

OPEN AGENDA

A. CALL TO ORDER

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

B. ADOPTION OF MINUTES

1. **Motion:** That the Board approve the September 15, 2026 Regular Open Session minutes as circulated.
2. **Motion:** That the Board receive the September 21, 2026 Finance + HR Committee Minutes as circulated.
3. **Motion:** That the Board receive the September 23, 2026 Fire Protection Committee Minutes as circulated.
4. **Motion:** That the Board receive the September 28, 2026 Planning Committee 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

1. GW Solutions - Groundwater Application(s) for Well 1 and Well 3

Recommendation:

THAT the Administrator be authorized to sign a contract with GW Solutions for a proposal to carry out a Deep Bay Improvement District Support for Water System Regulatory Requirements for Well 1 and 3 GARP Hazard Assessment and Mitigation, Monitoring Plan and Groundwater Licensing totaling \$17,500 for identified tasks 1 to 8 as follows:

- 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
- Task 5 - Water system monitoring program
- Task 6 - Groundwater license application
- Task 7 – Reporting
- Task 8 - Project management and communication.

G. REPORTS

1. September 2026 - Water Operator's Reports

Recommendation:

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

2. September 2026 - Fire Chief's Report

Recommendation:

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

3. September 2026 - Financial Reports

- a. Total cheques issued for Water Department for September 2026: \$59,285.38
- b. Total cheques issued for Fire Department for September 2026: \$13,514.74

Recommendation:

THAT the September cheque registers be received for information.

4. October 2026 – Administrator's Report

Recommendations:

- 1. THAT the October 2026 Administrator's Report be received for information.
- 2. THAT Policy 14-02-01 Confidential Information - Privacy Rights of Personal Information Policy be referred to the Bylaw Committee to consider establishing requirements for collecting, retaining and disposing of personal information from electronic and hard copy sources.

5. 2027 Budgets – Final Draft

Recommendation:

THAT the Board approve the 2027 Water Operating Budget, Water Capital Plan Schedule 2027 to 2051, 2027 Fire Operating Budget and Fire Capital Plan Schedule 2027 to 2051, as attached.

H. BYLAWS

1. Bylaw No. 271 – Taxation Bylaw 2026

Recommendation:

- a. THAT the Board introduce and give first reading to Bylaw No. 271 – Taxation Bylaw 2027.
- b. THAT the Board reconsider and finally pass Bylaw No. 271 – Taxation Bylaw 2027.

2. Bylaw No. 272 – Water Tolls Bylaw 2026

Recommendation:

- a. THAT the Board introduce and give first reading to Bylaw No. 272 – Water Tolls Bylaw 2027.
- b. THAT the Board reconsider and finally pass Bylaw No. 272 – Water Tolls Bylaw 2027.

I. RESOLUTIONS – None

J. NEW BUSINESS

1. M. Martens – Drinking Water Protection Act email dated October 7, 2026

Recommendation:

THAT the October 7, 2026 email from M. Martens be received as correspondence in.

AND THAT the issue of reviewing DBID Bylaw 185 to determine what amendments, if any, are necessary to ensure that the Bylaw is consistent with the requirements of the Drinking Water Protection Act be referred to the Bylaw Committee.

2. Old Fire Hall – Roof Replacement (Trustee Kuun)

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.

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: 3

A. CALL TO ORDER

The meeting was called to order at 7:03 PM. The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

July 21, 2026 Regular Open Session minutes

Moved by Trustee Sharcott

Seconded by Trustee Kuun

THAT the Board approve the July 21, 2026 Regular Open Session minutes as circulated.

CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

1. THAT the following motion be brought out of the September 15, 2026 in-camera meeting

Fire Services Review – Dave Mitchell, Ian MacDonald

Moved by Trustee Koch

Seconded by Trustee Kuun

THAT the Board retain Dave Mitchell and Associates to complete a fire services review at a cost not to exceed \$25,000.

CARRIED

D. INTRODUCTION OF LATE ITEMS –

1. Comox Valley Fire and Rescue Services Mutual Aid Agreement

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the Comox Valley Fire and Rescue Services Mutual Aid Agreement be added to New Business.

CARRIED

2. Smart Container battery recycling discussion

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board discuss Smart Containers for battery recycling under New Business.

CARRIED

3. Well #6 back up power update

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the Board add Well #6 back up power update discussion to Unfinished Business.

CARRIED

E. PETITION AND DELEGATIONS - None

F. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Well #6 back up power, Trustee Kerstens verbal report

G. REPORTS

1. July and August 2026 Water Operator's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

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

CARRIED

2. July and August 2026 Fire Chief's Report

MOVED by Trustee Sharcott

SECONDED by Trustee Woodward

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

CARRIED

a. Battery powered Jaws of Life

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board approve a Budget Adjustment to reassign the paving funds of \$50,000 from the Capital Budget and the remainder to come from Fire surplus and authorize the Fire Chief to spend up to \$75,000 to purchase the cordless Battery powered Jaws of Life.

CARRIED

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

MOVED by Trustee Koch

SECONDED by Trustee Woodward

THAT the July and August 2026 cheque registers be received for information.

CARRIED

4. Quarterly Financial Statements

MOVED by Trustee Koch

SECONDED by Trustee Woodward

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.

CARRIED

5. September 2026 – Administrator’s Report

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

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.

CARRIED

6. 2027 Budgets – First Draft

MOVED by Trustee Kuun

SECONDED by Trustee Sharcott

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.

CARRIED

7. Trustee Election's – November 21, 2026

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Trustee Election report be received for information.

CARRIED

H. BYLAWS - None

I. RESOLUTIONS – None

J. NEW BUSINESS

1. Comox Valley Fire and Rescue Services Mutual Aid Agreement

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

THAT the Board authorizes the Chair and Administrator to sign the Comox Valley Fire and Rescue Services Mutual Aid Agreement.

CARRIED

2. Smart Container Battery Recycling for household batteries

MOVED by Trustee Kuun

SECONDED by Trustee Koch

THAT the DBID Board request that staff research Smart Container Battery Recycling, Call2recycle.ca, and if feasible implement the household battery recycling system at the DBID office.

CARRIED

3. October 2026 Pipeline Newsletter discussion

K. QUESTION PERIOD and COMMENTS – None

L. ADJOURNMENT

The meeting was adjourned at 8:24 pm.

Chair of the Trustees

Corporate Officer

“DRAFT” MINUTES

PRESENT:

Committee Members:

Diane Koch, Lisa Sharcott, Alissa Woodward (Remote)

Other Members:

Colin Thompson, Craig Kerstens, Christo Kuun, John Marsh (Staff)

A. CALL TO ORDER

The Administrator called the meeting to order at 6:15 PM and respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

The Administrator called for nominations for the position of Chair. Diane Koch was nominated and accepted the position of Chair, and then immediately assumed the duties of Chair.

B. APPROVAL OF MINUTES

MOVED by Diane Koch

THAT the Committee approve the September 3, 2025 Minutes as circulated.

CARRIED

C. INTRODUCTION OF LATE ITEMS

D. PETITIONS + DELEGATIONS

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

None

F. NEW BUSINESS

1. Draft 2027 Fire Department and Water Operating Budgets and Capital Budgets

The Committee reviewed the water budgets and agreed that the fire department budgets would be reviewed after the Fire Protection Committee Meeting that is scheduled on September 23, 2026. Water operations issues discussed follow:

- Review with Adam to ensure confined space procedures are followed and whether some form of stickers should be on the confined space buildings.
- In the future consider spreading the cost of the five-year water testing cycle to an annual budget amount
- Add \$50,000 budget for the roof for the old fire hall building/office area with costing to be shared with water and fire based on existing building maintenance ratio of 70% fire department and 30% water department. This is due to the fire department almost exclusively using the old fire department bay area to store equipment.
- Add \$25,000 in water capital for confined space building modifications.
- Determine what is required if a water well is abandoned.
- Check to see if the Henry Morgan Drive project includes looping the water main and move the budget for this project to 2027.
- Review shared cost formula and provide breakdown to the Board.
- Reduce postage budget due to reductions in billings.
- Increase generator repair budget to \$6,000.
- Provide breakdown of major repairs expenditures and include professional fees that are directly related to a major repair.

MOVED by Diane Koch that the Administrator amend the budget for the adjustments noted by the Committee and recommend that the Planning Committee/Board approve the budget as adjusted.

CARRIED

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:57 pm

Chair

Corporate Officer

“DRAFT” MINUTES

PRESENT:

Committee Members:

Margaret Furnell (Chair), George Lenz, Ed Pater, Dave Moase, Colin Thompson, Craig Kerstens, Alissa Woodward, Diane Koch

Other Members:

John Marsh (Staff)

A. CALL TO ORDER

The Administrator called the meeting to order at 6:30 PM and respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

The Administrator called for nominations for the position of Chair. Margaret Furnell was nominated and accepted the position of Chair, and then immediately assumed the duties of Chair.

B. APPROVAL OF MINUTES

MOVED by George Lenz

THAT the Committee approve the February 24, 2026, Minutes as circulated.

CARRIED

C. INTRODUCTION OF LATE ITEMS

D. PETITIONS + DELEGATIONS

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Terms of Reference

At the November 18, 2025 Board meeting a motion was passed to review the Fire Protection Committee Terms of Reference (TOR) and that the board increase the number of Committee members from 3 Trustees and Fire members to 4 members each. Although this motion passed, the Terms of Reference was not reviewed or changed.

