

## **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**

***Motion:***

That the Board approve the November 18, 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. Start time of monthly Board meetings (A Board member requested that this issue be placed on the agenda).

***Recommendation:***

THAT the Board consider to return the start time of our monthly board meetings on the 3<sup>rd</sup> Tuesday of the month to 7 pm.

### **F. PETITIONS and DELEGATIONS**

1. Stuart McLean, Chair RDN and DBID Volunteer Fire Fighter – To review potential capital grant opportunities through the RDN.

## **G. CORRESPONDENCE IN**

1. November 27, 2025 – Deep Bay Fire Rescue Society (DBFRS) Generous donation letter to DBID regarding the \$32,000 donation to be used towards the purchase of a Sprinkler Protection unit for the DBVFD.

***Recommendation:***

THAT the November 27, 2025 letter from the DBFRS be received as correspondence in.

AND THAT the Board request that staff send a thank you letter to the DBFRS for the recent donation of \$32,000 and recognize their total donations to date of \$264,670.

## **H. REPORTS**

### **1. November 2025 - Water Operator's Report**

***Recommendation:***

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

### **2. November 2025 - Fire Chief's Report**

***Recommendation:***

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

### **3. November 2025 - Financial Reports**

- a. Total cheques issued for Water Department for November 2025:  
\$38,943.74
- b. Total cheques issued for Fire Department for November 2025: \$7,980.26

***Recommendation:***

THAT the November cheque registers be received for information.

#### **4. Fire Rescue Truck Replacement**

***Fire Protection Committee Recommendation:***

That the Fire Department be authorized to start looking for a replacement vehicle for rescue truck 8-2 subject to the Board having final approval on whether to authorize the purchase.

#### **5. RDN Potential Grant Opportunity:**

There are two motions for consideration. Since the potential grant could be for water or fire purposes, from a staff perspective the grant opportunity should be considered by the Board from a broader perspective than just for the fire department.

Fire Committee Recommendation

That the Board take advantage of a Union of BC Municipalities (UBCM) capital grant opportunity through the RDN for a fire department capital grant.

or

Staff Proposed Grant Recommendation

That the Board take advantage of a Union of BC Municipalities (UBCM) capital grant opportunity through the RDN for a capital grant for water and/or fire department purposes.

#### **6. Water Billing Staff Report**

***Recommendation:***

THAT staff be directed to change the water billing cycle from a quarterly every 3-month billing to a semi annual 6-month billing with the billing cycles being from April 1 to September 30 and October 1 to March 31.

#### **I. BYLAWS**

None

#### **J. RESOLUTIONS**

None

**K. NEW BUSINESS**

1. Taxation: Court of Revision

***Recommendation:***

THAT the Court of Revision be held Wednesday, December 17, 2025 9:00 am to 12:00 noon, and that 3 members (trustees and/or staff) be appointed.

2. DBID Holiday office hours

***Recommendation:***

THAT the Board authorize that the office be closed on December 23, 24 and also December 30 and 31.

**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**

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**PRESENT:**

Colin Thompson, Chair  
Alissa Woodward  
Diane Koch - remote  
Craig Kerstens  
Christo Kuun  
Suzanne LaRoy  
Lisa Sharcott

**STAFF:**

John Marsh – Administrator  
Janine Sibley - Assistant Admin

**GUESTS: 7**

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**A. CALL TO ORDER**

The meeting was called to order at 7:16 PM.  
The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

**B. ADOPTION OF MINUTES**

October 29, 2025 Regular Open Session minutes

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kuun

THAT the Board approve the October 29, 2025 Regular Open Session minutes as circulated.

**Unanimous CARRIED**

**C. ITEMS COMING OUT OF CLOSED SESSION**

None

**D. INTRODUCTIONS OF LATE ITEMS**

1. Discussion on the Fire Protection Committee meeting members to be added to Business Arising from the Minutes and Unfinished Business Item E. 2

**E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS**

1. Copy of letter sent to the RDN regarding Referral on Zoning Amendment PL2023-101-85 Henry Morgan Drive

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Woodward

THAT the Board receive a copy of the letter to the RDN regarding Referral on Zoning Amendment PL2023-101- 85 Henry Morgan Drive.

