRICT

BYLAW NO. 266

A Bylaw for the fixing of tolls and other charges payable to the District and the terms of payment thereof, and for providing a penalty to encourage prompt payment thereof.

The Trustees of the Deep Bay Improvement District ENACT AS FOLLOWS:

The following tolls are hereby fixed and made payable by all owners of land in the improvement district to which water is delivered from the works of the improvement district:

Metered Water Rates - Effective January 1, 2025

1. Minimum quarterly charge (no consumption) \$ 72.07
 - (i) For the first 50 cubic meters per quarter \$.65/m³
 - (ii) For the next 50 cubic meters per quarter..... \$.81/m³
 - (iii) Remaining consumption in excess of
100 cubic meters per quarter \$ 1.33/m³

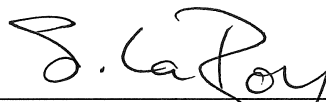
Conditions Applying to Metered Service

2. Meters will be read and invoices will be sent quarterly. The invoice is due upon receipt and overdue 30 days from the billing date. Any tolls remaining unpaid after the due date will have added thereto a percentage addition of twelve percent (12%).
3. When a complaint regarding the efficiency of a meter is registered with the improvement district by a water user and the complaint proves to be unjustified, there will be a charge of twenty-five dollars (\$25.00) plus the cost of having the meter removed, checked and replaced.
4. Where a meter is found to be faulty and not to register, the minimum three month rate shall apply.
5. In addition to the aforementioned charges, there is fixed and made payable to the improvement district by every owner or occupier of premises in respect to which a request is made for the water supply to be turned off, or on the order of the Trustees, that the water supply be turned off, a charge of twenty-five dollars (\$25.00) for each time the water is turned off. There is also fixed and made payable to the improvement district by every owner or occupier of the premises in respect to which a request is made that the water be turned on, a charge of twenty-five dollars (\$25.00).
6. The improvement district may, on 24 hour written notice, by trustee resolution order the water shut off to any premises on which there are any tolls or other charges owing for ninety days or longer from the due date. Water shut off under this section shall be subject to the charges levied under Section 5 of this bylaw. Water shut off under this section shall not be turned back on until payment is received in full, which must include the charges for disconnection and reconnection of the water as per Section 5 of this bylaw.

7. Severability: If any section, subsection, clause, or phrase of this bylaw is for any reason held to be invalid by the decision of any court, such section, subsection, sentence, clause or phrase may be severed from the remaining portion of this bylaw with the remaining portions of the bylaw remaining valid and of full force and effect.
8. This bylaw repeals Bylaw No. 258 and its amendments.
9. This bylaw may be cited as "Bylaw No. 266 - Water Tolls 2025".

INTRODUCED and given first reading by the Trustees on the 15th day of October, 2024.

RECONSIDERED and finally passed by the Trustees on the 15th day of October, 2024.


Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 266


Officer



DBID PUBLIC OFFICE HOURS – TUESDAY & WEDNESDAY 9:00 – 12:00 PM

After Hours Water Emergencies: 250-218-8932

All other emergencies (INCLUDING SMOKE COMPLAINTS) dial 911

Upcoming Meetings

Tuesday, October 21st – 7:00 pm Regular Board Meeting (*DBID Boardroom*)

Tuesday, November 18th – 7:00 pm Regular Board Meeting (*DBID Boardroom*)

Tuesday, December 16th – 7:00 pm Regular Board Meeting (*DBID Boardroom*)

Regular Board Meetings are open to the public. To be added to the agenda as a delegation or petition please contact the office at least 4 business days prior to the meeting. The question period at the end of each regular meeting allows attendees to ask questions relating to any agenda item. Agendas are posted on the website prior to board meetings. Meetings are subject to change, please check the website to confirm meeting dates and times.

Results from October 4, 2025 DBID Election

Results for the election of three (3) trustees, terms effective October 21, 2025.

Candidate	Votes Received	Result
Koch, Diane	xx	
McHenry, Edward	xx	
Sharcott, Lisa	xx	
Thompson, Colin	xx	
Ballots Counted	xx	
Spoiled	xx	
Total Ballots Cast	xx	

Voter turnout was well attended with a total of XXX DBID ratepayers casting their ballots.
Thank you to all of those that came out to vote!

Water Use Comparison July through September

<u>2025</u>	<u>2024</u>	Water consumption numbers for this invoice period:
xx%	xx%	of all households used no water
xx%	xx%	of all households used less than 50 m3
xx%	xx%	of all households used between 51 and 100 m3
xx%	xx%	of all households used over 101 m3

Update on Observation Well..... Information to be added here

OPEN BURNING INFORMATION – dependent on conditions and TBC prior to Oct mailout

Campfires are allowed without permit, all other open burning requires a permit, YEAR ROUND.

Category 2 burns must not exceed 3 meters wide x 2 meters high. No material other than **low moisture content garden refuse** may be burned.

Venting Index must be **GOOD** on the day you burn as per DBID Bylaw No. 262.

Confirm...before you burn! Check Environment Canada's daily ventilation index for Central Vancouver Island to confirm if burning is permitted. **Outdoor burning is prohibited in the DBID when the index is POOR or FAIR.**

Be considerate of your neighbours when burning so you don't impact their daily routine or health. Burn materials hot, infrequently and ONLY when venting permits so the smoke goes straight up.

Venting index information is available at:

<http://www.env.gov.bc.ca/epd/epdpa/venting/venting.html> or call 1-888-281-2992 (Central Vancouver Island)

DEEP BAY FIRE/RESCUE SOCIETY - DBFRS

The Deep Bay Fire/Rescue Society (DBFRS) is an independent entity and operates separately from the DBID and the Fire Department. The DBFRS is a non-profit society and a registered charity able to issue tax receipts for donations. All monies raised stay in the community and directly support the Deep Bay Volunteer Fire Department. DBFRS have donated a total of **\$232,670** since 2014! Well done everyone! Many thanks to all who support the DBFRS.

- Memberships - The Society needs to maintain a good level of members so anyone in the community who would like to purchase a \$10 membership would be appreciated.
- We now offer adult size full zip hoodies in Red and Navy in addition to DBFRS hats and t-shirts.
- Reflective street signs are available for purchase, forms are available at the DBID office.
- The next Bottle Drive is scheduled for **March 28, 2026**. Please consider giving a hand!
- We have an account set up with the bottle depots so just reference phone number 250-757-9902 and your donation will go directly to the DBFRS fund! It's a win-win!
- Our wonderful volunteers covered our 4 shifts at the Parksville Beach Festival welcoming 4650 patrons. Cheque presentation is to follow.

Please call Barb at 250-757-9902 with any questions of if you would like to lend a hand

DEEP BAY IMPROVEMENT DISTRICT – dbid.ca
5031 Mountainview Road
Bowser, BC V0R 1G0 250-757-9312
Billing Enquiries: finance@dbid.ca General Enquiries: admin@dbid

