Deep Bay
Improvement District
Bowser, British Columbia

DBID OPEN BOARD OF TRUSTEES MEETING

Date: September 15, 2026

Time: 7:00 p.m.

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 July 21, 2026 Regular Open Session minutes as circulated.

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTION OF LATE ITEMS

E. PETITIONS and DELEGATIONS

None

F. BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

G. REPORTS

1. July and August 2026 - Water Operator's Reports

Recommendation:

THAT the July and August 2026 Water Operator's Report be received for information.

2. July and August 2026 - Fire Chief's Report

Recommendation:

THAT the July and August 2026 Fire Chief's Report be received for information.

3. July and August 2026 - Financial Reports

a. Total cheques issued for Water Department for July 2026: $47,453.99

b. Total cheques issued for Fire Department for July 2026: $8,918.51

c. Total cheques issued for Water Department for August 2026: $84,118.47

d. Total cheques issued for Fire Department for August 2026: $19,972.10

***Recommendation*:**

THAT the July and August cheque registers be received for information.

4. Quarterly Financial Statements

***Recommendation*:**

THAT the DBID detailed Financial Fund accounting statements for the period ending June 30, 2026 for the Water department and the Fire department be received for information.

5. September 2026 – Administrator's Report

***Recommendation*:**

THAT the September 2026 Administrator's Report and the attached Office of the Information & Privacy Commissioner Use of Personal Email Accounts Document be received for information.

6. 2027 Budgets – First Draft

***Recommendation*:**

THAT the Board schedule budget meetings with the Fire Protection Committee to review the Fire Department budget, the Planning Committee to review the 2027 Fire and Water budgets and the Finance Committee to set required Fire and Water revenue budgets for recommendations to the Board.

7. Trustee Election's November 21, 2026

***Recommendation*:**

THAT the Trustee Election Report be received for information.

H. BYLAWS - None

I. RESOLUTIONS - None

J. NEW BUSINESS

1. October 2026 Pipeline Newsletter for review.

K. QUESTION PERIOD

L. 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.

Deep Bay Improvement District
Bowser, British Columbia

DBID BOARD OF TRUSTEES OPEN MEETING

Date: July 21, 2026

OPEN SESSION MINUTES

PRESENT:
Colin Thompson, Chair
Alissa Woodward
Craig Kerstens
Christo Kuun
Diane Koch
Lisa Sharcott

OTHER:
John Marsh – Administrator
Janine Sibley – Assistant Admin
George Lenz – Fire Chief

GUESTS: 5

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 16, 2026 Regular Open Session minutes

MOVED by Trustee Kuun
SECONDED by Trustee Woodward
THAT the Board approve the June 16, 2026 Regular Open Session minutes as circulated.

CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION - None

D. INTRODUCTIONS OF LATE ITEMS – None

E. PETITION AND DELEGATIONS - None

F. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Hydrant & Standpipe Inspection Report

The Water Operator provided an overview of the Hydrant and Inspection report and noted that he would begin the process of carrying out the necessary repairs starting in August.

G. REPORTS

1. June 2026 Water Operator's Report

MOVED by Trustee Kerstens
SECONDED by Trustee Woodward

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

CARRIED

2. June 2026 Fire Chief's Report

MOVED by Trustee Kerstens
SECONDED by Trustee Kuun

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

CARRIED

3. June 2026 Financial Reports

   a. Total cheques issued for Water Department for June 2026: $46,281.88

   b. Total cheques issued for Fire Department for June 2026: $21,612.81

MOVED by Trustee Kuun
SECONDED by Trustee Sharcott

THAT the June 2026 cheque registers be received for information.

CARRIED

4. July 2026 – Administrator's Report

MOVED by Trustee Kuun
SECONDED by Trustee Kerstens

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

CARRIED

H. BYLAWS - None

I. RESOLUTIONS – None

J. NEW BUSINESS

1. Consideration to cancel the August Board meeting

MOVED by Trustee Kuun
SECONDED by Trustee Kerstens

THAT the Board cancel the August 18, 2026 Regular Board meeting

CARRIED

2. Pressure Reducing Valve Repair #2

Discussion to proceed, as per a previous Motion, on PRV Repair #2 subject to Grant money being available.

K. QUESTION PERIOD and COMMENTS

- Emergency Procedures & Response Plan
- PRV (Pressure Reducing Valve), repaired
- Dosing pump, only turned on when hydrant flushing occurs

ADJOURNMENT

The meeting was adjourned at 8:07 pm to go into an in-camera meeting.

Chair of the Trustees

Corporate Officer

DEEP BAY IMPROVEMENT DISTRICT

Monthly Water Report

Prepared by: Adam Norman, CWP CWWP — Core Water Management Ltd.

Report Period: July 1, 2026 – July 31, 2026

Well Meter Readings

	Well #1	Well #2	Well #3	Well #4	Well #5	Well #6	Well #8	TOTAL	Units
Flow	0	0	0	1,429	3,390	5,790	9,132	**19,741**	*m3*
Pump RTM	0	0	0	75.31	120.0	197.03	274.78	**667.12**	*hrs*
Starts	0	0	0	75	85	91	101	**352**	*ct*

Logbook

DATE	LOG ENTRY	OPERATOR
2026-07-01	Emergency call out. Water main break on Gainsberg Rd. Multiple reports of a water leak; Trustee Craig Kirsten was given detailed instructions on which isolation valve to close, which he completed within about 20 minutes of the first report. Arrived on site an hour after the first report along with a representative from Edget Excavating to assess the situation and see if a crew could be assembled to repair immediately. Unfortunately, that was not possible. Edget was also unable to do the job the next morning, but a different contractor was called in and agreed to do the job.	AN
2026-07-02	Met with In The Dirt Contracting, Sea Beneath archaeologist (Rob Field), and representatives from K'òmoks and Qualicum FN to repair the leak. A Boil Water Notice was implemented affecting all addresses downstream of the leak, and chlorine dosing was started given the known main leak had been depressurized for an extended period with no protection against groundwater infiltration. Notice was given by email, signage on Gainsberg Rd, and hand delivery of notices to all residents prior to the water being turned back on. After restoring water, received a report of a new leak at the end of Crome Pt Rd near the dead-end standpipe. Responded and was able to isolate the standpipe without affecting any other connections; repair will proceed once the Multi Assessment Permit is approved.	AN
2026-07-03	Met with Edget Excavating, Sea Beneath archaeologist (Rob Field), and representatives from K'òmoks and Qualicum FN to repair the leak. The sensitivity of the archaeological zone made for a slower digging process. It was decided the standpipe was of no functional use to the Fire Department or the Waterworks Department, so the leak was dug up, repaired, and the standpipe removed.	AN
2026-07-06	Water sample collected at 5532 Deep Bay Dr.	AN
2026-07-07	Second sample taken 24 hrs apart at 5532 Deep Bay Dr. Samples also collected at the reservoir, fire hall and Thompson Clarke E (as per normal schedule).	AN
2026-07-10	BWN officially rescinded. Signage removed, update posted to the website, and email sent out to the community.	AN
2026-07-14	Rounds and samples taken at 5532 Deep Bay Dr, 4503 Mapleguard and the Deep Bay Reservoir. Met with Ridgeline on site to make final adjustments to the PRV station.	LJ/AN
2026-07-21	Rounds. Samples taken at the Fire Hall and 4529 Thompson Clarke East. Well Building 8 door lock is cessed.	LJ
2026-07-23	Investigated Well 8 door knob. New knob and rekeyed lock need to be installed. In the meantime I was able to enter to collect data and the building is secure.	AN
2026-07-27	Rounds. Samples taken at 5532 Deep Bay Dr, 4503 Mapleguard Dr and the Deep Bay Reservoir. Locksmith on site to install a new door knob and rekey the lock.	LJ

DEEP BAY IMPROVEMENT DISTRICT

Monthly Water Report
Prepared by: Adam Norman, CWP CWWP — Core Water Management Ltd.

Report Period: August 1, 2026 – August 31, 2026

Well Meter Readings

	Well #1	Well #2	Well #3	Well #4	Well #5	Well #6	Well #8	TOTAL	Units
Flow	0	0	0	2,324	4,169	6,828	7,982	**21,303**	*m3*
Pump RTM	0	0	0	121.51	148.16	248.42	232.75	**750.84**	*hrs*
Starts	0	0	0	117	110	121	122	**470**	*ct*

Logbook

DATE	LOG ENTRY
2026-08-04	Rounds. Samples taken at Fire Hall, 4529 Thompson Clarke East and the Reservoir. Investigated reports of water issues at home addresses. A report of poor water quality on Sabina Rd was collected and sampled; the area was inspected for possible leaks and neighbours were asked whether they were having similar issues. All signs pointed to an isolated issue, and all samples came back clean.
2026-08-11	Rounds. Samples taken at 5532 Deep Bay Dr, 4503 Mapleguard Dr and the Deep Bay Reservoir.
2026-08-18	Rounds. Samples taken at Fire Hall, 4529 Thompson Clarke East and the Reservoir.
2026-08-25	Rounds. Samples taken at 5532 Deep Bay Dr, 4503 Mapleguard Dr and the Deep Bay Reservoir. On arrival at Well 6 there was vandalism and signs of an attempted break-in. A report with photos was sent to the administrator, and a plan was put in place to improve well building security.
2026-08-31	Locksmith on site to install deadbolts on the well buildings. Emergency callout for a pump communication issue at Well 8 — pump not responding in auto.
2026-09-01	Rounds. Samples taken at Fire Hall, 4529 Thompson Clarke East and the Reservoir. Troubleshot the communication issue with the Well 8 pump via the SCADA system with the assistance of White Pacific. The issue was resolved, and a request was put forward for alarm coding improvements to provide clearer messaging if this issue recurs.

Deep Bay Volunteer Fire Department

July 2026 Chief's Report

As of July 16th, 2026 there will be a total burn ban in effect. Please do not light you open air fires till further notice. We will post changes at the top of Jamison and Gainsberg as well as on the DBID website.

It was discussed a couple of years ago and an opportunity to get some free clean dirt to widen the roadway beside the fire hall. With the free fill we needed to bring a machine in to level the dirt and thought it would be a good time to put some good road material on top. This might settle a little over the next couple of years at which time if needed we can bring in another load to build it up. This was all done as cost efficient as possible.

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 are making good headway on getting members trained and had a couple of new volunteers show up in June but still encourage more people to join.

We are starting the purchase of equipment for the Structural Protection Unit (SPU). We are hoping to have it ready to protect up to 15 houses in the event of an interface fire. A trailer has been purchased and should be ready for us to pick up (done) early in July.

The Society is organizing another bottle drive for September 12th. They have also been accepted to man the Sandcastle Days event this year. Contact Barb Nixon to see if volunteers are needed at Sandcastle Days. They have had a garage sale on July 11, 2026

Truck maintenance all items listed below will be repaired by professional and/or volunteers.

- 8-1 weather stripping around doors waiting on material delivery.
- 8-1 has a minor water leek. Checking to see if parts are needed.
- 8-1 had its annual CVI with no required repairs
- 8-2 had a partially plugged fuel filter (repaired in house).