MOVED by George Lenz

THAT the Committee recommend to the Board that the size of the Fire Protection Committee go back to having three members from the Fire Department and three members from the Board. **CARRIED**

Dave Moase and Colin Thompson had indicated that they would be willing to leave the Committee to allow the other members to stay on the Committee.

F. NEW BUSINESS

1. Provincial Funding for Mandatory Volunteer Firefighting Training

MOVED by Diane Koch that the newspaper article in the September 9th, 2026 edition of the PQB News regarding Parksville requesting that the Union of BC Municipalities request that the province help cover volunteer firefighting training costs be received for information. **CARRIED**

It was noted that the Parksville motion was approved at the Union of BC Municipalities conference in September 2026. The motion, and hundreds of other approved motions, get forwarded to the provincial government for consideration. These types of motions where more financial assistance is requested are often not supported by the provincial government.

2. Use of Surplus and Reserve Funds Including Access to Unspent Capital Projects, and Budget Amendments and Process

The Committee discussed the reserve/surplus and unspent capital projects issue, and it was acknowledged that the fire department could access unspent capital project funds, but it would require Board approval and a budget amendment.

MOVED by Diane Koch that the Fire Protection Committee supports the idea for the Board to consider reviewing reducing the fire operating surplus by considering a reduction to the fire parcel tax for 2027. **CARRIED**

3. 2027 Capital and Operating Budgets

The Committee reviewed the operating and capital budgets and proposed a few adjustments as noted with the net affect a \$134 expenditure addition.

DEEP BAY

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IMPROVEMENT DISTRICT

**DBID FIRE PROTECTION COMMITTEE
MEETING**

Date: September 23, 2026

Time: 6:30 p.m.

These budget modifications are in addition to the \$25,000 increase for a Fire Services Review previously approved by the Board to be funded from fire department surplus.

The Committee requested that \$20,000 be added to the capital expenditure budget in 2027 for an airbag kit. The operating budget adjustments follow.

	Proposed	1st Draft	Adj.
Hall Supplies	4,160	4,793	\$-633
Hydrant Maintenance	21,800	21,673	-873
Communication Licence	1,500	2,080	-580
Fuel	3,500	3,120	380
Air Pack Servicing/Hydro Testing	6,000	4,160	<u>1,840</u>
Proposed Increase			\$134

MOVED by George Lenz that the Committee recommends to the Board that the Budget changes reviewed by the Committee be recommended to the Board.

CARRIED

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:59 pm

Chair

Corporate Officer

“DRAFT” MINUTES

PRESENT:

Committee Members:

Colin Thompson (Chair), Craig Kerstens, Christo Kuun, Diane Koch, Lisa Sharcott, Alissa Woodward (Remote at 6:25).

Other Members:

John Marsh (Staff)

A. CALL TO ORDER

The Chair called the meeting to order at 6:15 PM and respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

B. APPROVAL OF MINUTES

None

C. INTRODUCTION OF LATE ITEMS

D. PETITIONS + DELEGATIONS

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Draft 2027 Fire Department and Water Operating Budgets and Capital Budgets

The Committee reviewed the Water and Fire Operating Budgets and Capital Budgets. This included reviewing changes proposed to the fire budgets by the Fire Protection Committee and changes proposed to the water budgets by the Finance & HR Committee.

The Committee also discussed the \$457,157 balance in the Fire Department Operating Surplus from the audited 2025 financial statements. The surplus amount was built up over several years mostly from unspent operating budget funds. It was noted that this surplus account is intended for fire department operations and not for capital projects, although the Board does have the authority to use the excess funds for capital projects.

There is a Fire Department Capital Restricted Reserve with a \$360,351 balance in the 2025 audited financial statements. This capital reserve must be used for capital projects.

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IMPROVEMENT DISTRICT

MOVED by Diane Koch that the Planning Committee recommend that the Board endorse the budget changes from the September 23, 2026 Fire Protection Committee meeting and also to roll back the Fire Protection Parcel Tax from the originally projected 2027 budget of \$341,471 to the 2025 budget level of \$276,325 amount (2025 amount of \$411 per class A property from the \$508 initially proposed), with the department budget shortfall being funded from the fire department operating surplus. **CARRIED**

MOVED by Diane Koch that the Planning Committee recommend that the Board endorse the water operating and water capital budget changes from the September 21, 2026 Finance & HR Committee meeting. **CARRIED**

F. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:26 pm

Chair

Corporate Officer

Report Date: October 16, 2026
Meeting Date: October 20, 2026
From: John Marsh, Administrator
Subject: GW Solutions

Recommendation

THAT the Administrator be authorized to sign a contract with GW Solutions for a proposal to carry out a Deep Bay Improvement District Support for Water System Regulatory Requirements for Well 1 and 3 GARP Hazard Assessment and Mitigation, Monitoring Plan and Groundwater Licensing totaling \$17,500 for identified tasks 1 to 8 as follows:

- 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
- Task 5 - Water system monitoring program
- Task 6 - Groundwater license application
- Task 7 – Reporting
- Task 8 - Project management and communication.

Background

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

Trustee Kuun and I met with two representatives of GW Solutions on October 7, 2026 to discuss their proposal. The Water Operator, Adam Norman, also participated in the meeting. The meeting also included a field visit to the well sites. Based on the discussions and the field visits it became apparent the entire GW Solutions proposal, copy attached, should be carried out rather than just tasks 1 to 4 that were approved at the June 16, 2026 Board meeting.

A copy of the Letter of Agency – Groundwater Application(s) for Well 1 and Well 3 that authorizes GW Solutions to act as out agent for the purpose of preparing, submitting, and coordinating groundwater

applications(s) relating to Well 1 and Well 3 with FrontCounter BC and the appropriate provincial authorities is also attached.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Marsh", written in a cursive style.

John Marsh
Administrator

**Deep Bay Improvement District Support for Water System Regulatory Requirements
(Well 1 and 3 GARP Hazard Assessment and Mitigation, Monitoring Plan and Groundwater Licensing)**

Task	Senior	Intermediate	Junior	Professional Fees	Expenses	Sub-Total	Total Task (rounded)
	220	150	80				
Task 1 - Hydrogeologic data compilation, review and summary							\$2,280
Task 1a - Review and summarize existing data for water system (well construction records, water use data and water level data and water quality monitoring, results of previous assessments)	0.5	4	4	\$1,030		\$1,030	
Task 1b - Geospatial data summary (aquifer classification maps, aquifer vulnerability & intrinsic susceptibility to contamination, LiDAR and high resolution Digital Elevation Model, streams and surface water sources)	0.5	1	4	\$580		\$580	
Task 1c - Review and update Leapfrog 3D model for Bowser-Deep Bay area (Aquifer 416)	0.5	0.5	6	\$665		\$665	
Task 2 - Site visit							\$1,920
Task 2a - Site visit to well fields and production facility (groundwater level measurement, identification of hazards and contamination sources including septic fields, assessment of aspects related to well head and well field protection)	2	2		\$740	\$550	\$1,290	
Task 2b - Field-based assessment GARP hazard for Well 1 and Well 3	1	1		\$370		\$370	
Task 2c - Summarize site visit data	0.5	1		\$260		\$260	
Task 3 - Stage 1 Hazard Screening Assessment of Groundwater at Risk of Containing Pathogens (GARP) - Well 1 and Well 3							\$1,650
Task 3a - GARP Stage 1 Hazard Screening (Water quality history, well location and setbacks from contaminant sources, well construction, aquifer type and setting, review and update previous assessments incorporating most recent data)	0.5	2	2	\$570		\$570	
Task 3b - Develop recommendations for water monitoring and treatment including summary of regulatory requirements (log-credit assignment)	0.5	3		\$560		\$560	
Task 3c - Communicate with Health Authority regarding regulatory requirements and options	1	2		\$520		\$520	
Task 4 - Stage 3 GARP Risk Mitigation Plan							\$1,420
Task 4a - Develop GARP Stage 3 Risk Mitigation plan (e.g. well alteration, subsurface filtration study, demonstrated performance and enhanced testing, options and cost)	1	8		\$1,420		\$1,420	
Task 5 - Water system monitoring program							\$5,940
Task 5a - Evaluate current monitoring methods and data collection (groundwater quality/quantity)	0.5	5		\$860		\$860	
Task 5b - Develop plan and recommendations for monitoring program (groundwater quality sampling and in-situ monitoring, water level monitoring and data management, options and cost)	1	8		\$1,420		\$1,420	
Task 5c - Review and update water system operational manual (monitoring methods, schedule, data management protocols)	1	8		\$1,420		\$1,420	
Task 5d - Analyze and report on existing monitoring data including groundwater quality statistics, long-term groundwater level trends, and water use statistics to assist with conservation management and planning	2	12		\$2,240		\$2,240	
Task 6 - Groundwater license application							\$1,400
Task 6a - Water license application submission preparation (e.g. data compilation wells, water sources, diversion volumes)	0.5	4	4	\$1,030		\$1,030	
Task 6b - Follow-up communication with Front Counter BC	1	1		\$370		\$370	
Task 6c - Additional technical assessment for groundwater license application (scope to be determined based on communication with regulator)	TBD					TBD	
Task 7 - Reporting							\$2,190
Task 7a - Draft report results of Tasks 1-3	1	8	4	\$1,740		\$1,740	
Task 7b - Finalize report incorporating review comments	1	1.5		\$445		\$445	
Task 7c - Additional reporting depending on included scope (TBD)						TBD	
Task 8 - Project management and communication							\$650
Task 8a - Initial meeting	0.75	0.75		\$278		\$278	
Task 8b - Project wrap-up meeting to present results, including preparation of presentation materials (internal, administration and trustees)	1	1		\$370		\$370	
Task 7c - Presentation of project results (external - optional)	TBD	TBD				\$0	
Total	17.75	73.75	24	\$16,888	\$550		\$17,500

Deep Bay Improvement District

5031 Mountain View Rd

Bowser, BC V0R 1G0

Phone: 250-757-9312

October 14, 2026

FrontCounter BC

Suite 142 – 2080 Labieux Road

Nanaimo, BC V9T 6J9

Government of British Columbia

Re: Letter of Agency – Groundwater Application(s) for Well 1 and Well 3

To Whom It May Concern:

The Deep Bay Improvement District hereby authorizes GW Solutions Inc. to act as its agent for the purpose of preparing, submitting, and coordinating groundwater application(s) relating to Well 1 and Well 3 with FrontCounter BC and the appropriate provincial authorities.