**Unanimous CARRIED**

2. Discussion on the Fire Protection Committee meeting members

**MOVED** by Trustee Woodward

**SECONDED** by Trustee Kuun

THAT the Board review the Fire Protection Committee Terms of Reference (TOR) and that the board increase the number of members from 3 Trustees and Fire members to 4 members each.

**Unanimous CARRIED**

**F. PETITIONS AND DELEGATIONS**

None

**G. CORRESPONDENCE**

None

**H. REPORTS**

1. October 2025 Water Operator's Report

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kerstens

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

**Unanimous CARRIED**

2. October 2025 Fire Chief's Report

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kerstens

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

**Unanimous CARRIED**

3. October 2025 Financial Reports

a. Total cheques issued for Water Department for Oct. 2025: \$70,394.61

b. Total cheques issued for Fire Department for Oct. 2025: \$6,325.80

**MOVED** by Trustee Sharcott

**SECONDED** by Trustee Kuun

THAT the October 2025 cheque registers be received for information.

**Unanimous CARRIED**

4. 2026 Budget Report - Administrator

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Woodward

THAT the Board approve the 2026 water operating budget, water capital plan schedule, 2026 fire operating budget and fire capital plan schedule as attached.

**Unanimous CARRIED**

**I. BYLAWS**

1. Bylaw No. 269 – Taxation Bylaw 2026

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kuun

- a. THAT the Board introduce and give first reading to Bylaw No. 269 – Taxation Bylaw 2026.

**Unanimous CARRIED**

**MOVED** by Trustee Sharcott

**SECONDED** by Trustee Woodward

- b. THAT the Board reconsider and finally pass Bylaw No. 269 – Taxation Bylaw 2026.

**Unanimous CARRIED**

2. Bylaw 270 – Water Tolls Bylaw 2026

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Woodward

- a. THAT the Board introduce and give first reading to Bylaw No. 270 – Water Tolls Bylaw 2026.

**Unanimous CARRIED**

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Woodward

- b. THAT the Board reconsider and finally pass Bylaw No. 270 – Water Tolls Bylaw 2026.

**Unanimous CARRIED**

**J. RESOLUTIONS - None**

**K. NEW BUSINESS – None**

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

- Clarification on monthly water billing
- Water flushing information
- Mezzanine floor discussion
- Budget questions regarding projections

**M. ADJOURNMENT**

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kerstens

THAT the Board adjourn the meeting.

**Unanimous CARRIED**

*The meeting was adjourned at 8:56 pm*

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Chair of the Trustees

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Corporate Officer

## Deep Bay Improvement District - General Email

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**From:** Barb Nixon [REDACTED]  
**Sent:** Thursday, November 27, 2025 6:43 AM  
**To:** Deep Bay Improvement District; DBVFD  
**Subject:** DBFRS Donation

Good morning: The Deep Bay Fire/Rescue Society is very pleased to donate \$32,000 toward the purchase of a Sprinkler Protection Unit for the Deep Bay Volunteer Fire Department. This equipment will benefit our whole community in a proactive way to help prevent severe damage during a fire event. This is our largest donation yet which brings our total to \$264,670. We would like to thank our great community for their support in our fundraising efforts.  
Barb Nixon-President Deep Bay Fire/Rescue Society

## DBID Water Report

**Report period:** November 1, 2025 - November 30, 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
<b>Flow</b>	3676	2671	1883	990	0	0	0	9220	m3
<b>Pump RTM</b>	116.8	85.74	64.67	49.85	0	0	0	317.06	hrs
<b>Starts</b>	73	64	64	63	0	0	0	264	ct