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 Volunteer Fire Department

August 2026 Chief's Report

As of the end od August the campfire only ban has been lifted. There is still a burn ban on category 2 and 3 fires. We will post changes at the top of Jamieson and Gainsberg as well as on the DBID website.

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 are making good headway on getting members trained and had a couple of new volunteers show up in June but still encourage more people to join. We also have several members re-certifying their First Responder and a few members doing the First Responder course for the first time.

We have been purchasing equipment for the Structural Protection Unit (SPU). And hope to have it open for the public to look in at the September 12th bottle drive. The shelving has been installed and there is much equipment ready to be loaded into the trailer.

After a recent motor vehicle incident, it was pointed out the importance of having battery operated jaws equipment as the incident was down a steep embankment where it would have been very time consuming to carry the hydraulic tools to the incident. This was a very serious accident which was time sensitive for extrication.

As requested in the past I would like to go ahead with the purchase of the battery-operated equipment. This would require a motion be passed by the Board of Trustees.

The new paving this summer has left the roads a little slicker than what most people are used to driving on. So, I am also going to request that MOTI to do the grooving of the section of road around the Rosewall creek area as it was in the past. This was a very effective method to reduce accidents in that area.

Truck maintenance all items listed below will be repaired by professional and/or volunteers.

- 8-1 weather stripping around doors waiting on material delivery.
- 8-1 has a minor water leek.

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	2026 Jan	2026 Feb	2026 Mar	2026 April	2026 May	2026 June	2026 July	2026 Aug	2026 Sept	2026 Oct	2026 Nov	2026 Dec	2026 YTD
Response:	# Structural fires	0	0	0	0	0	0	0	1					1
	# Other fire calls	0	1	0	0	2	1	2	1					7
	# Motor Vehicle Incidents	5	7	0	0	3	0	4	1					20
	# First responder calls	1	7	12	3	8	3	5	5					44
	# Miscellaneous calls	0	1	1	1	4	2	1	3					13
Safety	# Worksafe related incidents	0	0	0	0	0	0	0	0					0
	Total calls	6	16	13	4	17	6	12	11	0	0	0	0	85
		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):	17			19									
	Total # - Active Members:	23			25									
	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	6			7									
	# Members fully qualified as exterior firefighters	5			6									
	# Members in training for exterior firefighting	15			13									
	# New members: no training	0			2									
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"	4			3									
	# Instructors qualified to train ONLY to exterior operations level "in-house"	0			0									
	# Competency evaluators "in-house"	3			4									
# Certified as first responders		8			8									

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/07/2026 to 31/07/2026

Cheque No.	Payee	Amount
4844	Denise Coghill (June building maintenance)	480.00
4845	Core Water Management Ltd. (monthly 4,500 + callouts/materials)	12,699.47
4846	Super Save Disposal Inc. (June garbage bin)	77.02
4847	North Island Tractor (Generator service/repairs)	923.81
4848	Janine Sibley (Microsoft subscription)	529.72
4849	Comtech Solutions (Computer service/subscription)	366.45
4850	Echo Valley Earthworks (February salting)	105.00
4851	Craig Kerstens (LED lights for generators)	148.32
4852	Wells Fargo Equipment Finance Company (Photocopier)	211.68
4853	Edgett Excavating (Emergency repair on Gainsberg)	9,540.37
4854	North Island Tractor (Generator service/repairs)	1,872.13
4855	Pete's Lockshop (Well 8 door knob and rekey)	417.90
4856	Denise Coghill (July Building maintenance)	600.00
4857	Madill - The Office Company (office supplies)	70.38
4858	Super Save Disposal Inc. (July garbage bin)	78.59
OBP-457534616	Municipal Pension Plan (June 2026)	508.88
OBP-450426832	Municipal Pension Plan	517.66
OBP-446260606	Municipal Pension Plan	508.88
OBP-979305	BC Hydro	133.99
OBP-853405	BC Hydro	276.19
OBP-764200	Work Safe BC	1,114.19
OBP-751905	BC Hydro	387.16
OBP-700301	Receiver General	3,273.44
OBP-659605	BC Hydro	226.03
OBP-547705	BC Hydro	132.38
OBP-538006	BC Hydro	1,248.89
OBP-481300	Rogers (Shaw)	221.75
OBP-188805	BC Hydro	573.52

Generated On: 19/08/2026

Waterworks cheque log July 2026	**$37,243.80**
Employee Deposits for July 2026	**$10,210.19**
Total Waterworks July 2026	**$47,453.99**

DBID - Fire Protection

Cheque Log for 1030 Credit Union from 01/07/2026 to 31/07/2026

Cheque No.	Payee	Amount
4120	David Moase (Camp chairs, Iritex caps/camlock)	302.66
4102	David Moase (Batteries, timers, tape, signs, chainsaw, heli zone lights)	2,548.65
4103	Ono Trading Co. - Courtenay (Coveralls)	167.18
4104	Volunteer Firefighters Association of BC (Membership)	300.00
4105	Comtech Solutions (Service/consulting)	131.25
4106	Stuart McLean (Boots)	301.35
4107	ABC Printing & Signs (Vehicle decals - SPU)	1,509.76
4108	Edith Valdez (Burger night)	132.07
4109	Rob Michael Field (Rope brush)	28.24
4110	David Moase (Batteries and trailer pick up)	397.37
4111	Central Island Truck and Trailer Ltd. (8-1 commercial inspection)	300.30
4112	Fiddler Construction Ltd. (Road base delivery)	1,680.00
4113	Pacific Air Mechanical Ltd. (Maintenance as per contract)	395.72
OBP-448913670	1309894 BC Ltd (Canco 150)	59.20
OBP-912602	Telus Mobility	84.00
OBP-815902	TELUS Communications	55.18
4114	George Lenz (Keys)	62.72
4115	City of Nanaimo (Exams)	100.00
4118	Bowser Builders' Supply Ltd.	9.90
OBP-457970107	1309894 BC Ltd (Canco 150)	352.96

Generated On: 20/08/2026

Total Fire cheque log July 2026 **$8,918.51**

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/08/2026 to 31/08/2026

Cheque No.	Payee	Amount
4859	Core Water Management Ltd. (July monthly 4,500 + materials)	6,723.34
4860	OBSEA BENEATH MARINE & HERITAGE (contract, SAP, mapping)	2,893.13
4861	In the Dirt Contracting Ltd. (Emergency repair on Gainsberg)	20,109.07
4862	Wes-Coast Yardbirds (weed whacking/well head/hydrant maint)	1,260.00
4863	E.O.C.P. (annual dues)	210.00
4864	NextGen Automation (photocopier contract)	133.21
4865	McCormack and Sons (Well 8 sensing switch/receptacle)	873.79
4866	Melissa Taylor (August building maintenance)	528.00
4867	OBSEA BENEATH MARINE & HERITAGE (contract, SAP, mapping)	15,589.36
4868	Core Water Management Ltd. (August monthly 4,500 + materials)	8,822.82
4869	McElhanney Consulting Services Ltd. (Updated water system map)	8,386.35
4870	McElhanney Consulting Services Ltd. (Crown land tenure application)	3,675.00
OBP-470831898	Municipal Pension Plan	438.70
OBP-462841513	Municipal Pension Plan	438.70
OBP-876504	Receiver General	4,398.54
OBP-763903	Rogers (Shaw)	232.12
OBP-618003	BC Hydro	486.84

Generated On: 08/09/2026

Waterworks cheque log August 2026	**$75,198.97**
Employee Deposits for August 2026	**$8,919.50**
Total Waterworks August 2026	**$84,118.47**

DBID - Fire Protection

Cheque Log for 1030 Credit Union from 01/08/2026 to 31/08/2026

Cheque No.	Payee	Amount
4116	George Lenz (storage totes, Canada Post)	178.57
4117	Pacific Air Mechanical Ltd. (maintenance contract)	532.51
4119	Ono Trading Co. - Courtenay (boots)	170.09
4120	David Moase (chairs, Iritex caps/gaskets)	302.66
4121	George Lenz (heavy duty shelving)	1,336.66
4122	Barry Foster (meeting night supplies)	87.46
4123	Sign Wave Graphics (signage for SPU trailer)	236.93
4124	WFR Wholesale Fire & Rescue Ltd (hoses, nozzles, sprinklers, tools)	15,556.91
OBP-875301	TELUS Communications	55.81
OBP-769306	Telus Mobility	84.00
4125	Margaret Furnell (battery backup for office equip)	149.99
4126	David Moase (patch kit, whistles, safety glasses, carabiners)	521.61
4127	Ono Trading Co. - Courtenay (earplugs)	40.45
4128	City of Nanaimo (exams)	210.00
4129	Margaret Furnell (Epi pens)	212.58
4130	Mathew Moase (electric work for 8-1 / 8-5)	214.10
4131	George Lenz (storage totes)	67.16
4132	Bowser Builders' Supply Ltd. (hall supplies)	14.61

Generated On: 08/09/2026

Total Fire cheque log August 2026	**$19,972.10**

DBID - Waterworks
Comparative Income Statement

	Budget 01/01/2026 to 31/12/2026	Actual 01/01/2026 to 30/06/2026	Budget 01/01/2025 to 31/12/2025	Actual 01/01/2025 to 30/06/2025
REVENUE				
REVENUE				
Water Base Rate	204,000.00	102,650.40	182,198.00	91,456.83
Water Consumption	115,000.00	29,783.60	106,400.00	23,959.97
Penalties / Interest Charges	6,000.00	5,918.74	5,110.00	8,231.76
Building/Ins. Shared	69,750.00	34,875.00	63,843.00	31,920.00
Shared Office Staff	45,750.00	22,875.00	41,750.00	20,874.00
Applications / Connections	1,000.00	3,150.00	1,000.00	550.00
Other Income	500.00	450.00	500.00	650.00
Interest Earned	5,000.00	6,316.00	5,000.00	3,319.11
WATER OPERATING INCOME	447,000.00	206,018.74	405,801.00	180,961.67
Total Waterworks Income	447,000.00	206,018.74	405,801.00	180,961.67
TOTAL REVENUE	447,000.00	206,018.74	405,801.00	180,961.67
EXPENSE				
OPERATING EXPENSES				
Advertising	1,000.00	0.00	1,300.00	0.00
Bank Charges	500.00	78.49	300.00	95.48
Hydro bldg. 9711 4442 601	16,500.00	6,886.97	16,500.00	8,424.21
Audit	18,000.00	1,078.75	17,500.00	5,200.00
Insurance	44,000.00	33,275.80	40,000.00	31,527.87
Trustee Honorarium	9,000.00	0.00	6,200.00	0.00
Licenses/Water Tests	3,000.00	250.00	3,750.00	503.70
Office Supplies	2,500.00	2,162.42	2,100.00	626.19
Office Equip / Service Contracts	8,000.00	3,694.22	7,500.00	4,563.77
Postage	5,000.00	832.30	4,500.00	2,425.66
Cable Expense	2,000.00	642.00	1,540.00	770.40
Telephone	2,000.00	979.05	550.00	835.59
Professional Fees	18,500.00	10,442.70	17,500.00	625.95
Wages - Assistant	64,000.00	30,963.99	55,000.00	38,444.40
Wages - Administrator	80,000.00	38,094.63	70,000.00	34,384.44
Admin Benefits	16,000.00	6,997.88	14,205.00	5,922.35
CPP Expense	8,000.00	4,328.17	8,700.00	2,633.80
EI Expense	3,400.00	1,746.48	3,300.00	1,113.50
WorkSafe BC	3,600.00	1,529.35	4,000.00	1,592.86
MPP Employer	8,000.00	2,958.36	9,000.00	4,915.40
TOTAL ADMINISTRATION	313,000.00	146,941.56	283,445.00	144,605.57
Hydro Pump #2 9711 2647 001	700.00	248.33	640.00	344.74
Hydro pump #3 9711 4400 601	700.00	265.09	466.00	378.91
Hydro pump #4 9711 2650 401	800.00	358.17	1,000.00	151.20
Hydro pump #5 9711 2650 801	2,000.00	707.68	2,500.00	636.22
Hydro pump #6 9711 2650 601	2,800.00	891.56	2,500.00	1,102.91
Hydro pump #8 2925 207	4,000.00	1,082.39	3,500.00	1,855.04
Generator - fuel/repairs	5,000.00	379.41	2,250.00	5,897.63
Maintenance-Buildings	19,000.00	11,535.87	16,000.00	9,310.49
Maintenance-Contract	57,000.00	22,717.50	54,000.00	27,369.44
Call outs/Emergencies	5,000.00	1,371.07	3,000.00	2,350.31
Machine Rental	3,000.00	0.00	3,000.00	0.00
Casual Labour	4,000.00	0.00	4,000.00	0.00