This authorization includes permission for GW Solutions Inc. to:

- Prepare and submit the groundwater application(s) and associated supporting documentation for Well 1 and Well 3 on behalf of Deep Bay Improvement District;
- Communicate with FrontCounter BC and relevant provincial government representatives regarding the application(s);
- Respond to requests for information, provide supplementary documentation, and coordinate application-related correspondence; and
- Receive communications and updates regarding the status and processing of the application(s).

This authorization is limited to matters relating to the groundwater application(s) for Well 1 and Well 3 and does not authorize GW Solutions Inc. to enter into agreements, incur financial obligations, or make binding commitments on behalf of Deep Bay Improvement District unless separately authorized in writing.

This Letter of Agency shall remain in effect until the application process is complete or until revoked in writing by Deep Bay Improvement District.

Please contact the undersigned should you require any further information or confirmation of this authorization.

Yours sincerely,



John Marsh

Administrator

Deep Bay Improvement District

Email: admin@dbid.ca

DEEP BAY IMPROVEMENT DISTRICT

Monthly Water Report

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

Report Period: September 1, 2026 – September 30, 2026

Well Meter Readings

	Well #1	Well #2	Well #3	Well #4	Well #5	Well #6	Well #8	TOTAL	Units
Flow	0	0	0	1,373	2,865	4,304	4,479	13,021	<i>m3</i>
Pump RTM	0	0	0	78.98	103.7	138.29	140.34	461.31	<i>hrs</i>
Starts	0	0	0	100	91	92	100	383	<i>ct</i>

Logbook

DATE	LOG ENTRY
2026-09-01	Rounds. Samples taken at Fire Hall, 4529 Thompson Clarke East and the Reservoir. Troubleshoot 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.
2026-09-09	Rounds & samples. Sampled 5532 Deep Bay Dr, Reservoir and 4503 Mapleguard.
2026-09-15	Rounds. Sampled Reservoir, Fire Hall and TCE. White Pacific on site to install new PLCs at Wells 4 and 8. This will fix some technical limitations with the old equipment and allow us to collect well level trending data.
2026-09-22	Rounds & samples. Deep Bay Drive, Mapleguard and Reservoir.
2026-09-25	Sample result of "LT1 GTR200" (This result makes the distinction that there was LT1 Total Coliform and e.Coli however, there was detection of "background colonies" on the sample filter. This could be due to a number of things, the most likely of which would be a sampling error or stagnated water at the end of the line due to the slowed water consumption as we head into the fall) Procedure is to disinfect the sample port, flush and resample next week. We also opened the stand pipe at the end of the line today to turn over the water in that section without scouring the pipe.
2026-09-28	Rounds & samples. Sampled 5532 Deep Bay Dr, Fire Hall, Reservoir and 4529 Thompson Clarke East.
2026-09-30	All sample results are LT1.

Deep Bay Volunteer Fire Department

September 2026 Chief's Report

Burn bans have been lifted and residents will require a burn permit for multiple fires or category 2 and 3 fires. Campfires under 1/2 m X 1/2 m do not require a burn permit. All fires **must** have a good venting index before lighting. This information can be found 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 have several member recertifying their First Responder classification as well as several members taking it for the first time. All our other training is proceeding with high enthusiasm.

Our Structural Protection Unit was on display at the September 12 bottle drive with a lot of positive comments from the general public and society members who donated \$32,000.00 toward the equipment and a \$20,000.00 grant for the purchase of the trailer.

We are having a demonstration on October 14, 2026, for some battery-operated extrication tool with the intention of completing a purchase before the end of the calendar year. This will make for a faster setup for extrication when required at motor vehicle accidents and could be used as a forcible entry tool at a residents if required.

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 Had a minor water leak. Fixed in house.
- 8-1 We had a small air leak in the air system. Fixed in house
- 8-5 The check engine comes on periodically and the best we have determined that it is a exhaust temperature sensor. Further information will be forwarded as determined

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	0				1
	# Other fire calls	0	1	0	0	2	1	2	1	1				8
	# Motor Vehicle Incidents	5	7	0	0	3	0	4	1	5				25
	# First responder calls	1	7	12	3	8	3	5	5	1				45
	# Miscellaneous calls	0	1	1	1	4	2	1	3	2				15
Safety	# Worksafe related incidents	0	0	0	0	0	0	0	0	0				0
	Total calls	6	16	13	4	17	6	12	11	9	0	0	0	94
		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter						
Active Membership:	Chief:	1		1		1								
	# Active officers (not incl Chief):	5		5		5								
	# Other active members (not in officer role):	17		19		17								
	Total # - Active Members:	23		25		23								
	Target range optimal:	30		30		30		30		30				
Firefighters: (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters	3		3		2								
	# Members fully qualified as exterior firefighters, interior firefighting in progress	6		7		9								
	# Members fully qualified as exterior firefighters	5		6		10								
	# Members in training for exterior firefighting	15		13		11								
	# New members: no training	0		2		0								
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"	4		3		3								
	# Instructors qualified to train ONLY to exterior operations level "in-house"	0		0		1								
	# Competency evaluators "in-house"	3		4		5								
# Certified as first responders		8		8		8								

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/09/2026 to 30/09/2026

Cheque No.	Payee	Amount
4871	Super Save Disposal Inc. (Sept garbage bin)	78.59
4872	Owners Pride Home Maintenance (Reservoir maintenance work)	1,087.73
4873	McCormack Electrical Contracting (Generator install)	6,780.17
4874	Janine Sibley (Postage - 8 rolls x 100)	998.76
4875	Barry Foster (Fire services review meeting)	320.01
4876	Madill - The Office Company (Office supplies)	218.38
4877	Pete's Lockshop (John Sarginson) (locks, deadbolts)	1,369.20
4878	Craig Kerstens (Generator towing, padlocks, keys, diesel treatment)	830.69
4879	Super Save Disposal Inc. (Additional pickup request)	73.34
4880	Melissa Taylor (Sept building maintenance and supplies)	528.00
4881	Madill - The Office Company (Office supplies)	195.95
4882	Core Water Management Ltd. monthly 4,500 + meter reading, meter installs)	10,295.92
4883	Simson Maxwell (Install pre-owned generator)	18,544.06
OBP-4835716	Municipal Pension Plan	508.88
OBP-4764832	Municipal Pension Plan	517.66
OBP-867005	Rogers (Shaw)	231.91
OBP-720905	Receiver General	3,576.04
OBP-718305	BC Hydro	468.32
OBP-661205	BC Hydro	129.08
OBP-538905	BC Hydro	392.28
OBP-427405	BC Hydro	551.07
OBP-325105	BC Hydro	249.04
OBP-290405	BC Hydro	121.37
OBP-278801	ADT Security Services	185.66
OBP-172905	BC Hydro	778.65

Generated On: 13/10/2026

Waterworks cheque log September 2026 **\$49,030.76****Employee Deposits for September 2026** **\$10,254.62****Total Waterworks September 2026** **\$59,285.38****DBID - Fire Protection**

Cheque Log for 1030 Credit Union from 01/09/2026 to 30/09/2026

Cheque No.	Payee	Amount
4133	City of Nanaimo (Instructor, training manuals)	672.00
4134	Margaret Furnell (Hall supplies)	13.28
4135	WFR Wholesale Fire & Rescue Ltd (SPU equipment)	1,540.23
4136	David Moase (SPU equipment, shop supplies)	182.26
4137	Bowser Builders' Supply Ltd. (Hall supplies)	33.24
4138	WFR Wholesale Fire & Rescue Ltd (SPU equipment)	3,307.84
4139	Janine Sibley (8-3 and 8-5 ICBC insurance)	1,855.00
OBP-4750720	1309894 BC Ltd (Canco 150)	394.19
4140	Bowser Automotive Ltd. (Scrap vehicle delivery)	275.00
4141	Associated Fire Safety Equipment (Helmets)	1,475.15
4142	Brogan Fire and Safety (SPU equipment)	1,095.11
OBP-670500	Telus Mobility	84.00
OBP-505400	TELUS Communications	55.73
4143	AIG Insurance Company of Canada (Annual premium)	2,293.00
OBP-4831985	1309894 BC Ltd (Canco 150)	238.71

Generated On: 13/10/2026

Total Fire cheque log September 2026 **\$ 13,514.74**

Report Date: October 16, 2026
Meeting Date: October 20, 2026
From: John Marsh, Administrator
Subject: Monthly Report

Recommendation

1. THAT the October 2026 Administrator's Monthly Report be received for information.
2. THAT Policy 14-02-01 Confidential Information - Privacy Rights of Personal Information Policy be referred to the Bylaw Committee to consider establishing requirements for collecting, retaining and disposing of personal information from electronic and hard copy sources.

