

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 January 20, 2026 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. E-mail from the Administrator regarding Capital Projects for RDN Community Works Grant.

F. PETITIONS and DELEGATIONS

None

G. CORRESPONDENCE IN

None

H. REPORTS

1. **January 2026 - Water Operator's Report**

Recommendation:

THAT the January 2026 Water Operator's Report be received for information.

2. January 2026 - Fire Chief's Report

Recommendation:

THAT the January 2026 Fire Chief's Report be received for information.

3. January 2026 - Financial Reports

- a. Total cheques issued for Water Department for January 2026:
\$38,985.89
- b. Total cheques issued for Fire Department for January 2026: \$6,704.75

Recommendation:

THAT the January cheque registers be received for information.

4. January 2026 – Administrator's Report

Recommendation:

THAT the January 2026 Administrator's Report be received for information.

I. BYLAWS

None

J. RESOLUTIONS

None

K. NEW BUSINESS

1. 2025 AGM to take place on April 30, 2026, 6:30 pm at the Lighthouse Community Centre

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 contract 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
Craig Kerstens
Christo Kuun
Lisa Sharcott

REGRETS:

Diane Koch
Suzanne LaRoy

GUESTS:

Adam Norman, Water Operator - remote
James McKerr, Core Water - remote

STAFF:

John Marsh – Administrator
Janine Sibley - Assistant Admin

GUESTS: 6

A. CALL TO ORDER

The meeting was called to order at 7:05 PM.
The Chair respectfully acknowledged the Quilicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

December 16, 2025 Regular Open Session minutes

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board approve the December 16, 2025 Regular Open Session minutes as circulated.

Unanimous CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTIONS OF LATE ITEMS

None

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Emergency plan roles and procedures review and tabletop exercise.

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board ask staff to schedule a planning meeting to deal with the emergency plan roles and procedures review and table top exercise. The planning meeting should be held in the next couple of weeks with a recommendation to be brought forward to the next Board meeting.

Unanimous CARRIED

F. PETITIONS AND DELEGATIONS

None

G. CORRESPONDENCE IN

None

H. REPORTS

1. December 2025 Water Operator's Report

MOVED by Trustee Thompson

SECONDED by Trustee Kerstens

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

Unanimous CARRIED

2. December 2025 Fire Chief's Report

MOVED by Trustee Sharcott

SECONDED by Trustee Kuun

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

Unanimous CARRIED

Date: January 20, 2026

3. December 2025 Financial Reports

- a. Total cheques issued for Water Department for December 2025: \$43,701.97
- b. Total cheques issued for Fire Department for December 2025: \$34,346.20

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the December 2025 cheque registers be received for information.

Unanimous CARRIED

I. BYLAWS - None

J. RESOLUTIONS - None

K. NEW BUSINESS

None

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

- TCW Report on total spend
- Clarifications on a couple of cheque log descriptions
- Statutory Right of Way, TCW, update on the progress
- Fire hydrant rock
- Water billing dates/meter read dates

M. ADJOURNMENT

The meeting was adjourned at 7:45 pm

Chair of the Trustees

Corporate Officer

Deep Bay Improvement District - General Email

To: Trustees
Subject: Capital Projects for RDN Community Works Grant

Greetings. At the December 16th Board Meeting Stuart McLean advised that there could be an approximately \$100,000 grant available from the RDN to DBID from the Community Works Fund for capital project(s). At the meeting it was mentioned that Board members were to let the Administrator know about potential projects. To date, I am aware of the following potential projects:

Water

1. New generator for well #6 - \$50,000
2. PRV improvements (Ridgeline Mechanical) for repairs 1, 2, 3 & 4 - \$33,587

Fire Department

1. Mezzanine - \$100,000
2. Rescue Truck (based on budgeted amount for 2028) - \$350,060

I would suggest that this issue be placed on the agenda for the Feb 17th Board Meeting. If you are aware of any other projects that should be considered, please let me know. Thanks.