DBID - Waterworks
Comparative Income Statement

	Budget 01/01/2026 to 31/12/2026	Actual 01/01/2026 to 30/06/2026	Budget 01/01/2025 to 31/12/2025	Actual 01/01/2025 to 30/06/2025
Hydrants	0.00	84.82	0.00	689.34
Wages - Other Works	0.00	1,000.00	3,000.00	911.86
Maint. Material/Equipment	6,000.00	1,744.30	6,000.00	87.22
Major Repairs & Maintenance	22,000.00	13,680.15	17,000.00	2,615.68
Mileage	1,000.00	58.40	2,500.00	527.37
Seminars	1,000.00	0.00	1,000.00	0.00
TOTAL OPS & MAINTENANCE	134,000.00	56,124.74	122,356.00	54,228.36
WATER OPERATING EXPEN...	447,000.00	203,066.30	405,801.00	198,833.93
TOTAL EXPENSE	447,000.00	203,066.30	405,801.00	198,833.93
NET INCOME	0.00	2,952.44	0.00	-17,872.26

DBID - Waterworks
Comparative Balance Sheet

	As at 30/06/2026		As at 01/01/2026	
ASSET				
CURRENT ASSETS				
Bank Credit Union/WD		563,222.13		39,425.27
RBC Investment Acct		89,946.40		89,946.40
RBC Savings Acct		0.22		0.22
Trust Account		408,165.51		132.87
M. Equity Shares		25.00		25.00
PI 24 001	13.57		31.44	
GIC 28	63,000.00		63,000.00	
GIC 29	63,000.00		63,000.00	
GIC 27	0.00		400,000.00	
Water Ops Term Total		126,013.57		526,031.44
Accounts Receivable		200.00		350.00
Accrued Interest Receivable		4,143.58		5,842.35
Accounts receivable Right Water		34,466.03		14,861.48
GST Receivable		15,006.28		10,745.97
Prepaid insurance		0.00		33,275.80
TOTAL CURRENT ASSETS		1,241,188.72		720,636.80
INTERFUND ACCOUNT				
Due to / from Fire Protection		-495,456.91		-228,838.15
Due to / from Renewal		-547,583.96		-254,508.25
Due to / from Capital		5,169.12		5,169.12
TOTAL		-1,037,871.75		-478,177.28
TOTAL ASSET		203,316.97		242,459.52
LIABILITY				
CURRENT LIABILITIES				
Accounts Payable		3,782.32		26,846.13
Accrued liabilities		0.00		13,529.64
Pension Payable	0.00		567.17	
CPP Payable	0.00		1,500.12	
EI Payable	0.00		554.49	
Income Tax Payable	0.00		2,879.76	
Total Source Deductions		0.00		5,501.54
TOTAL CURRENT LIABILITIES		3,782.32		45,877.31
TOTAL LIABILITY		3,782.32		45,877.31
EQUITY				
NET ASSETS				
Unrestricted Net Assets		196,582.21		196,582.21
Current Earnings		2,952.44		0.00
TOTAL NET ASSETS		199,534.65		196,582.21
TOTAL EQUITY		199,534.65		196,582.21
LIABILITIES AND EQUITY		203,316.97		242,459.52

DBID - Fire Protection

Comparative Income Statement

	Budget 01/01/2026 to 31/12/2026	Actual 01/01/2026 to 30/06/2026	Budget 01/01/2025 to 31/12/2025	Actual 01/01/2025 to 30/06/2025
REVENUE				
Revenue				
Fire Protection Levies	322,545.00	323,384.00	276,325.00	276,325.00
Other Income	0.00	0.00	40,000.00	35,000.00
Emergency Mgmt BC	15,000.00	6,192.75	18,408.00	5,802.00
Equipment Donations	0.00	1,500.00	0.00	0.00
Interest Earned - Operations	10,000.00	4,362.86	1,500.00	3,152.44
Interst Earned - Capital Replac.	0.00	0.00	0.00	3,308.64
Total Revenue	347,545.00	335,439.61	336,233.00	323,588.08
TOTAL REVENUE	347,545.00	335,439.61	336,233.00	323,588.08
EXPENSE				
OPERATING EXPENSES				
Associations	1,500.00	290.00	475.00	1,494.27
Mileage	1,000.00	986.23	1,000.00	287.92
Hall Supplies	4,000.00	1,124.30	3,000.00	392.54
Postage/Freight	50.00	0.00	50.00	0.00
Bank Charges	0.00	2.00	0.00	7.00
Remuneration	33,000.00	0.00	32,000.00	0.00
Insurance - Accident/Sickness	2,300.00	0.00	2,400.00	0.00
Service Awards & Clothing	2,000.00	966.21	2,000.00	108.82
Telephone	1,500.00	811.30	605.00	724.13
Training/Seminars	20,000.00	6,009.40	20,000.00	2,302.20
Cars - JAWS Training	2,000.00	0.00	2,000.00	776.19
WorkSafe BC	600.00	0.00	600.00	0.00
Health & Safety	2,500.00	2,093.70	2,500.00	1,989.04
TOTAL ADMINISTRATION	70,450.00	12,283.14	66,630.00	8,082.11
#1 Insurance	1,000.00	134.00	1,000.00	134.00
#1 Repairs	4,000.00	600.64	4,000.00	126.24
TOTAL EMERGENCY TRUCK ...	5,000.00	734.64	5,000.00	260.24
#2 Insurance	1,100.00	0.00	1,100.00	0.00
#2 Repairs	1,500.00	328.40	1,500.00	211.28
TOTAL FIRE & RESCUE TRU...	2,600.00	328.40	2,600.00	211.28
#3 Insurance	660.00	0.00	660.00	0.00
#3 Repair	1,500.00	152.16	1,500.00	1,666.43
TOTAL EMERGENCY TRUCK ...	2,160.00	152.16	2,160.00	1,666.43
#5 Insurance	1,300.00	0.00	1,300.00	0.00
#5 Repair	4,000.00	470.90	4,000.00	301.43
TOTAL FIRE & RESCUE TRU...	5,300.00	470.90	5,300.00	301.43
Comm. Licence	2,000.00	1,178.07	2,000.00	1,168.38
Comm. Repairs & Maintenance	1,000.00	0.00	1,000.00	0.00
Comm. Equipment	3,000.00	0.00	10,000.00	2,881.05
TOTAL COMMUNICATIONS	6,000.00	1,178.07	13,000.00	4,049.43
Fuel	3,000.00	861.45	3,000.00	1,164.67
Hydrant Repairs and Flow Test...	20,000.00	0.00	0.00	0.00
Medical Supplies	4,000.00	1,950.49	4,000.00	1,796.67
Supplies & Equipment	15,000.00	2,243.12	15,000.00	706.11
Life Jackets	200.00	0.00	200.00	0.00

DBID - Fire Protection
Comparative Income Statement

	Budget 01/01/2026 to 31/12/2026	Actual 01/01/2026 to 30/06/2026	Budget 01/01/2025 to 31/12/2025	Actual 01/01/2025 to 30/06/2025
Jaws of Life Service/Repair	1,500.00	1,483.99	1,500.00	1,443.75
Compressor Repair	2,000.00	1,295.52	2,000.00	1,571.05
UBCM Training and Equipment...	0.00	0.00	40,000.00	30,130.17
Air Pack Servicing	4,000.00	3,457.36	3,000.00	1,706.30
Footwear	1,000.00	0.00	1,000.00	0.00
Shared Building/Ins. Exp.	68,335.00	34,875.00	63,843.00	31,920.00
Shared Office Staff	45,750.00	22,875.00	41,750.00	20,874.00
TOTAL OPS & MAINTENANCE	164,785.00	69,041.93	175,293.00	91,312.72
FIRE OPERATING EXPENSES	256,295.00	84,189.24	269,983.00	105,883.64
OTHER EXPENSES				
Capital Asset Addition	0.00	30,591.68	0.00	2,634.60
Renewal/Capital Contribution	91,250.00	0.00	66,250.00	0.00
TOTAL OTHER EXPENSES	91,250.00	30,591.68	66,250.00	2,634.60
TOTAL EXPENSE	347,545.00	114,780.92	336,233.00	108,518.24
NET INCOME	0.00	220,658.69	0.00	215,069.84

DBID - Fire Protection
Comparative Balance Sheet

	As at 30/06/2026	As at 01/01/2026
ASSET		
Current Assets		
Credit Union	25,118.08	61,372.15
RBC Investment Acct	125,694.52	125,694.52
First Savings	87,590.27	403.23
M. Equity Shares	25.00	25.00
GST Receivable	25,449.31	22,994.40
Accounts Receivable	1,227.00	2,431.75
Accrued Int. Receivable - Ops	5,825.18	5,417.17
Accrued Int. Receivable - Cap	0.00	0.00
Accrued Receivable - Other	0.00	20,000.00
GIC 57 Cap Replac.	0.00	0.00
GIC 62 Cap Replac.	0.00	48,699.08
GIC 61 Ops	0.00	36,893.21
GIC 63 Cap Replac.	35,173.03	35,173.03
GIC 64	72,500.00	72,500.00
GIC 65 Ops	72,500.00	72,500.00
GIC 42 Ops	0.00	0.00
GIC 58 Ops	30,610.12	29,936.55
GIC 59 Ops	30,936.68	29,923.72
GIC 60 Ops	30,610.12	29,936.55
GIC 56	0.00	0.00
GIC 56 - Do Not Use	0.00	0.00
TOTAL CURRENT ASSETS	543,259.31	593,900.36
INTERFUND ACCOUNT		
Due to From Waterworks Dist.	495,456.91	228,838.15
Due to /From Capital	1,395,697.23	1,395,697.23
TOTAL	1,891,154.14	1,624,535.38
TOTAL ASSET	2,434,413.45	2,218,435.74
LIABILITY		
Current Liabilities		
Accounts Payable	203.78	4,884.76
Accrued Liabilities	12,754.71	12,754.71
Holdbacks Payable	0.00	0.00
Total Current liabilities	12,958.49	17,639.47
Long Term liabilities		
Capital Tax Advance - FH	1,006,223.88	1,006,223.88
Bylaw 247	300,415.36	300,415.36
Bylaw 250	76,302.76	76,302.76
*	1,382,942.00	1,382,942.00
TOTAL LIABILITY	1,395,900.49	1,400,581.47
EQUITY		
Owners Equity		
Savings Transfers	0.00	0.00

DBID - Fire Protection
Comparative Balance Sheet

	As at 30/06/2026	As at 01/01/2026
Restricted Building Renewal	0.00	0.00
Internally Restricted Fire	360,351.00	360,351.00
Retained Earnings - Previous Y...	457,157.27	457,157.27
Current Earnings	220,658.69	0.00
Total Owners Equity	1,038,166.96	817,508.27
TOTAL EQUITY	1,038,166.96	817,508.27
LIABILITIES AND EQUITY	2,434,067.45	2,218,089.74

DEEP BAY

IMPROVEMENT DISTRICT

BOARD REPORT

September 15, 2026 Meeting

Report Date: September 10, 2026

Meeting Date: September 15, 2026

From: John Marsh, Administrator

Subject: Monthly Report

Recommendation

1. THAT the September 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 since the previous Board Meeting on July 21, 2026.