DATE	LOGBOOK	OPERATOR
2025-11-03	Rounds. Flushed and sampled Reservoir, Deep Bay Dr and Mapleguard.	AN
2025-11-05	Received approval for Flushing plan. Parts are ordered and dates will be set.	AN
2025-11-10	Rounds. No samples due to midweek holiday lab closures.	AN
2025-11-18	Rounds. Sampled all sample ports. Met with John Marsh, Craig Kirstens, Christo Kuun and a member of Beaufort watershed protection group to discuss what information can be gathered from our SCADA system to indicate overall aquifer health. Installed chlorination system at well 8. In the process I found that the isolation valve inside the building does not close tight and will need to be replaced. As a back up I used the street valve to isolate the building for installation.	AN
2025-11-19	Finished dosing pump install and set up.	AN
2025-11-25	Rounds. Sampled reservoir Fire hall and TCE.	AN
2025-11-26	Turned on chlorine dosing pump.	AN
2025-11-27	Checked chlorine residuals and adjusted the dose rate.	AN
2025-11-28	Chlorine residuals and made further adjustments. Flushing will start on Monday Dec 1.	AN

\*I will discuss the findings of the flushing program that took place in the first weeks of December at the meeting.

# Deep Bay Volunteer Fire Department

## November 2025 Chief's Report

There is requirement to have a burn permit for class 2 and 3 fires in the area, which includes any fires over ½ meter by ½ meter. Please contact us for a burn permit if you need one, and make sure the venting index is **good** before lighting your fires.

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](mailto:deepbayfire@dbid.ca) or just show up.

Training with our neighbouring fire departments is still being done to familiarize them with our area and us with theirs, as well as getting to know members, equipment and their abilities.

Deep Bay Fire Rescue Society has donated \$32,000.00 toward the fire department budget for additional equipment for our Sprinkler Protection Unit (SPU). A big thank to all those who helped raise those funds by donating or helping at fund raisers. They are having another bottle drive on March 28, 2026, please put that into your schedule to donate or help with the sorting.

If you have any questions or concerns, please send an email to [deepbayfire@dbid.ca](mailto:deepbayfire@dbid.ca) and we will address your questions or concerns.

Global medic donated a Fire Skid to the Deep Bay Fire Department. It consists of a 1000 litre tank with a pump and 100' of hose which can be loaded into the back of a pickup and deployed to extinguish small spot fire in areas that most fire apparatus would not be able to get to. We might look at mounting it on a trailer in the compound for quick response.

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	0	0	0		5
	# Other fire calls	0	0	0	2	0	0	1	1	0	0	0		4
	# Motor Vehicle Incidents	2	5	1	2	2	1	0	2	2	4	3		24
	# First responder calls	3	4	8	1	7	2	7	5	0	7	6		50
	# Miscellaneous calls	0	0	0	4	0	0	1	1	1	0	3		10
Safety	# Worksafe related incidents	0	0	1	0	0	0	0	0	0	0	0		1
Total calls		6	9	10	9	12	4	9	9	3	11	12	0	94
		1st Quarter		2nd Quarter			3rd Quarter			4th Quarter				
Active Membership:	Chief:	1		1			1							
	# Active officers (not incl Chief):	5		5			5							
	# Other active members (not in officer role):	16		16			17							
	Total # - Active Members:	22		22			23			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			3							
	# Members fully qualified as exterior firefighters, interior firefighting in progress	10		10			10							
	# Members fully qualified as exterior firefighters	0		0			0							
	# Members in training for exterior firefighting	7		8			10							
	# New members: no training	2		1										
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"	4		4			4							
	# Instructors qualified to train ONLY to exterior operations level "in-house"	0		0			0							
	# Competency evaluators "in-house"	3		3			3							
# Certified as first responders		8		9			13	21	9					

**DBID - Waterworks**

Cheque Log for 1020 Bank Credit Union/WD from 01/11/2025 to 30/11/2025

Cheque No.	Payee	Amount
4764	MNP LLP (audit)	11,025.00
4765	Core Water Management Ltd. (monthly 4,500 + materials)	6,502.92
4766	Owners Pride Home Maintenance (building repairs/maint)	1,092.00
4767	Orca Health and Safety Consulting Inc. (confined space assessment)	472.50
4768	Janine Sibley (Postage)	873.92
4769	Denise Coghill	480.00
4770	Bowser Builders' Supply Ltd.	26.78
OBP-343876713	Municipal Pension Plan	429.67
OBP-340272160	Municipal Pension Plan	498.41
OBP-915303	BC Hydro	131.95
OBP-904004	BC Hydro	130.97
OBP-818504	BC Hydro	513.10
OBP-793703	Rogers (Shaw)	214.74
OBP-338904	BC Hydro	375.45
OBP-318403	Receiver General	7,882.20
OBP-257804	BC Hydro	469.10
OBP-205601	Waste Connections of Canada Inc	326.12
OBP-191203	BC Hydro	1,288.68
OBP-144304	BC Hydro	209.61