John Marsh
Administrator
Deep Bay Improvement District
5031 Mountainview Road
Bowser, BC V0R 1G0
Phone/Fax: 250.757.9312 | www.dbid.ca

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DBID Water Report

Report period: January 1, 2026 - January 31, 2026

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	3647	3071	2256	1193	0	0	0	10167	m3
Pump RTM	105.85	105.84	80.27	62.06	0	0	0	354.02	hrs
Starts	78	78	78	78	0	0	0	312	ct

DATE	LOGBOOK	OPERATOR
2026-01-02	Report of a water leak on Faye Rd. It was a failed meter. The meter was replaced and report sent to DBID admin.	AN
2026-01-06	Rounds. Sampled reservoir, deep bay dr and Mapleguard.	AN
2026-01-13	Rounds. Sampled reservoir, TCE and Fire hall. I got report of a water leak at 5083 Longview Rd. It is minor and appears to be between the main and the meter which will require a water main shut down for the street.	AN
2026-01-14	Further investing revealed a buried culvert that appears to be the source of the water surfacing. I will inspect after a couple days of dry weather. Cleared the drain of the fire hydrant at the end of Deep Bay Dr.	AN
2026-01-16	Confirmed that the reported leak on Longview is NOT a leak.	AN
2026-01-20	Rounds. Sampled Reservoir, Mapleguard and Deep Bay Dr. Monthly Trustees meeting.	AN
2026-01-27	Rounds. Sampled Reservoir, TCE and Fire Hall.	AN

Deep Bay Volunteer Fire Department

January 2026 Chief's Report

Burn permits are required for all 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 or just show up.

Our training for the next while will be working in house on the Minimum Standard for our newer members as well as a few things that were not completed by some of the other members.

The Society will be hosting a bottle drive on March 28, 2026, please put that into your schedule to donate and/or help with the sorting. It is an event that helps the community fire department.

I have talked to a few mechanics that told me that if the “bullet proofing” of 8-2 was done entirely and correctly that the truck should not give us to many more problems. I believe it to be in the best interest to keep using the truck unless we start to have other mechanical issues. I have also talked to the Ford service shop who stated once a code has been cleared, they can not go back to check previous codes. I was also in contact with Fort Gary with some questions on 8-5 and asked for a budgetary number to replace 8-2 which came in at about \$300,000.00 for a Ford F550 with a few options. That would be a truck very similar to our existing 8-2 with a different motor and less options. I have not found a used rescue truck that would serve our needs for a reasonable price.

Tony with McCormick and Sons was in on February 5th to check the shore power to the trucks. He did not find any issues and was asked to put it in writing when he submits his bill to the Improvement District.

With the ageing of our apparatus, I think a Fire Protection Committee meeting would be a good opportunity to discuss the long-term planning for replacement. We should go over and re-adjust some number in the capital replacement schedule portion of the fire department budget. I think there are things that need to be taken out the budget and other things that need to be added.

Truck maintenance all items listed below are going to be repaired by volunteers.

- 8-1 weather stripping around doors are being replaced as it is a safety concern.
- 8-2 Drivers seat needs seat cover as the seams are starting to give way.
- 8-2 one front scene light is burned out.
- 8-2 Battery for inverter needs replacement (last changed in 2021).
- 8-3 both front seats have seams that are giving way.

If you have any questions or concerns, please send an email to deepbayfire@dbid.ca and we will address your questions or concerns. If it is an urgent matter call 911.

Chief George Lenz

DBVFD

Deep Bay Fire Department		5	5	5	5	5	5	5	5	5	5	5	5	5
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Response:	# Structural fires	0												0
	# Other fire calls	0												0
	# Motor Vehicle Incidents	5												5
	# First responder calls	1												1
	# Miscellaneous calls	0												0
Safety	# Worksafe related incidents	0												0
	Total calls	6	0	0	0	0	0	0	0	0	0	0	0	6
		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
Active Membership:	Chief:													
	# Active officers (not incl Chief):													
	# Other active members (not in officer role):													
	Total # - Active Members:													
	Target range optimal:		30		30		30		30		30		30	
Firefighters: (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters													
	# Members fully qualified as exterior firefighters, interior firefighting in progress													
	# Members fully qualified as exterior firefighters													
	# Members in training for exterior firefighting													
	# New members: no training													
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"													
	# Instructors qualified to train ONLY to exterior operations level "in-house"													
	# Competency evaluators "in-house"													
	# Certified as first responders													