Report Details

Budget and Accounting

Staff have spent considerable time with accounting and budget tasks. Most of the results of this work are shown on the Budget Report and Financial Statement Report that are included in separate reports on this agenda.

Water Billings

Staff have started preparations for the upcoming water bills that will be mailed in early October. The billing system for water billings, and taxes, is very outdated from a technological standpoint. This requires work around approaches to complete the billings, and then other issues with processing payments. For instance, the word "Quarterly" is embedded in the water billing software program and prints on the water bills. This can not be changed within the program as the billing software product is not supported by the company that designed it. To resolve this quarterly word issue, we will print the bills to a computer file then run a 3rd party editing program to search for the word "Quarterly" and replace it with the word "Semi-annual". Due to the large size of the file this approach will likely require additional adjustments as well. After fixing the wording, the billing file would then be printed and mailed out to property owners. This approach has been tested by staff, and we are confident that this work around approach will work and we will be able to send the bills out with the correct wording. I apologize if this explanation is confusing.

Bottom line is the computer billing system will likely need replacing in the not to distant future. It is budgeted as a capital cost of $31,827 in 2028. Ongoing support costs for a new billing program could be in the $15,000 range per year. I have considerable experience with these types of software systems and they have far more features than what DBID requires. We will continue to look for a more cost-effective approach. There is a group of small municipalities and improvements districts dealing with the same issue.

GW Solutions

At the June 16, 2026 Board Meeting the Board authorized to proceed with the following works with GW Solutions:

- Task 1 - Hydrogeologic data compilation, review and summary
- Task 2 - Site visit
- Task 3 - Stage 1 Hazard Screening Assessment of Groundwater at Risk of Containing Pathogens (GARP) - Well 1 and Well 3
- Task 4 - Stage 3 GARP Risk Mitigation Plan

A contract with GW Solutions to commence this work has been agreed to and the work should be starting this month.

Miscellaneous Regular Tasks

Staff completed regular tasks during the month including accounts payable, payroll, deposits, customer enquires, minutes, agendas, web site, etc.

Need to be Completed Projects

There are a couple of projects that staff are working on that will be presented at an upcoming Board meeting relating to a file retention policy and some preliminary work on possible next steps for preparing a strategic plan. The file retention work has started and is the higher priority from staff's perspective. The issue is that, if applicable, there needs to be a Board approved requirement that DBID confidential information will be removed from Board and Staff members personal computers and personal email accounts. This concept is consistent with requirements from the Office of the Information & Privacy Commissioner (OIPC). Please refer to the attached document from the OIPC that explains this issue.

Upcoming Projects

Staff have been working on preparations for the November 21st election for three Trustees. Work is also being completed to prepare for the property Assessment notices that are required to be sent out in the fall. These notices may be sent out with the water bills in October.

Respectfully submitted,

John Marsh
Administrator

Use of personal email accounts and messaging apps for public body business

July 2025

Purpose of this document

This document provides information for public bodies on employees' use of personal email and messaging accounts for work purposes and the requirements of British Columbia's *Freedom of Information and Protection of Privacy Act* (FIPPA). While FIPPA does not explicitly prohibit employees of public bodies from using personal email or messaging accounts, allowing them to use these accounts is incompatible with FIPPA and exposes public bodies to risks.

Application of FIPPA to personal email accounts and messaging apps (s. 3 of FIPPA)

Section 3 of FIPPA states that the Act applies to all records in the custody *or* under the control of a public body. Emails and messages are records under FIPPA.[1]

Custody requires physical possession and a legal right or obligation to the information. A public body cannot have custody of a record if it does not have physical possession of it.[2]

A public body still has control over emails and messages that are not in its custody if the employee created or received them while performing their duties for the public body.[3]

Therefore, FIPPA applies regardless of whether a public body employee uses their personal or work-provided email and messaging accounts. The head of the public body has legal obligations regarding those emails and messages, including protecting them from unauthorized access and other risks, reporting privacy breaches, responding to FOI requests, and adhering to records retention requirements.

Allowing an employee to use a personal email or messaging account for public body business creates risks for a public body. For example, if the employee's email or messaging service deletes the employee's emails or messages, the public body has no recourse because it has no contractual or business relationship with the provider. Some messaging accounts automatically delete messages after a set time or can be configured to do so.

Allowing employees to use personal email and message accounts also creates risks for a public body with respect to privacy breach reporting. As of February 1, 2023, s. 36.3 of FIPPA requires public bodies in British Columbia to notify affected individuals if a privacy breach could reasonably be expected to result in significant harm to the individuals. Public bodies cannot effectively manage this process if they do not have administrative access to all email and messaging accounts that employees use to conduct public body business.

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1 Subject to the exclusions listed in s. 3(1)(a) through (k) of FIPPA.

2 See Order F22-14, [2022] B.C.I.P.C.D. No. 16 at para. 60.

3 See Order F20-04, [2020] B.C.I.P.C.D. No. 04 at para. 61.

Adequate search (s.6(1) of FIPPA)

FIPPA requires public bodies to make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely. This includes a duty to perform an adequate search for records that respond to an access request. A public body must be able to prove that its search efforts have been thorough and comprehensive and that it has explored all reasonable avenues to locate records.[4] The Information and Privacy Commissioner has the authority to compel the production of records in the custody or under the control of a person,[4] including those in personal email and messaging accounts.

The use of personal email and messaging accounts does not relieve public bodies of their duty to search for requested records and to produce them. Employees may be unwilling or unable (if they are no longer working for the public body, for example) to produce records from their personal accounts or to allow access to their accounts by the public body for that purpose. Additionally, a public body risks over-collecting personal information about the employee and about personal associates of the employee if it tries to access an employee's personal accounts, even with the employee's consent. Section 25.1 prohibits a public body from collecting personal information without authority.

Responsible information management

Individuals living in British Columbia expect accountability from public bodies in their actions as well as in their information practices. One way for public bodies to show this accountability is to create an exact record of their actions in a manner that preserves records of enduring value. When employees of public bodies conduct business through their personal accounts, it is easy for them to lose accountability for those records.

Conclusion

FIPPA applies to work-related email and messages sent to or received from the personal accounts of public body employees. This document shows how the use of personal accounts for work purposes presents risks for public bodies under FIPPA. Public bodies should **prohibit** the use of personal email and messaging accounts to conduct public business. They should have a policy prohibiting the use of these accounts for work purposes, and have all employees agree to follow the policy.

These guidelines are for information purposes only and do not constitute a decision or finding by the Office of the Information and Privacy Commissioner for British Columbia. These guidelines do not affect the powers, duties, or functions of the Information and Privacy Commissioner regarding any complaint, investigation, or other matter under FIPPA or PIPA.

[4] See s. 44(1)(b) of FIPPA.

DEEP BAY
IMPROVEMENT DISTRICT

BOARD REPORT

Report Date: September 10, 2026

Meeting Date: September 15, 2026

From: John Marsh, Administrator

Subject: 2027 Budgets – First Draft

Recommendation

THAT the Board schedule budget meetings with the Fire Protection Committee to review the Fire Department budget, the Planning Committee to review the 2027 Fire and Water budgets and the Finance Committee to set required Fire and Water revenue budgets for recommendations to the Board.

Background

The 2027 budgets for the water tolls, fire parcel tax and water parcel tax need to be completed by the November Board meeting to give the resulting bylaws the time required to meet provincial approval requirements.

The budget documents have been prepared by the Administrator and the amounts budgeted should be considered as a first draft. Budget input is necessary from the Committees to review the following attached budget documents:

- Schedule A – Water Operating Budget
- Schedule B – Water Twenty-Five-Year Capital Budget
- Schedule C – Fire Operating Budget
- Schedule D – Fire Twenty-Five-Year Capital Budget

Budget Details - Water Department

<u>Budget Considerations</u>

Water operations have been significantly impacted by failing water pipe infrastructure in 2026. There have been four water leaks that have been repaired in 2026 as follows:

1. Shoreline Drive – leak caused, fixed and paid by Mainroad Contracting.
2. Gainsberg – May 22nd leak repair, cost $23,000
3. Burne Road – Jul 2nd leaking standpipe that was removed, cost $19,000
4. Gainsberg – Jul 3rd leak repair, cost $30,000

There was a water leak repair in December 2025 on Thompson Clarke West and the repair cost was $6,400. The cost for this repair was considerably less that the two Gainsberg leaks and the Burne Road water leak due to archaeological factors. The Gainsberg leaks and the Burne Road water leak were within an archaeological site area and as a result a provincial Heritage Conservation Act permit was required to carry out the leak repairs. The permit application work was completed by the DBID's archeological consultants, and the provincial Ministry issued an emergency permit that allowed DBID to complete the repairs. Progress reports and final reports are also required by the Provincial government. These reports are extensive and costly to complete.

Construction work within a designated archaeological site area requires different construction methods than traditional methods used in the past and used in non archaeological areas. For instance, no Hydrovac equipment, a toothed bucket can only be used for asphalt removal and a combination of finishing bucket and hand digging for the remainder. These construction methods and professional archaeological costs result in much higher repair costs.

How much to budget for water leaks is a guesstimate in that we do not know how many leaks will occur and where the leaks occur. In 2026, there was $22,000 budgeted for major repairs with only a portion of this expected to be required for water leaks. It is now expected that the final total cost of these three 2026 water leaks will be more than $70,000. As a result of this the 2027 budgets for major repairs are proposed to be increased $23,000 to $45,000 and the professional services budget has increased $12,000 to $30,500. It is important to emphasize that these budgets and not just for water leaks. Other potentials repairs could be to other water infrastructure such as pumps, pressure reducing valves, testing stations, etc.

In addition to the water leak issue, DBID is required to have a full chemical analysis for all source water wells. There is a requirement that every five years water analysis work is due and the five-year cycle arises again in 2027. This is estimated to cost DBID an additional $15,000 in 2027 and the budget has been increased accordingly.