Background

This report is intended to provide a review of administrative and financial tasks carried out since the previous Board Meeting on September 16, 2026.

Report DetailsBudget and Accounting

Staff have spent considerable time with accounting and budget tasks. There were three Committee meetings dealing with the budget in September. These meetings and the related staff work resulted in completion of the budget documents, taxation bylaw and water utility bylaw that are included as separate items on this agenda.

Staff have worked on the quarterly financial statements for the period ending September 30th but this work was not completed in time for the agenda and as a result the financial statements will be included on the November 2026 Board agenda.

Water Billings

The six-month water bills were prepared and mailed out in early October. The current water bills are due on November 10, 2026.

The water revenue budget for 2026 was based on both the water base rate and consumption cubic meter rates increasing 12% over the 2025 rates. This current billing reflects that 12% for the base rate. The consumption billing is up about 22% and this is due to the 12% rate increase plus the fact that total water usage was up 9.6% from 88,000 cubic meters to 96,466. This water billing amounts and the consumption totals are as follows:

DEEP BAY
.....
IMPROVEMENT DISTRICT

BOARD REPORT
October 20, 2026 Meeting

	Apr - Sep 2026	Apr - Sep 2025
Cubic metres billed	96,466	88,000
Base Rate Billing	\$102,812	\$91,673
Consumption Billing	<u>\$92,553</u>	<u>\$75,706</u>
Total Billing	\$195,365	\$167,379

For comparative purposes, for the previous six-month water billing period water consumption was up 7% from 35,826 to 38,362 and this resulted in the billing amounts noted below.

	Oct 2025 - Mar 2026	Oct 2024 - Mar 2025
Cubic metres billed	38,362	35,826
Base Rate Billing	\$97,162	\$86,562
Consumption Billing	<u>\$29,784</u>	<u>\$24,414</u>
Total Billing	\$126,946	\$110,976

Miscellaneous Regular Tasks

Staff completed regular tasks during the month including accounts payable, payroll, deposits, customer enquires, minutes, agendas, web site, etc. The Tax Assessment notices were sent out with the water bills. These notices state the classification of the property which is then used as the basis of charging Water Parcel Tax and Fire Protection Tax. These notices are a provincial legislative requirement to be sent out annually. The actual tax bills are sent out in early January.

Confidential Information - Policy 14-02-01

Correspondence from a resident was received earlier this year suggesting that the Town may not have appropriate safeguards in place to deal with DBID confidential information that could exist on Board and Staff members personal computers and personal email accounts. In addition, hard copy correspondence retained by Board and Staff members is also a concern. These issues are consistent with requirements from the Office of the Information & Privacy Commissioner (OIPC).

Staff are not sure on how best this issue should be remedied. There could be a separate policy or there could be an amendment to an existing policy such as Policy 14-02-01 Confidential Information. In that policy a new section or an amendment to section 2.2. could be added to the policy. The existing section 2.2. on Policy 14-02-01 is as follows:

2.2. Responsibility for Confidentiality

Personal information obtained in the course of ratepayers, employees, contractors, volunteers, and trustees' dealings with DBID must be held in confidence. All reasonable measures must be taken to ensure that personal information is collected, used and disclosed only in circumstances necessary and authorized in the conduct of the business of the organization. Collection, use, sharing or disclosure of information must be in accordance with the appropriate legislative authority (e.g. the *Act* and/or DBID policy).

Personal information will be retained only as long as necessary to fulfil identified purposes.

Intentionally viewing confidential employee or ratepayer information that is not necessary to perform an individual's role is considered a breach of confidentiality even if that information is not disclosed to another party. Confidential information must not be discussed in any physical location where others, not entitled to receive that information, are present and likely to overhear, unless required in order to fulfill one's professional role, by law or with permission from an authorized individual.

Projects or initiatives concerning the collection, use or disclosure of personal information must have appropriate privacy protections in place.

The major issue not identified in the existing confidential information section is the electronic issue of having information on personal computers and then DBID needs to provide requirements to dispose of that information.

To better address this issue staff are recommending that Policy 14-02-01 Confidential Information - Privacy Rights of Personal Information Policy be referred to the Bylaw Committee to consider establishing requirements for collecting, retaining and disposing of personal information from electronic and hard copy sources.

Upcoming Projects

Staff have been working on preparations for the November 21st election for three Trustees. Work is also being completed to prepare for new board member(s).

Respectfully submitted,



John Marsh
Administrator

Deep Bay Improvement District

Confidential Information - Privacy Rights of Personal Information Policy

Policy Number: 14-02-01

1. INTRODUCTION

The Deep Bay Improvement District (DBID) is responsible to protect our ratepayers, employees, contractors, volunteers, trustees' and the public's legal right to privacy of their personal information under our custody and control. In all circumstances, DBID recognizes the value of an individual's personal information, which must be collected, used, disclosed and protected appropriately.

The purpose of this policy is to provide a framework for the consistent management of personal information collected, used, disclosed and protected by the DBID in accordance with the principles and requirements of various legislative Acts, including but not limited to BC's *Freedom of Information and Protection of Privacy Act* (the "Act"), and standards of practice.

2. POLICY

2.1. Privacy Right and Access to Personal Information

The right of privacy includes an individual's right to determine with whom he or she will share information and to know of and exercise control over collection, use, disclosure, access and retention concerning any information collected about him or her. The right of privacy and consent are essential to the trust and integrity of the relationships among ratepayers, employees, contractors, volunteers, trustees and the public.

2.2. Responsibility for Confidentiality

Personal information obtained in the course of ratepayers, employees, contractors, volunteers, and trustees' dealings with DBID must be held in confidence. All reasonable measures must be taken to ensure that personal information is collected, used and disclosed only in circumstances necessary and authorized in the conduct of the business of the organization. Collection, use, sharing or disclosure of information must be in accordance with the appropriate legislative authority (e.g. the *Act* and/or DBID policy).

Personal information will be retained only as long as necessary to fulfil identified purposes.

Intentionally viewing confidential employee or ratepayer information that is not necessary to perform an individual's role is considered a breach of confidentiality even if that information is not disclosed to another party. Confidential information must not be discussed in any physical location where others, not entitled to receive that information, are present and likely to overhear, unless required in order to fulfill one's professional role, by law or with permission from an authorized individual.

Deep Bay Improvement District

Confidential Information - Privacy Rights of Personal Information Policy

Projects or initiatives concerning the collection, use or disclosure of personal information must have appropriate privacy protections in place.

2.3. Video Surveillance

The information collected through video surveillance will be minimal, its use will be restricted, its disclosure controlled and its retention limited

Where video surveillance takes place, signs will be displayed and will include a picture of a camera or video camera and the following information:

This area is monitored by (video) surveillance cameras to protect persons and property. Contact the Deep Bay Improvement District for further information. Phone: 250-757-9312

Surveillance records are overwritten on a regular basis that is a period of less than thirty (30) days, unless required during an investigation.

Authorized persons only will conduct monitoring and review of videos for the investigation of significant security or safety incidents, such as when a crime is reported to the police.

2.4. Confidentiality Acknowledgement

A signed Confidentiality Acknowledgement is a requirement for employees, contractors, volunteers, and trustees (see Schedule "A" attached).

All DBID ratepayers and designated DBID agents are required to be familiar with and abide by the DBID Confidential Information - Privacy Rights of Personal Information Policy during the course of their involvement with the DBID.

2.5. Breach of Confidentiality

Individuals will be held accountable for breaches of confidentiality.

Breaches of confidentiality include intentional and unauthorized access to, use and/or disclosure of, confidential information.

All DBID employees, contractors, volunteers, and trustees have a responsibility to report breaches of confidentiality without fear of reprisal.

If it is established that a breach of confidentiality has occurred, those individuals deemed responsible may be subject to penalty, prosecution or sanction up to and including termination.

3. SCOPE

This policy applies to:

1. All DBID employees, contractors, volunteers, and trustees.
2. All designated DBID agents.

Deep Bay Improvement District

Confidential Information - Privacy Rights of Personal Information Policy

3. Personal information in any format including, but not limited to, paper, electronic, film, verbal discourse.
4. Information as noted in #3 that is provided to, obtained from, or as a result of a relationship with the DBID, regardless of where that information may be subsequently stored or used.

All such information in the custody and control of the DBID is covered by this policy and the associated legislative and common law rules.

4. BREACHES

4.1. Examples of Breaches (What you should NOT do)

These are examples only. They do not include all possible breaches of confidentiality covered by the DBID Confidential Information - Privacy Rights of Personal Information Policy and the Confidentiality Policy.

Accessing information that you do not need to know in the course of your duties:

Unauthorized reading of a ratepayer's account records.

Showing, telling, copying, selling, changing, or disposing of confidential information that is not pertinent to your role.

Providing or gaining unauthorized access to physical locations (e.g. file cabinets) which contain confidential information

Lending out your keys to someone else to access file cabinets, file storage areas or other areas where confidential information is stored, OR using another's keys for the same purpose

Leaving file storage areas unlocked when they should be locked.

Sharing, copying or changing information without proper authorization:

Making unauthorized marks on a ratepayer's record

Making unauthorized changes to a volunteer file.

Discussing confidential information in a public area such as at a board meeting.

Failing to report a breach of confidentiality

Being aware of a breach of confidentiality, but not reporting the breach to a ratepayer or the board of trustees

4.2. Breaches: Reporting, Investigation and Management

A privacy breach may occur should personal information be disclosed in a manner not consistent with the DBID privacy policy.