Generated On: 04/12/2025

<b>Waterworks cheque log November 2025</b>	<b>\$</b>	<b>32,943.12</b>
<b>Employee Deposits for November 2025</b>	<b>\$</b>	<b>6,000.62</b>
<b>Total Waterworks November 2025</b>	<b>\$</b>	<b>38,943.74</b>

**DBID - Fire Protection**

Cheque Log for 1030 Credit Union from 01/11/2025 to 30/11/2025

Cheque No.	Payee	Amount
3974	Ronald G. LaRoy (supplies)	73.57
3975	Associated Fire Safety Equipment (medical supplies)	3,449.60
3976	Altra Engine Service (truck repair)	918.12
3977	Coast Ropes and Rescue (replacement for lost cheque #3948)	1,906.21
3978	Barry Foster (supplies)	180.67
3979	Margaret Furnell (medical supplies)	261.85
3980	George Lenz (materials)	132.98
3981	Robert Walberg (supplies)	91.83
3982	Barry Foster (medical supplies)	403.19
3983	Air Liquide Canada Inc	234.19
3984	Associated Fire Safety Equipment	188.48
OBP-396404	Telus Mobility	84.00
OBP-241304	TELUS Communications	55.57

Generated On: 04/12/2025

<b>Total Fire cheque log November 2025</b>	<b>\$</b>	<b>7,980.26</b>
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**DEEP BAY**

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**IMPROVEMENT DISTRICT**

**BOARD REPORT**

**December 16, 2025  
Meeting**

**Report Date:** December 11, 2025  
**Meeting Date:** December 16, 2025  
**From:** John Marsh, Administrator  
**Subject:** Fire Rescue Truck Replacement 8-2

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**Fire Protection Committee Recommendation:**

1. That the Fire Department be authorized to start looking for a replacement vehicle for rescue truck 8-2 subject to the Board having final approval on whether to authorize the purchase.

**Background:**

Fire Rescue Truck Replacement 8-2

At the October 29, 2025 Board Meeting the following motion was passed:

MOVED by Trustee Koch

SECONDED by Trustee LaRoy

THAT the Fire Chief's Replacement of 8-2 Report be sent to the Fire Protection Committee for consideration before proceeding with replacement with urgency.

At the December 3, 2025 Fire Protection Committee Meeting the following recommendation was passed:

THAT the Fire Department be authorized to start looking for a replacement vehicle for rescue truck 8-2 subject to the Board having final approval on whether to authorize the purchase.

The Fire Chief's report for the "Proposal for replacement of Rescue 8-2" dated October 8, 2025 that was presented at the October 29, 2025 Board meeting is attached. Also attached is the November 17, 2025 Fire Chief's report for replacement of Rescue 8-2 that was presented at the December 3, 2025 Fire Protection Committee Meeting.



Fire Truck Deployment

In addition to the two replacement reports, The Fire Chief provided clarification on how the fire trucks are deployed. This information from the Fire Chief is as follows:

Motor vehicle incidents (MVI)

- First to roll 8-2 with up to 3 to 5 members and has a complete complement of tools for auto extrication and FR equipment.
- Second to roll 8-1 normally with 3 or 4 members. It would be used as a blocker for safety for our members. It is also set up with full flagging equipment. Logic behind that is it is not a \$565,000.00 dollar piece of equipment and it carries some additional auto extrication equipment in the event that a second MVI call happens. This does happen fairly often during inclement weather conditions. In the event of a fire call in our area it would be returned to our community with a full complement of members leaving a skeleton crew on 8-2 to deal with the MVI.
- If additional members are required on scene, we would roll members in one of the other vehicles depending on the requirement on the call. If additional water is required, we would roll with 8-5, if medical aid is required, we would roll 8-3 as it has full medical equipment.