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/01/2026 to 31/01/2026

Cheque No.	Payee	Amount
4787	Kelvin Creek Contracting Ltd. (fire hydrant repair)	924.00
4788	Parks West Business Products Inc. (envelopes)	1,540.00
4789	NextGen Automation (photocopier use contract)	130.60
4790	Denise Coghill (Dec building maintenance)	600.00
4791	Core Water Management Ltd. (monthly 4,500 + materials)	7,731.40
4792	CO-OP Mid Island Consumer Services Co-operative (diesel fuel)	897.40
4793	Craig Kerstens (reimbursement for generator fuel treat/batteries)	532.52
4794	John Marsh (reimbursement for tech supplies)	313.59
4795	Edgett Excavating (water main repair)	6,526.44
4796	Wells Fargo Equipment Finance Company (photocopier lease contract)	211.68
4797	Denise Coghill (Jan building maintenance)	480.00
OBP-370279576	Municipal Pension Plan	508.88
OBP-365257336	Municipal Pension Plan	567.17
OBP-755304	Receiver General	3,428.20
OBP-530700	Waste Connections of Canada Inc	325.91
OBP-476000	BC Hydro	1,878.32
OBP-343300	BC Hydro	142.46
OBP-323205	Rogers (Shaw)	211.89
OBP-303306	BC Hydro	321.90
OBP-293901	Work Safe BC	1,250.73
OBP-222505	BC Hydro	422.13
OBP-214206	BC Hydro	154.10
OBP-177506	BC Hydro	131.53
OBP-141405	BC Hydro	681.75

Generated On: 10/02/2026

Waterworks cheque log January 2026	\$29,912.60
Employeee Deposits for January 2026	\$9,073.29
Total Waterworks January 2026	\$38,985.89

DBID - Fire Protection

Cheque Log for 1030 Credit Union from 01/01/2026 to 31/01/2026

Cheque No.	Payee	Amount
4021	Fire Chiefs' Association of BC (annual fees)	290.00
4022	Ian Braconnier (training reimbursement)	623.34
4023	Edith Valdez	21.27
4024	Air Liquide Canada Inc (oxygen)	43.75
4025	City of Parksville (food drive advertising)	260.34
4026	Minister of Finance (medical supplies)	154.26
4027	Barry Foster (supplies)	66.31
4028	David Moase (toques, t-shirts)	1,011.36
4029	Bowser Builders' Supply Ltd.	85.09
4030	Minister of Finance (medical supplies)	898.60
4031	1309894 BC Ltd (Canco 150) Fuel	301.33
4032	AIG Insurance Company of Canada (FD insurance)	2,293.00
4033	Pacific Air Mechanical Ltd. (HVRC contract)	517.00
OBP-785206	Telus Mobility	84.00
OBP-694106	TELUS Communications	55.10

Generated On: 10/02/2026

Total Fire cheque log January 2026	\$6,704.75
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Report Date: February 11, 2026
Meeting Date: February 17, 2026
From: John Marsh, Administrator
Subject: Monthly Report

Recommendation

1. THAT the January 2026 Administrator’s Monthly Report be received for information.

Background

This report is intended to provide a review of administrative and financial tasks carried out over the past month including any matters outstanding from previous Board Meetings.

Report Details

Parcel Tax & Fire Protection Invoice

Tax billings were mailed to ratepayers in early January. Payments are being received and processed daily. A few ratepayers have asked about the tax increases and staff have explained the reasons. Water tax has increased mainly to deal with inflation and future expected costs relating to replacement of asbestos cement water lines. Fire tax has increased due to inflation and an increased maintenance for fire hydrants.

Water Meter Reading

The Board passed a motion at the December meeting to change from a quarterly water billing system to a bi-annual two billing per year system. This change has been explained to ratepayers, and the public has been generally supportive. A question of the costs saved from this change was asked by a ratepayer at the previous Board meeting. It costs approximately \$2,000 in direct costs to read the meters and buy postage. In addition, there is a considerable staff work time savings as it takes at least 50 hours staff time to prepare and mail the bills, and to process payments.