1. When any employee, trustee, or volunteer becomes aware of a potential or actual violation or breach, they will follow the **CAN DO** protocol:
 - **CONTAIN** incident to limit its impact by acting to stop further spread of the private information. For example, by locking rooms, locking computers, retrieving and securing papers, mobile devices or other forms of information not properly stored or

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Confidential Information - Privacy Rights of Personal Information Policy

secured or by requesting individuals discussing Sensitive Information in public places to stop.

- **ASSESS** its associated impact by taking note of the nature, circumstances and time, what Sensitive Information was compromised and how that occurred, what role the physical environment had in the incident and all involved individuals to identify and minimize any immediate risks of harm to the ratepayer, other involved persons, staff or the organization.
 - **NOTIFY** the DBID Administrator of the incident, the immediate containment steps taken and details of the assessment of its impact. Depending on the impact of the Breach, the Administrator may decide to immediately notify the Board of Trustees, the Chair of the Board may decide to call a special board meeting.
 - **DOCUMENT** the facts
 - **OFFER** to assist in the investigation and prevention of subsequent incidents
2. Document the incident and report it to the DBID Information and Privacy Coordinator (the Coordinator). The Coordinator will conduct an internal investigation into the matter with the objectives of:
- a. ensuring the immediate requirements of containment and notification have been addressed;
 - b. reviewing the circumstances surrounding the breach; and reviewing the adequacy of existing policies and procedures in protecting personal information;
 - c. Identifying and notifying those individuals whose privacy was breached and, barring exceptional circumstances, notify those individuals if the breach extended outside the organization or is found to be malicious in intent;
 - d. notifying the individuals whose privacy was breached by telephone or in writing;
 - e. providing details of the extent of the breach and the specifics of the personal information at issue;
 - f. advising of the steps that have been taken to address the breach, both immediate and long-term, including recovery of personal information as set out in the *Act*;
 - g. notifying the Office of the Information and Privacy Commissioner for BC should the board decide that notification is necessary.

5. DEFINITIONS

5.1. Personal and Confidential Information

Personal and confidential information is information provided to, collected or created by the DBID that exists regardless of form and includes, but is not limited to the following:

Personal information about an identifiable individual (e.g. trustee or ratepayer) including:

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- The individual's name, street address, personal email address, or telephone number;
- The individual's age, sex, sexual orientation, marital status or family status;
- An identifying number, symbol or other particular assigned to the individual; and
- Information about the individual's education, financial, criminal or employment history.
- Confidential Information related to an identifiable individual under the custody and control of the DBID including:
- Information (ratepayer records including banking information) prepared as part of a pending or ongoing review;
- Employee, Contractor, Trustee, or Volunteer Information related to performance, discipline, incident reviews; and
- Personal information collected via surveillance for security reasons (health and safety reasons and to protect assets).

Any information considered in an in-camera (closed) meeting unless public release of information is authorized by the board.

5.2. Information Privacy

Information privacy refers to the right of an individual or data subject to determine with whom their personal information is shared, under what circumstances and to know of and exercise control over use, disclosure and access concerning any personally identifiable information collected about him or her.

5.3. Confidentiality

Confidentiality refers to the responsibility or obligation of an individual or organization to ensure that personal and confidential information is kept secure and is collected, accessed, used and disclosed appropriately.

5.4. Designated DBID Agents

Designated DBID agents are individuals or organizations who have a business relationship with the DBID and, at the discretion of the DBID, are deemed to have the potential to access, intentionally or inadvertently, all forms of DBID confidential information by virtue of their relationship to the DBID (e.g website hosting).

5.5. Authorized Individual

An authorized individual is an individual who has the authority under law or policy to access specific forms of confidential information.

Deep Bay Improvement District

Confidential Information - Privacy Rights of Personal Information Policy

POLICY HISTORY

Approved by Board:	February 19, 2014
Amended	January 16, 2019
Amended	August 25, 2021

Deep Bay Improvement District

Confidential Information - Privacy Rights of Personal Information Policy

Schedule 'A'

CONFIDENTIALITY ACKNOWLEDGEMENT

Please use a pen to complete

I (print name) _____ hereby
acknowledge that I have read and understand the Deep Bay Improvement District's
(hereinafter called "DBID") policy 14-02-01 regarding privacy and confidentiality. This policy
outlines my responsibilities regarding information obtained during the course of my affiliation
or assignment at the DBID. I further acknowledge that I have read and understand the
consequences for breach of this policy.

RELATIONSHIP WITH DBID:

_____ Employee

_____ Trustee

_____ Volunteer

_____ Contractor

_____ Other (specify affiliation and name of DBID contact): _____

Signature: _____

Date _____ / _____ / _____
Day Month Year

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IMPROVEMENT DISTRICT

Report Date: October 16, 2026
Meeting Date: October 20, 2026
From: John Marsh, Administrator
Subject: 2027 Budgets – Final

Recommendation

THAT the Board approve the 2027 water operating budget, 25-year water capital plan schedule, 2027 fire operating budget and 25-year fire capital plan schedule as attached.

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 water budgets were reviewed by the Finance & HR Committee on September 21st, 2026, and the fire budgets were reviewed by the Fire Protection Committee on September 23, 2026. The budget documents were then reviewed by the Planning Committee on September 28, 2026 and the following recommendations were passed at the meeting:

MOVED by Diane Koch that the Planning Committee recommends that the Board endorse the budget changes from the September 23, 2026 Fire Protection Committee meeting and also to roll back the Fire Protection Parcel Tax from the originally projected 2027 budget of \$341,471 to the 2025 budget level of \$276,325 (2025 amount of \$411 per class A property from the \$508 initially proposed), with the department budget shortfall being funded from the fire department operating surplus. **CARRIED**

MOVED by Diane Koch that the Planning Committee recommend that the Board endorse the water operating and water capital budget changes from the September 21, 2026 Finance & HR Committee meeting. **CARRIED**

At the September 16, 2026 Board meeting the 1st draft of the 2027 Budget included the information noted below. These comments are still applicable to the 2027 Final Budget and for this reason are repeated in this report:

Water Department BudgetWater Budget Considerations (from September 16, 2026 report)

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:

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IMPROVEMENT DISTRICT

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 than the two Gainsberg leaks and the Burne Road water leak due to archaeological factors.

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.

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 are not just for water leaks. Other potential repairs could be to other water infrastructure such as pumps, pressure reducing valves, testing stations, etc.

Water Revenue – Tolls (from September 16, 2026 report)

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.

Water Revenue - Parcel Tax (from September 16, 2026 report)

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.

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IMPROVEMENT DISTRICT

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

Water Expenses - Capital Schedule (from September 16, 2026 report)

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.

Fire Department BudgetFire Expenses – Operations + Maintenance

Fire Operating budget has increased \$16,403 or 6.4%. In addition, \$25,000 has been budgeted for a Fire Services Review, which is proposed to be funded from water surplus. 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 \$256,295 in 2026 to \$273,664, plus an additional \$25,000 for the fire services review.

The fire services review is intended to cover compliance requirements with fire regulatory issues, scope of services and future options. This review could impact future budgets.

Fire Expenses - Capital Contribution (from September 16, 2026 report)

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.

Fire Parcel Tax Revenue

There is a \$457,157 balance in the Fire Department Operating Surplus as per the audited 2025 financial statements. The surplus amount was built up over several years mostly from unspent operating budget funds. It was noted that this surplus account is intended for fire department operations and not for capital projects, although the Board does have the authority to use the excess funds for capital projects.

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IMPROVEMENT DISTRICT

There is also a Fire Department Capital Restricted Reserve with a \$360,351 balance in the 2025 audited financial statements. This capital reserve must be used for capital projects.

As a result of the \$457,157 surplus balance, the Planning Committee recommended that the Board roll back the Fire Protection Parcel Tax to the 2025 level.

Fire parcel tax revenue was budgeted to increase 5.6% which is an \$18,087 increase over the 2026 rates. This would have increased the budgeted parcel tax revenue total to \$341,471 for 2027. By rolling the tax back to the 2025 level of \$276,325 this creates a shortfall in parcel tax revenue of \$65,146. This results in \$90,146 proposed to be transferred from surplus to cover the \$65,146 parcel tax shortfall plus \$25,000 for the Fire Services Review previously approved by the Board. The history of the Category A properties parcel tax is as follows:

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

The attached budget documents include the changes referenced in this report.