<u>Water Revenue - Tolls</u>

Water tolls (base rate) are budgeted to increase by 17% over 2026 rates, with revenue to increase $34,680, to $238,680. Five-year base rate history for a single-family home:

- 2027 - $94.50/Quarter $31.50/monthly
- 2026 - $80.70/Quarter $26.90/monthly
- 2025 - $72.07/Quarter $24.02/monthly
- 2024 - $64.35/Quarter $21.45/monthly
- 2023 - $49.50/Quarter $16.50/monthly

Water consumption revenue is budgeted to increase 17% or $19,550 over 2025 budget (from $115,000 to $134,550). The water tolls bylaw was adjusted from a quarterly system (3 months) to a monthly system in 2026. DBID also changed the water tolls billing cycle from a quarterly system to two times per year.

The combined water tolls and consumption revenue budgets are proposed to increase a total of $54,230. This additional revenue is proposed to be used primarily for a $50,000 total budget increase for major repairs (i.e. water leaks) and water testing requirements, with the remainder as miscellaneous expenditures.

<u>Water Revenue - Parcel Tax:</u>

Water parcel tax revenue is budgeted to increase by 9.81% over 2026 rates, which results in an overall increase of $30,842 bringing the 2027 budget total to $345,093. The water parcel tax is used to pay for capital water projects such as water pipes, wells, pumps, and the reservoir.

The long-term projection is for significant annual parcel tax increases to pay for aging infrastructure. This is necessary due to the need to replace all the Asbestos-Cement (AC) water lines over the next 25 years.

This 9.81% increase in 2027 water parcel taxes equates to an increase of $46.00 per Category A single family property. The history of the Category A properties is as follows:

- 2027 - $519
- 2026 - $473
- 2025 - $423
- 2024 - $403
- 2023 - $336

<u>Water Expenses - Capital Schedule</u>

The long term 25-year Water Capital Schedule has approximately $31,000,000 budgeted. The significant financial expenditures start in 2031 and continue to 2051. These large increases relate mainly to infrastructure replacement for AC pipe. There is 13.5 kilometers of AC pipe that will need to be replaced. The 2051 end period would mean that the AC pipe would last up to 80 years. The DBID previous budgets reflected AC pipe lasting 60 years.

The total cost for the pipe replacement over the 80-year period including inflation, is $26,572,362. There is an additional $4,166,281 for other water expenditures which then brings the total water capital expenditures to approximately $30,738,643. The $4,166,281 amount includes $2,371,213 for a new water reservoir and an additional water reservoir feedline with both being budgeted in 2039. The timing for capital expenditures should be reviewed annually.

○ 2027 to 2031	$2,812,029
○ 2032 to 2036	$5,734,262
○ 2037 to 2041	$8,253,411
○ 2042 to 2046	$8,414,325
○ 2047 to 2051	<u>$5,524,616</u>
Total 25 Years	$30,738,643

To pay for the approximate $31,000,000 total project costs over the next 25 years it is expected that significant parcel tax increases will be necessary. This scenario requires 9.81% tax increases each year for the next 25 years (80-year maximum AC life) to pay this $31 million.

An alternative scenario would be if the AC Pipes were to last longer than an additional 25 years, which would extend the maximum replacement time. A longer pipe life span could lead to a reduction in the annual parcel tax amount. Ultimately, as more information becomes available in future years assumptions will be revised resulting in changes to the amounts budgeted and tax requirements.

By extending the life of AC pipe there is a greater chance of deterioration and eventual failure of the AC pipe. McElhanney identified the following factors that create AC pipe problems in their 2023 AC Pipe Report (this report is in the technical/operational documents tab section of the DBID webpage):

- Failures are most prevalent in communities that have slightly more acidic water. This 'soft' water attacks the cement and reduces pipe strength
- AC pipe is a brittle material that is prone to crack when subjected to uneven load due to trench settlement, slope movement or vehicle loads.
- Insufficient bedding during installation may result in point loads against the outside of the pipe that result in high stress and pipe failures.

Budget Details – Fire Department

Fire Parcel Tax Revenue

Fire parcel tax revenue is budgeted to increase 5.6% which is a $18,087 increase over the 2026 rates. This brings the budget total to $341,471 for 2027. This increase equates to $27 per Category A property. The history of the Category A properties is as follows:

- 2027 - $508
- 2026 - $481
- 2025 - $411
- 2024 - $351
- 2023 - $336
- 2022 - $317

Fire Expenses

Fire Expenses – Operations + Maintenance

Fire Operating budget has increased $16,550 or 6.4%. A 4% inflation factor has been used with some accounts requiring a larger increase such as building maintenance. The total operating budget has increased from $257,134 in 2026 to $273,664 in 2027 – first draft.

The Board and fire department are reviewing compliance requirements with fire regulatory issues, scope of services and future options. This review could impact future budgets.

Fire Expenses - Capital Contribution and Total Expenses from Operations

The contribution from operating (parcel taxes) to capital has been increased from $91,250 in 2026 to $93,807 in 2027. This difference was due to some minor adjustments in going from a 25-year period of 2026 to 2050 to a 25-year period of 2027 to 2051. This listing needs some budget adjustments. The Chief and I have had some preliminary reviews on the document, and these need to be completed before the document is referred to the Board for approval.

The preliminary Fire Capital Schedule has been established based on 3% inflation on capital projects and 2% interest earnings on capital reserves. Based on the current capital schedule an annual 2.8% fire tax contribution increase is necessary starting in 2027. As noted above, this amount is subject to change once the fire department capital expenditure review is completed.

Respectfully submitted,

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John Marsh, Administrator

Schedule A

Water Operations 2027 Budget - First Draft (for discussion purposes)

Sep 9/26

		2027 Budget 1st Draft	2026 Budget	Budget Increase from 2026 to 2027		Actual to Sep 3/26	2025 Actual	2024 Actual
	REVENUE							
FIN	***Water Base Rate***	***238,680***	***204,000***	***34,680***	17.0%	102,650	183,130	153,955
FIN	***Water Consumption***	***134,550***	***115,000***	***19,550***	17.0%	27,388	98,323	82,822
FIN	Penalties / Interest	10,000	6,000	4,000	66.7%	5,919	9,942	5,383
FIN	Shared Ins./Building/Audit	76,200	69,750	6,450	9.2%	34,875	63,840	50,029
FIN	Shared office staff	47,600	45,750	1,850	4.0%	22,875	41,748	9,721
FIN	Applications / Connections	1,000	1,000	0	0.0%	2,100	1,419	0
FIN	Other Income	1,500	500	1,000	200.0%	850	1,600	2,590
FIN	Interest Earned	6,000	5,000	1,000	20.0%	6,316	8,382	4,708
	TOTAL WATER INCOME	**515,530**	**447,000**	**68,530**	**15.3%**	**202,973**	**408,384**	**309,208**
	OPERATING EXPENSE - ADMIN							
PLN	Advertising	1,000	1,000	0	0.0%	0	0	980
PLN	Bank Charges	500	500	0	0.0%	84	174	367
PLN	Hydro Bldg / Pump #1 - SC	17,160	16,500	660	4.0%	7,897	14,889	11,560
PLN	Audit - SC	18,720	18,000	720	4.0%	1,079	25,200	25,269
PLN	Insurance - SC	45,760	44,000	1,760	4.0%	33,295	40,555	38,043
PLN	Trustee Honorarium - SC	9,000	9,000	0	0.0%	0	5,618	5,720
PLN	***Licenses/Water Tests***	***18,000***	***3,000***	***15,000***	500.0%	450	2,747	450
PLN	Office Supplies - SC	2,600	2,500	100	4.0%	2,230	1,890	4,321
PLN	Office Equip./ Service Contracts	8,320	8,000	320	4.0%	4,884	7,033	6,763
PLN	Postage - SC	5,000	5,000	0	0.0%	832	4,090	4,693
PLN	Internet Charges - SC	2,080	2,000	80	4.0%	899	1,688	1,652
PLN	Telephone	2,080	2,000	80	4.0%	1,156	1,465	809
PLN	***Professional Fees***	***30,500***	***18,500***	***12,000***	64.9%	39,663	2,382	23,973
HR	Wages - SC	149,760	144,000	5,760	4.0%	93,051	142,873	118,322
HR	Benefits + Employee Costs - SC	40,560	39,000	1,560	4.0%	23,690	37,081	17,154
	Total Admin.	**351,040**	**313,000**	**38,040**	**12.2%**	**209,209**	**287,685**	**260,077**
	OPERATING EXPENSE - OPS & MAINT							
PLN	Hydro Pump #2	728	700	28	4.0%	374	825	569
PLN	Hydro pump #3	728	700	28	4.0%	393	879	591
PLN	Hydro pump #4	832	800	32	4.0%	573	916	180
PLN	Hydro pump #5	2,080	2,000	80	4.0%	971	2,048	595
PLN	Hydro pump #6	2,912	2,800	112	4.0%	1,260	2,985	2,707
PLN	Hydro pump #8	4,160	4,000	160	4.0%	2,272	4,570	3,310
PLN	Generator - fuel/repairs/maintenance	5,200	5,000	200	4.0%	3,104	8,433	4,016
PLN	*Maintenance - Buildings - SC*	*24,000*	*19,000*	5,000	26.3%	16,589	16,151	12,295
HR	Maintenance - Water Contractor	57,000	57,000	0	0.0%	36,318	61,647	44,766
PLN	Other Works	13,610	12,000	1,610	13.4%	10,010	12,746	17,905
PLN	Maintenance Material/Equipment	6,240	6,000	240	4.0%	3,689	3,266	5,868

Water Operations 2027 Budget - First Draft (for discussion purposes)

		2027 Budget 1st Draft	2026 Budget	Budget Increase from 2026 to 2027		Actual to Sep 3/26	2025 Actual	2024 Actual
PLN	***Major Repairs & Maintenance***	***45,000***	***22,000***	***23,000***	104.5%	45,820	18,201	10,143
PLN	Mileage	1,000	1,000	0	0.0%	150	809	3,613
PLN	Seminars / Training	1,000	1,000	0	0.0%	0	0	0
	Total Ops & Maint	**164,490**	**134,000**	**30,490**	**22.8%**	**121,523**	**133,477**	**106,558**
	TOTAL OPERATING EXPENSES	**515,530**	**447,000**	**68,530**	**15.3%**	**330,733**	**421,161**	**366,635**
	NET INCOME	**0**	**0**	**0**		**-127,759**	**-12,777**	**-57,427**
	RENEWAL RESERVE (Parcel Taxes)							
FIN	Renewal Reserve Contribution	345,093	314,251	30,842	9.8%	314,251	312,883	316,223
	Less Capital Additions					-21,648	-101,187	-475,934
	CHANGE IN RENEWAL RESERVE	**345,093**	**314,251**	**30,842**	**9.8%**	**292,603**	**211,696**	**-159,711**