There is an additional DBID office staff time savings with the current meter reader in that the meter readings are captured and provided electronically by the water reader using an excel spreadsheet, rather than manually written meter readings. This allows staff to do a simple copy the data and then paste the data into the water meter readings column in one step. This takes a couple of minutes as compared to about 5 hours previously.

Freedom of Information and Privacy Issues

DBID received a Freedom of Information request and staff have responded to the questions. Approximately seven hours staff time was spent on this issue. There was about three hours of direct time spent on retrieving requested information and then an additional four hours of



indirect time spent reviewing the legislation to learn what information, if any, needed to be redacted.

Potential privacy breach issues are also being reviewed by staff. Provincial legislation requires that the identity of the requester of information be protected (i.e. not disclosed). There may be situations in the past where DBID has not completely followed this requirement and this matter is currently being investigated by staff. If these types of infractions have occurred, then DBID should acknowledge the situations (while also protecting the privacy of the individual) and take other remedial steps that may be necessary. The legislation is extensive and staff are trying to learn the requirements and at the same time complete other work that is necessary for DBID staff.

Thompson Clarke West Water Line

Staff have been requested to prepare a complete costing of the Thompson Clarke West (TCW) water line project and other related operating costs. The attached capital costing information shows \$549,131.69 being spent and this amount is consistent with previous information provided to the public including in the May Special Edition Pipeline when the estimated capital cost was stated as approximately \$550,000. The attached costing information also provides other operating costs for engineering services and legal costs that indirectly relate to the TCW project. These operating costs total \$91,386.83 from 2020 to 2025. In addition to these costs, considerable staff time has been spent on this project, and this time is not costed to individual projects.

Annual Audit

Staff provided the DBID Auditor MNP with up-to-date balanced financial statements for DBID financial records at the end of January. MNP completed their in-office field work for the 2025 audit in the first week of February. Financial Statements are now being prepared and should be available within a few weeks. The Auditors are scheduled to present the 2025 Audited Financial Statements at the Annual General Meeting (AGM) on April 30, 2026, at the Lighthouse Community Centre.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'John Marsh', written over a horizontal line.

John Marsh
Administrator

DBID Thompson Clarke West Water Line Project

Feb 11/26

		<u>Amount Paid</u>	
<u>Capital Costs Directly Related to TCW</u>			
TCW Capital Costs 2025			
2025	Island Corridor Foundation	50,000.00	
2025	Leuco Construction Inc	30,796.20	
2025	McElhanney Consulting Services Ltd.	<u>20,391.00</u>	<u>101,187.20</u>
TCW Capital Costs 2024			
2024	Leuco Construction Inc	321,710.43	
2024	McElhanney Consulting Services Ltd.	123,134.06	
2024	Peter Mason Geomatics	<u>3,100.00</u>	<u>447,944.49</u>
Total TCW Watermain Replacement Capital Costs			<u>549,131.69</u>
<u>Operating Costs Directly or Indirectly Related to TCW</u>			
McElhanney Consulting TCW Operating Costs			
2020	McElhanney Consulting Services Ltd.	20,074.52	
2021	McElhanney Consulting Services Ltd.	6,322.14	
2022	McElhanney Consulting Services Ltd.	17,587.42	
2023	McElhanney Consulting Services Ltd.	11,150.35	
2023	McElhanney TCW Options Review	<u>10,630.00</u>	65,764.43
Cox Taylor Legal Services Operating Costs			
2020	Cox Taylor	2,000.00	
2021	Cox Taylor	9,667.57	
2022	Cox Taylor	<u>12,537.00</u>	24,204.57
Rodway & Parry Legal Services Operating Costs			
2022	Rodway & Parry	1,028.33	
2025	Rodway & Parry	<u>389.50</u>	<u>1,417.83</u>
Total Operating Costs Directly or Indirectly Related to TCW			<u>91,386.83</u>