Attachments

1. Schedule A – Final Water Operating Budget 2027
2. Schedule B – Final Fire Operating Budget 2027
3. Schedule C – Final Water Capital Plan Schedule 2027 to 2051
4. Schedule D – Final Fire Capital Plan Schedule 2027 to 2051

Respectfully submitted,

John Marsh, Administrator

		2027 Budget 2nd Draft	2027 Budget 1st Draft	2026 Budget	Budget Increase from 2026 to 2027	
	REVENUE					
1	Water Base Rate	238,680	238,680	204,000	34,680	17.0%
2	Water Consumption	134,550	134,550	115,000	19,550	17.0%
3	Penalties / Interest	6,555	10,000	6,000	555	9.3%
4	Shared Ins./Building/Audit	76,200	76,200	69,750	6,450	9.2%
5	Shared office staff	46,500	47,600	45,750	750	1.6%
6	Applications / Connections	1,000	1,000	1,000	0	0.0%
7	Other Income	1,500	1,500	500	1,000	200.0%
8	Interest Earned	<u>6,000</u>	<u>6,000</u>	<u>5,000</u>	<u>1,000</u>	<u>20.0%</u>
	TOTAL WATER INCOME	<u>510,985</u>	<u>515,530</u>	<u>447,000</u>	<u>63,985</u>	<u>14.3%</u>
	OPERATING EXPENSE - ADMIN					
9	Advertising	1,000	1,000	1,000	0	0.0%
10	Bank Charges	500	500	500	0	0.0%
11	Hydro Bldg / Pump #1 - SC	17,160	17,160	16,500	660	4.0%
12	Audit - SC	18,720	18,720	18,000	720	4.0%
13	Insurance - SC	45,760	45,760	44,000	1,760	4.0%
14	Trustee Honorarium - SC	9,000	9,000	9,000	0	0.0%
15	Licenses/Water Tests	18,000	18,000	3,000	15,000	500.0%
16	Office Supplies - SC	2,600	2,600	2,500	100	4.0%
17	Office Equip./ Service Contracts	8,320	8,320	8,000	320	4.0%
18	Postage - SC	4,000	5,000	5,000	-1,000	-20.0%
19	Internet Charges - SC	2,080	2,080	2,000	80	4.0%
20	Telephone	2,080	2,080	2,000	80	4.0%
21	Professional Fees	30,500	30,500	18,500	12,000	64.9%
22	Wages - SC	146,000	149,760	144,000	2,000	1.4%
23	Benefits + Employee Costs - SC	<u>39,975</u>	<u>40,560</u>	<u>39,000</u>	<u>975</u>	<u>2.5%</u>
	Total Admin.	<u>345,695</u>	<u>351,040</u>	<u>313,000</u>	<u>32,695</u>	<u>10.4%</u>
	OPERATING EXPENSE - OPS & MAINT					
24	Hydro Pump #2	728	728	700	28	4.0%
25	Hydro pump #3	728	728	700	28	4.0%
26	Hydro pump #4	832	832	800	32	4.0%
27	Hydro pump #5	2,080	2,080	2,000	80	4.0%

		2027 Budget 2nd Draft	2027 Budget 1st Draft	2026 Budget	Budget Increase from 2026 to 2027	
28	Hydro pump #6	2,912	2,912	2,800	112	4.0%
29	Hydro pump #8	4,160	4,160	4,000	160	4.0%
30	Generator - fuel/repairs/maintenance	6,000	5,200	5,000	1,000	20.0%
31	<i>Maintenance - Buildings - SC</i>	<i>24,000</i>	<i>24,000</i>	<i>19,000</i>	<i>5,000</i>	<i>26.3%</i>
32	Maintenance - Water Contractor	57,000	57,000	57,000	0	0.0%
33	Other Works	13,610	13,610	12,000	1,610	13.4%
34	Maintenance Material/Equipment	6,240	6,240	6,000	240	4.0%
35	Major Repairs & Maintenance	45,000	45,000	22,000	23,000	104.5%
36	Mileage	1,000	1,000	1,000	0	0.0%
37	Seminars / Training	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0.0%</u>
	Total Ops & Maint	<u>165,290</u>	<u>164,490</u>	<u>134,000</u>	<u>31,290</u>	<u>23.4%</u>
	TOTAL OPERATING EXPENSES	<u>510,985</u>	<u>515,530</u>	<u>447,000</u>	<u>63,985</u>	<u>14.3%</u>
	NET INCOME	0	0	0	0	
	RENEWAL RESERVE (Parcel Taxes)					
38	Renewal Reserve Contribution	<u>345,093</u>	<u>345,093</u>	<u>314,251</u>	<u>30,842</u>	<u>9.8%</u>
	Less Capital Additions					
	CHANGE IN RENEWAL RESERVE	<u>345,093</u>	<u>345,093</u>	<u>314,251</u>	<u>30,842</u>	<u>9.8%</u>

		2027 Budget 2nd Draft - Committee	2027 Budget 1st Draft	2026 Budget	Budget Increase from 2026 to 2027 (3rd)	
	REVENUE					
1	Fire Protection Levies	276,325	341,471	322,545	-46,220	-14.3%
2	Emergency Management BC	15,600	15,600	15,000	600	4.0%
3	Interest Earned - Operations	9,434	10,400	10,000	-566	-5.7%
4	Donations	0	0	0	0	0.0%
5	Grants	0	0	0	0	0.0%
6	Transfer from Surplus	90,146	25,000	0	90,146	0.0%
	TOTAL REVENUE	391,505	392,471	347,545	43,960	12.6%
	EXPENSES					
	Administration expenses					
7	Associations	1,560	1,560	1,500	60	4.0%
8	Fire Services Review	25,000	25,000	0	25,000	0.0%
9	Mileage	1,500	1,500	1,000	500	50.0%
10	Hall Supplies	4,160	4,793	4,000	160	4.0%
11	Postage/Freight	52	52	50	2	4.0%
12	Remuneration	34,320	34,320	33,000	1,320	4.0%
13	Insurance AD & D	2,392	2,392	2,300	92	4.0%
14	Service Awards & Clothing	2,080	2,080	2,000	80	4.0%
15	Telephone	1,560	1,560	1,500	60	4.0%
16	Training/Seminars	22,880	22,880	22,000	880	4.0%
17	WorkSafe BC	624	624	600	24	4.0%
18	Health & Safety	2,600	2,600	2,500	100	4.0%
	TOTAL ADMIN.	98,728	99,361	70,450	28,278	40.1%
	Pumper Truck 8-1					
19	#1 Truck Insurance	1,040	1,040	1,000	40	4.0%
20	#1 Truck Repairs	4,160	4,160	4,000	160	4.0%
	Total	5,200	5,200	5,000	200	4.0%
	Fire & Rescue Truck 8-2					
21	#2 Truck Insurance	1,144	1,144	1,100	44	4.0%
22	#2 Truck Repairs	1,560	1,560	1,500	60	4.0%
	Total	2,704	2,704	2,600	104	4.0%
	Rescue Truck 8-3					
23	#3 Truck Insurance	686	686	660	26	3.9%
24	#3 Truck Repair	1,560	1,560	1,500	60	4.0%
	Total	2,246	2,246	2,160	86	4.0%
	Engine 8-5 - new engine del 2024					
25	#5 Truck Insurance	1,352	1,352	1,300	52	4.0%

		2027 Budget 2nd Draft - Committee	2027 Budget 1st Draft	2026 Budget	Budget Increase from 2026 to 2027 (3rd)	
26	#5 Truck Repair	4,160	4,160	4,000	160	4.0%
	Total	5,512	5,512	5,300	212	4.0%
	COMMUNICATIONS					
27	Comm. Licence	1,500	2,080	2,000	-500	-25.0%
28	Comm. Repairs & Maintenance	1,040	1,040	1,000	40	4.0%
29	Comm. Equipment	3,120	3,120	3,000	120	4.0%
	TOTAL COMMUNICATIONS	5,660	6,240	6,000	-340	-5.7%
	OPERATIONS & MAINTENANCE					
30	Fuel	3,500	3,120	3,000	500	16.7%
31	Fire Hydrant Maintenance	20,800	21,673	20,000	800	4.0%
32	Medical Supplies	4,160	4,160	4,000	160	4.0%
33	Supplies & Equipment	15,600	15,600	15,000	600	4.0%
34	Life Jacket Maintenance (Air)	208	208	200	8	4.0%
35	Jaws of Life Service/Repair	1,560	1,560	1,500	60	4.0%
36	Compressor Repair / Filter Air Chec	2,080	2,080	2,000	80	4.0%
37	Air Pack Servicing/Hydro Testing	6,000	4,160	4,000	2,000	50.0%
38	Footwear	1,040	1,040	1,000	40	4.0%
39	Shared Ins/Building/Audit Expenses	76,200	76,200	68,335	7,865	11.5%
40	Shared Office Staff Expenses	46,500	47,600	45,750	750	1.6%
	TOTAL OPS & MAINTENANCE	177,648	177,401	164,785	12,863	7.8%
	TOTAL OPERATING EXPENSES	297,698	298,664	256,295	41,403	16.2%
	OTHER EXPENSES					
41	Capital Asset Additions	0	0	0	0	
42	Internally Restricted Funds-12 year	93,807	93,807	91,250	2,557	2.8%
43	Net Debt Reduction	0	0	0	0	0.0%
44	Contingency	0	0	0	0	0.0%
	TOTAL	93,807	93,807	91,250	2,557	2.8%
	TOTAL EXPENSE	391,505	392,471	347,545	43,960	12.6%
	NET INCOME	0	0	0	0	0.0%
	Fire Protection Capital Renewal Budget					
	Contribution from Operating	93,807	93,807	91,250	2,557	2.8%