Item Description	Replace Year	Pipe	Rank	Approx Lgth (m)	Year Acq.	2023 Cost	Useful Life	2026	2027	2028	2029	2030	2031	2032-2036	2037-2041	2042-2046	2047-2051
REVENUE AND RESERVE TOTALS																	
Accumulated Reserve Total Beginning of the Year								**1,350,000**	**1,616,251**	**1,967,919**	**2,327,890**	**2,742,524**	**2,776,032**	**1,127,887**	**-1,367,459**	**-4,652,403**	**-5,833,317**
Add Tax Increase ($50 in 2026 then 4.33% CPI)					Tax Increase		9.81%	33,219	30,842	33,869	37,193	40,844	40,844	268,319	412,879	635,376	977,775
Add Previous Year Parcel Tax Amount								281,032	314,251	345,093	378,962	416,155	456,999	2,979,787	4,585,604	7,056,751	10,859,581
Capital Exp Charge (CEC's) Reserve (plus interest)								238,703							97,114		
Actual Interest Earned (assumed at 2%)					Interest Rate		2.0%	27,000	32,325	39,358	46,558	54,850	55,521	-9,190	-127,130	-458,717	-479,423
Less Total Expenditure Projects (increasing at 3%)					Inflation Rate		3.0%	-313,703	-25,750	-58,350	-48,080	-478,341	-2,201,508	-5,734,262	-8,253,411	-8,414,325	-5,524,616
Total Accumulated Reserve After Spending								**1,616,251**	**1,967,919**	**2,327,890**	**2,742,524**	**2,776,032**	**1,127,887**	**-1,367,459**	**-4,652,403**	**-5,833,317**	**0**
Parcel Tax Amount (based on 9.81% increase)								473	519	570	626	688	749	817 to 1153	1257 to 1628	1775 to 2731	2977 to 4203
EXPENDITURE PROJECTS																	
Water Improvements																	
SCADA Computer hardware/software upgrade	2035				2024	36,000	10							46,972		63,126	
Office computers + IT Upgrades + Office Eq	2029				2022	19,000	7				20,762			25,534		31,404	38,623
Financial Software	2028					30,000	20			31,827							57,483
New Generator for Well 6 backup	2026					50,000	20	50,000								90,306	
Water Meters	2030				2005	400,000	25					450,204					
Total Water Improvements						**535,000**		**50,000**		**31,827**	**20,762**	**450,204**		**72,506**		**184,836**	**96,106**
Water System Evaluation Report Projects																	
Misc Annual Improvements to Well & Reservoir	annual					205,000	8	25,000	25,750	26,523	27,318	28,138	28,982	158,485	183,727	212,990	246,914
Morgan Loop (100% CEC's $225,000)	by 2075					225,000	100	238,703									
Reservoir Replacement	2039				1975	1,225,000	65								1,798,954		
Dedicated Reservoir Line (17% CEC's $65,439)	2039					389,000	100								572,260		
Shoreline Main ($780,000 in AC pipe list)																	
Deep Bay Watermain ($1,177,000 in AC pipe list)																	
Crome Point/Burne Road ($445,000 in AC Pipe list)																	
Western Trunk Main (17% CEC's $195,981)	after 2050					1,165,000	100										
Additional Reservoir (100% CEC's $374,000)	after 2050					374,000	80										
DL 28 Main (17% CEC's $65,944)	after 2050					392,000	100										
Pumping Main (100% CEC's $336,000)	after 2050					336,000	100										
Total Water System Evaluations						**4,311,000**		**263,703**	**25,750**	**26,523**	**27,318**	**28,138**	**28,982**	**158,485**	**2,554,941**	**212,990**	**246,914**
Pipe Replacement - AC Based on 65 to 105 Year Life and PVC 110 Year Life																	
Gainsberg - Mountain View to Reservoir	2031	AC-300	12	900	1968	1,436,925	63						1,665,790				
Gainsberg - Thompson Clark W to Mountain View	2031	AC-250	12	300	1968	437,115	63						506,736				
Thompson Clark W - Seaview to Melvin Cres	2032	AC-250	12	430	1968	626,532	64							748,111			
Thompson Clark W - Melvin Cres to Lot 44	2032	AC-250	12	150	1968	218,558	64							260,969			
Thompson Clark W - Gainsberg to Kopina	2032	AC-250	12	30	1968	85,000	64							101,494			
Thompson Clark W - Kopina to Seaview	2032	AC-250	11	330	1968	480,827	64							574,132			
Ocean Trail - Lot 44 to Blue Heron	2033	AC-200	9	230	1968	335,122	65							412,157			
Blue Heron - Lighthouse to Bald Eagle Cres	2033	AC-200	9	200	1968	291,410	65							358,398			
Hembrough - Gainsberg to Well No. 2	2034	AC -150	9	900	1968	1,080,954	66							1,369,320			
Gainsberg - Hembrough to Parry	2036	AC -150	9	430	1968	516,456	68							694,073			
Gainsberg - Myhers to Thompson Clark W	2036	AC -150	9	380	1968	456,403	68							613,367			
Gainsberg - Parry to Myhers	2036	AC -150	9	230	1968	276,244	68							371,249			
Gainsberg - Burne to Hembrough	2037	AC -150	8	580	1968	696,615	69								964,278		
Thompson Clark E - Blackbeard to Frontier	2041	AC-150	8	450	1968	540,477	73								842,046		
Thompson Clark E - Frontier to Henry Morgan	2041	AC-150	8	420	1968	504,445	73								785,909		

Item Description	Replace Year	Pipe	Rank	Approx Lgth (m)	Year Acq.	2023 Cost	Useful Life	2026	2027	2028	2029	2030	2031	2032-2036	2037-2041	2042-2046	2047-2051
Maple Guard- Frontier to Henry Morgan	2041	AC-150	8	380	1968	456,403	73								711,061		
Blue Heron - Ocean Trail to Lighthouse	2041	AC-200	8	310	1968	451,686	73								703,711		
Jamieson - Bald Eagle Cres to Moors	2041	AC-200	8	300	1968	437,115	73								681,011		
Maple Guard- Jamieson to Captain Kidd	2041	AC-150	8	270	1968	324,286	73								505,227		
Ocean Trail - Blue Heron to Lighthouse	2042	AC-150	8	300	1968	360,318	74									578,205	
Maple Guard- Captain Kidd to Blackbeard	2042	AC-150	8	180	1968	216,191	74									346,923	
Moors - Captain Kidd to Blackbeard	2043	AC-150	8	260	1968	312,276	75									516,144	
Jamieson - Moors to Bald Eagle Cres	2043	AC-150	8	100	1968	120,106	75									198,517	
Jamieson - Maple Guard to Terminus (Foreshore)	2041	AC-100	8	80	1968	96,085	73								149,697		
Jamieson - Bald Eagle Cres to Maple Guard	2041	AC-150	8	50	1968	60,053	73								93,561		
Moors - Jamieson to Captain Kidd	2041	AC-150	8	140	1968	168,148	73								261,970		
Deep Bay - Lot 44 to Burne	2042	AC -150	7	780	1968	936,827	74									1,503,332	
Bald Eagle Cres - Blue Heron to Jamieson	2045	AC-200	7	320	1968	466,256	77									817,583	
Maple Guard- Berbers to Frontier	2046	AC-150	7	340	1968	408,360	78									737,544	
Thompson Clark W - Kopina to Seaview	2046	AC-150	7	330	1968	396,350	78									715,852	
Bald Eagle Cres - Blue Heron to Jamieson	2046	AC-150	7	250	1968	300,265	78									542,312	
Lighthouse - Ocean Trail to Blue Heron	2046	AC-150	7	260	1968	312,276	78									564,004	
Blackbeard- Thompson Clark E to Maple Guard	2046	AC-150	7	250	1968	300,265	78									542,312	
Thompson Clark E - Jamieson to Blackbeard	2046	AC-200	7	160	1968	233,128	78									421,055	
Maple Guard- Blackbeard to Berbers	2046	AC-150	7	100	1968	120,106	78									216,925	
Mountain View - Gainsberg to Sabina	2046	AC-200	7	120	1968	174,846	78									315,791	
Shoreline - Lot 10 to Terminus	2047	AC-100	6	650	1968	780,689	79										1,452,312
Berbers - Maple Guard to Frontier	2047	AC-150	6	450	1968	540,477	79										1,005,446
Crome Point - Burne to Terminus	2048	AC -100	6	210	1968	252,223	80										483,285
Frontier - Thompson Clark E to Maple Guard	2048	AC-150	6	210	1968	252,223	80										483,285
Burne - Deep Bay to Gainsberg	2048	AC -150	6	100	1968	120,106	80										230,136
Burne - Gainsberg to Crome Point	2048	AC -100	6	60	1968	72,064	80										138,081
Deep Bay - Terminus to Lot 44	2049	AC -100	6	200	1968	240,212	81										474,079
Deep Bay - Burne to Terminus	2049	AC -100	6	180	1968	216,191	81										426,671
Melvin Cres - Thompson Clark W to Terminus	2050	AC-100	6	100	1968	120,106	82										244,151
Ocean Trail - Lighthouse to Terminus (Park)	2050	AC-100	6	100	1968	120,106	82										244,151
Island Highway - Gainsberg to Well No. 5	2083	PVC-150	12	525	1973	630,557	100										
Island Highway - Well No. 5 to Well No. 8	2083	PVC -250	12	170	1973	247,699	100										
Faye - ROW to Jamieson	2083	PVC-150	5	1,000	1973	1,201,060	100										
Jamieson - Bald Eagle Cres to Faye	2083	PVC-200	7	200	1973	291,410	100										
Jamieson - Faye to Terminus	2083	PVC-150	5	280	1973	336,297	100										
Maple Guard- Henry Morgan to Terminus	2083	PVC-150	5	120	1973	144,127	100										
Myhers - Gainsberg to Pearl	2083	PVC -150	5	110	1973	132,117	100										
Pearl - Myhers to Terminus	2083	PVC -150	5	190	1973	228,201	100										
Privateer - Maple Guard to Terminus	2083	PVC-100	5	120	1973	144,127	100										
ROW - Lot 44 to Faye	2083	PVC-150	6	250	1973	300,265	100										
Sabina - Mountain View to Terminus	2083	PVC-150	5	250	1973	300,265	100										
Kopina - Thompson Clark W to Longview	2121	PVC-200	5	100	2011	145,705	100										
Longview - Kopina to Seaview	2121	PVC-200	5	120	2011	174,846	100										
Shoreline - Longview to Lot 10	2121	HDP-200	4	260	2011	378,833	100										
Longview - Kopina to Seaview	2129	PVC-200	5	190	2019	276,840	100										
Seaview - Longview to Longview	2129	PVC-200	5	300	2019	437,115	100										
Seaview - Longview to Thompson Clark W	2129	PVC-200	5	150	2019	218,558	100										
Total Pipe Replacement		AC pipe in mtrs		17,835		22,936,841							2,172,526	5,503,271	5,698,470	8,016,499	5,181,596
Grand Total Water Capital Expenditures		PVC pipe in mtrs		4,335		27,782,841		313,703	25,750	58,350	48,080	478,341	2,201,508	5,734,262	8,253,411	8,414,325	5,524,616