First Responder (FR) calls

- First to roll is 8-3 with 3 or 4 members (minimum of 2 FR members) It has a full complement of FR equipment and some fire fighting equipment in the event breathing apparatus is required.
- Second to roll is 8-2 with additional FR members to ensure adequate personnel on scene. 8-2 also has some fire fighting equipment if required and would be able to roll on a fire call if one happens before returning to the station. This results in getting members to a fire scene in a timely fashion. With other members rolling in fire apparatus. If another FR call comes in it would be maned with certified personnel to deal with the call and could also be deployed to a MVI if required.

Fire call

- First to roll is 8-5 with 4 or 5 members.
- Second to roll 8-1 with full crew of 5 members.
- In our fire protection area other members would roll in 8-2 with a couple of FR's to set up Rapid Intervention Team (RIT) equipment, rehab area, water supply if required, and a safety officer if not already allocated. Other late arrivals would come to scene in 8-3.

**DEEP BAY**



**IMPROVEMENT DISTRICT**

**BOARD REPORT**

**December 16, 2025  
Meeting**

As you can see 8-2 plays an important roll in the deployment of vehicles on most calls. This is one of the reasons that reliable emergency equipment is so important. If there is a mechanical failure in any piece of equipment it changes the deployment order, causes confusion, and delays response time.

Please note that this Fire Truck Deployment information was prepared by George Lenz, Fire Chief.

Respectfully submitted,

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John Marsh  
Administrator

# Deep Bay Volunteer Fire Department

5031 Mountainview Rd.

Bowser BC

Proposal for replacement of Rescue 8-2

October 8, 2025

I have discussed with a couple of mechanics the concerns around the operation of the 2007 Ford F550 that we are currently using as our rescue truck 8/2. They are in agreement that the vintage and model of this vehicle seems to have mechanical issues on a regular basis.

Having said that, we are currently in a break down mode again as we are having a starting issue with the vehicle. This issue resulted in additional personnel being delayed when the Incident Commander requested additional personnel on a scene. It also resulted in the loss of a training night for members, as we were forced to move equipment off 8/2 onto a different truck to ensure the ability to respond to all emergencies that could occur.

We have had callouts when the truck has not been able to leave the hall which delays our response time to get to the emergency that we have been paged out for. We have also had loss of some functions on the truck upon returning to the hall after a call out that don't show up when we check the codes with a code reader. This is a concerning issue as we can not fix an issue that we can't find the cause.

We also need to consider the weight restriction of the vehicle as more equipment is being required to perform the duties of the fire department resulting in overweight concerns. This includes some Worksafe requirements now that BCAS is not doing rehab on structure fire calls.

As volunteers serving the community I believe that the members of the fire department should have the equipment that is required to perform the tasks requested of them in a timely and safe manner.

We need to consider the replacement of 8/2 as soon as a suitable replacement can be purchased. As fire chief for this community, I feel it is very important to always have equipment in proper operating condition and would like to replace rescue 8-2 with a more reliable vehicle. I have had a couple of members looking on-line to see what is available. They have found suitable vehicles ranging in price from \$55,000.00 to \$200,000.00 which is well within reason. These ranges from 10 to 20 year-old vehicles.

The DBID fire department capital plan reflects \$350,060.00 budget for 2028 replacement and currently has \$250,000.00 in the 2025 budget allocated for replacement. The Fire Department requests authorization to proceed with replacement of rescue truck 8/2 in 2026 or sooner if the right truck comes available for the right price.

Thank you

Deep Bay Fire Chief

George Lenz

# Deep Bay Volunteer Fire Department

5031 Mountainview Rd.

Bowser BC

Proposal for replacement of Rescue 8-2

November 17, 2025

To clarify questions that rose from the proposal put forward to the Board of Trustees on October 8, 2025, the following information has been acquired.

8-2 was put back into service on October 18, 2025 after 12 days repair. Thanks to several members who worked on the truck and picked up parts and to a group of members who got together on the morning of the 18<sup>th</sup> to move all the equipment back into its proper location.

Though every time the truck would not start when we were paged out was not recorded, most of the times it was low batteries. This has happened at least a half a dozen times over the last 5 years. The batteries are then charged and load tested when this issue arises and changed if the load test fails.