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																	
1 Accumulated Reserve Total Beginning of the Year								1,374,617	1,641,360	1,968,530	2,328,512	2,743,155	2,776,673	1,128,536	-1,366,791	-4,651,784	-5,832,881
2 Add Tax Increase (\$50 in 2026 then 4.33% CPI)						Tax Increase	9.81%	33,219	30,841	33,868	37,192	40,842	40,842	268,310	412,862	635,345	977,719
3 Add Previous Year Parcel Tax Amount								281,032	314,251	345,092	378,961	416,153	456,995	2,979,748	4,585,507	7,056,544	10,859,172
4 Capital Exp Charge (CEC's) Reserve (plus interest)									238,703						97,114		
5 Actual Interest Earned (assumed at 2%)						Interest Rate	2.0%	27,492	32,827	39,371	46,570	54,863	55,533	-9,124	-127,064	-458,661	-479,394
6 Less Total Expenditure Projects (increasing at 3%)						Inflation Rate	3.0%	-75,000	-289,453	-58,350	-48,080	-478,341	-2,201,508	-5,734,262	-8,253,411	-8,414,325	-5,524,616
7 Total Accumulated Reserve After Spending								1,641,360	1,968,530	2,328,512	2,743,155	2,776,673	1,128,536	-1,366,791	-4,651,784	-5,832,881	0
8 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																	
9 SCADA Computer hardware/software upgrade	2035				2024	36,000	10							46,972		63,126	
10 Office computers + IT Upgrades + Office Eq	2029				2022	19,000	7				20,762			25,534		31,404	38,623
11 Financial Software	2028					30,000	20			31,827							57,483
12 Major Building Repairs (confined space)	2027								25,000								
13 New Generator for Well 6 backup	2026					50,000	20	50,000								90,306	
14 Water Meters	2030				2005	400,000	25					450,204					
15 Total Water Improvements						535,000		50,000	25,000	31,827	20,762	450,204		72,506		184,836	96,106
Water System Evaluation Report Projects																	
16 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
17 Morgan Loop (100% CEC's \$225,000)	by 2075					225,000	100		238,703								
18 Reservoir Replacement	2039				1975	1,225,000	65								1,798,954		
19 Dedicated Reservoir Line (17% CEC's \$65,439)	2039					389,000	100								572,260		
20 Shoreline Main (\$780,000 in AC pipe list)																	
21 Deep Bay Watermain (\$1,177,000 in AC pipe list)																	
22 Crome Point/Burne Road (\$445,000 in AC Pipe list)																	
23 Western Trunk Main (17% CEC's \$195,981)	after 2050					1,165,000	100										
24 Additional Reservoir (100% CEC's \$374,000)	after 2050					374,000	80										
25 DL 28 Main (17% CEC's \$65,944)	after 2050					392,000	100										
26 Pumping Main (100% CEC's \$336,000)	after 2050					336,000	100										
27 Total Water System Evaluations						4,311,000		25,000	264,453	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																	
28 Gainsberg - Mountain View to Reservoir	2031	AC-300	12	900	1968	1,436,925	63						1,665,790				
29 Gainsberg - Thompson Clark W to Mountain View	2031	AC-250	12	300	1968	437,115	63						506,736				
30 Thompson Clark W - Seaview to Melvin Cres	2032	AC-250	12	430	1968	626,532	64							748,111			
31 Thompson Clark W - Melvin Cres to Lot 44	2032	AC-250	12	150	1968	218,558	64							260,969			
32 Thompson Clark W - Gainsberg to Kopina	2032	AC-250	12	30	1968	85,000	64							101,494			
33 Thompson Clark W - Kopina to Seaview	2032	AC-250	11	330	1968	480,827	64							574,132			
34 Ocean Trail - Lot 44 to Blue Heron	2033	AC-200	9	230	1968	335,122	65							412,157			
35 Blue Heron - Lighthouse to Bald Eagle Cres	2033	AC-200	9	200	1968	291,410	65							358,398			
36 Hembrough - Gainsberg to Well No. 2	2034	AC -150	9	900	1968	1,080,954	66							1,369,320			
37 Gainsberg - Hembrough to Parry	2036	AC -150	9	430	1968	516,456	68							694,073			
38 Gainsberg - Myhers to Thompson Clark W	2036	AC -150	9	380	1968	456,403	68							613,367			
39 Gainsberg - Parry to Myhers	2036	AC -150	9	230	1968	276,244	68							371,249			
40 Gainsberg - Burne to Hembrough	2037	AC -150	8	580	1968	696,615	69								964,278		
41 Thompson Clark E - Blackbeard to Frontier	2041	AC-150	8	450	1968	540,477	73								842,046		
42 Thompson Clark E - Frontier to Henry Morgan	2041	AC-150	8	420	1968	504,445	73								785,909		
43 Maple Guard- Frontier to Henry Morgan	2041	AC-150	8	380	1968	456,403	73								711,061		
44 Blue Heron - Ocean Trail to Lighthouse	2041	AC-200	8	310	1968	451,686	73								703,711		

Schedule C

DBID Twenty Five Year Water Capital Expenditures 2027 to 2051 - Final Draft

Oct 20, 2026

	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
45	Jamieson - Bald Eagle Cres to Moors	2041	AC-200	8	300	1968	437,115	73								681,011		
46	Maple Guard- Jamieson to Captain Kidd	2041	AC-150	8	270	1968	324,286	73								505,227		
47	Ocean Trail - Blue Heron to Lighthouse	2042	AC-150	8	300	1968	360,318	74									578,205	
48	Maple Guard- Captain Kidd to Blackbeard	2042	AC-150	8	180	1968	216,191	74									346,923	
49	Moors - Captain Kidd to Blackbeard	2043	AC-150	8	260	1968	312,276	75									516,144	
50	Jamieson - Moors to Bald Eagle Cres	2043	AC-150	8	100	1968	120,106	75									198,517	
51	Jamieson - Maple Guard to Terminus (Foresore)	2041	AC-100	8	80	1968	96,085	73								149,697		
52	Jamieson - Bald Eagle Cres to Maple Guard	2041	AC-150	8	50	1968	60,053	73								93,561		
53	Moors - Jamieson to Captain Kidd	2041	AC-150	8	140	1968	168,148	73								261,970		
54	Deep Bay - Lot 44 to Burne	2042	AC -150	7	780	1968	936,827	74									1,503,332	
55	Bald Eagle Cres - Blue Heron to Jamieson	2045	AC-200	7	320	1968	466,256	77									817,583	
56	Maple Guard- Berbers to Frontier	2046	AC-150	7	340	1968	408,360	78									737,544	
57	Thompson Clark W - Kopina to Seaview	2046	AC-150	7	330	1968	396,350	78									715,852	
58	Bald Eagle Cres - Blue Heron to Jamieson	2046	AC-150	7	250	1968	300,265	78									542,312	
59	Lighthouse - Ocean Trail to Blue Heron	2046	AC-150	7	260	1968	312,276	78									564,004	
60	Blackbeard- Thompson Clark E to Maple Guard	2046	AC-150	7	250	1968	300,265	78									542,312	
61	Thompson Clark E - Jamieson to Blackbeard	2046	AC-200	7	160	1968	233,128	78									421,055	
62	Maple Guard- Blackbeard to Berbers	2046	AC-150	7	100	1968	120,106	78									216,925	
63	Mountain View - Gainsberg to Sabina	2046	AC-200	7	120	1968	174,846	78									315,791	
64	Shoreline - Lot 10 to Terminus	2047	AC-100	6	650	1968	780,689	79										1,452,312
65	Berbers - Maple Guard to Frontier	2047	AC-150	6	450	1968	540,477	79										1,005,446
66	Crome Point - Burne to Terminus	2048	AC -100	6	210	1968	252,223	80										483,285
67	Frontier - Thompson Clark E to Maple Guard	2048	AC-150	6	210	1968	252,223	80										483,285
68	Burne - Deep Bay to Gainsberg	2048	AC -150	6	100	1968	120,106	80										230,136
69	Burne - Gainsberg to Crome Point	2048	AC -100	6	60	1968	72,064	80										138,081
70	Deep Bay - Terminus to Lot 44	2049	AC -100	6	200	1968	240,212	81										474,079
71	Deep Bay - Burne to Terminus	2049	AC -100	6	180	1968	216,191	81										426,671
72	Melvin Cres - Thompson Clark W to Terminus	2050	AC-100	6	100	1968	120,106	82										244,151
73	Ocean Trail - Lighthouse to Terminus (Park)	2050	AC-100	6	100	1968	120,106	82										244,151
74	Island Highway - Gainsberg to Well No. 5	2083	PVC-150	12	525	1973	630,557	100										
75	Island Highway - Well No. 5 to Well No. 8	2083	PVC -250	12	170	1973	247,699	100										
76	Faye - ROW to Jamieson	2083	PVC-150	5	1,000	1973	1,201,060	100										
77	Jamieson - Bald Eagle Cres to Faye	2083	PVC-200	7	200	1973	291,410	100										
78	Jamieson - Faye to Terminus	2083	PVC-150	5	280	1973	336,297	100										
79	Maple Guard- Henry Morgan to Terminus	2083	PVC-150	5	120	1973	144,127	100										
80	Myhers - Gainsberg to Pearl	2083	PVC -150	5	110	1973	132,117	100										
81	Pearl - Myhers to Terminus	2083	PVC -150	5	190	1973	228,201	100										
82	Privateer - Maple Guard to Terminus	2083	PVC-100	5	120	1973	144,127	100										
83	ROW - Lot 44 to Faye	2083	PVC-150	6	250	1973	300,265	100										
84	Sabina - Mountain View to Terminus	2083	PVC-150	5	250	1973	300,265	100										
85	Kopina - Thompson Clark W to Longview	2121	PVC-200	5	100	2011	145,705	100										
86	Longview - Kopina to Seaview	2121	PVC-200	5	120	2011	174,846	100										
87	Shoreline - Longview to Lot 10	2121	HDP-200	4	260	2011	378,833	100										
88	Longview - Kopina to Seaview	2129	PVC-200	5	190	2019	276,840	100										
89	Seaview - Longview to Longview	2129	PVC-200	5	300	2019	437,115	100										
90	Seaview - Longview to Thompson Clark W	2129	PVC-200	5	150	2019	218,558	100										
91	Total Pipe Replacement		AC pipe in mtrs		13,500		22,936,841							2,172,526	5,503,271	5,698,470	8,016,499	5,181,596
92	Grand Total Water Capital Expenditures		PVC pipe in mtrs		4,335		27,782,841		75,000	289,453	58,350	48,080	478,341	2,201,508	5,734,262	8,253,411	8,414,325	5,524,616