		Budget 1st Draft	2026 Budget	Budget Increase from 2026 to 2027		Actual Sep 03/26	2025 Actual	2024 Actual
	REVENUE							
FIN	Fire Protection Levies	341,471	323,384	18,087	5.6%	323,384	276,325	235,999
F.Com	Emergency Management BC	15,600	15,000	600	4.0%	8,829	14,939	10,562
FIN	Interest Earned - Operations	10,400	10,000	400	4.0%	4,491	12,223	9,543
F.Com	Donations	0	0	0	0.0%	1,500	36,453	29,150
F.Com	Grants	0	0	0	0.0%	0	55,000	28,526
Finance	Transfer from Equipment Fund							
	TOTAL REVENUE	**367,471**	**348,384**	**19,087**	**5.5%**	**338,204**	**394,940**	**313,780**
	EXPENSES							
	Administration expenses							
F.Com	Associations	1,560	1,500	60	4.0%	590	1,494	1,563
PLN	Audit	0	0	0	0.0%	0	0	463
F.Com	Mileage	1,500	1,000	500	50.0%	1,123	1,098	1,302
F.Com	Hall Supplies	4,793	4,000	793	19.8%	1,442	3,160	3,596
F.Com	Postage/Freight	52	50	2	4.0%	5	24	49
F.Com	Remuneration	34,320	33,000	1,320	4.0%	0	32,000	27,319
PLN	Insurance AD & D	2,392	2,300	92	4.0%	0	2,293	2,293
F.Com	Service Awards & Clothing	2,080	2,000	80	4.0%	966	294	469
PLN	Telephone	1,560	1,500	60	4.0%	1,085	1,546	1,227
F.Com	Training/Seminars	20,800	20,000	800	4.0%	6,945	3,107	9,866
F.Com	Cars - JAWs Training	2,080	2,000	80	4.0%	0	1,839	566
PLN	WorkSafe BC	624	600	24	4.0%	0	304	0
F.Com	Health & Safety	2,600	2,500	100	4.0%	2,094	1,989	2,093
	TOTAL ADMIN.	**74,361**	**70,450**	**3,911**	**5.6%**	**14,250**	**49,149**	**50,805**
	Pumper Truck 8-1							
PLN	#1 Truck Insurance	1,040	1,000	40	4.0%	134	1,056	981
F.Com	#1 Truck Repairs	4,160	4,000	160	4.0%	1,053	126	6,229
	Total	**5,200**	**5,000**	**200**	**4.0%**	**1,187**	**1,182**	**7,210**
	Fire & Rescue Truck 8-2							
PLN	#2 Truck Insurance	1,144	1,100	44	4.0%	0	970	1,017
F.Com	#2 Truck Repairs	1,560	1,500	60	4.0%	328	3,094	705
	Total	**2,704**	**2,600**	**104**	**4.0%**	**328**	**4,064**	**1,722**
	Rescue Truck 8-3							
PLN	#3 Truck Insurance	686	660	26	4.0%	0	561	605
F.Com	#3 Truck Repair	1,560	1,500	60	4.0%	152	2,133	94
	Total	**2,246**	**2,160**	**86**	**4.0%**	**152**	**2,694**	**699**
	Engine 8-5 - new engine del 2024							
PLN	#5 Truck Insurance	1,352	1,300	52	4.0%	0	1,313	2,265
F.Com	#5 Truck Repair	4,160	4,000	160	4.0%	623	360	106
	Total	**5,512**	**5,300**	**212**	**4.0%**	**623**	**1,673**	**2,371**

		Budget 1st Draft	2026 Budget	Budget Increase from 2026 to 2027		Actual Sep 03/26	2025 Actual	2024 Actual
	COMMUNICATIONS							
PLN	Comm. Licence	2,080	2,000	80	4.0%	1,178	1,168	1,111
F.Com	Comm. Repairs & Maintenance	1,040	1,000	40	4.0%	125	0	731
F.Com	Comm. Equipment	3,120	3,000	120	4.0%	0	2,945	5,626
	TOTAL COMMUNICATIONS	**6,240**	**6,000**	**240**	**4.0%**	**1,303**	**4,114**	**7,468**
	OPERATIONS & MAINTENANCE							
F.Com	Fuel	3,120	3,000	120	4.0%	1,254	2,583	2,307
	Fire Hydrant Maintenance	21,673	20,839	834	4.0%	0	0	0
F.Com	Building Repairs & Main.	0	0	0	0.0%	0	0	3,534
F.Com	Medical Supplies	4,160	4,000	160	4.0%	2,163	5,767	3,827
F.Com	Supplies & Equipment	15,600	15,000	600	4.0%	9,316	9,051	12,827
F.Com	Life Jacket Maintenance (Air)	208	200	8	4.0%	0	0	0
F.Com	UBCM Grant Training + Equipment	0	0	0	0.0%	0	12,705	1,945
F.Com	Jaws of Life Service/Repair	1,560	1,500	60	4.0%	1,484	1,444	0
F.Com	Compressor Repair / Filter Air Chec	2,080	2,000	80	4.0%	1,296	1,571	1,521
F.Com	Air Pack Servicing/Hydro Testing	4,160	4,000	160	4.0%	3,457	1,706	127
F.Com	Footwear	1,040	1,000	40	4.0%	449	466	1,651
PLN	Shared Ins/Building/Audit Expenses	76,200	68,335	7,865	11.5%	34,875	63,840	50,029
PLN	Shared Office Staff Expenses	47,600	45,750	1,850	4.0%	22,875	41,748	9,721
	TOTAL OPS & MAINTENANCE	**177,401**	**165,624**	**11,777**	**7.1%**	**77,169**	**140,881**	**87,490**
	TOTAL OPERATING EXPENSES	**273,664**	**257,134**	**16,530**	**6.4%**	**95,012**	**203,757**	**157,765**
	OTHER EXPENSES							
F.Com	Capital Asset Additions	0	0	0		46,896	49,942	58,915
Fire Prot.	Renewal Purchases						0	
PLN	Internally Restricted Funds-12 year	93,807	91,250	2,557	2.8%	0	66,250	91,250
PLN	Net Debt Reduction	0	0	0	0.0%	0	77,177	-76,485
FIN	Contingency	0	0	0	0.0%	0	0	0
	TOTAL	**93,807**	**91,250**	**2,557**	**2.8%**	**46,896**	**193,368**	**73,680**
	TOTAL EXPENSE	**367,471**	**348,384**	**19,087**	**5.5%**	**141,909**	**397,125**	**231,445**
	NET INCOME	**0**	**0**	**0**	**0.0%**	**196,295**	**-2,185**	**82,335**
	Fire Protection Capital Renewal Budget							
Planning	**Contribution from Operating**	**94,900**	**91,250**	**3,650**	**4.0%**	**91,250**	**66,250**	**91,250**

DBID Twenty Five Year Fire Capital Expenditures 2027 to 2051 - 1st Draft

Item Description	Cost per	Quantity	Year Acquired	Estimated Cost	Useful Life in Years	2026	2027	2028	2029	2030	2031	2032-2036	2037-2041	2042-2046	2047-2051
Accumulated Reserve Total Beginning of the Year						**259,903**	**188,351**	**230,704**	**-35,305**	**36,343**	**111,398**	**180,209**	**440,115**	**758,286**	**303,503**
Add Parcel Tax Increase contribution from revenue						25,000	2,557	2,629	2,703	2,778	2,856	15,527	17,828	20,470	23,504
Add Parcel Tax Amount			Tax Increase		2.8%	66,250	91,250	93,807	96,436	99,139	101,917	554,061	636,172	730,450	838,701
Actual Interest Earned (assumed at 2%)			Interest Rate		2.0%	5,198	3,767	4,614	-706	727	2,228	29,823	49,165	79,576	2,087
Less Total Expenditure Projects (increasing at 3%)			Inflation Rate		3.0%	-168,000	-55,221	-367,060	-26,784	-27,589	-38,189	-339,506	-384,993	-1,285,279	-1,167,795
Total Accumulated Reserve End of the Year						**188,351**	**230,704**	**-35,305**	**36,343**	**111,398**	**180,209**	**440,115**	**758,286**	**303,503**	**0**
Expenditure Projects															
Major Capital Expenditures															
Vehicles - 8-5 Pumper				520,200	20							0	0	1,011,360	0
Vehicles - 8-2 (2007)			2007	200,000	20			350,060				0	0	0	633,405
Vehicles - 8-3 (2007)			2013	35,000	20							71,148	0	0	0
Jaws Tools/Cortech	40,000	1	2005	40,000	12							0	91,517	0	130,482
Compressor for airtanks	20,000	1	2000	20,000	35							80,000	0	0	0
Paving - Fire Hall Grounds (guesstimate)				50,000		50,000									
Storage Mezzanine - Fire Hall			2026	100,000	50	100,000						0	0	0	0
Total				$965,200		**$150,000**	**$0**	**$350,060**	**$0**	**$0**	**$0**	**$151,148**	**$91,517**	**$1,011,360**	**$763,887**
Miscellaneous Equipment															
Computer		1	2013	1,386	5		2,360					2,735	3,171	3,676	4,262
Fitness equip												0	0	0	0
FP2 Software			2017									0	0	0	0
Turn out Gear		4 sets		10,000	10						19,161	0	25,751	0	34,607
Turn out Gear		4 sets		10,000	10	15,000						22,213	0	29,852	0
Turn out Gear		4 sets		10,000	10		16,000					0	22,879	0	30,748
Turn out Gear		4 sets		10,000	10			16,000				0	23,566	0	31,670
Turn out Gear		4 sets		10,000	10				16,000			0	24,273	0	32,620
Turn out Gear		4 sets		10,000	10					18,603		0	25,001	0	33,599
Hoses				1,400	10							2,846	0	3,825	0
Air Tanks		1	2010		15							0	0	0	0
Air Tanks		1	2011		15							0	0	0	0
Air Tanks	1,570	4	1997	6,280	15		9,222					0	0	14,368	0
Air Tanks	1,570	4	2013	6,280	15				9,784			0	0	15,243	0
Air Tanks	1,570	2	1999	3,140	15							0	6,574	0	0
Air Tanks	1,455	4	2015	5,600	15					8,986		0	0	14,000	0
Air Tanks	1,455	6	2001	8,730	15						14,429	0	0	22,480	0
Air Tanks	1,570	6	2002	9,420	15							16,037	0	0	24,985
Air Tanks (Fibreglass)	1,455	1	1997	1,455	20							0	0	0	0
Air Tanks	1,455	2	2002	2,910	15							5,103	0	0	7,950
Air Tanks	1,455	1	2005	1,455	15							0	0	0	0
Air Tanks	1,570	8	2007	12,560	15							0	24,788	0	0
Air Tanks	1,570	4	2020	6,500	15							12,092	0	0	18,839
SCBA masks						3,000	1,000	1,000	1,000			0	0	0	0