When returning from callouts on at least 4 occasions, the driver reported that the oil pressure indication light flashed up showing low or no oil pressure. It was immediately investigated but did not show any malfunctions when the computer was checked by our mechanic with the proper equipment. We are hoping that the most recent repairs that were done to the truck resolved that issue as it too was related to the oil pressure. We will find out if that is the case over the next few months.

With the new regulations that have been issued from BC Ambulance Service they will no longer be doing rehab on fire scenes thus leaving it in the hands of fire departments. This will require more equipment to perform this task. This will require protection from the environment as well as seating for members who are requiring rehab. We are not only concerned with the weight on the truck. The space is also an issue as the equipment required is bulky but a necessity.

The gross vehicle weight (GVW) is 8,142 Kg (17,950 LBS) and a net weight of 3,456 Kg (7620 lbs). This is the weight of the cab and chassis only and does not include the box or any equipment.

## Maintenance on 8-2

- fluids are checked monthly and changed as required
- April 2019 greased, checked brakes, and fixed passenger side mirror 27,462 km

- June 2019 replaced mid marker light passenger side.
- November 2020 Delete EGR cooler, new oil cooler, repair fuel leak, change oil and coolant flush. Done at Offroad Diesel (invoice 944093)
- May 2022 replaced upper rear emergency light 30,997 km
- September 2022 change oil and other work done at Ford dealer Parksville.
- October 2024 oil change, grease, and brake check
- October 2025 several repairs required done by Altra Diesel Service

The above list does not include minor repairs such as battery replacement, oil changes, and other regular maintenance repairs. Total repairs done in the past 6 years total \$25,769.05 (excluding travel receipts). In that timeframe we have put less than 10,000 km on the truck. The truck currently has 37,022 km.

The fire department does not want to be in a position that it has to purchase whatever is on the market at the time in the event of a catastrophic failure of 8-2. Therefore, we are not asking for immediate approval to purchase a replacement for 8-2 but rather for authorization to start investigating what is available that would suit the needs of the fire department. If a suitable vehicle is found we request the board give authorization to place a purchase agreement pending final approval from the Board of Trustees.

Thank you

Deep Bay Fire Chief

George Lenz



IMPROVEMENT DISTRICT

**Report Date:** December 11, 2025  
**Meeting Date:** December 16, 2025  
**From:** John Marsh, Administrator  
**Subject:** Water Billing Periods

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**Recommendation**

THAT staff be directed to change the water billing cycle from a quarterly every 3-month billing to a semi annual 6-month billing with the billing cycles being from April 1 to September 30 and October 1 to March 31.

**Background**

The DBID Water Tolls Bylaw 270 was approved at the November 18<sup>th</sup>, 2025 Board Meeting. This bylaw was explained in the Budget Report that was included in the November 18<sup>th</sup> agenda package. In the budget report it was stated that the water tolls bylaw has been adjusted from a quarterly system (3 months) to a monthly system as DBID is considering adjusting the water tolls billing from a quarterly system to two times per year. The approved billing rates converted to a monthly amount for 2026 and 2025 are as follows:

<u>Monthly Rates for 2026</u>	<u>Monthly Rates for 2025</u>
Monthly base rate \$26.90	Monthly base rate \$24.02
Up to 15 m3: \$0.70	Up to 16.67 m3: \$0.65
16 - 30 m3: \$0.87	16.68 – 33.33m3: \$0.81
Over 30 m3: \$1.43	Over 33.33 m3: \$1.33

Please note that based on a six-month billing cycle the consumption for each of the tiered rates would be multiplied by six. In other words, if you are permitted up to 15 m3 for a month for the first tier then you would be permitted up to 90 m3 (15x6) for six months.

The main reason for adjusting from four billings a year to two billings is to reduce the staff time for reading the meters, preparing the bills, postage, envelopes and processing payments. There could be conservation advantages as well in that the April 1 to September 30 time is typically the driest six months of the year. With both billing periods being six months, it will be easy to see the financial impact of using more water for uses such as sprinkling.

Respectfully submitted,

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John Marsh, Administrator