	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
1	Accumulated Reserve Total Beginning of the Year						360,351	363,799	312,725	48,356	121,677	207,425	275,752	520,190	916,090	367,021
2	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
3	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
4	Actual Interest Earned (assumed at 2%)			Interest Rate		2.0%	5,198	7,276	6,255	967	2,434	4,148	39,767	63,891	93,797	14,743
5	Less Total Expenditure Projects (increasing at 3%)			Inflation Rate		3.0%	-93,000	-152,157	-367,060	-26,784	-18,603	-40,594	-364,917	-321,991	-1,393,787	-1,077,918
6	Total Accumulated Reserve End of the Year						363,799	312,725	48,356	121,677	207,425	275,752	520,190	916,090	367,021	166,051
	Expenditure Projects															
	Major Capital Expenditures															
7	Vehicles - 8-5 Pumper				520,200	20							0	0	1,011,360	0
8	Vehicles - 8-2 (2007)			2007	200,000	20			350,060				0	0	0	633,405
9	Vehicles - 8-3 (2007)			2013	35,000	20							71,148	0	0	0
10	Jaws Tools/Cortech			2005	40,000	12	75,000						0	0	0	0
11	Compressor airtanks (repl est for 2021 \$60,000)			2000	20,000	35							80,000	0	0	0
12	Paving - Fire Hall Grounds (guesstimate)				50,000		0									
13	Storage Mezzanine - Fire Hall			2026	100,000	50	0	100,000					0	0	0	0
14	Total				\$965,200		\$75,000	\$100,000	\$350,060	\$0	\$0	\$0	\$151,148	\$0	\$1,011,360	\$633,405
	Miscellaneous Equipment															
15	Computer		1	2013	1,386	5		2,360					2,735	3,171	3,676	4,262
16	Fitness equip												0	0	0	0
17	FP2 Software			2017									0	0	0	0
18	Turn out Gear		4 sets		10,000	10	15,000	16,000	16,000	16,000	18,603	19,161	22,213	121,469	29,852	163,244
19	Hoses				1,400	10							2,846	0	3,825	0
20	Air Tanks					15	0	9,222	0	9,784	0	16,834	33,232	31,363	69,839	51,774
21	SCBA masks						3,000	1,000	1,000	1,000			0	0	0	0
22	Air Packs (12 total)				7,050	1							30,864	85,636	99,275	0
23	Spreader	8,560	1	2026	24,000	12							53,311	0	0	76,009
24	Airbag kit	4,000	1	2005	4,000	12		20,000					0	28,515	0	40,656
25	Portable jaws kit	4,000	1	2005	4,000	12							8,885	0	0	12,668
26	JAWS combi tool/2020 conversion	9,095	1	2020	9,095	12							0	20,809	0	29,668
27	JAWS blade and hose	5,432	1	2016	5,432	12							0	12,428	0	17,719
28	Jaws Telescopic Ram	4,000	1	2026	17,000	12							0	0	49,271	0
29	JAWS hose	1,700	1	2026	21,000	12							0	0	60,864	0
30	compressor accessories	10,000	1	2000	10,000	35							0	0	0	0
31	portable 12 volt compressor	300	1	2006	300	10							647	0	869	0
32	CPR practice dolls (set of 3)	630	1	2008	630	12							0	1,441	0	2,055
33	AED trainer	1,035	1	2020	1,035	12							2,043	0	2,912	0
34	portable winch	1,500	1	2006	1,500	12							0	3,432	0	4,893
35	life jackets	1,200	2	2006	2,400	12							3,000	5,491	0	7,829
36	Basket Stretcher	800	1	2020	800	12							1,579	0	2,251	0
37	Stabalization bars (car kit)	2,500	1	2006	2,500	12							5,553	0	0	7,918
38	AED (defibrulators)	2,800	2	2020	5,600	12							11,052	0	15,758	0
39	roberston clam (person carrier)	1,500	1	2024	1,500	12							0	3,432	0	4,893
40	Stihl Cutoff Saw	1,350	1	2017	1,350	12							2,744	0	3,913	0

	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
41	bedslide 8-3	2,086	1	2017	2,086	12							4,240	0	6,046	0
42	Wajax pump	1,200	2	2019	2,400	12						4,599	0	0	6,557	0
43	Forcible entry prop	3,000	1	2022	3,000	12							6,098	0	8,695	0
44	Rescue Rudy	2,045	1	2021	2,045	12							4,157	0	5,926	0
45	Tablets for trucks	700	3	2022	2,100	5		3,575					4,145	4,805	5,570	6,457
46	RIT Pack	4,180	1	2021	4,180	15							9,286	0	0	14,467
47	Scott cylinder for RIT pack	2,528	1	2021	2,528	12							5,140	0	7,328	0
48	Total Misc Equipment				150,318		18,000	52,157	17,000	26,784	18,603	40,594	213,770	321,991	382,427	444,512
49	Total Capital Expenditures						\$93,000	\$152,157	\$367,060	\$26,784	\$18,603	\$40,594	\$364,917	\$321,991	\$1,393,787	\$1,077,918

DEEP BAY IMPROVEMENT DISTRICT

BYLAW NO. 271

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

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

1. For the year 2027 there are hereby levied the following taxes:

PARCEL TAX:

- a) A tax of \$519.00 on all parcels of land classified into Group "A"
- b) A tax of \$1,174.00 on all parcels of land classified into Group "B1"
- c) A tax of \$1,466.00 on all parcels of land classified into Group "B2"
- d) A tax of \$1,466.00 on all parcels of land classified into Group "C"
- e) A tax of \$3,229.00 on all parcels of land classified into Group "D1"
- f) A tax of \$3,229.00 on all parcels of land classified into Group "D2"
- g) A tax of \$780.00 on all parcels of land classified into Group "E1"
- h) A tax of \$519.00 on all parcels of land classified into Group "E2"
- i) A tax of \$1,174.00 on all parcels of land classified into Group "E3"

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

FIRE PROTECTION:

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

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

2. The aforementioned taxes shall be due and payable on or before the 28th day of February, 2027 and will have a percentage addition of twelve percent (12%) added to all taxes remaining unpaid after the said date.

3. In addition, taxes remaining unpaid on the 1st day of March next following the date upon which the taxes are levied shall bear interest at the rate prescribed by the Lieutenant Governor in Council under the *Taxation (Rural Area) Act* as set out under Section 717 of the *Local Government Act*.
4. Severability: If any section, subsection, clause, or phrase of this bylaw is for any reason held to be invalid by the decision of any court, such section, subsection, clause, or phrase may be severed from the remaining portion of this bylaw with the remaining portions of the bylaw remaining valid and of full force and effect.
5. This Bylaw may be cited as the "Taxation Bylaw 2027".

INTRODUCED and given first reading by the Trustees on

RECONSIDERED and finally passed by the Trustees on

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 271

Officer

DEEP BAY IMPROVEMENT DISTRICT

BYLAW NO. 272

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

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

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

Metered Water Rates - Effective January 1, 2027

1. Monthly flat rate charge (including no consumption)..... \$ 31.50
 - (i) For the first 15 cubic meters per month \$.82/m3
 - (ii) For the next 15 cubic meters per month \$1.02/m3
 - (iii) Remaining consumption in excess of
30 cubic meters per month..... \$ 1.67/m3

Conditions Applying to Metered Service

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

the charges for disconnection and reconnection of the water as per Section 5 of this bylaw.

7. Severability: If any section, subsection, clause, or phrase of this bylaw is for any reason held to be invalid by the decision of any court, such section, subsection, sentence, clause or phrase may be severed from the remaining portion of this bylaw with the remaining portions of the bylaw remaining valid and of full force and effect.
8. This bylaw repeals Bylaw No. 270 and its amendments.
9. This bylaw may be cited as "Bylaw No. 272 - Water Tolls 2027".

INTRODUCED and given first reading by the Trustees on

RECONSIDERED and finally passed by the Trustees on

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 272

Officer

Deep Bay Improvement District - General Email

From: Martin L. Martens <[REDACTED]>
Sent: Wednesday, October 07, 2026 1:11 PM
To: Deep Bay Improvement District
Subject: Bylaw 185 - Correspondence to the Board

To the DBID Administrator and Board Chair -

I am writing to request that DBID Bylaw 185 be revised so that it is consistent with Drinking Water Protection Act [SBC 2001] Chapter 9.

Bylaw 185 contains the two following provisions:

9. a) The Trustees or their designate shall have right of access to all parts of a person's property or premises at all reasonable hours for the purpose of inspecting or testing any works, fittings or appliances related to the use of water, or for the purpose of installing, removing, repairing, reading or inspecting meters.

10. No person except the Trustees or their designate will open, shut, adjust, draw water from or tamper with any of the Improvement District's works.

These two provisions are inconsistent with the Drinking Water Protection Act, Chapter 9, Part 2(1)(a); Part 2(1)(b).

The British Columbia Drinking Water Protection Act takes precedence over DBID Bylaws and, as such, those sections of Bylaw 185 are invalid. Additionally, the Drinking Water Protection Act, Chapter 9, Part 2(2) states that A water supplier must ensure that subsection (1) is not contravened in relation to its water supply system.

When will DBID follow the requirements of the Drinking Water Protection Act and revise Bylaw 185?

-Martin Martens
DBID Resident