DBID Twenty Five Year Fire Capital Expenditures 2027 to 2051 - 1st Draft

Item Description	Cost per	Quantity	Year Acquired	Estimated Cost	Useful Life in Years	2026	2027	2028	2029	2030	2031	2032-2036	2037-2041	2042-2046	2047-2051
Air Packs (12 total)				7,050	1							30,864	85,636	99,275	0
Honda 3100 Generator	4,000	1	2007	4,000	20		6,810					0	0	0	12,299
Honda 3000 Generator EU	3,500	1	2007	3,500	20		5,959					0	0	0	10,762
Honda EU1000i generator lights	1,800	1	2004	1,800	20		2,975					0	0	5,373	0
Honda EU1000i generator lights	1,800	1	2007	1,800	20		3,064					0	0	0	5,535
Honda 2200 watt generator	2,500	1	2007	2,500	20		4,256					0	0	0	7,687
Spreader	8,560	1	2005	8,560	12							19,014	0	0	27,110
Airbag kit	4,000	1	2005	4,000	12							8,885	0	0	12,668
Portable jaws kit	4,000	1	2005	4,000	12							8,885	0	0	12,668
JAWS combi tool/2020 conversion	9,095	1	2020	9,095	12							0	20,809	0	29,668
JAWS blade and hose	5,432	1	2016	5,432	12							0	12,428	0	17,719
Jaws Telescopic Ram	4,000	1	2017	4,000	12							0	0	0	0
JAWS hose	1,700	1	2018	1,700	12							0	0	0	0
compressor accessories	10,000	1	2000	10,000	35							0	0	0	0
portable 12 volt compressor	300	1	2006	300	10							647	0	869	0
CPR practice dolls (set of 3)	630	1	2008	630	12							0	1,441	0	2,055
AED trainer	1,035	1	2020	1,035	12							2,043	0	2,912	0
portable winch	1,500	1	2006	1,500	12							0	3,432	0	4,893
life jackets	1,200	2	2006	2,400	12							3,000	5,491	0	7,829
Basket Stretcher	800	1	2020	800	12							1,579	0	2,251	0
Stabalization bars (car kit)	2,500	1	2006	2,500	12							5,553	0	0	7,918
AED (defribulators)	2,800	2	2020	5,600	12							11,052	0	15,758	0
roberston clam (person carrier)	1,500	1	2024	1,500	12							0	3,432	0	4,893
Stihl Cuttoff Saw	1,350	1	2017	1,350	12							2,744	0	3,913	0
bedslide 8-3	2,086	1	2017	2,086	12							4,240	0	6,046	0
Wajax pump	1,200	2	2019	2,400	12						4,599	0	0	6,557	0
Forcible entry prop	3,000	1	2022	3,000	12							6,098	0	8,695	0
Rescue Rudy	2,045	1	2021	2,045	12							4,157	0	5,926	0
Tablets for trucks	700	3	2022	2,100	5		3,575					4,145	4,805	5,570	6,457
RIT Pack	4,180	1	2021	4,180	15							9,286	0	0	14,467
Scott cylinder for RIT pack	2,528	1	2021	2,528	12							5,140	0	7,328	0
Total Misc Equipment				**230,508**		**18,000**	**55,221**	**17,000**	**26,784**	**27,589**	**38,189**	**188,358**	**293,476**	**273,919**	**403,908**
Total Capital Expenditures						**$168,000**	**$55,221**	**$367,060**	**$26,784**	**$27,589**	**$38,189**	**$339,506**	**$384,993**	**$1,285,279**	**$1,167,795**

DEEP BAY
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IMPROVEMENT DISTRICT

BOARD REPORT

September 15, 2026 Meeting

Report Date: September 10, 2026

Meeting Date: September 15, 2026

From: John Marsh, Administrator

Subject: Trustee Elections November 21, 2026

This memorandum and information that follows this paragraph is provided on this agenda for information purposes only as a reminder of the election date and election processes that are occurring soon. This information was originally provided to the Board at the June 16, 2026, Board Meeting. No action is necessary by the Board at this time.

Recommendation Approved by the Board at the June 16th, 2026 Board Meeting:

That the Administrator be appointed as the Returning Officer for the 2026 Deep Bay Improvement District Election;

And That the Admin Assistant be appointed as the Deputy Returning Officer for the 2026 Deep Bay Improvement District Election;

And That the Administrator be authorized to carry-out the required tasks to plan for a November 21st, 2026 Election.

Background

The Deep Bay Improvement District (DBID) has one vacant trustee position, and two other trustee positions whose term will be expiring in 2026, and an election is required to fill the positions. A total of three Trustee positions will need to be filled.

This report provides an overview of the DBID election process and confirms the proposed upcoming dates for a General Election on November 21st, 2026.

Discussion

The Deep Bay Improvement District (DBID) Letters Patent in 1972 established the District and set out the processes to be followed to run the District. This included election processes and voter qualifications. Legislation has changed over the years to vary these processes and the DBID has made changes as a result, including increasing the number of trustees and having elections at times other than at the Annual General Meeting (AGM).

The process for the holding of DBID elections is contained within the Deep Bay Improvement District Election Procedures Policy #10-01-01 (the "Policy"), attached to this report as Schedule A.

As noted in the Policy, the Board consists of 7 elected trustees each elected for 3-year terms, and each year vacancies are identified on a rotational basis as follows: 2-2-3. The Policy also notes that a general election occurs annually on a day and time (general voting day), specified by the Returning Officer. DBID has appointed the Administrator as the Returning Officer in the past, therefore the Returning Officer is responsible for setting the election date.

There are three Trustee positions that will be up for election in 2026. These trustees were elected in 2023 for three-year terms expiring in 2026. The Trustee positions held by Craig Kerstens, Christo Kuun and the now vacant position previously held by Suzanne LaRoy. These three positions will be up for election for a three-year term.

Election Date (General Voting Day)

Holding the election on November 21st works in terms of providing notice to the ratepayers through the Pipeline newsletter that will be mailed out with the semi-annual October water billing and working around statutory holiday time constraints.

The policy notes several required notices and time-periods to be followed:

- The nomination period will be scheduled for 10 business days and will close at least 14 days prior to general voting day.
- Notice of the nomination period will be given at least 14 days in advance of the start of the nomination period. There is no legislative mailing requirement for this.
- Per Letters Patent, notice of an election will be provided at least 14 days in advance of the election. This notice is required to be mailed to ratepayers.
- 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.

A general voting day of Saturday, November 21st, results in a sequence of election requirements noted below. It is intended that all these requirements and dates will be listed in the Pipeline that will be mailed approximately October 7th, 2026:

- Notice of Nomination Period (in the Pipeline) – Wednesday, October 7th
- Nomination Period Opens – Thursday, October 22nd
- Nomination Period Closes – Thursday, November 5th
- Advanced Voting Day – Monday, November 16th, from 3:00 pm to 7:00 pm

- General Voting Day – Saturday, November 21st, from 10:00 am to 2:00 pm

In terms of next steps, staff will move forward preparing for the 2026 Trustee Elections.

Financial Implications

There is no specific line item in the budget for the holding of trustee elections. Expenses typically associated with the holding of an election include mailing costs (none if it is mailed with the Pipeline), printing costs (DBID photocopier), remuneration for election officials and any associated miscellaneous costs.

The timing of the election coincides with the mailout of the semi-annual water bills; therefore, election information will be included with the water bills, which will result in cost savings.

Operational Implications

Holding the election will have operational implications for both the Administrator and Admin Assistant, including work outside of regular office hours.

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;

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.

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;

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,

   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.

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
Bowser, British Columbia

PIPELINE NEWSLETTER
OCTOBER 2026

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

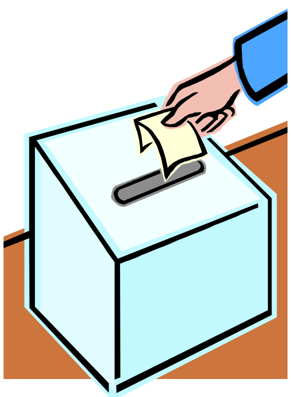
After Hours Water Emergencies: 250-218-8932

All other emergencies (INCLUDING SMOKE COMPLAINTS) dial 911

Upcoming Meetings

Tuesday, October 20th – 7:00 pm Regular Board Meeting (*DBID Boardroom*)
Tuesday, November 17th – 7:00 pm Regular Board Meeting (*DBID Boardroom*)
Tuesday, December 15th – 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 3 working days prior to board meetings.



Trustee Election Notice

Three (3) Trustees positions, expiring in 2029 – each for a three-year term.

Nomination forms will be available on the DBID website and the DBID office.

Voting will take place at the DBID Office, 5031 Mountainview Road, Bowser.

Nomination Period opens – 9:00 am Thursday, October 22nd

Nomination Period closes – 12:00 noon Thursday, November 5th

Advance voting Opportunity - Monday, November 16th, 2026 - 3 pm to 7 pm

General voting Day – Saturday, November 21st, 2026 - 10 am to 2 pm

Watermain Flushing to Start in early ?

DBID will be carrying out watermain flushing that is expected to start in the first week of December 2026. The water operator will be adding chlorine to the system and will then flush the water distribution lines at an appropriate flow rate to ensure proper scouring of the pipes. This work will help ensure that the water is refreshed and any minor sediment within the pipes is removed.

During flushing, residents may notice temporarily discoloured or cloudy water and fluctuating water pressure. This is normal and not harmful. Water may contain air bubbles or appear milky for a short time. If water users notice a change in water appearance such as discolouration, they can clear their water lines by running cold water until it runs clear.

After flushing, if water appears discoloured, residents should run a cold water tap for 5–10 minutes until it clears. Water remains safe, but it's best to wait until it looks clear before drinking or cooking with it. Normal water pressure will return once flushing is finished.

Please note that the Island Health (VIHA) has been informed that this work will be carried out and that chlorine will be temporarily added to the water system as a protective measure during this process. **This water flushing work is expected to take a few weeks to complete. Please refer to the DBID website for up-to-date information.**

2027 Parcel Taxes – Water and Fire Protection

Water parcel taxes are deposited in a "Renewal Reserve Fund" that is used for the replacement and upgrade of all existing water infrastructure. Water parcel taxes have increased by xx% for 2027 – this increase is necessary to continue to ensure the capital replacement plan is sufficiently funded for future infrastructure replacement projects, including all asbestos cement water pipes.

Fire protection taxes fund all operational, training, renewal costs (all equipment and vehicles) and building maintenance for the Deep Bay Volunteer Fire Department. Fire protection taxes have been increased by xx% for 2027 to address increasing costs of supplies and equipment, and an increased maintenance level for fire hydrants and fire flow water testing. The parcel tax rates for residential properties is:

Classification	2027 Water Tax	2027 Fire Tax	2027 Total Taxes	2026 Total Taxes
A (Residential)	$xxx	$xxx	$xxx	$954

Payments for long-term borrowing for the fire hall are being collected by the Provincial Surveyor of Taxes on the annual Rural Property Tax Notice until 2041.

Water Use April 2026 through September 2026

Water consumption numbers for this invoice period:

4% of all households used no water

85% of all households used less than 95 m3

8% of all households used between 96 and 190 m3

3% of all households used over 191 m3

Important/Emergency Contact Information

The office maintains a contact **email list**. This is used for advising and updating during emergencies (e.g. boil water advisories) and other important water issues. To be included, please send your email contact info with your payment or send to: admin@dbid.ca. DBID has approximately 450 residents signed up for this notification. Thank you to those who have already responded.

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 **$264,670** 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. A reminder that we have hats and t-shirts also for sale.
- Reflective street signs are available for purchase, forms are available at the DBID office.
- DBFRS Garage Sale raised a total of $xxx
- The next Bottle Drive is scheduled for xx xxx **2027**. 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!
- Beachfest was a huge success, thank you to all involved!!!

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.ca